

# DEBORAH MUNROE NOONAN MEMORIAL RESEARCH FUND

## Bank of America, N.A., Trustee

### *Application Guidelines and Instructions*

---

**Funding Period:** September 1, 2012 – August 31, 2013

**Deadline:** 12:00 Noon on Wednesday, February 1, 2012

#### **Program Overview and Statement of Purpose**

The Deborah Munroe Noonan Memorial Research Fund, established in 1947 by Frank M. Noonan in memory of his mother, continues its proud tradition of supporting improvements in the quality of life for children with disabilities. The Noonan Research Fund historically has awarded grants supporting research conducted in hospital settings. Because children's health services and supports are provided in a wide range of community settings as well as hospitals, the Noonan program accepts research proposals from both nonprofit organizations and academic institutions that serve children with physical or developmental disabilities and associated health-related complications. Eligible organizations and target population must be within the Fund's geographic area of interest of metropolitan Boston.

New investigators are encouraged to submit proposals. Neither a faculty position nor an advanced degree is required. Senior investigators exploring new areas outside of their prior research are also welcome to apply.

Bank of America, N.A., has retained The Medical Foundation, *a division of Health Resources in Action* to administer the Deborah Munroe Noonan Memorial Research Fund grantmaking program. The Medical Foundation division creates and administers research grant programs for private individuals, bank trusts and foundations.

#### **Program Focus**

The Noonan Research Fund supports innovative clinical and service system research, demonstration projects, and pilot studies in the Boston area designed to improve the quality of life for children and adolescents with disabilities. Researchers working in nonprofit organizations and academic institutions may apply. Proposals for basic science research will not be considered nor will applications for capital costs such as buildings, renovations, or major equipment items. Drug trials are rarely supported by the Noonan Research Fund. The Noonan Fund does not fund primary prevention projects.

Children (0-23 years old) with physical or developmental disabilities and associated health-related complications are those who have a chronic physical, developmental, behavioral, or emotional diagnosis and who also require health and related services of a type or amount beyond that required by children generally. Disability reflects the inability to carry out age-appropriate daily activities as a result of a chronic health condition or impairment.

For questions please contact The Medical Foundation division, Jeanne Brown, Program Officer at [jbrown@hria.org](mailto:jbrown@hria.org) or 617-279-2240 x709.

## Eligibility Requirements

- Applicants must hold a position within a nonprofit institution or organization.
- Project must address the target age range of birth through 23 years old.
- All Application information must be completed online and the proposal uploaded as a PDF by the deadline. In addition, three (3) hard copies of the uploaded PDF must be mailed. Please review the Application Instructions for complete details on submitting the application. The complete application includes an Application Face Sheet, Project Summary, Proposal (eight pages excluding bibliography), C.V., Proposed Budget and Letter(s) of Support and Letter(s) of Collaboration (if applicable).
- Research projects must be conducted within the Fund's geographic area of interest (See list of eligible cities and towns on the following pages).

## Proposal Review Criteria

- The Fund's Review Committee will evaluate the applications based upon:
  - Significance, innovation and feasibility of the project
  - Relevance to the Fund's focus
  - Qualification of the Applicant and team to conduct the research project
  - Quality and appropriateness of project design procedures, methods and analytic plans
  - Potential impact on the care and quality of life for children and adolescents with disabilities

Historical Statistics	2011	2010	2009	2008
# of Initial Applications	NA	NA	34	39
# of Full Proposals	26	34	10	15
# of Award Recipients	5	5	4	6

## Award Duration and Amount

The Noonan Fund will provide support for one-year awards of up to \$80,000 each (inclusive of 10% overhead). Funding begins September 1, 2012.

## Notification to Applicants

Applicants will be notified by email upon receipt of their applications by The Medical Foundation division. Final notification of status will be made by email or phone on or before June 29, 2012.

## Terms of the Award

Please see the Terms of the Award at [www.tmfgrants.org/noonan](http://www.tmfgrants.org/noonan) for information regarding use of the grant funds, reporting schedules and other Awardee and Institutional requirements.

**Deborah Munroe Noonan Memorial Research Fund  
Geographic Eligibility**

Abington	Hanover	Rockport
Allston	Hanson	Roslindale
Arlington	Hingham	Roxbury
Avon	Holbrook	Salem
Bedford	Hull	Saugus
Belmont	Lexington	Scituate
Beverly	Lincoln	Sharon
Boston proper	Lynn	Somerville
Braintree	Lynnfield	South Boston
Bridgewater	Malden	Stoneham
Brighton	Manchester	Stoughton
Brockton	Mansfield	Sudbury
Brookline	Marblehead	Swampscott
Burlington	Mattapan	Wakefield
Cambridge	Maynard	Walpole
Canton	Medfield	Waltham
Charlestown	Melrose	Watertown
Chelsea	Milton	Wayland
Cohasset	Nahant	Wellesley
Concord	Natick	Wenham
Danvers	Needham	West Bridgewater
Dedham	Newton	West Roxbury
Dorchester	North Reading	Weston
Dover	Norwell	Westwood
East Boston	Norwood	Weymouth
East Bridgewater	Peabody	Whitman
Easton	Quincy	Wilmington
Everett	Randolph	Winchester
Foxborough	Reading	Winthrop
Framingham	Revere	Woburn
Gloucester	Rockland	

