

**THE ARIZONA AREA HEALTH EDUCATION
CENTERS**

2019 RESEARCH AND PROJECT SMALL GRANT PROGRAM

Key Dates:

RFA Response Due: January 15, 2019
Earliest funding start date: March 1, 2019

Application Summary

The Arizona Area Health Education Centers Program (AzaAHEC) promotes community and educational partnerships to enhance access to quality health care with an emphasis on the needs of rural and urban underserved communities and populations. The AzaAHEC program provides educational programs in partnership with academic institutions, communities, health care agencies, and other organizations that promote the health of Arizona residents. The AzaAHEC program includes five regional AHEC centers that are integral to meeting the mission of the AzaAHEC program. These regional centers contribute to improving the recruitment, education, and retention of the State's health workforce, improving supply, quality, and diversity of Arizona's healthcare workforce, as well as identifying and addressing the health needs of Arizona's communities and residents.

I) APPLICATION GENERAL OVERVIEW

A. Purpose: The purpose of this small research and project grant program is

- 1) To provide graduate health sciences students, medical interns, and residents with an opportunity to gain experience in rural and urban medically underserved Arizona communities through research and/or scholarly projects;
- 2) To interest Arizona Health Sciences students in rural and urban medically underserved practice and other areas of unmet need;
- 3) To address community needs specific to the five Arizona Regional AHEC centers through health promotion and disease prevention research and relevant projects; and/or
- 4) To demonstrate interprofessional education or transformative community-based practice models; and/or
- 5) To address community-based behavioral health integration, social determinants of health, and cultural competency issues reflecting Arizona's underserved populations.

B. Eligible Applicants: graduate health sciences students, medical interns, and residents. Faculty may also apply provided the proposal clearly indicates how the project will directly mentor health professions students or directly support the work of the Arizona Regional AHEC centers and their constituents. Regional Arizona AHEC Centers may also apply provided the proposal clearly indicates how the project will directly mentor health professions students or help to attract health professions students to rural and urban underserved practice through educational experiences in their respective regions. Prior or current recipients of an Arizona AHEC small grant are eligible to apply provided a final progress report for the project or evidence of satisfactory progress has been submitted to the Arizona AHEC program as of 12/31/18.

C. Number of Grants and Funds Available: A maximum of ten (10) projects will be funded in amounts of up to \$5,000. If indirect costs are requested, the indirect rate may not exceed eight

(8) percent. The total budget including indirect costs may not exceed \$5,000.

- D. Project Funding Period:** The funding period for AHEC small grant program is March 1, 2019 to March 1, 2020. The project implementation timeline may extend beyond this period but should be identified clearly in the project proposal. For example, if the research timeline is two years, this should be clearly identified in the project timeline. A progress report will be required by September 19, 2019, for projects that require more than one year to complete. Satisfactory progress must be demonstrated for continuation of projects extending beyond March 1, 2019.
- **Due Date and Submission of Application:** Proposals must be received electronically by the Arizona AHEC office on or before January 15, 2019. Faxed submissions will not be accepted. The electronic application should be uploaded to the online application at the [AzaAHEC SMG Proposal Submission System](#) no later than 5:00 pm on January 15, 2019.
- E. Questions should be directed to** AzaAHEC rfa@azahec.org
- F. Review Criteria:** The application review process is competitive and will be based on the following criteria:
- Compliance with program guidelines and requirements including an established relationship with one of the five Arizona AHEC Regional Centers (e.g. evidenced by letter of agreement with one of the regional centers)
 - Appropriateness of the proposed budget
 - Ability of the applicant to carry out the project
 - Potential for publication
- F. Notification to Applicants:** All applicants will be notified by electronic mail by March 19, 2019.
- H. Reporting Requirements:** Grantees are required to submit progress and final reports that are a descriptive and quantitative summary of the project. Reports that are incomplete will be returned to the project director.

The progress report must include:

1. Detailed description of the actual project implementation
2. Progress as related to budget and timeline
3. A semi-annual progress report not to exceed three pages will be required.
4. For projects with timelines that extend beyond the initial project period, satisfactory progress must be demonstrated for continuation and a second progress report not to exceed three pages must be submitted two weeks prior to the project end date.

