

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



Application Guidelines and Instructions – Initial Proposal

Initial Proposal Application Deadline:

Wednesday, December 1, 2021

Award Period: September 1, 2022 – August 31, 2024

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

Initial Proposal Stage

During the Initial Proposal Stage, submissions will be evaluated, and a subset of initial proposals will be invited to submit a detailed Full Proposal for funding consideration. Initial Proposals should speak to the importance of the problem or need and originality of the project. Please review the following guidelines and instructions for additional details on the submission requirements.

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. 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 as reflected in the target population description. 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 past 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 for larger federal- or privately-funded grants.

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.

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

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 and or interdisciplinary services, individualized supports, therapies, or other forms of services or supports that are of lifelong or extended duration.
- The majority of research participants must reside within the Fund's [geographic area of interest](#).
- Statewide health services research projects for which the majority of participants are within this 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

- **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 provide 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.
- Roles of the Principal Investigator, Co-Investigators and Collaborators should be delineated on the **Initial Proposal Project Timeline and Milestones chart**.

Collaborations

While not required for funding consideration, the Noonan Fund may support new or continuing collaborations on projects between academic institutions and/or other non-profit institutions, such as, hospitals 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 barriers to health of these children and accelerating work that fulfills the mission of the Noonan Fund are encouraged to apply.

Examples of these include (but 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. Please review the Application Instructions for details on submitting the application. The complete application includes an Application Face Sheet, Research Project Summary, Non-Technical Overview, Initial Proposal (two pages excluding bibliography), Project Timeline, Bio-sketch, and Letter of Support.

Selection Criteria

Emphasis will be placed on how the proposed project addresses 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 their work, 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 a proposed timeline

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 the 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.

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.

Letter of Support:

- 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.

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. Initial proposals are due in November and full proposal invitations will be made in February 2022. Notification of funding status will be made by email on or before July 15, 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		

INSTRUCTIONS FOR APPLICATION SUBMISSION

Initial Proposal Deadline:
Wednesday, December 1, 2021
(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
- 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

The screenshot shows the 'Applications' section of the GrantRequest.com interface. At the top, there are tabs for 'Applications' and 'Requirements'. Below the tabs, the title 'Applications' is displayed. To the right, there is a 'Show' dropdown menu set to 'In Progress Applications' and a checkbox for 'Hide View Only Applications'. A red text overlay reads 'Select icon to transfer ownership of application' with a yellow arrow pointing to the 'person' icon in the 'Action' column of the table below.

Application Name	Project Title	Requested	ID	Last Updated	My Role	Action
Deborah Munroe Noonan Memorial Research Fund		160,000	62878	9/30/2020	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 (the Applicant's institution is the designated "Administrative or Lead" responsible for the oversight of the project), Contact Information, Demographic and Educational background information, ORCID identification number (if available).
- 4. Research Proposal Information:** Provide the Project Title, Project Type, Key Words, Research Project Summary, and Non-Technical Overview.
- 5. Key Personnel:** Co-Investigator's name, institutional affiliation and email address, and/or role/job title if personnel are TBD, 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-H 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).

Initial Proposal sections are listed below. Please keep in mind that these sections should be brief to fit within the **2-page limit** (*approximate length for each section may be used for guidance*):

- i. **Background and Significance** (*up to ¾ page*) – Provide rationale for addressing the need or problem and describe how or why the proposed project provides an original, relevant solution. 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.
- ii. **Specific Aims** (*up to ¼ page*) – The objectives or aims of the proposed project should be clearly stated and supported by the background and significance described above.
- iii. **Potential Impact** (*up to ¼ page*) – Describe the impact of achieving the stated objectives in relation to the need or problem.
- iv. **Research Design and Methods** (*1 page*) – Provide a conceptual framework or model that guides the proposed work. Describe the study design as either a **Demonstration** or **Research** project (e.g., randomized control trial, longitudinal follow-up, cross-sectional survey, educational program, etc.)
 - a) Population: Describe the study sample or proposed inclusion/exclusion criteria for project participants; include power analyses and sample size; describe plan to achieve participant recruitment goals;
 - b) Comparison group: Describe the characteristics of the comparison or control group, if any;

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.

- c) 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;
- d) 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., statistics, 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. We do not require a specific citation format.

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, 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). 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. Note: All personnel and collaborations should be related to the achievement of milestones.

G. Applicant's Biosketch: Maximum of 5 pages. Please reach out to program staff if any questions concerning the completion of the biosketch. Full information and templates for this format may be found on the Noonan Fund webpage and 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 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. 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.

Program Staff:

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