

# Funded Project Terms and Conditions

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

## Award Initiation

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

1. Participate in an orientation session with AHW to discuss financial compliance and reporting requirements. Key project team members, including the MCW PI and any additional lead faculty and staff with administrative or financial responsibility should plan to participate.
2. Pass supplanting review. All conditionally-approved projects will undergo a thorough budget and supplanting review to ensure that no unallowable costs remain on the project, and to verify that no other funding sources are supporting the same project work. Revisions may be requested as part of the non-supplanting review process and timely responses are necessary to continue with the award initiation process. At times, supplanting review determines that a conditionally approved project is unable to move forward to an AHW funded award.
3. Secure institutional approvals, including Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), and Biosafety protocols 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. 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 their proposed research projects to the IRB for review prior to initiating the research regardless of whether their activities involve human subjects.
4. 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.

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

## Financial Compliance

While awards funded through this funding opportunity are collaborative in nature, the MCW PI is solely 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 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](#).

## 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.

## Reporting Requirements

There are multiple methods to communicate award progress between AHW staff and the funded PI. 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 annually during the project period to discuss project progress and findings, highlights, challenges, and next steps.

### Reporting

Funded projects will be required to submit progress reports annually throughout their project duration. Progress reports will be due no later than one month following the completion of each project year. A final progress report will be due no later than two months after the award end date. If the award end date aligns with the end of the final project year, the final report may be submitted in lieu of the annual progress report. All progress and final reports must be submitted electronically via the [AHW Grant Management System](#).

AHW uses the information in 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 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 AHW funding, and other developments beyond the award period.

### Additional Requirements

Representatives from AHW-funded project teams should attend one grantee learning event annually throughout the award period. Learning events are organized by AHW to promote bidirectional learning among funded projects and provide an opportunity for networking.

Funded investigators 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 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."