

# CALL FOR APPLICATIONS: Community-Led Seed Grants

**Applications Due: Monday, Sept. 11, 2023, by 5:00 p.m. CDT**

**Supporting community-MCW academic teams to design new strategies, test innovative ideas, and foster greater collaboration to build a foundation for future efforts to address Wisconsin's leading health challenges**



**AW** ADVANCING A HEALTHIER  
WISCONSIN ENDOWMENT

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# Overview

## Advancing a Healthier Wisconsin Endowment Overview

At the Advancing a Healthier Wisconsin Endowment (AHW), we are driven by a vision for a healthier Wisconsin.

As Wisconsin’s largest health improvement philanthropy, AHW seeks to propel the most promising work and ideas to improve health and advance health equity in Wisconsin today, and for generations to come. We do that by *investing* in high-impact, promising work; *connecting* people, research, and academic medicine to break down silos and build up relationships across sectors and communities; and *influencing* how ideas and knowledge can become action to inform programs, policies, and practices.

We aim to accelerate innovation, collaboration, and impact by responding to research- and community-identified needs. Learn more about [our story](#) and [how we work](#).

## Funding Summary

AHW’s *Call for Applications: Community-Led Seed Grants* supports community-MCW academic partnerships to design new strategies, test innovative ideas, and foster greater collaboration to build a foundation for future endeavors to address Wisconsin’s leading health challenges and produce deeper impact on health and health equity in Wisconsin’s communities. Applicants may request up to \$50,000 for projects completed within a 12-month period, beginning Jan. 1, 2024.

To foster a collaborative approach to award selection, applicants will participate in a peer review process to assess proposals submitted to this funding opportunity by their fellow applicants. For the submitted application to be considered for funding, completion of all assigned reviews is required.

## Application and Review Process Timeline

### July-Aug. 2023

Consult with AHW to review proposed project scope and fit with the call for applications

### By Aug. 28, 2023

Share draft application with AHW for feedback

### Sept. 11, 2023 (required)

Applications due by 5:00 p.m. CDT via the online application form

### Within three business days of signature request (required)

Electronic signatures due from key personnel via an AHW-initiated DocuSign process

### Sept. 22-Oct. 18, 2023 (required)

Review process via online review platform

### Nov. 2023

Notification of funding decisions

### Jan. 1, 2024

Project start date

## Application Components

Please see pages 7-9 below for more details on the following required application components:

1. Online form
2. Narrative (attachment to online form)
3. Implementation plan (attachment to online form using AHW-provided form)
4. Budget workbook (attachment to online form using AHW-provided form)
5. Budget justification (attachment to online form using AHW-provided form)
6. Non-supplanting attestations (attachments to online form using AHW-provided form)
7. Signatures (collected via DocuSign after the application is submitted)

# Funding Details

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## Description

AHW's *Community-Led Seed Grants* funding opportunity supports community-MCW academic partnerships to conduct initial exploration and test innovative ideas to serve as a foundation for future larger, sustainable efforts to improve health. Applicant teams can request up to \$50,000 for projects to be completed during a 12-month period, beginning Jan. 1, 2024. Eligible proposals may be focused on a variety of activities, such as but not limited to:

- Designing and testing innovative community-based health improvement approaches and interventions
- Developing new partnerships or expanding existing partnerships to broaden reach or increase impact
- Gathering and analyzing data to explore novel approaches and interventions
- Taking existing projects to the next level by adding innovative new components
- Sharing learnings with community leaders and impacted communities to foster community-driven action

AHW is committed to supporting new and innovative ideas that advance health equity in Wisconsin. [Health equity \(CDC\)](#) is the state in which everyone has a fair and just opportunity to attain their highest level of health.

Seed grant applicants must clearly identify a health need, an immediate gap in knowledge or practice, and proposed project methods to test a novel approach to address the gap and inform future efforts to impact the health need. Successful proposals will position the applicant team to build on promising efforts and demonstrate the potential to lead to improved health and well-being for Wisconsin residents. At the conclusion of the AHW award, projects will be poised to continue, scale, or replicate successful practices and take their efforts to the next level through leveraged funding, partner commitment, systems changes, and other sustainability strategies for long-term impact on health and health equity.

