

Edward M. Kennedy Scholars Award in Health Policy Research

a program of The Medical Foundation

One \$100,000 grant will be awarded (inclusive of 10% indirects)

Funding Period: June 15, 2008 – June 14, 2010

Application Guidelines and Instructions (Forms are in a separate MS Word document)

Application Guidelines

The application deadline is **Thursday, April 10, 2008 at 1:00 p.m., Eastern Time.**

Program Overview and Statement of Purpose:

The Medical Foundation is pleased to announce the Edward M. Kennedy Scholars Award in Health Policy Research. The Award is intended to support a research project that may lead to improving the delivery of effective health care services at the community and population levels. Eligible projects include but are not limited to the study of financing, organization and delivery of population level health services, or development and use of resources to facilitate improvements in service delivery.

Founded in 1957, The Medical Foundation is a nonprofit, public health and medical research funding organization whose mission is to help people live healthier lives through prevention, health promotion and support of biomedical and health policy research.

Eligibility Requirements: Applicants must have completed no more than five years of their first faculty appointment by June 15, 2008. The applicant's primary faculty appointment must be at one of the eligible Schools of Public Health or Tufts University Public Health and Professional Degree Programs. Up to three applications from each of the following schools/programs may be submitted:

- Boston University School of Public Health
- Harvard University School of Public Health
- Tufts University Public Health and Professional Degree Programs
- University of Massachusetts Amherst School of Public Health and Health Sciences

Selection Criteria

- Applicant qualifications and prior research accomplishments
- Significance, innovation and relevance to program priorities.

Award Duration and Amount: One grant in the amount of \$100,000 (\$50,000 each year) for two years will be awarded. Indirect costs (institutional overhead) may not exceed 10% of direct costs or \$4,545 each year of the two-year award period. Award payments will be made once a year.

Notification to Candidates: Applicants will be notified of the status of their application in May 2008. Individual written critiques are not provided to successful or unsuccessful applicants.

Terms of the Award: The Award will be made to one of the four eligible institutions on behalf of the Award recipient. The Institution is responsible for administering the award and maintaining adequate supporting records for project-related expenses.

Use of Funds: The Edward M. Kennedy Scholars Award in Health Policy Research may be used to support a portion of the Award recipient's salary and fringe benefits, salaries of postdoctoral fellows or technicians and fringe benefits, data processing, supplies, and other direct expenses including equipment. Funds may be used for travel to one scientific meeting annually with costs not to exceed \$1,500. Funds may not be used for new construction, the renovation of existing facilities, general fundraising projects or endowments.

Institutional Assurances: The Award recipient should follow their institutions' patent,

copyright, and intellectual property policies regarding discoveries that result from research supported by the Kennedy Scholars Award. The Medical Foundation will not retain any rights to published results that result from the research.

The Award recipient is expected to adhere to all national and institutional regulations regarding human studies in his/her research project, including informed consent when appropriate. The Medical Foundation expects that the appropriate national guidelines with regard to scientific misconduct are in place and enforced at all institutions with which the Award recipient is affiliated.

Reporting Requirements: The Award recipient will furnish a Progress and Financial Report on or before May 15, 2009. The Final Research and Financial Report is due within sixty (60) days following completion of the award period. The Award recipient will receive email reminders one month prior to these due dates including the forms and format for these reports.

Transfer or Termination of Award: The Award is made to the institution where the Award recipient is employed. In the event that the Award recipient leaves that institution, the Award is not transferable without prior approval of The Medical Foundation.

If the project is terminated for any reason, any unused funds must be returned to The Medical Foundation within thirty (30) days of the termination of research activity. It is the responsibility of the Award recipient as well as the Institution to notify The Medical Foundation of any changes in a timely manner and usually not less than 30 days prior to such change.