The final report must include:

2. Detailed description of the actual project as implemented that includes the target audience/population served
3. Project outcomes (include descriptive and quantitative data)
4. Final budget accounting
5. Copies of publications, abstracts, or posters which explicitly cite support from the Arizona AHEC program with this language: “*Funded by a grant from the Arizona Area Health Education Center*”
6. **The final report is due 90 days upon project completion.**

II) APPLICATION REQUIREMENTS:

A. Proposals are limited to 10 pages excluding forms (#1, #3), vita (#5), reference list (#7) and administrative letters of support (#8, #9). Applicants should use single-spaced, 12-point font such as Times New Roman or Arial. The proposal should include:

1. Arizona AHEC Project Funding Request Summary (form shown on page 6 of this document and available in the online submission system) (Review Score: 5 points)
2. Abstract (limit to one page) (included in 10 page overall limit)
3. Arizona AHEC Budget Form (shown on page 7 of this application and available in the online submission system) (Review Score: 30 points)
4. Budget Narrative (limit to three pages) (included in 10 page overall page limit) provide justification for all items in the budget and explain the relevance of each cost to the overall goals of the project.
5. Vita for applicant and key personnel (limited to five pages each). Applicants may submit a current [NIH format Biographical Sketch](#) (if available) in place of the vita.
6. Proposal narrative (limit to six pages inclusive of dissemination plan) (included in 10 page overall limit) (Review Score: 50 points)
***Dissemination Plan must include how the awardees will disseminate information through at least one of the five regional AHEC centers (travel for one presentation may be included in the budget up to \$1,200. International travel is not allowed.) (Review Score: 5 points)*
7. Reference List (Review Score: 0 points)
8. Letter of support from faculty advisor (Review Score: 5 points)
9. Letter of support from department head or designated departmental authority (Review Score: 5 points)

B. Research proposals should include the following:

1. Introduction & background
2. Purpose & Specific Aims
3. Research question(s) or hypotheses
4. Significance (particularly to Arizona communities and populations)
5. Theoretical foundation
6. Methodology, Research Design, Sampling, and Instrumentation
7. Data Analysis
8. Timeline
9. Generalizability, Scope and limitations
10. Dissemination Plan

C. Project proposals should include the following:

1. Introduction and background
2. Purpose and Specific Aims
3. Benefit of the project to Arizona communities and/or populations
4. Theoretical foundation or framework for the project
5. Methodology
6. Project evaluation plan
7. Project Timeline
8. Expected outcomes
9. Strengths and Limitations
10. Dissemination Plan

III. BUDGET and BUDGET NARRATIVE: Complete the *Budget Form* (sample shown on page

eight (8) of this application, template available at [AZAHEC SMG Proposal Submission System](#).

In the “Item” column, provide an itemized description of budget items using the categories provided. List the funds requested for each itemized line item in the “Amount Requested” column. In the “Rationale/Detail” column, include the rationale for the requested project funds.

Not all budget categories will necessarily apply to every application. Use those categories that are applicable to your project. Funding for standard office equipment will not be approved. Computer equipment and other high cost equipment items need strong justification of need. Student stipends will not be funded; however, student related travel costs, including meals and housing, are acceptable.

Budget Narrative Guidelines: Applicants must provide justification for all items in the budget and explain the relevance of each cost to the overall goals of the project.

Personnel: Each position should be itemized and compensation shown for each position.

Fringe benefits: describe how fringe benefits are calculated for the proposed personnel.

Consultant costs: Explain the need for all proposed consultants and how they relate to the project.

Contractual costs: Explain the need for all proposed contractual arrangements and how they relate to the project

Equipment: Equipment is defined as durable items that cost over \$500 per unit and have a life expectancy of at least one year. List every item of equipment and describe its purpose in relation to the project.

Supplies: Please itemize and explain the expendable items required for the project.

Travel: Explain the need for all requested travel, including numbers of people involved, duration of trips, destinations, importance to project, etc. International travel is not allowed.

Other: Itemize and explain any other expenses not captured in any other budget category.