## Additional Proposal Considerations

- All applications must clearly demonstrate how the proposed project will positively affect health and/or health equity in Wisconsin in the long-term.
- All applications must be submitted collaboratively by a community-MCW academic partnership.
- Project aims must be distinct from prior or existing funded projects.
- AHW funds operate through a cost-reimbursement model.
- It is not the intent of AHW funds to be used as bridge funding.

## Applicant Eligibility

At AHW, we believe that we can go further together than we can alone. AHW is committed to supporting collaborative efforts that bring together teams with the necessary expertise, experience, and influence to address Wisconsin's leading health challenges and who together can advance health and health equity for all Wisconsin residents. All applications must be submitted by collaborative teams of community and MCW academic partners committed to carrying out the proposed project together.

## Primary Community Partner Organization

All projects must designate one primary community partner organization to serve as the fiscal agent for the project and one individual from that organization to serve as the primary contact for the project.

The primary community partner organization is responsible for the fiduciary and reporting requirements of the community portion of the project and project budget and shares the responsibility with the MCW Principal Investigator (PI) for transferring all communications, notifications, and instructions from AHW to all members of

the project team. Eligible community organizations must be a Wisconsin-based 501(c)3 or 501(c)6 organization, or a Wisconsin government-based entity or organization.

### MCW Principal Investigator

All projects must engage an eligible MCW PI. The MCW PI is responsible for the fiduciary and reporting requirements of the MCW portion of the project and project budget and shares the responsibility with the primary community partner contact for transferring all communications, notifications, and instructions from AHW to all members of the project team. The MCW PI may also serve as a core thought partner, providing content expertise, serving a liaison role between community partners and other partners at MCW, and leading MCW-based research aspects of the project, including securing Institutional Review Board (IRB) approval, among other roles.

The MCW PI must be a full-time or full professional effort MCW faculty member with the rank of Assistant Professor, Associate Professor, or Professor, and have a primary appointment in the School of Medicine.

### Collaborators

Collaborators are optional but encouraged and are not subject to the same eligibility requirements as the primary community partner organization or the MCW PI. Collaborators may be MCW faculty, staff, or students as well as experts outside of MCW, including additional community partner organizations and contacts. Collaborators typically have a smaller role in the project than the primary community partner and MCW PI and may or may not receive salary support through AHW funding. Any individual and/or organization listed as a collaborator should be committed to the proposed project and ready to engage in the project based on their specified role, if funded.

### Budget Requirements

AHW's investment in this funding opportunity will total approximately \$1 million to support meritorious projects. The exact number of awards will depend on the merit of proposals received. Successful projects will demonstrate an appropriate budget and timeframe for their proposed scope of work. Applicants will be required to provide a detailed budget with justification for all personnel and project expenses. Project budget requests are limited to \$50,000 maximum and project durations are limited to 12 months maximum.

- Project personnel salaries supported by AHW awards are subject to the applicable [NIH salary cap](#) at the project start date.
- The MCW PI and at least one representative of the community partner is required to contribute effort to the project for the full award period.
- Award personnel may cost-share their effort with support from their departments or entities. Cost-sharing may support any or all salary put forth. AHW funds may not be used to cost-share effort on any other work.
- AHW awards should not fund relatives/significant others of the MCW PI unless the MCW PI can provide a written justification for how the relative's scientific or technical expertise is required to complete the award/project's aims. It is the responsibility of the MCW PI to disclose the relationships and provide written justification at time of application and request of personnel changes and indicate whether or not an evaluative relationship exists between the MCW PI and relative. MCW PIs are encouraged to refer to [MCW Policy HR.EE.110](#) for further detail.
- All personnel support must be justified, and specific project roles outlined in the budget justification. AHW funds cannot support general operational activities.

For information on financial compliance and reporting requirements for funded projects, please review the Funded Project Terms and Conditions for Community-Led Seed Grants on the [AHW website](#). By applying for an AHW award, applicants agree to these terms and conditions.

### Supplanting Criteria

AHW was established as the result of a generous financial gift made by Blue Cross & Blue Shield United of Wisconsin to the people of Wisconsin, giving AHW the extraordinary responsibility to steward this financial gift on behalf of Wisconsin residents. As such, AHW adheres to requirements as defined in a March 28, 2000, Order of the Commissioner of Insurance which requires that AHW funds (the Funds) “may not be used to supplant funds or resources otherwise available.” AHW, via MCW, must report annually on its determination that the Funds do not supplant other resources that may be available to accomplish the same purposes. [Supplanting criteria](#) can be found on the AHW website.

