

# DEBORAH MUNROE NOONAN MEMORIAL RESEARCH FUND

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



Application Guidelines and Instructions - Initial Proposal

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| <b>Submission Deadline</b><br><b>Wednesday, December 1, 2022</b><br><b>12:00 PM ET</b> | <a href="#"><u>Terms of the Award</u></a><br><a href="#"><u>Application Instructions</u></a> |
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| <b>Award Summary</b>              |   |
|-----------------------------------|---|
| <b>Award Amount and Duration:</b> | \$160,000 (\$80,000 per year) for 2 years (inclusive of up to 20% indirect costs)   |
| <b>Award Dates:</b>               | September 1, 2023 – August 31, 2025   |
| <b>Eligibility:</b>               | <b>Who:</b> Nonprofit organizations and academic organizations working with children and adolescents with chronic physical, developmental, behavioral, or emotional disabilities.<br><b>Where:</b> Organizations that are located within the geographical area of interest<br>See <a href="#"><u>Eligibility Criteria</u></a> for more details  |
| <b>Program Focus:</b>             | Demonstration and research projects that seek to improve the quality of life for children and adolescents with chronic physical, developmental, behavioral, or emotional disabilities.<br><b>Exclusions:</b> Applications with a predominant focus on fundamental aspects of phenomena without direct clinical application, device development, direct service, and primary prevention. |

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## **Initial Proposal Stage**

During the Initial Proposal Stage, submissions will be evaluated, and a subset of initial proposals will be invited to submit a detailed Full Proposal for funding consideration. Initial Proposals should speak to the importance of the problem or need and originality of the project. Please review the following guidelines and instructions for additional details on the submission requirements.

## **Program Overview**

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 and adolescents with disabilities. The Noonan Research program welcomes proposals that support both demonstration and/or research projects from both nonprofit organizations and academic institutions that serve children with physical or developmental disabilities and associated health-related complications. Eligible organizations and target populations must be within the Fund's [geographic area of interest](#) of Greater Boston.

The Noonan Program supports demonstration and research projects that will advance the mission of the Fund. Investigators may be medical providers, researchers, staff from community-based organizations, support groups, community members, registered nurses, educators, allied therapists, and social workers that work with children and adolescents with disabilities. All applications should include personnel with research expertise as a member of the project team. U.S. citizenship is not required.

Bank of America, N.A., has retained Health Resources in Action (HRiA) to administer the Deborah Munroe Noonan Memorial Research Fund grantmaking program. HRiA is a nonprofit Boston-based organization that has been committed to helping people live healthier lives and create healthy communities. HRiA acknowledges the impact of racism on health and continues to pursue policy and systems change approaches to dismantle institutional and structural racism to create sustainable change.

## **Program Focus**

The Noonan Research Fund supports innovative clinical and service system research and demonstration projects in the greater Boston area, designed to improve the quality of life for children and adolescents with disabilities as reflected in the target population description. Proposed projects must provide comment regarding how outcomes of the proposed project and/or research will advance health equity. Projects should include intentional processes that integrate people with lived experience in the decisions being made and meaningfully engage them in research activities that are meant to address the inequities they face.

*"Health equity means that everyone has a fair and just opportunity to be as healthy as possible. This requires removing obstacles to health such as poverty, discrimination, and their consequences, including powerlessness and lack of access to good jobs with fair pay, quality education and housing, safe environments, and health care."<sup>1</sup>*

Funds may be used to support personnel, participant enrollment, small equipment purchases, supplies, travel, and other direct expenses that are needed for the project completion.

A partial list of examples of past projects supported by the Noonan Fund includes:

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<sup>1</sup> <https://www.rwjf.org/en/library/research/2017/05/what-is-health-equity-.html>

- A. The completion of community-based participatory research, in which community partners are actively engaged in any or all aspects of the proposed project and may serve as principal or co-investigators, or collaborators on the project.
- B. The completion of a demonstration project and subsequent evaluation studies that will enable additional funding support or provide evidence to promote development or scaling up of an intervention/program/course in a clinical program, school or community-based agency.
- C. The completion of detailed, comprehensive research projects to obtain compelling research data that informs subsequent implementation of programs, courses, etc.
- D. The collection of *new* data on existing research or program development that will enable the application for larger federal or privately-funded grants.

### **Exclusions**

Proposals for basic science research will not be considered, nor will applications for capital costs such as buildings, renovations, or major equipment items. The Noonan Fund does not support direct service, primary prevention projects or device development. Drug trials are not supported by the Noonan Research Fund.

