DEBORAH MUNROE NOONAN MEMORIAL RESEARCH FUND
Bank of America, N.A., Trustee

Application Guidelines and Instructions

Award Amount: One-year projects of up to $80,000 (inclusive of up to 20% indirect costs)
Funding Period: September 1, 2019 – August 31, 2020
Deadline: 12:00 Noon ET on Friday, March 22, 2019

Important Note: The Noonan Research Fund 2019 grant cycle will support both one- and two-year projects. The 2020 grant cycle will exclusively support two-year/$160,000 projects and no longer offer one-year/$80,000 funding opportunities.

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 with disabilities. Recognizing that children's health services and supports are provided in a wide range of community settings as well as hospitals, the Noonan Research program welcomes 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 populations must be within the Fund's geographic area of interest of Greater Boston.

The Noonan Program supports all investigators irrespective of seniority and/or area expertise, this includes established investigators in other research areas who wish to apply their expertise to childhood disability research. Neither an academic faculty position nor an advanced degree is required. All applications should include personnel with research expertise either as a principal investigator or co-investigator. U.S. citizenship is not required.

Bank of America, N.A., has retained The Medical Foundation, at Health Resources in Action (HRiA*)* to administer the Deborah Munroe Noonan Memorial Research Fund grantmaking program. HRiA is a nonprofit Boston-based organization that advances public health and medical research. The Medical Foundation creates and administers research grant programs and offers life sciences consulting for private individuals, bank trusts and foundations.

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.

A non-exhaustive list of examples of such projects supported by the Noonan Fund include:

A. The completion of detailed, comprehensive research projects to obtain compelling research data that informs subsequent implementation of programs, courses, etc.

B. The completion of a demonstration project and subsequent evaluation studies that will enable additional funding support or provide evidence to promote development of an intervention/program/course.

C. The collection of *new* data that will enable the application for larger federal- or privately-funded grants.

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 outside the current scope of the Noonan Research Fund.

The target population includes children and adolescents (birth - 23 years old) with a chronic physical, developmental, behavioral, or emotional diagnosis who require a combination of special, interdisciplinary, or generic services, individualized supports, or other forms of assistance that are of lifelong or extended duration and are individually planned and coordinated.

Infants, children and adolescents with chronic health conditions or impairments, either continuous or episodic, which result in substantial functional limitations in three or more of the areas of major life activity (listed below) are within the Fund's target population:
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

While not required for funding consideration, the Noonan Fund may support new, or continuing, collaborations on research projects between academic and other non-profit institutions, such as, hospital and community groups that support children with disabilities. This includes projects that integrate complementary expertise capable of addressing roadblocks and accelerating work that fulfills the mission of The Noonan Fund.
Examples of these include:
- Academic and Hospitals with State Agencies
- Hospital Program & Community Exercise/Recreational Centers
- Medical Schools & Family Support Groups

Proposals that extend or apply such ongoing collaborations are supported, as are those that establish new ones. The proposal should delineate the roles of the Principal Investigator and Co-Investigators throughout the research plan, and letters of collaboration should further define and

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

Eligibility Requirements

- Applicants must hold a position at a nonprofit institution or organization within the Fund's geographic area of interest
- Projects must address the target age range of birth through 23 years old
- Majority of research subjects should reside within the Fund's geographic area of interest (see list of eligible Greater Boston cities and towns on page 4).
- Statewide health services research projects that include the majority of disabled children within the Fund's geographic area will also be considered eligible.
- All investigators irrespective of seniority and/or area expertise may apply, this includes established investigators in other research areas who wish to apply their expertise to childhood disability research.
- Neither an academic faculty position nor an advanced degree is required.
- U.S. citizenship is not required.

Project Key Personnel:

- **Principal Investigator (PI):** One principal investigator (Applicant) must be identified as the lead or administrative PI of the award, who will be responsible for all grant reporting and fiscal management. The lead or administrative PI will be the main contact for budget and reporting management.

- **Co-Investigators:** Co-Investigators must provide a major intellectual contribution to the project. Co-Investigators may share Award funding.

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, Project Summary, Proposal (eight pages excluding bibliography), C.V., Proposed Budget, and Letter(s) of Support, and Letter(s) of Collaboration (if applicable).

Proposal Review Criteria
- The Fund's Review Committee will evaluate the applications based upon:
    - Relevance to the Fund's focus
    - Potential impact on the care and quality of life for children with disabilities
    - Significance, innovation and feasibility of the project
    - Quality and appropriateness of project design, methods and analytic plan
    - Qualifications of the Applicant and team to conduct the research project
    - Appropriateness of the project budget and timeline
    - Quality of the Letters of Support, and Letters of Collaboration (if applicable)

Notification to Applicants

Applicants will be notified by email upon receipt of their applications by The Medical Foundation. Notification of funding status will be made by email or phone on or before June 30, 2019.

Terms of the Award

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

Deborah Munroe Noonan Memorial Research Fund
Cities and Towns within the Geographic Area of Interest

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		

Deadline:
Friday, March 22, 2019 (by 12:00 Noon ET)

Create an Account or login: Account provides access to Save, Submit or Share your application

Begin a new application: https://www.GrantRequest.com/SID_738?SA=SNA&FID=35028

Return to a saved application: https://www.GrantRequest.com/SID_738?SA=AM

Sharing/Transferring your application with your Institutional Contacts for Certification

o   The Applicant is considered the "Owner" of this request. The Applicant/Owner is required to secure sign off from their Institutional Contacts, such as OSP and Finance, by "transferring ownership" temporarily to complete the online form
o   Transfer takes place on the applicant's account page
    https://www.GrantRequest.com/SID_738?SA=AM
o   All contacts must have an Account to share applications
o   New users will Create an Account with their own email and password
o   Use the icons under the **Action** heading to transfer ownership

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 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, Contact Information, Demographic and Educational background information, ORCID identification number (if available),

4. **Research Proposal Information**: Please indicate whether you are applying for a one-year/$80,000 or two- year/$160,000 award and confirm the amount requested. Provide the Project Title, Project

Type, Key Words, and Project Abstract. The PI's organization is the designated "Administrative or Lead" responsible for the oversight of the project.