## Application Instructions for Noonan Research Fund

---

### Deadlines:

Wednesday, February 1, 2012 (by 12:00 Noon)

Online Submission completed

Tuesday, February 7, 2012 (by 5:00 pm)

Mailed materials received

*You must have an account to submit an application online. Please use a reliable email address and choose a password. The online application form can be completed in multiple sessions. You will be allowed to save your work and complete it at another time.*

Use the following link to begin or continue the application process:

[https://www.GrantRequest.com/SID\\_738?SA=SNA&FID=35028](https://www.GrantRequest.com/SID_738?SA=SNA&FID=35028)

### I. Online Submission

The following sections must be completed for the online submission:

1. **Enter Tax Identification Number:** Applicants must enter the tax identification number of the not for profit Institution or Organization overseeing the project.
2. **Eligibility Quiz:** Applicants must confirm that they meet eligibility requirements as stated in the Guidelines including confirming that the target population falls within the Fund's geographic area.
3. **Applicant Data and Research Proposal Information:** This includes Applicant contact information and educational background, Project Title, Key Words, Primary Institution for Conduct of Proposed Research, and Project Abstract.
4. **Attachment (Document Upload):** The documents and forms listed in the items below must be combined and converted into ONE PDF file for upload. This document must be named LastName, FirstName.pdf (for example, Smith, Jane.pdf). The required **Forms** can be found in a separate MS Word document located at [www.tmfgrants.org/Noonan](http://www.tmfgrants.org/Noonan). Include all items in the following order:
  - a) **Application Face Sheet form:** The Face Sheet is the first page of the application. The Face Sheet must be completed and signed at the time of online upload by the Applicant as well as signed by the Institutional Officer administratively responsible for the conduct of the project. The signature of the Institutional or Executive Officer on the Face Sheet will indicate that the proposal has been reviewed and has been approved for submission to the Deborah Munroe Noonan Memorial Research Fund.
  - b) **Table of Contents:** When the application is complete, enter the page numbers at the bottom of each page and complete the Table of Contents.

- c) **Project Summary:** Please include a summary (300 word max.) describing the project and its implications for improving the quality of life for children and adolescents with physical or developmental disabilities. This is the same summary supplied in the online application.
- d) **Proposal:** All projects must address the improvement in the quality of life for children and adolescents with physical or developmental disabilities. Applicants must present a clear statement of the problem, the research's innovative quality and how the problem will be addressed. Both **Demonstration** and **Research** projects are acceptable. The specific response will depend on the type of study proposed.

***Demonstration Project -***

*A project where the primary objective is to develop or implement a specific intervention and test its feasibility, implementation and/or effectiveness.*

***Research Project -***

*A project where the primary objective is to test specific hypotheses about relations between independent and dependent variables; consider controls, mediators or moderators where appropriate.*

For **Demonstration Projects**, fully describe the intervention, where/how it will be carried out and how feasibility, implementation, and/or effectiveness will be measured.

For **Research Projects**, clearly state the hypotheses, how each will be tested (i.e., the variables and statistical methods to be used), and confirm that the study is sufficiently powered to answer the research question or hypotheses posed. The proposal should describe dependent or outcome variable first, followed by independent variable and additional control variables.

A maximum of **8 pages** is permitted which includes all figures, graphs, tables, and images. The minimum font size for this section is 11 with single or double spacing within paragraphs and double spacing between paragraphs; margins must be one inch on all four sides. Figures, legends, and tables may use a 9-10 point type. At the top of each page, include the Applicant full name and degree(s). Proposal sections and suggested page lengths are listed below:

- i. **Specific Aims (½ page)** - describe the need or problem that will be addressed and its importance. The introduction should present succinct evidence for the need (e.g., a needs assessment, demographics, other authors and reports, previous research). The objectives or aims of the proposed project should be clearly stated.
- ii. **Background and Significance (2 pages)** – provide a strong rationale for addressing the need or problem stated above and provide support for how the proposed project will address that need or problem. Indicate how or why the proposed solution is unique. Link the project to available data (research literature and/or local data)