### **Eligibility Criteria**

All projects and applicants must meet the following requirements.

#### **Target Population**

- The target population includes children and adolescents (birth - 23 years old) with chronic physical, developmental, behavioral, or emotional disabilities who require a combination of special and or interdisciplinary services, individualized supports, therapies, or other forms of services or supports that are of lifelong or extended duration.
- The majority of research participants must reside within the Fund's [geographic area of interest](#).
- Statewide health services research projects for which the majority of participants are within this area will also be considered eligible.
- Consistent with current NIH policies, funded clinical research must include a study population inclusive of women and minority groups as well as a rationale that speaks to composition of the study population. Any exclusions within the study population need to be described and scientifically justified.

The Fund's target population includes infants, children, and adolescents with chronic physical, developmental, behavioral, or emotional disabilities, either continuous or episodic, which result in substantial functional limitations in three or more of the areas of major life activity (listed below):

1. self-care
2. receptive and expressive language
3. learning
4. mobility
5. self-direction
6. capacity for independent living
7. capacity for economic self-sufficiency

#### **Applicant Eligibility Requirements**

- The Noonan Program supports project personnel across a variety of settings; this includes members in community settings that work with or have programs that serve children and adolescents with disabilities (YMCA, therapeutic or educational settings, disability advocacy organizations, etc.) seeking to conduct research projects, investigators in other research areas who wish to apply their expertise to childhood disability research, and individuals that are early in their career.

- Applicants must hold a position at a nonprofit institution or organization within the Fund’s [geographic area of interest](#).
- **"Nothing about us without us"** - The project team must speak to the inclusion of people with disabilities, racial and ethnic minorities, and other marginalized identities on the research team.
- The Institutional Contact responsible for the oversight of the project is required to sign off on the application form and will be required to have an additional online account to complete the submission.
- No advanced degree is required. Project personnel may be providers, community members, educators, allied therapists, social workers, and or nurses that work with children and adolescents with disabilities.
- U.S. citizenship is not required.

### **Collaborations**

While not required for funding consideration, the Noonan Fund may support new or continuing collaborations on projects. Existing funding supporting the collaboration effort is not required for application. The proposal and project timeline should delineate the roles and confirm respective contributions of each member of the project team. Projects that integrate complementary expertise across organizations capable of addressing barriers to health and accelerating work that fulfills the mission of the Noonan Fund are encouraged to apply.

Examples of these include (but not limited to):

- Academic organizations and hospitals with state agencies
- Educational settings & research institutions
- Hospital program & community exercise/recreational centers
- Community & family support groups

Awards will be made via a contract awarded to a single institution responsible for satisfying the administration, performance, and reporting requirements of the contract. Other collaborating organizations may be sub-contracted by the lead institution and must designate a lead principal investigator who is responsible for performance under the contract.

### **Project Key Personnel**

- **Primary Contact of Applicant Organization:** One principal investigator must be identified as the lead or administrative contact of the award, who will be responsible for all grant reporting and fiscal management. The lead or administrative contact should be located within the Noonan Trust’s geographical area of interest and will be the main contact for budget and reporting management.
- **Co-Investigators & Collaborators:** A co-investigator or collaborator should contribute significantly to the project. Funds should be distributed to co-investigators/collaborators in proportion to the effort provided towards completion of the project. Co-investigators/collaborators should be located within the Noonan Trust’s geographical area of interest. Information regarding involvement in the project should be included throughout the proposal.
- Roles of the Principal Investigator, Co-Investigators and Collaborators should be delineated on the **Initial Proposal Project Timeline and Milestones chart**.

### **Submission Requirements**

All Application information must be completed online and the proposal uploaded as a PDF. Please review the Application Instructions for details on submitting the application. The complete application includes an Application Face Sheet, Table of Contents, Research Project Summary, Non-Technical Overview, Organization and Collaborator(s) Profile, Initial Proposal (two pages excluding bibliography), Project Timeline and Milestones Summary Table, Biosketch, and Letter of Support.

## **Selection Criteria**

Emphasis will be placed on how the proposed project addresses the improvement in the quality of life for children and adolescents with chronic physical, developmental, behavioral, or emotional disabilities. Priority will be given to projects with community-based participatory research approach and projects focused on racial/health equity. Applicants must present a clear statement of the problem, the originality their work, and how the problem will be addressed in either a **Demonstration** or **Research** project.

