

<b>Eligibility</b>
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**Has the focus of the Jeffress Program changed recently?**

In 2022, the program changed to the **Jeffress Trust Awards Program in Research Advancing Health Equity**. The search scope of this cycle focuses on research for the state of Virginia by addressing the root causes of and systemic barriers to health equity.

**What are some of the new impact areas of interest?**

- **Policy, Systems, and Environmental change strategies (PSE strategies) Analysis.** Determine or identify new/promising PSE strategies, evaluating existing PSE strategies to learn what’s working and what’s not working (lessons learned), or adapting/adopting evidence-based PSE strategies for the context of Virginia to advance health equity.
- **Program/Practice Analysis.** Analysis of new or existing community-based programs and their impact on advancing health equity and their potential to be scaled or replicated. Determining why programs no longer running may not have had the intended impact or effect as designed, that could improve future programming. The Jeffress Trust will not provide program support under this mechanism.
- **General Research.** Analysis of how institutional practices, social norms, relationships, leadership structures, modes of communications, values and beliefs, community history, community settings, societal factors and/or social-factors, influence health either through advancing or undermining health promoting policies and programs in ways not yet identified. Research must be action-oriented such that a plan for how findings will be used is clear and tangible.

**What Organizations are eligible to apply?**

Virginia-based non-profit 501(c)(3) organizations and municipalities are eligible to submit ideas to the Jeffress Trust Program. The Jeffress Trust seeks to support both new and established partnerships between community-based organizations, advocacy organizations, faith-based institutions, neighborhood committees, local municipalities, academic institutions, hospitals including safety net institutions, and non-profit research organizations.

**Is the eligibility requirement of being a Virginia based institution flexible?**

This is not flexible.

**Are there any eligibility requirements for personnel/staff involved in the project in terms of their education or position held within an organization?**

There are no requirements that project personnel must hold a specific role within their organization. Rationale for all personnel involved must be included within the application.

**Can collaborators and partners be outside of the state of Virginia?**

Collaborative efforts are encouraged. All collaborators and partners must be within the state of Virginia. The Jeffress Trust encourages, but does not require, that any consultants providing

additional capacity building services, trainings, or services, also be located in the state of Virginia.

**May an organization on one grant also be part of another grant submission?**

Yes. An organization/personnel on one application may be listed as on a different application. The funds may not be used to support the same project from two different applications. Duplication of effort or support for the organization and its personnel must be avoided.

**If an organization is offered the Award but cannot accept it, may it be transferred to one of the partner organizations significantly involved in the project?**

Yes, however, the same expertise/background/skills that were initially described in the application must be provided by additional partner organization(s).

**If I apply and do not receive an Award, may I apply in future years?**

Yes. The Jeffress Trust Program will provide feedback from the review panel regarding how the application could be further improved.

**I received a Jeffress Trust Award in a past cycle; may I apply for a second Award?**

All applicants that received an award for Partnership Planning may apply for the Research Awards during the second year of funding.

All previous awardees of either the Partnership Planning and/or Research Awards may apply for a second award after their current award has concluded.

**Is the project budget subject to the NIH salary cap requirements for academic personnel?**

Salaries must be in proportion to the percent effort on the project; however, percent effort may exceed the percent of total salary support requested from the Program. Institutions must use the NIH salary cap in the project budget.

**If I receive a grant through the Jeffress Trust Awards will it be possible to apply for a renewal?**

No, the awards given through the Jeffress Trust Awards Program are not subject to renewal.

**Past Jeffress Trust Awards have had a limit on the number of nominations per organization.**

**Does this still apply?**

No, there is no limit on the number of nominations per organization or institution that may submit an application.

**Can a principal investigator who is currently working on a grant funded by Jeffress apply for any of these grants if it is a new project?**

Yes, you may submit a proposal if you are currently funded by the Jeffress Trust under the previous program. However, the new proposal must be distinct from that funded work.

**Is it possible for a fiscal sponsor to support more than one submission, if the projects are distinct from one another?**

Yes.

**Is the size of the research institution (academic/medical) a factor in eligibility?**

Small organizations are encouraged to apply. The program is not restricting funding to those organizations that may be larger in size.