Acknowledgments: Award recipients are expected to share research findings in a timely manner through professional meetings and/or publications. Professional publications or

presentations resulting from research work supported by the award must acknowledge **The Medical Foundation, Boston, MA**. It is required that copies of journal articles and other publications be sent to The Medical Foundation at the address below:

Linda Lam, Program Officer
The Medical Foundation
Edward M. Kennedy Scholars Award
95 Berkeley Street, Suite 208
Boston, MA, 02116

Application Instructions

The complete application process requires an online submission as well as a mailed copy of the application materials that are submitted online. The final version must be submitted online by **Thursday, April 10, 2008. 1:00 p.m., Eastern Time**. Please use the following links to access the appropriate stage of the online application:

New user starting a new application:

https://www.GrantRequest.com/SID_738?SA=SN&FID=35021

Returning user continuing an application:

https://www.grantrequest.com/SID_738?SA=AM

To complete the online application, the following is required:

- Eligibility Quiz

- Applicant Information: Applicant contact and educational background information

- Project Information: Project Title, Keywords, Project Summary, Institution and Institutional Officer information

- Attachment: Forms required for the uploaded attachment can be found in a separate MS Word document located on www.tmfnet.org/grantmake.html. The documents listed in items #1 – 8 (below) must be combined and converted into ONE PDF document for upload:

1. **Application Face Sheet:** Signatures are not required at the time of the upload. The Face Sheet is the first page of the application. All information on the Face Sheet must be typed.

On or before **Thursday, April 17, 2008 at 5 p.m. Eastern Time** (please note different date from online submission deadline), The Medical Foundation must receive in its office the Application Face Sheet with original signatures and one printed copy of the document uploaded online. The Face Sheet must be completed and signed by the Applicant as well as the Authorized Institutional Representative administratively responsible for the conduct of the project. The contact information of the Institutional Officer to receive grant funds must also be indicated.

2. **Table of Contents:** Follow the Table of Contents and number pages sequentially beginning with the Application Face Sheet as page number one.
3. **Project Summary, Performance Site(s), and Personnel Form:** Please include a 350-word summary describing the research project. List performance site(s) and personnel.
4. **Project Proposal: A maximum of five pages** is permitted for the proposal excluding references. Charts, graphs and images must be included within the five-page limit. Reprints of publications or videotapes will not be accepted. Projects may involve collection of new data or analysis of existing datasets that address specific policy questions. Within the five-page limit, include:
 - Proposal introduction, specific aims, methods and figures
 - Proposal's potential impact to improve effective health care services at the community and population levels.Please use a non-serif 12-point font (e.g. Arial or Helvetica) in the five-page proposal section.

This section must also be formatted with single spacing within paragraphs, double spacing between paragraphs and one-inch margins on all four sides. Applications that are incomplete or do not conform to these specifications will not be reviewed.

5. **Curriculum Vitae** (*not to exceed 4 pages*): Include name and position title; education and training; honors; completed grants; papers published and in press; and current and/or pending support. Include the award dollar amounts and percent effort in funded projects.
6. **Budget Summary Form:** Complete this form for both years of the project. For projects whose total costs exceed \$50,000 per year, list the other sources of support in Column C. Indirect costs (institutional overhead) for the Kennedy Scholars Award (columns A and B) may not exceed 10% (up to \$4,545 each year) of direct costs. Total support from the Kennedy Scholars Award, including overhead, is \$50,000 per year.
7. **Justification of Project Expenses Form:** Justify personnel, equipment, supplies and other project related expenses.
8. **Letter of Recommendation from Department or Division Chair**

On or before **Thursday, April 17, 2008 at 5p.m. Eastern Time**, The Medical Foundation must receive in its office (mailed to address below or hand delivered) **one STAPLED** original of the application materials that were submitted online along with the Application Face Sheet with original signatures.

Linda Lam, Program Officer
The Medical Foundation
Edward M. Kennedy Scholars Award
95 Berkeley Street, Suite 208
Boston, MA, 02116
llam@tmfnet.org (617) 279-2240 x710