### ***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 health and functional abilities of children with disabilities.*

**Demonstration Projects** will be evaluated based on:

- The potential impact of the proposed work on the intended community.
- The extent to which the proposal seeks to advance health equity<sup>2</sup> and racial and ethnic equity
- The extent to which the proposal includes and meaningfully engages people with lived experience in the research design and implementation
- The significance and originality of the proposed project.
- The approach actively engages the population of interest throughout the project period.
- Conceptualization of the intervention(s) to be evaluated, identified measures (structure, process, outcomes), and linkages between proposed intervention/activities, measures, and outcomes.
- The extent to which the applicant can measure implementation of the key intervention/activity.
- The use of a formal evaluation approach. These may include measures related to the program logic model, or a quality improvement framework.
- The potential achievement of relevant outcomes.
- The project can be accomplished within the funding period for a two-year award based on a proposed timeline
- The dissemination of the findings will be shared with the community/population served and other notable stakeholders

**Research Projects** will be evaluated based on:

- The potential impact of the proposed work on the intended community.
- The extent to which the proposal seeks to advance health equity<sup>2</sup> and racial equity
- The extent to which the proposal includes and meaningfully engages people with lived experience in the research design and implementation
- The significance and originality of the proposed project.
- The approach actively engages the population of interest throughout the project period.
- Clarity of the stated hypotheses.
- Appropriate research design, including the selection and validity of independent and control variables, and outcomes. If qualitative research, describe in detail methodological and analytical plan for the stated the research question.
- The study is sufficiently powered to answer the research question or hypothesis posed.

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<sup>2</sup> <https://www.rwjf.org/en/library/research/2017/05/what-is-health-equity-.html>

- Project can be accomplished within the funding period for a two-year award based on a proposed timeline.
- The dissemination of the findings will be shared with the community/population served and other notable stakeholders

Applicant and/or Project Team:

- The project complements or enhances the applicant’s previous and future professional work.
- The team is reflective of the population served and/or engaged in research
- Appropriateness of personnel or consultants with expertise in skills necessary for the project such as quantitative and/or qualitative data analysis.

Letter of Support:

- Letters of support from the Executive Director, CEO, President, and/or Medical/Academic Head of the department reflect a supportive environment, are committed to the proposal, and speak to the potential of the project.

Proposal Quality:

- The team has put thought and effort into creating a professional, persuasive, and well-organized proposal that effectively communicates how the project will address the stated need or problem.

## **Notification to Applicants**

Applicants will be notified by email upon receipt of their applications by The Medical Foundation. Initial proposals are due in November and full proposal invitations will be made in February 2023. Notification of funding status will be made by email in July 2023.

| <b>Historical Statistics</b>    | <b>2022</b> | <b>2021</b> | <b>2020</b> | <b>2019</b> |
|---------------------------------|-------------|-------------|-------------|-------------|
| # of Initial Proposal Submitted | 26          | 24          | 20          | N/A         |
| # of Full Proposals Submitted   | 11          | 10          | 12          | 18          |
| # of One-Year Awards            | 0           | 0           | 0           | 3           |
| # of Two-Year Awards            | 4           | 3           | 3           | 3           |

One award will be prioritized toward proposals for which the lead organization is a community-based organization.

## **Terms of the Award**

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

## **Proposal Writing Tips**

**Applicants are strongly encouraged to practice and work towards enhancing their grant writing in drafting their applications to maximize their chances of being funded.** All members of the team should be actively engaged in the preparation of the proposal. *The writing of the proposal will not be directly assessed;* however, it is recognized that clarity of the writing enhances the ability of the reviewers to follow the logical progression of the proposal and assess the impact the work will have on children and youth with disabilities, the applicant’s qualifications, ability to conduct the proposed work, and support from the mentor/mentorship team.

The Review Committee is composed of a multi-disciplinary group of individuals with the ability to assess a wide range of proposal topics.

Characteristics of a well-written proposal include the following:

- Funding via non-governmental agencies is different. Make sure the proposal is reflective of the program goals and review criteria.
- Tell the story and sell the proposed work; make sure the background outlines why the proposed questions are important to answer, and the proposed approach is promising.
- The language should be understandable to a general audience. When jargon must be used, it is clearly explained, and complex technical points are put in context.
- Any other personnel included in the project should be clearly justified. Similarly, the composition and oversight of the team should be reflective of the project goals.
- Don't fall victim to proposing to complete too much work. Reflect on the timeline of the work to ensure it can be feasibly completed.
- Provide enough time to obtain feedback and allow for proofing prior to submission.

