

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 20% indirects)

Funding Period: September 1, 2016 – August 31, 2017

Deadline: 12:00 Noon ET on Tuesday, March 22, 2016

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 Sara Elizabeth O'Brien Trust, Bank of America, N.A., Trustee, will support up to one additional project submitted to the Noonan Research Fund focusing on medical research related to blindness in children and adolescents. **Note that the O'Brien Trust does not fund work on other visual impairments, e.g., strabismus.** The O'Brien Trust is not restricted to the Noonan geography specified by the Noonan Research program.

New investigators are encouraged to submit proposals. Neither a faculty position nor an advanced degree is required. Senior investigators exploring new areas outside of their prior research are also welcome to apply. 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. Proposals for basic science research will not be considered (except for proposals focused on blindness funded by the O'Brien Trust), 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.

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

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 be within the Fund's geographic area of interest (see list of eligible Greater Boston cities and towns). Note: the O'Brien Trust is not restricted to the geography specified by the Noonan Research Fund.

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).

Please note that a mailed hardcopy is no longer required for submission.

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 target populations
 - 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/Collaboration

Historical Statistics	2015	2014	2013
# of Proposals Submitted	25	22	25
# of Award Recipients	5	6	5

Notification to Applicants

Applicants will be notified by email upon receipt of their applications by The Medical Foundation division. Notification of funding status will be made by email or phone on or before June 30, 2016.

Terms of the Award

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

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

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

Application Instructions for Noonan Research Fund

Deadlines:

Tuesday, March 22, 2016 (by 12:00 ET Noon)

Online Submission Completed

You must have an account to submit an application online. Please use a reliable email address and choose a password. You will be able to save your work and complete it over multiple sessions.

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

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

I. Online Submission

The following sections must be completed for the online submission. Please note that a mailed copy is no longer required for 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 and Research Proposal Information:** This includes Applicant Contact Information and Educational Background, Project Title, Key Words, Primary Institution where the Proposed Research will be conducted, and Project Abstract.
4. **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.tmfgrants.org/Noonan. Include all items in the following order:
 - a) **Application Face Sheet:** The Face Sheet is the first page of the application. Prior to the upload, the Face Sheet must be completed and signed by the Applicant as well as signed by the Institutional Officer administratively responsible for the conduct of the project. The signature of the Institutional or Executive Officer on the Face Sheet will indicate that the proposal has been reviewed and has been approved for submission to the Deborah Munroe Noonan Memorial Research Fund.
 - b) **Table of Contents:** When the application is complete, enter the page numbers at the bottom of each page and complete the Table of Contents.
 - c) **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 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) **Curriculum Vitae:** Maximum of 5 pages. Applicants are encouraged to use the current NIH biosketch format, approved May 25, 2015 ([NOT-OD-15-032](http://grants.nih.gov/grants/funding/424/index.htm#format)). Full information and templates for this format may be found at: <http://grants.nih.gov/grants/funding/424/index.htm#format>. 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 personnel who have a major role in the project may be submitted.
- g) **Forms A-C:** The Noonan Research Fund wishes to fund only the marginal costs essential to carrying out the proposed research and not contribute to facilities, equipment or salaries already provided or otherwise available in a properly equipped setting. Grant funds must not be intentionally applied for or used by any Project Director when there are funds currently available for the proposed project (or which appear to be reasonably assured) from other sources.

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

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

Salaries requested should be for full or part-time professionals or ancillary personnel. No monies may be used to supplant the Institution's committed level of salary support for the Project Director. The Principal Investigator (PI) should budget 10-20% of his or her time 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.

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

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 indirects 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.

Form B (Justification of Project Expenses): Please provide a justification for all proposed expenses requested from the Noonan Fund (those listed in the “Noonan Request” column on Form A).

Form C (Current and Pending Support): List all current active or pending support available to the Applicant for projects related or unrelated to the Noonan Fund proposal. Clearly describe any scientific or budgetary overlap with the proposed Noonan Fund project.

- 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 division will not be considered.

Direct questions to:

Jeanne Brown, Program Officer
Deborah Munroe Noonan Memorial Research Fund
The Medical Foundation, *a division of HRiA*
95 Berkeley Street, Second Floor
Boston, Massachusetts 02116
Telephone: (617) 279-2240, x709
Email: jbrown@hria.org