Funded Project Terms and Conditions

The following information briefly highlights the processes and requirements for proposals that are successfully awarded funding through AHW's *Call for Applications: Community-Led Seed Grants.*

Award Initiation

Following approval of a proposal, AHW will support project teams to complete the required steps of the award initiation process, including but not limited to:

1. Connect with your assigned MCW academic partner to begin relationship building and confirming the agreed upon role for the MCW principal investigator (PI) to carry out the approved community-led project.
2. Participate in an orientation session with AHW to discuss financial compliance and reporting requirements. Key project team members, including the MCW PI, primary community partner organization contact, and any additional lead faculty and staff with administrative or financial responsibility should plan to participate.
3. Pass supplanting review.
4. Execute a funding agreement with the Medical College of Wisconsin (MCW) on behalf of AHW.
5. Submit the most recent fiscal audit of the primary community partner organization.
6. Submit the accounting system questionnaire for the primary community partner organization.
7. Secure institutional approvals, including MCW Institutional Review Board (IRB) review and approval. AHW funding is contingent upon institutional approvals for the use of human subjects. Awards 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 Principal Investigator (PI) will lead this process. MCW investigators may not independently make the determination whether an activity involves research; the MCW Institutional Review Board (IRB) will make the independent determination regarding human research subject involvement. MCW investigators must submit to the IRB for review prior to initiating the research regardless of whether their activities involve human subjects.
8. Link all institutional approvals to the funding protocol in the MCW eBridge System (eBridge), MCW's research management application that is used to track, report, and archive funding applications, and complete and submit the funding protocol for approval. AHW will initiate the eBridge funding protocol for funded projects, and the MCW PI will lead this process.

Pre-award accounts are not allowed for AHW-funded awards.

Financial Compliance

Awards funded through this funding opportunity are collaborative in nature. The primary community partner organization and MCW PI are jointly responsible for ensuring compliance with fiduciary requirements throughout the life of the award.

It is important to note that AHW funds may not be used to supplant funds or resources that are available from other sources. If a PI or community partner receiving AHW funding is awarded a new grant that is for the same or similar research, they should notify AHW staff so that a supplanting review can be conducted. If it is determined that supplanting exists, the affected portion of the AHW funding will either be rescinded or reallocated, in accordance with MCW Corporate Policy BF.SP.060.

Funding Agreement

Upon funding approval, the primary community partner organization will be required to execute a funding agreement with MCW before project activities can officially commence. Only the primary community partner organization should be listed on the funding agreement and only this entity will be able to directly invoice MCW for project costs by means of a cost-reimbursement model. The funding agreement must be submitted to AHW prior to project commencement along with the required documents listed in the Award Initiation section above.

Annual Financial Audit

Per the funding agreement, the primary community partner organization listed on the funding agreement and receiving funds from AHW is required to furnish an annual financial audit, the cost of which must be borne by the community organization. A federal single audit or an audit performed in accordance with Governmental Auditing Standards will fulfill the audit requirement. If such audits are not performed, the community organization will need to work with AHW staff to determine how to best meet this requirement. As financial stewards, AHW is required to monitor all sub-recipients, including those community organizations receiving AHW funds. Therefore, community organizations listed on the funding agreement may be required to participate in a sub-recipient audit.

Invoicing

Project activities are funded through an expense-reimbursement process. Payment requests must be submitted using the AHW invoice form. Invoices must be submitted to the MCW PI who will facilitate payment through the MCW accounts payable department via the MCW academic partner's department administrator. Requests should be made for approved, direct, allowable costs incurred by the community organization not more often than monthly nor less than quarterly (e.g., not more than one invoice per month, but at least one invoice per quarter). A final invoice must be signed, marked as "Final," and submitted within 60 days of the end of the award period. MCW reserves the right to request and review additional documentation for any payment requests submitted.

AHW projects must retain adequate support documentation for project-related expenses. The purpose of support documentation is to assure the invoices submitted to MCW for reimbursement of direct expenses incurred in connection with the AHW project. The primary community partner organization is responsible for obtaining and maintaining support documentation from any additional community partners for their portion of submitted invoices.