Prior to final funding recommendations and approval, AHW and/or its oversight body, the MCW Consortium on Public and Community Health (Consortium), will assess whether other financial resources exist or are available for the project, including an assessment of whether the applicants have other financial resources available for the project. Applicants must certify that no financial resources will be supplanted and provide a complete listing of current funding sources for the project or similar other projects.

### Allowable Expenses & Funding Restrictions

AHW uses a cost-reimbursement model. Funds can only be used for direct project-specific expenses, including salary and benefits for personnel directly involved in the project and direct expenses such as supplies, travel, etc.

Funds may not be used for:

- Projects conducted outside of Wisconsin
- Indirect costs such as ongoing operating expenses for routine functions and principal programs
- Debt reduction
- Entertainment or alcoholic beverages
- Lobbying
- Reimbursement solely for patient care or clinical service delivery
- Publishing fees to benefit education or research in general
- Stipends
- Supplanting

View a complete list of [Allowable and Unallowable Costs](#) on the AHW website.

## Application and Review Process

AHW’s *Community-Led Seed Grants* funding opportunity uses a one-stage application and multi-stage review process.

### Application Process

Eligible applicants should submit an application via the online application form available on the [AHW website](#). Applications must be submitted via the online form by **5:00 p.m. CDT on Monday, Sept. 11, 2023**. Late applications will not be accepted.

Please use the following instructions to prepare the application as a collaborative team for final submission via the online form by the deadline. Applicants must answer all required fields and follow the restrictions set within the online form. No paper or emailed applications will be considered, and no attachments beyond those specifically requested in the following instructions will be accepted.

When filling out the online form, you may save your progress and resume at a later time by checking “Save my progress and resume later” in the upper right-hand corner of the form. If saving, please follow the system prompts to save and re-access the form. Only one applicant team member may begin and save the online form by creating a login (email address and password) that will allow that individual to return to saved work. We recommend you designate one individual to enter the completed application information online.

The application includes the following sections:

1. **Online Form**

The application form provides general project information and must be completed via the online form accessible on the [AHW website](#). The online form includes:

- Project title and goal statement
- Requested award amount and project duration
- Primary community partner and MCW PI contact information and optional demographic information
- Optional collaborator information
- AHW alignment information and geographic area impacted by the proposed project
- Project team member serving as peer reviewer

2. **Narrative** (attachment)

The narrative is the applicant team’s opportunity to describe their project in detail. Project narratives must be uploaded as an attachment in the indicated location within the online form. Responses to all sections of the narrative are required, and the narrative is limited to a maximum of four (4) pages, not including citations, using 0.5” margins and 11pt font, single-spaced.

Organize the narrative in the order specified below. Start each section with the appropriate section heading (bolded below), address each sub-point in your narrative response for that section, and use lay-friendly language as much as possible. We encourage applicants to be clear and concise, and insert graphics, tables, and charts when applicable and within the allowable page limit.

- **Project Need and Intended Impact**
  - Describe the health or health equity need that the project aims to address
  - Demonstrate why the identified need is a priority in Wisconsin
  - Describe the target population to be impacted
  - State the larger vision and impact on health and/or health equity that this project will contribute towards achieving
  - Outline how the applicant team envisions this project contributing to or growing into a larger endeavor in the future
- **Project Aims and Approach**
  - Describe in detail the key activities and processes to accomplish the project aims in alignment with the implementation plan (see detailed instructions below)
- **Project Recruitment and Evaluation Strategies**
  - Outline the recruitment strategies for any project or study participants (i.e., survey respondents, focus group participants, pilot site enrollment, etc.), if applicable. Study recruitment does not include recruitment of any project staff or team members.
  - Explain the evaluation strategies and key metrics to assess the project outcomes and demonstrate success to inform future efforts

- **Project Team**
  - State the roles and responsibilities of each project team member
  - Briefly describe the experience or expertise for each project team member that makes them best suited to carry out their role on the proposed project
  - Describe how the project team will ensure a successful collaboration and how the applicants anticipate the partnership evolving during the project and beyond
- **Citations** (not included in the page limit)
  - Include all references cited in the narrative
  - Each reference should include the names of all authors, the article and journal title, book title, volume number, page numbers, and year of publication
  - Applicants should be especially careful to follow scholarly practices in providing citations for source materials used in the preparation of the application

3. **Implementation Plan** (attachment using the AHW-provided form accessible from the Forms section of the funding opportunities page on the [AHW website](#))

The implementation plan summarizes the project’s proposed aims and objectives. The specific aims and objectives listed on the implementation plan must reflect those outlined in the narrative.