Prior approval from the Arizona is required for budgetary changes if 1) re-budgeting between categories in excess of 15% is necessary due to changes in expenditure plans or 2) scope of stated category changes (e.g. changes in consultant or equipment, and travel destination.) Request for re-budgeting approval should include a revised budget and narrative justification explaining the need for budgetary changes.

**ARIZONA AHEC
PROJECT FUNDING REQUEST SUMMARY**

Title of Proposed Project							
Type of Project [To be completed by AZAHEC] 2019 Research and Project Small Grant Program	Proposed Project Dates Start date: End date:						
Applicant Organization (Name and address) Type: <input type="checkbox"/> Private Nonprofit <input type="checkbox"/> Public	Location(s) at which project activities will take place						
Amount Requested							
Project Director <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Name:</td> <td style="width: 50%;">Title:</td> </tr> <tr> <td>Address:</td> <td>Phone:</td> </tr> <tr> <td></td> <td>Email:</td> </tr> </table>		Name:	Title:	Address:	Phone:		Email:
Name:	Title:						
Address:	Phone:						
	Email:						
Other key individuals collaborating on this project and their affiliation							
Human Subjects Does this proposal utilize human subjects for any purpose other than improving the curriculum of the course in which the participants are enrolled, serving as didactic device involving only individuals enrolled in the class, or providing training in the conduct of such professional activities as interview procedures? <input type="checkbox"/> No <input type="checkbox"/> Yes (If yes, please indicate the procedure for human subjects review at your institution. Documentation of institutional approval will be required before the award is final.)							
Program Director Assurance I agree to accept responsibility for the conduct of the proposed project and to provide the required progress reports and final outcomes data if this project is approved for funding.							
Signature of Project Director:	Date Submitted:						

ARIZONA AHEC BUDGET FORM

PROJECT NAME:	Assessing Health Outcomes through Empirical Analysis		
PROJECT DATES:	3/1/2018 - 2/28/19		
PROJECT DIRECTOR:	Dr. Rachel Researcher, Ph.D.		
Category	Item	Amount Requested	Rationale / Detail
Personnel	Faculty Support	\$ 1,000.00	John Doe salary @ 0.01 FTE; \$100,000 salary
	Admin Support	\$ 1,500.00	Jane Doe salary @ 0.02 FTE; \$75,000 salary
<i>copy this line and insert above if additional lines needed</i>		\$ -	
SUBTOTAL		\$ 2,500.00	
Fringe Benefits	ERE @ 32%	\$ 320.00	John Doe ERE
	ERE @ 32%	\$ 480.00	Jane Doe ERE
<i>copy this line and insert above if additional lines needed</i>		\$ -	
SUBTOTAL		\$ 800.00	
Consultant Services	Lab consultant @ \$20/hr	\$ 100.00	Consultant with required expertise
		\$ -	
<i>copy this line and insert above if additional lines needed</i>		\$ -	
SUBTOTAL		\$ 100.00	
Other Contractual Costs	Community partner	\$ -	Contract with regional AHEC center
		\$ -	
<i>copy this line and insert above if additional lines needed</i>		\$ -	
SUBTOTAL		\$ -	
Equipment		\$ -	
		\$ -	
<i>copy this line and insert above if additional lines needed</i>		\$ -	
SUBTOTAL		\$ -	
Supplies	Evaluation kits @ \$5 ea.	\$ 200.00	Specialized evaluation kits
	Project office supplies	\$ 50.00	
<i>copy this line and insert above if additional lines needed</i>		\$ -	
SUBTOTAL		\$ 250.00	
Travel	Arizona statewide travel	\$ 1,000.00	Trips to visit project sites
		\$ -	
<i>copy this line and insert above if additional lines needed</i>		\$ -	
SUBTOTAL		\$ 1,000.00	
Other		\$ -	
		\$ -	
<i>copy this line and insert above if additional lines needed</i>		\$ -	
SUBTOTAL		\$ -	
TOTAL DIRECT COSTS		\$ 4,650.00	
INDIRECT COSTS (IDC)		\$ 376.65	If included, limited to 8% total direct costs.
TOTAL COSTS		\$ 5,026.65	