All projects must submit a copy of the first Community Partner invoice along with all support documentation to AHW as part of AHW Subrecipient audit requirements. This documentation should be uploaded to the "Requirements" section of the project in AHW's Grant Management System. Please note that this documentation review will not delay timely processing of payment and may occur after payment has been processed.

Financial Conditions

The amount awarded is the maximum funding available from AHW for this project and the project start and end dates indicate the official project period, unless otherwise approved by AHW. MCW reserves the right to reduce unspent funding and/or funding duration, if needed, to comply with state and/or federal law (including but not limited to law governing endowment fund management), or to address MCW financial constraints which negatively impact AHW. All AHW funds must be allocable within the project period.

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.

Reporting Requirements
There are multiple methods to communicate award progress between AHW staff and the funded project team. The AHW team will support funded projects throughout the project period to complete award requirements. Failure to complete reporting requirements could result in termination of the project and/or ineligibility for future AHW funding.

Project Check-in
Funded projects will be required to participate in at least one project check-in with AHW during the project period to discuss project progress, findings, highlights, challenges, and next steps.

Final Reporting
A final progress report will be due no later than two months after the award end date and must be submitted electronically via the AHW Grant Management System.

AHW uses the information in final reports and other project updates to monitor progress and prepare public communication pieces that demonstrate the benefits of AHW funding to improve the health of Wisconsin residents. As such, final reports should be written using lay-friendly, plain language to the extent possible.

Funded community partners and MCW PIs are expected to be responsive to requests for information on continued progress, sustainability of the project and/or collaborative team, future efforts as a result of the seed grant, and other developments beyond the award period.

Additional Requirements
Representatives from AHW-funded project teams should attend one grantee learning event during the project period. Learning events are organized by AHW to promote bidirectional learning among funded partners and provide an opportunity for networking.

Funded partners may also be asked to contribute to the social return on investment of AHW by participating in supplementary engagement activities, which may include participation on AHW review panels; programs and initiatives; public presentations; networking events; peer-to-peer feedback sessions; trainings; and dissemination events; among others.

Legal Compliance

Health Insurance Portability and Accountability Act (HIPAA)
The HIPAA privacy rules are federal regulations protecting the confidentiality of information used in clinical practice, research, and operations of healthcare facilities. The privacy rules apply to the use or disclosure of protected health

information for research purposes and require a number of actions and documentation. Funded projects must comply with all HIPAA requirements.

Proposal Protection/Intellectual Property
AHW's public oversight body, the MCW Consortium on Public and Community Health (Consortium), operates in accordance with standards consistent with Wisconsin's open meetings and open records laws. Documents that are generally considered by the Consortium in open public meetings become public record that may be subject to release. Prior to funding decisions being made, information contained in your proposal will not be shared outside the established application and review process and the governing body. If your project is funded, information contained in the proposal may be subject to release. An intellectual property agreement may be required for inventions, discoveries, or copyrightable material developed as a result of a project.

Lobbying
AHW funds may not be used for lobbying efforts. Successful applicants will ensure that descriptions of the intended use of all AHW funds abide by the nonlobbying requirement.

Lobbying includes communication with a legislator or agency official regarding a specific piece of legislation and sharing of your view on the legislation, including any attempt to influence local, state, or federal legislation or administrative action. Advocacy as a form of education is allowable and can take many forms including sharing best practices, success stories or data, etc.

Marketing and Publicity Requirements

Award Announcement
All announcements related to the award of AHW funds are embargoed (i.e., not for dissemination outside of project partners) until the date set by AHW. Subsequent news releases about your project's activities do not need to adhere to an embargo or be reviewed by AHW. Exceptions to this guideline include announcements or press releases related to major events, information releases, or other communications that involve collaboration with AHW.

In press releases, publications and/or other media opportunities, acknowledge AHW as the project funder with the AHW logo, which is available in your project library in the AHW Grant Management System, or the following clause:

"This [project, program, conference, research, report, etc. (choose one)] is funded [in part or wholly (choose one)] by the Advancing a Healthier Wisconsin Endowment."