Project teams selected for funding will be required to report on the extent to which they have met their aims and objectives with respect to the implementation plan and the activities and anticipated outcomes detailed in the narrative. Reporting on the implementation plan and other project-specific materials will be used by AHW when evaluating the project work.

4. **Budget Workbook** (attachment using the AHW-provided form accessible from the Forms section of the funding opportunities page on the [AHW website](#))  
Applicants must complete the Community Partner Budget table (tab 2) and Total Project Budget table (tab 3) following the guidelines detailed in the Budget Instructions (tab 1) in the budget workbook (Excel).

The total budget amount on the Total Project Budget table and the total amounts allocated for MCW and the primary community partner must equal the amount requested for the project on the online form.

When developing the budget, please refer to the detailed Budget Instructions (tab 1), the complete list of [Allowable and Unallowable Costs](#) on the AHW website, and the Budget Requirements section above.

5. **Budget Justification** (attachment using the AHW-provided form accessible from the Forms section of the funding opportunities page on the [AHW website](#))

Applicants must complete the Community Partner Budget Justification and Total Project Budget Justification sections of the budget justification form (Word) and must include descriptions of all funded positions and all direct expense line items included in the budget workbook.

Applicants should follow the guidelines and descriptions provided in the Budget Instructions (tab 1) in the budget workbook.

6. **Non-Supplanting Attestations** (attachment using the AHW-provided form accessible from the Forms section of the funding opportunities page on the [AHW website](#))

Non-supplanting attestations are used to identify existing or available funding for the proposed project and to determine whether such existing or available funding would be replaced with financial support by



AHW funds. A separate non-supplanting attestation form must be completed by all key project partners, including:

- Primary community partner organization
- MCW PI
- Any additional project partners labeled as investigators within the application

## 7. Signatures

Following successful submission of the completed application through the online form and technical review, signatures will be required via an AHW-initiated DocuSign process from the following individuals to indicate their awareness and support of the submitted application:

- Primary community partner organization contact and an individual authorized signer, if applicable
- MCW PI and their respective MCW Department Chair or Center leadership
- Any additional project partners labeled as investigators within the application and completing a non-supplanting attestation

**Following submission and technical review, each of the individuals above will receive an email with instructions to complete and submit their electronic signature. Required signatures must be submitted within three business days of receiving the signature request** to complete the submission and advance it for review.

## Review Process

### Technical Review

All submitted applications will undergo technical review by AHW staff to ensure that all requirements are met, including but not limited to eligibility criteria and adherence to the guidelines and restrictions. AHW will follow-up with all applicants as part of the technical review process. Applicant teams should be prepared to respond quickly to communications from AHW following the application deadline.

### Peer Review

Peer reviews will be conducted for all applications that pass technical review by a review body consisting of other applicants who applied to this funding opportunity. Each applicant team will identify one project team member in their application to serve as a peer reviewer. The peer reviewer must complete all assigned peer reviews for the submitted application to be eligible for funding consideration.

All applications will be reviewed using the following criteria:

### Impact

The proposed project:

- Demonstrates the potential to positively impact health and/or health equity in Wisconsin, either as a direct result of project activities or over the long-term.
- Describes innovative approaches and planned evaluation or assessment to directly inform future efforts to advance health and/or health equity in the long-term.
- Provides convincing evidence that the project could lead to scaled, replicated, or continued efforts in the future.

## Feasibility

The proposed project:

- Is led by a collaborative team consisting of community and MCW academic partners who appear to bring the necessary experience and expertise to carry out the project.
- Demonstrates high-quality, appropriate methods that appear likely to achieve the stated aims.
- Describes a scope which appears feasible to complete within the requested project budget and duration.

