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

BANK OF AMERICA 🇺🇸

Application Guidelines and Instructions - Full Application Stage

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Award Amount: Two-year projects of up to $160,000 ($80,000 per year inclusive of up to 20% indirect costs)
Funding Period: September 1, 2022 – August 31, 2024
Deadline: 12:00 Noon ET on April 6th, 2022 (Invitation Only)

Full Proposal Stage
Full Proposal Stage is by invitation only. After review of the initial stage, a subset of applications are invited to submit a full application. These full proposal stage submissions will follow the Full Application Stage guidelines and instructions below.

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. Investigators may be advanced practice providers, registered nurses, educators, allied therapists, social workers, and or other community members that work with children and adolescents with disabilities. 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 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. Proposed projects must provide comment to how outcomes of the proposed project and/or research will advance health equity.

"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."[1]

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 the types of projects supported by the Noonan Fund includes:

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 principle or co-investigators, or collaborators on the project.

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

C. 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.

D. The collection of *new* data on existing research or program development that will enable the application to larger federal and other grant funding sources.

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.

Target Population

▪ 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, individualized supports, therapies, or other forms of services or supports that are of lifelong or extended duration.

▪ Majority of research subjects should reside within the Fund's geographic area of interest (see list of eligible cities and towns on page 6).

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[1] https://www.rwjf.org/en/library/research/2017/05/what-is-health-equity-.html

- Statewide health services research projects that include the majority of research subjects within the Fund's geographic 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 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):
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 all investigators irrespective of seniority and/or area expertise, this includes members in community settings that work with or have programs that serve children and adolescents with disabilities (YMCA, therapeutic or educational settings, etc.) seeking to conduct research projects, established investigators in other research areas who wish to apply their expertise to childhood disability research, and early-stage investigators. Applicants must hold a position at a nonprofit institution or organization within the Fund's [Geographic Area of Interest.](#) 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.
- Neither an academic faculty position nor an advanced degree is required nor considered preferentially in the face of a compelling proposal and appropriate plan for analysis. Investigators may be advanced practice providers, registered nurses, educators, allied therapists, social workers, and or other community members that work with children and adolescents with disabilities.
- U.S. citizenship is not required.

Project Key Personnel
Roles of the Principal Investigator, Co-Investigators and Collaborators should be delineated on the Proposal Project Timeline and Milestones chart.
- **Principal Investigator (PI):** One principal investigator (Applicant) must be responsible for all grant reporting and fiscal management. The PI and their institution 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.

- **Collaborators:** Collaborating organizations may be sub-contracted to the lead institution and must designate a lead investigator who is responsible for performance under the contract.

Collaborations

While not required for funding consideration, the Noonan Fund may support new or continuing collaborations on projects between academic and/or other nonprofit institutions, such as, hospital and/or community groups that support children with disabilities. Existing funding supporting the collaboration effort is not required for application. Projects that integrate complementary expertise across organizations capable of addressing roadblocks and accelerating work that fulfills the mission of the Noonan Fund are encouraged to apply.

Examples of these include (but are not limited to):
- Academic and Hospitals with State Agencies
- Educational Settings & Research Institutions
- 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.

Submission Requirements

All Application information must be completed online and the proposal uploaded as a PDF with the budget uploaded in Excel format. Please review the Application Instructions for details on submitting the application. The complete application includes an Application Face Sheet, Project Summary, Proposal (ten pages excluding bibliography), Biosketch/C.V., Letter(s) of Support, and Letter(s) of Collaboration (if applicable), and Proposed Budget.

Proposal Review Criteria

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 originality 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 significance, originality and potential impact of the proposed intervention/activity.
- The extent to which the intervention/activity seeks to advance health equity.
- 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 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 the proposed timeline.
- Clarity and extent to which the budget supports the work.

Research Projects will be evaluated based on:

- The significance, originality, and potential impact of the proposed research project.
- The extent to which the research project seeks to advance health equity.
- 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 research question.
- The study is sufficiently powered to answer the research question or hypothesis posed.
- Project can be accomplished within the funding period for a two-year award based on a proposed timeline.
- Clarity and extent to which the budget supports the work.

Applicant and/or Project Team:

- The project complements or enhances the applicant's previous and future professional work.
- Appropriateness of personnel or consultants with expertise in skills necessary for the project such as quantitative and/or qualitative data analysis.

Letters of Support/Collaboration/Recommendation:

Letters of support from Medical/Academic Head of the department or Executive Director of the nonprofit organization reflect a supportive environment, are committed to the proposal, and speak to the potential of the project. Letters of collaboration address the collaborator's role on the project and commitment to the work. If applicable, letters of recommendation attest to the applicant's qualifications and importance 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. Notification of funding status will be made by email mid-July, 2022.

Historical Statistics	2021	2020	2019	2018
# of Initial Proposal Submitted	24	20		
# of Full Proposals Submitted	10	12	18	20
# of One-Year Awards	0	0	3	6
# of Two-Year Awards	3	3	3	