<b>Application Instructions</b>
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**Where do I find my Institution's Tax ID?**

Contact your Financial Officer and/or Office of Sponsored Programs for this number.

**Are the standard sections referenced in the application instructions for Proposal section required or may other section names be included?**

These sections are required but others may be added if you wish.

**Do I need to include data that supports my research hypothesis?**

The background for your proposal goals and objectives should include data either generated by one of the partner institutions or other available research.

**Must we commit a certain percentage of time to the Jeffress project?**

The Program does not require that a specific percentage of time be allocated to the project. Although salaries must be in proportion to the percent effort on the research project, percent effort may exceed the percent of salary support requested.

**Are subcontracts allowable costs and where do we note these expenses on the budget page?**

Subcontracts may be necessary for partnership projects and should be included in the budget pages. Please complete and upload one budget workbook per subcontractor.

**What are examples of allowable student and community member support costs?**

- Stipend and student room and board are allowable expenses.
- Stipend for community member engagement is encouraged.
- Transportation costs

**Where do I provide a description and role of my organization in the application?**

The primary contact organization/collaborators/partners should provide an organizational profile using the template provided. The roles for all partners engaged in the project should be described within the Proposal and Project Timeline and in the Letters of Partnership.

**To whom should letters of partnership/commitment be addressed?**

They should be addressed to the "Jeffress Trust Review Panel."

**Can any letters be sent separately?**

No. All letters of partnership/commitment must be uploaded and submitted by the online application deadline.

**May I include appendices with the Proposal?**

Yes. Additional materials including excerpts of surveys, key informant interview questions, etc. may be provided. Applications should not contain reprints of publications or other media.

**May I include a cover letter in the uploaded PDF?**

No, the first page of the PDF must be the Face Sheet. Do not include a cover letter.

**Online Submissions**

**I have started and saved an application but when I try to log in, I cannot find my previous application and need to start a new one.**

There are separate links for returning to a saved application and starting a new application. Click the link [https://www.GrantRequest.com/SID\\_738?SA=AM](https://www.GrantRequest.com/SID_738?SA=AM) "Return to a saved application" you will see the name of the application that you started. Click on that link and then continue the submission process.

**Additional Questions**

**Should the 15% indirect be included in the total \$600K/\$150K or is it in addition to that?**

Indirect costs must be included in the total project amount of either \$600K or \$150K. The maximum indirect amount for the 3-year award (\$600K) is \$78,260.87. The maximum indirect amount for the 2-year award (\$150K) is \$19,565.22.

**Is the research award only for established partnerships or is the "general research" also a subcategory of the 2-year, partnership-building award?**

You may propose a general research question within the 2-year partnership building award. The goal would be to develop the partnership and refine the research questions and approach.

**If the relationship between the two organizations is established, but the project is new and has not been researched would this fall into the two-year "building" program?**

It does not have to, and an application could be made toward either program. It would be highly dependent on where the partnership stands regarding the development of the research questions and methodology – if the research is established, the team can apply directly to the Research Award.

**What could be some differences between the Collaborative Award and Research Award?**

The rationale between the two programs was that during the landscape assessment it was recognized that there are networks of communities that would like to conduct research but do not have the current capacity/resources to engage in these activities. The Collaborative Award provides that financial support needed for an organization to support the staff time needed to plan and develop partnerships with other organizations and engage in any necessary capacity building.

The Research Awards are for newly or previously established partnerships that have identified their questions of interest and the data needed to answer those questions.

**Could we directly apply for the Research Award?**

You may apply directly to the Research Award.

**If two researchers from the same organization apply for the grant, will it be considered collaborative? In this case, do we submit only the first Budget template?**

The Jeffress Trust is looking to support collaborations between at least two organizations. If two members of the team are from the same institution, they should submit only one budget for their organization.

**Should the project include two different organizations?**

The Jeffress Trust is looking to support projects that are developed in partnership between multiple organizations.

**What is considered “community-led?”**

Please look to the guidelines that illustrate a schematic of what it means to strive toward being community-led (Figure 2).

For answers to any issues not covered in the program guidelines or the FAQs, please contact Jeffress Memorial Trust at [JeffressAwards@hria.org](mailto:JeffressAwards@hria.org).