Reviewers will provide scores and written comments for each proposal. The scoring system uses a nine-point scale based on the rating scale used by the National Institutes of Health. The nine-point rating scale is anchored according to the following descriptions:

- |  |        |
|--|--------|
| 1. Exceptional (exceptionally strong with essentially no weaknesses) | High   |
| 2. Outstanding (extremely strong with negligible weaknesses)         |        |
| 3. Excellent (very strong with only some minor weaknesses)           |        |
| 4. Very Good (strong but with numerous minor weaknesses)             | Medium |
| 5. Good (strong but with at least one moderate weakness)             |        |
| 6. Satisfactory (some strengths but also some moderate weaknesses)   |        |
| 7. Fair (some strengths but with at least one major weakness)        | Low    |
| 8. Marginal (a few strengths and a few major weaknesses)             |        |
| 9. Poor (very few strengths and numerous major weaknesses)           |        |

- Minor Weakness: An easily addressable weakness that does not substantially lessen impact
- Moderate Weakness: A weakness that lessens impact
- Major Weakness: A weakness that severely lessens impact

## Consortium Review

The MCW Consortium on Public and Community Health (Consortium) will review the recommendations from the reviewers and approve a slate of proposals to fund. AHW may request that applicants adjust their scope, budget, or timeline based on the outcome of the review process. If necessary, these applicants will be notified and asked to resubmit their adjusted application materials for further review. No negotiations or appeals will be accommodated. Final funding decisions will be advanced to the MCW Board of Trustees for approval.

## Conflict of Interest

The review process follows a Conflict of Interest policy. A conflict of interest is apparent whenever a reviewer's objectivity may be perceived as compromised by the nature of a personal or professional relationship or obligation to an applicant. Reviewers with a conflict of interest pertaining to a proposal's review and/or funding are self-identified and recused from review of that proposal.

## Award Determination

Following completion of the review process, notification of conditional award determination is anticipated to be shared with the primary community partner organization contact and the MCW PI in November 2023.

## Human Research Protection

According to the [MCW Office of Research's Standard Operating Procedure for the Definition And Determination Of Human Subjects Research](#), it is the responsibility of the MCW Institutional Review Board (IRB), staff and committee members to ensure the proper application of the definition of human subjects research and to provide investigators with guidance regarding this definition. Federal regulations define research as a systematic investigation designed to develop or contribute to generalizable knowledge. It is the responsibility of PIs to ensure

the proper application of this definition to their human subjects research projects and apply to the IRB for its review. Investigators must submit to the IRB for review prior to initiating the research regardless of whether their activities involve human subjects. Investigators may not independently make the determination whether an activity involves research; the IRB will make the independent determination regarding human research subject involvement.

AHW funding will be contingent upon institutional approvals for the use of human subjects for those projects determined to be research. Research projects funded by AHW must ensure that human participants are protected during the collection of information from award participants and/or the publication or dissemination of award results.

The MCW PI of an AHW-funded award is expected to:

- Confirm with the appropriate MCW regulatory approval offices if IRB regulatory approval is necessary for the proposed project prior to submitting a proposal to AHW.
- Ensure appropriate training and ongoing education necessary to protect the rights and welfare of human participants before and during the award, including maintaining compliance with all human subject policies, regulations, and reporting requirements.
- Obtain Institutional Review Board (IRB) approval through a Human Research Protection Program at MCW, Froedtert Health, the Veterans Administration, or Children's Wisconsin or Reliance institutions prior to the award commencing. Each institution has an Institutional Review Board that evaluates awards for compliance with applicable human subject laws and regulations.
- Receive documentation of IRB review and approval prior to the award commencing.

All applicable IRB protocols must be linked to the funding proposal in the MCW eBridge system (eBridge), which allows MCW researchers to submit, track, report, and archive research activities involving human research conducted at MCW, prior to the completion of account setup and the award number for the project being issued. AHW will initiate the eBridge funding protocol for all projects approved for funding.

## Application Resources

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*Our goal is to support applicants through the application process to the best of our abilities, and we encourage applicants to contact AHW staff with questions throughout the application process.*

### AHW Online Resources

AHW's website provides information, application resources, and answers to frequently asked questions related to each funding opportunity and the AHW funding process. Visit the AHW website at [www.ahwendowment.org](http://www.ahwendowment.org).

A fillable template of the online application form is available for download via the AHW website. The template will not be accepted as a final submission but is designed to be used by the applicant team to prepare their collaborative responses prior to completing and submitting the online form by the application deadline.

### Pre-Application AHW Consultation

For an efficient application process, applicants are encouraged to connect with AHW to discuss their proposed project scope and ensure alignment with the funding opportunity. Applicants are encouraged to connect as early in the development of their proposal as possible. Contact Benjamin Martinez at [bemartinez@mcw.edu](mailto:bemartinez@mcw.edu) to set up a time to discuss your proposal idea.