5. **Key Personnel:** Co-Investigator's name and institutional affiliation should be supplied in the Key Personnel fields, if applicable.

6. **Institutional Contact Information and Certification of Application:** Complete Institutional Contact fields. The statements contained in the application must be certified by the Applicant as well as by the Institutional Contact administratively responsible for the conduct of the project. The certification by the Institutional Contact on the application will confirm that the proposal has been reviewed and has been approved for submission to the Program. Further, the Applicant's certification will confirm responsibility for obtaining animal use, human subjects and/or other required institutional approvals. Please see instructions above pertaining to sharing and transferring your application.

7. **Attachment (Document Upload)**: 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). The required **Application Forms** can be found in a separate MS Word document located at www.hria.org/tmf/Noonan. Include all items in the following order:

    a) **Application Face Sheet**: The Face Sheet is the first page of the application.

    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) **Research 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.

    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 innovative quality of the research, 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 characteristics of the proposed intervention/activity(ies) (e.g., significance, innovation, ability to potentially impact child health, feasibility, acceptability)
- 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 has the ability to measure implementation of the key intervention/activity.
- The potential achievement of relevant outcomes
- The characteristics of the implementation and evaluation team members and the environment that will facilitate success of the project.
- The use of a formal evaluation approach. These may include measures related to the program logic model, or a quality improvement framework.
- Clarity and extent to which the budget supports the work

Research Projects will be evaluated based on:
- Clarity of the stated hypotheses
- Strength and appropriateness of the research design
- Confirmation that the study is sufficiently powered to answer the research question or hypothesis posed
- Selection and validity of outcome variable(s) and the independent variable and additional control variables
- If qualitative research, describe in detail methodological and analytical plan for the stated the research question
- Clarity and extent to which the budget supports the work

A maximum of **8 pages** (**excluding the bibliography of references)** is permitted including 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). 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 objectives or aims of the proposed project should be clearly stated and present succinct evidence for the need (e.g., a needs assessment, demographics, other authors and reports, previous research).

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). 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.

iii. **Potential Impact (1 page)** – Describe the impact of achieving the stated objectives in relation to the need or problem. This section should suggest the next steps for both positive results or negative or null results.

iv. **Research Design and Methods (4 Pages)** – Provide a conceptual framework or model that guides the proposed work. Describe the study design (e.g., randomized control trial, longitudinal follow-up, cross-sectional survey, educational program, etc.)

   a. Population: Document the project's ability to recruit the study sample or project participants and state the proposed inclusion/exclusion criteria.
   b. Intervention: (if applicable) Provide an overview of the proposed research protocol, including a detailed description of the activities to be conducted with the research participants or data
   c. Comparison group: Describe the characteristics of the comparison or control group
   d. Outcomes: Describe the specific outcomes to be measured. Include the procedures, methods (quantitative and/or qualitative) and data analytic plan (e.g., 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
   f. Describe dissemination plan

v. **Project Timeline (½ page) –** List the tasks to be completed within the one year funding period for each objective or aim by the 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) **Biosketch:** Maximum of 5 pages. Applicants are encouraged to use the current NIH biosketch format. Full information and templates for this format may be found at: https://grants.nih.gov/grants/forms/biosketch.htm. 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.

g) **Forms D & E**: The Noonan Research Fund wishes to fund only the marginal costs essential to carrying out the proposed research and not 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 D (Budget, Summary and Justification Form): Complete each tab in the Excel spreadsheet template. List names and titles 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 project cost should be rounded to the nearest hundred (i.e. a project cost of $79,995 should be requested at $80,000).

- 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 for 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 must be identified along with their skills to accomplish these tasks.
- Up to 20% 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 indirect costs is $13,333 for an $80,000 award. In instances where there is a subcontract, the combined dollar amount for indirect costs taken by both the Award Recipient Institution and contracting institution may not exceed the $13,333 maximum.
- Indicate all other amounts available for the completion of this project within the "Budget Summary" tab. Footnote the sources of this support at the bottom of the form.
- All project expenses, including equipment, must be listed and explained in the "Budget Justification" tab. Equipment purchases in excess of 5% of direct costs will be evaluated in relation to the project.

Form E (Other Support):
- PI/Applicant should list all active and pending support, addressing potential overlap for each at the level of the specific aims with the submission.
- Other Support includes all financial resources, whether Federal, non-Federal, commercial or institutional, available in direct support of an individual's research endeavors, including but not limited to research grants, cooperative agreements, contracts, and/or institutional awards. Training awards, prizes, or gifts do not need to be included.
- Effort devoted to projects must be measured using person months. Indicate calendar, academic, and/or summer months associated with each project.
- Guidance regarding the type and extent of information requested is included within the template. Please delete the example before submission.
- If applicable, please also provide grant overlap for co-investigator's/key personnel.

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. The letter of support confirms the applicant's institutional position as per the eligibility requirements and further assures access to space and

equipment as referenced within the application. Letters of collaboration and/or recommendation, if applicable, may also be appended. All letters must be included in the upload of the proposal. Any letters mailed directly to The Medical Foundation will not be considered.

i) **Appendix** (if applicable): References or sample excerpts from questionnaires to be employed in a study may be appended. Reprints of publications or other media will not be accepted.

Direct questions to:
Jeanne Brown, Grants Officer
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