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

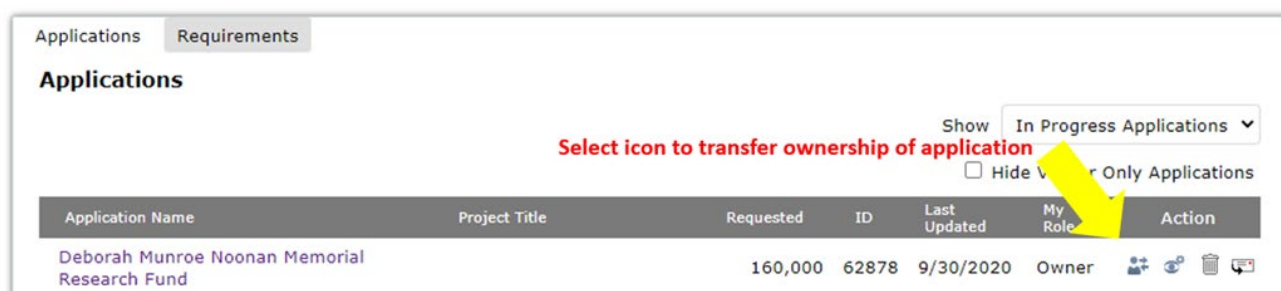|			
Abington	Hull	Norwell	Westwood
Arlington	Lexington	Norwood	Weymouth
Avon	Lincoln	Peabody	Whitman
Bedford	Lynn	Quincy	Wilmington
Belmont	Lynnfield	Randolph	Winchester
Beverly	Malden	Reading	Winthrop
Boston	Hull	Revere	Woburn
Braintree	Lexington	Norwell	
Bridgewater	Lincoln	Norwood	
Brockton	Lynn	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:
April 6th, 2022 (by 12:00 Noon ET)

Login: Using the Full Proposal invitation, access your Account showing the link to the invitation.

Your Account will provide a listing of your in Progress and Submitted Applications. You can Save,

Submit or Share your application

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

Sharing/Transferring your application with your Institutional Contacts for Certification

- 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
- Transfer takes place on the applicant's account page https://www.GrantRequest.com/SID_738?SA=AM
- Applicant uses the **person** icon under the **Action** heading to transfer ownership
- All contacts must have an Account to share applications
- **New users will Create an Account** with their own email and password
- Institutional Contacts accept the transfer from their account page (**check** icon under the **Action** heading) and open the application to complete their portion
- Institutional Contacts **save** application and **transfer ownership back to applicant** for submission using the person icon

I. Online Submission

The data you entered in the online form for the Initial Proposal will appear on this form. For any updates to information in "read-only" fields, email the Grants Officer directly. The following sections must be completed for the online submission:

1. **Applicant Data:** Review and update the Applicant Institution, Contact Information, Demographic and Educational background information, ORCID identification number (if available).

2. **Research Proposal Information**: Review and update the Project Title, Project Type, Key Words, Research Project Summary, Non-Technical Overview and Description of Relevance.

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

4. **Institutional Contact Information and Certification of Application:** Complete Institutional Contact fields. These contacts include the Medical/Academic Head of the Department or Executive Director, the authorized Institutional Representative (usually OSP), and Institutional Officer to Receive Funds. 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.

5. **Attachments - Two Uploads -** The required **Application Forms** for the pdf and excel files are located at www.hria.org/tmf/Noonan.

   Please name the files:
   LastName, FirstName.**pdf** - Complete Proposal Items listed below a-i
   LastName, FirstName_Budget.**xlsx** – Budget Item j.

   PDF Upload The documents and forms listed below must be combined and converted into ONE PDF file for upload - named LastName, FirstName.pdf (for example: Smith, Jane.pdf).

   Include 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**: A maximum of **10 pages (excluding the bibliography of references)** Use Arial 11 as the typeface and font size with a minimum of single spacing within paragraphs, double spacing between paragraphs, and one-inch margins on all four sides. Figures, legends and tables may use a smaller 9-10 point font size. Include all figures, graphs, tables and images (exclusive of bibliography) of references related to the project in the maximum page count. Proposal sections and suggested page lengths are listed below:

- **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.

- **Specific Aims (1 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).

- **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.

- **Research Design and Methods (5 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.)

    - Population: Describe the study sample or proposed inclusion/exclusion criteria for the project participants; include power analyses and sample size; document the plan to achieve participant recruitment goals.
    - Comparison group: Describe the characteristics of the comparison or control group.

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 the composition of the study population. Any exclusions within the study population need to be described and scientifically justified.

    - 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.
    - 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., quantitative, qualitative, formative or summative evaluation) or evaluation plans for the project.
    - Where applicable, indicate the availability of personnel or consultants with expertise in the content area, the intervention/activity (if appropriate), or the evaluation.
    - Describe dissemination plan.

- **Project Timeline and Milestones (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, 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). All personnel and collaborations should be related to the achievement of milestones. 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.

  For any project involving collaboration, please include a brief description of these efforts within the 10 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 (Version - due date on/before January 24, 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 biosketch Section D. Research Support: Disclose if there will be any potential overlap between the proposed research aims 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.

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 the upload of the proposal. Any letters mailed directly to The Medical Foundation will not be considered.

Guidance for Letters of Support/Collaboration/Recommendation
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.

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.

j) **Program Budget (Excel Upload)**: 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.

Complete each tab in the Excel spreadsheet template (refer to the instruction tab for detailed instructions). 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 $159,995 should be requested at $160,000). The award will be made in two equal installments of $80,000 for each year. The Year-one Noonan budget should not exceed $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 $26,666 for an $160,000 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 $26,666 maximum.
- All project expenses, including equipment, must be listed and explained in the "Narrative Justification" tab. Equipment purchases in excess of 5% of direct costs will be evaluated in relation to the project.
- In the "Current & Pending Support" tab, the PI/Applicant should list all active and pending support, including of all other amounts available for completion of this project, 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.
  - Effort devoted to projects must be measured as a percentage. Indicate calendar, academic, and/or summer months associated with each project.
  - If applicable, please also provide grant overlap for co-investigator's/key personnel.
  - Guidance regarding the type and extent of information requested is included within the template. Please delete the example before submission.

Frequently Asked Questions may be found at www.hria.org/tmf/Noonan
Direct questions to: NoonanAwards@hria.org
Lindsay Redman Rivera, Ph.D., Grants Officer, lredmanrivera@hria.org
Kaitlyn Figueroa, Grants Coordinator, kfigueroa@hria.org
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