## Cities and Towns within the Geographic Area of Interest

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

# INSTRUCTIONS FOR APPLICATION SUBMISSION

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**Deadline:** Wednesday, December 1, 2022 at 12:00 PM ET

Full Proposal Submission by Invitation Only

## **Online Application Portal**

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

**Return** to a saved application: [https://www.GrantRequest.com/SID\\_738?SA=AM](https://www.GrantRequest.com/SID_738?SA=AM)

## **Online Application Form**

The following sections must be completed for the online submission:

- 1. Enter Tax Identification Number:** Applicants must enter the tax identification number of the nonprofit Institution or Organization overseeing the project.
- 2. Eligibility Quiz:** Applicants must confirm that they meet the eligibility requirements as stated in the Guidelines.
- 3. Applicant Data:** This includes Applicant Institution (the Applicant's institution is the designated "Administrative or Lead" responsible for the oversight of the project), Contact Information, Demographic and Educational background information, ORCID identification number (if available).
- 4. Research Proposal Information:** Provide the Project Title, Project Type, Key Words, Research Project Summary, Non-Technical Overview, and Project Population Geographical Representation.
- 5. Key Personnel:** Provide Collaborator/Co-Investigator names and organizational affiliation, email address, and/or role/job title if personnel are TBD, if applicable.
- 6. Institutional Contact Information:** Please provide contact information for Department/Division Chair and the Authorized Institutional Representative.

## **PDF ATTACHMENT**

**Application Forms** can be found at [www.hria.org/tmf/Noonan](http://www.hria.org/tmf/Noonan)

**Items A-J must be combined into ONE PDF for upload to the Online Application.**

The documents and forms listed 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). Include all items in the following order:

- A. Application Face Sheet (form):** The Face Page is the first page of the application
- B. Table of Contents (form)**
- C. Research Project Summary (form):** Summarize the project's broad, long-term objectives, specific aims, and the research design and methods for achieving these goals. (The same Research Project Summary should appear on the online application and the uploaded form).
- D. Non-Technical Overview (form):** Please answer the following questions in ONE SENTENCE EACH, in terms understandable to a non-specialist. This statement should match the text in the corresponding field for online submission.

**E. Organization and Collaborator(s) Profile (form):** Please include descriptions for the primary contact organizations and co-investigators/collaborators involved in the project.

**F. Initial Research Proposal (maximum of 2 pages, excluding references cited and Project Timeline Chart):** This includes all figures, graphs, tables, and images. The required font size for text in this section is Arial 11 with single spacing within paragraphs, double spacing between paragraphs, and one-inch margins on all four sides. Figures, legends, and tables may use a 9-10 point type. At the top of each page, include the Applicant's full name and degree(s).

Initial Proposal sections are listed below. Please keep in mind that these sections should be brief to fit within the **2-page limit** (*approximate length for each section may be used for guidance*):

- i. **Background and Significance** (*up to ¾ page*) – Provide rationale for addressing the need or problem and describe how or why the proposed project provides an original, relevant solution. Link the project to available data (research literature and/or local data). Identify at least three substantial functional limitations that affect the study subjects in the inclusion criteria on the following list: self-care; receptive and expressive language; learning, mobility, self-direction, capacity for independent living; and economic self-sufficiency.
- ii. **Specific Aims** (*up to ¼ page*) – The objectives or aims of the proposed project should be clearly stated and supported by the background and significance described above.
- iii. **Potential Impact** (*up to ¼ page*) – Describe the impact of achieving the stated objectives in relation to the need or problem.
- iv. **Project/Research Design and Methods** (*1 page*) – Provide a conceptual framework or model that guides the proposed work. Describe the study design as either a **Demonstration** or **Research** project (e.g., randomized control trial, longitudinal follow-up, cross-sectional survey, educational program, etc.)
  - a) **Population:** Describe the study sample or proposed inclusion/exclusion criteria for project participants; include the geographical representation of the population, power analyses and sample size; describe plan to achieve participant recruitment goals;
  - b) **Comparison group:** Describe the characteristics of the comparison or control group, if any;

*Consistent with current NIH policies, funded clinical research must include a study population inclusive of women and minority groups as well as a rationale that speaks to composition of the study population. Any exclusions within the study population need to be described and scientifically justified.*

