

DEBORAH MUNROE NOONAN MEMORIAL RESEARCH FUND

Bank of America, N.A., Trustee



Application Guidelines and Instructions – Initial Proposal

Award Amount: Two-year projects of up to \$160,000 (inclusive of up to 20% indirect costs)

Funding Period: September 1, 2020 – August 31, 2022

Initial Proposal Online Application Deadline: Thursday, October 10, 2019

Important Changes: The Noonan Research Fund 2020 grant cycle will support two-year/\$160,000 projects in a 2-stage application process and is no longer offering 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 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

While not required for funding consideration, the Noonan Fund may support new, or continuing, collaborations on research projects between academic and other on-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
- The 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.

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, Research Project Summary, Proposal (two pages excluding bibliography), Project Timeline, Bio-sketch, and Letter of Support.
- 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.

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. Initial proposals are due in October and full proposal invitations will be made in December 2019. Notification of funding status will be made by email or phone on or before July 15, 2020.

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		

INSTRUCTIONS FOR APPLICATION SUBMISSION

Initial Proposal Deadline:
Thursday, October 10, 2019
(by 12:00 Noon ET)

Deadline:

Initial Proposal Thursday, October 10, 2019 (by 12:00 Noon ET)

Full Proposal by Invitation

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





- 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
- All contacts must have an Account to share applications
- New users will Create an Account with their own email and password
- Use the icons under the **Action** heading to transfer ownership
- Ownership will be transferred back to the Applicant for submission

Applications Requirements

Applications

Show In Progress Applications ▾

Select icon to transfer ownership of application

Application Name	Project Title	Requested	ID	Last Updated	My Role	Action
Deborah Munroe Noonan Memorial Research Fund		80,000	58280	12/13/2017	Owner	   

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:** Provide the Project Title, Project Type, Key Words, and Research Project Summary. 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.

PDF ATTACHMENT

Application Forms can be found at www.hria.org/tmf/Noonan

Items A-F 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. **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).

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

Initial Proposal sections are listed below. Please keep in mind that these sections should be brief to fit within the **2-page limit**:

- i. **Specific Aims**– 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** – 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** – Describe the impact of achieving the stated objectives in relation to the need or problem.
- iv. **Research Design and Methods** – 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

E. **Bibliography/Works Cited** may be in 9-10-point font.

F. **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, estimated timeline; it may also include other explanatory material (including key personnel or collaborators). The successful completion of these activities will form the basis of continued funding. Please include specific data, methods, and benchmarks that will demonstrate achievement of each milestone. Note: All personnel and collaborations should be related to the achievement of milestones.

G. **Applicant’s Biosketch (use the latest NIH biosketch format)** - Maximum 5 pages.

NOTE for Section D. Research Support: Please 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. Letter of Support - 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.

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.

Contact Information:

Jeanne Brown, Grants Officer

Deborah Munroe Noonan Memorial Research Fund

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