- iii. **Potential Impact (1 page)** – describe the impact of achieving the stated objectives on the need or problem. What will positive results suggest in terms of next steps? What will negative or null results suggest in terms of next steps?
  - iv. **Research Design and Methods (4 Pages)** – Provide a conceptual framework or model that guides the proposed work. Document the project’s ability to recruit the study sample or project participants. Describe the procedures, methods (quantitative and/or qualitative) and data analytic plans for the project; include the type of study (e.g., randomized control trial, longitudinal follow-up, cross-sectional survey, educational program, etc.) as well as the measures to be used. Please indicate the availability of personnel or consultants with expertise in data analysis (quantitative, qualitative, or both).
  - v. **Project Timeline (½ page)** – List the tasks to be accomplished within the one year funding period for each objective or aim by month(s) during which each will be accomplished.
  - vi. For any project involving collaboration, please include a brief description of these efforts within the 8 pages. References and appendices (if applicable) may be included on additional pages. Excerpts from questionnaires to be employed in a study may be appended. (Refer to the “Table of Contents” for appropriate placement of these materials.) Reprints of publications or videotapes will not be accepted.
- e) **Bibliography** may be submitted in a 9-10 point type.
- f) **Curriculum Vitae:** Maximum of 4 pages per CV or NIH Bio-sketch PHS 398/2590 (Rev. 06/09), including relevant publications of the Applicant and a personal statement about how this project complements or enhances the applicant’s previous and future professional work. CV of other personnel who have a major role in the project may also be submitted.
- g) **Forms A-C:** The Noonan Research Fund wishes to fund only the marginal costs essential to carrying out the proposed research and not to contribute to facilities, equipment or salaries already provided or otherwise available in a properly equipped setting. Grant funds must not be intentionally applied for or used by any Project Director when there are funds currently available for the proposed project (or which appear to be reasonably assured) from other sources.

**Form A (Project Budget):** Please indicate the *total direct costs for the entire project* for the twelve-month project period. List name and title of all personnel associated with this project including their roles, percent effort, salary and fringe (for this project). In addition, specify all equipment, supplies, consultant or subcontract costs, and other expenses related to the entire project. Total all costs and insert this amount in the last box in the “Totals” column. Total project cost should be rounded to the nearest hundred (i.e. a project cost of \$79,988 should be requested at \$80,000).

Under the column marked "Other Funding," note all other amounts available for the completion of this project. Footnote the sources of this support at the bottom of the form. The difference between these two columns will be the figures presented in the last column marked, "Noonan Request." The last amount will also appear on the Face Sheet in the box titled "Amount Requested from Noonan."

*Salaries requested* should be for full or part-time professionals or ancillary personnel. No monies may be used to supplant the institution's committed level of salary support for the Project Director. The Principal Investigator (PI) should budget 10-20% of his or her time to the project. A clear justification must be supplied if the PI's budgeted time is outside these guidelines. The tasks to be accomplished by each member of the team should be stated. In particular, personnel responsible for tasks related to methodology and data analysis should be identified along with their skills to accomplish these tasks.

*Requests for equipment* (no more than 5% of direct costs) will be evaluated on merit in relation to the project. Please provide justification for all proposed equipment purchases.

*Up to 10% of the total direct project costs* may be requested to defray indirect costs specifically related to this project. Funds for indirect costs must be reflected as an integral component of the total budget. The maximum of indirects is \$7,273 for an \$80,000 award.

**Form B (Justification of Project Expenses):** Using Form B, please provide a justification for all proposed expenses requested from the Noonan Fund (those listed in the "Noonan Request" column on Form A).

**Form C (Current and Pending Support):** Using Form C, list all current (active) or approved (not yet activated) support available to the Applicant for projects related or unrelated to the Noonan Fund proposal. Applications pending or planned for submission by the Applicant for projects related or unrelated to the Noonan Fund proposal must be listed as well. Check the appropriate descriptors in the status section

- h) **Letters of Support/Collaboration/Recommendation:** A letter of support from the Medical/Academic Head of the department (or Executive Director of the nonprofit organization) in which the Applicant is working must accompany this application. Letters of collaboration and/or recommendation, if applicable, may also be appended. All letters must be included in each copy of the proposal. Any letters mailed directly to The Medical Foundation division will be returned. Additional materials will NOT be accepted.

**II. Mailed Materials** (Do not include a cover letter with your application, it will be discarded.)

**Due Tuesday, February 7, 2012 by 5:00 pm at address below.**

After the submission of the online portion of your application, please **mail three (3) collated and stapled copies of the signed Face Sheet and the Uploaded PDF Document:**

- 1. Completed, original Face Sheet with signatures:** The Face Sheet must be completed by the applicant and signed by the Applicant, the Office of Sponsored Programs or the institutional representative responsible for research oversight.
- 2. PDF Document uploaded as part of your online submission** The uploaded and printed versions must be identical. Changes and alterations are not permitted.

**Direct any questions and submit application to:**

Jeanne Brown, Program Officer  
Deborah Munroe Noonan Memorial Research Fund  
The Medical Foundation, *a division of HRiA*  
95 Berkeley Street, Suite 208  
Boston, Massachusetts 02116  
Telephone: (617) 279-2240, X709  
Email: [jbrown@hria.org](mailto:jbrown@hria.org)