- c) **Intervention (if applicable):** Provide an overview of the proposed protocol, including a detailed description of the activities to be conducted with the research participants or data;
- d) **Procedures, Methods, and Outcomes:** Describe the specific outcomes to be measured. Include the procedures, methods (quantitative and/or qualitative) and data analytic plan (e.g., statistics, quantitative, qualitative, formative or summative evaluation) or evaluation plans for the project;
- e) Where applicable, indicate the availability of personnel or consultants with expertise in the content area, the intervention/activity (if appropriate), or the evaluation

**G. Bibliography/Works Cited** - May be in 9-10-point font. We do not require a specific citation format.

**H. Project Timeline and Milestones Summary Table (form; 1 page)** – Create a summary table (no more than one page) based on the specific aims, that shows each milestone, the associated benchmark measure(s) of success, estimated timeline, and the project team member(s) involved (or Role if personnel is TBD); it may also include other explanatory material (including key personnel or collaborators). If no specific individual has been designated for a role, please indicate the role needed within the timeline. Please include specific data, methods, and benchmarks that will demonstrate achievement of each milestone. The successful completion of these activities will form the basis of continued funding. Note: All personnel and collaborations should be related to the achievement of milestones.

**I. Applicant’s Biosketch or Resume:**

- **Biosketch (Maximum of 5 pages).** Please reach out to program staff if any questions concerning the completion of the biosketch. Full information and templates for this format may be found on the Noonan Fund webpage and at: <https://grants.nih.gov/grants/forms/biosketch.htm> (Version - due date on/after January 25, 2022). Include a personal statement that addresses how this project complements or enhances the applicant’s previous and future professional work. Biosketches or short CV(s) of other key personnel who have a major role in the project may be submitted.

*NOTE for Section D. Project/Research Support:* Disclose if there will be any potential overlap between the proposed project and applicant’s current funding. Should overlap exist, the pre-existing funded aims should be provided along with a detailed explanation of how this overlap will be mitigated. If no overlap exists, please state as such. If needed this disclosure can be up to a page in length. However, Biosketch sections up through Section C should not exceed 5 pages.

- **Resume (Maximum of 5 pages).** Please provide your resume that clearly outlines how prior experience will enhance the success of the proposed work.

*NOTE Additional Project/Research Support:* Disclose if there will be any potential overlap between the proposed project and applicant’s current funding. Should overlap exist, the pre-existing funded aims should be provided along with a detailed explanation of how this overlap will be mitigated. If no overlap exists, please state as such. If needed this disclosure can be up to a page in length. However, resume sections up through Additional Support Section should not exceed 5 pages.

**J. Letter of Support** - A letter of support from Executive Director, CEO, President, and/or Medical/Academic Head of the department in which the Applicant is working must accompany this application.

We are all working to reduce bias, and letters are sometimes biased in ways that systematically disadvantage people based on race and/or gender. As letters are being prepared, we have provided a table that provides suggestions for letter writing to help avoid bias as modeled after the University of Arizona’s guidance on this topic.

|                                 |   |
|---------------------------------|---|
| Mention research & publications | Letters of reference for men are more likely to mention publications and to have multiple references to research. Put these critical accomplishments in every letter.           |
| Don’t stop too soon             | On average, letters for women are shorter and more likely to make a minimal assurance (‘she can do the job’) rather than a ringing endorsement (‘she is the best for the job’). |

|                            |   |
|----------------------------|---|
| We all share bias          | Unconscious gender bias isn't exclusively a male problem. Research shows that women are as susceptible to these common pitfalls as men.   |
| Keep it professional       | Avoid gratuitous references to personal life and make sure you use formal titles and surnames for both men and women.   |
| Stay away from stereotypes | Do not invoke negative stereotypes even indirectly ('she is not emotional'). Be careful evoking even positive gender stereotypes ('caring', 'compassionate', 'helpful'), as even these can potentially hurt a candidate.  |
| Be careful raising doubt   | Honest letters are crucial, but negative or irrelevant comments, such as 'challenging personality' or 'I have confidence that she will become better than average' are twice as common in letters for female applicants. Don't add doubt unless it is strictly necessary. |

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*Out of fairness to applicants who adhere to the Guidelines, applications that do not conform to the stated application procedures or that contain more than the specified number of pages or materials will be rejected.*

**Program Staff:**  
[NoonanAwards@hria.org](mailto:NoonanAwards@hria.org)