October 2008

GRANTS PROGRAM OF THE
UCSF UNIVERSITY COMMUNITY PARTNERSHIPS COUNCIL

This policy contains the components of inclusion in a UCSF Grants Program and Request for Proposals process. This is a set of policy recommendations designed to form the underlying framework for the grants program for the University Community Partnerships Program (UCPP).

I. Overview

UCSF’s Executive Vice Chancellor’s Task Force on Community Partnerships recommended that one of the activities of the Council was to engage in a grants program (page 6 of the task force report online at http://www.familymedicine.medschool.ucsf.edu/pdf/CPTF_Report.pdf). The funding for this program is a regular budgeted item as well as part of the development activities approved by the Chancellor. The UCSF University Community Partnerships Program (UCPP) will administer a grants program in partnership with the Tides Foundation. Community based organizations or UCSF faculty, students or staff are eligible to apply for grants projects that promote partnership activities between the community and university.

A. Vision

The Mission Statement of the University of California, San Francisco states that one of the missions of the campus is “to serve the community at large through educational and service programs that take advantage of the knowledge and skills of UCSF faculty, staff and students.” The definition of a “community partnership” is a program or project involving a collaboration between UCSF faculty, staff and/or students and members of the community, focused on improving community health and well being and empowering community members to play a participatory and influential role in the program.

The Grants program of the UCSF University Community Partnerships Council will:

- support projects that reflect and fit into the structure of the UCPP and are focused on service learning, educational outreach, community engaged evaluation and research, and workforce and economic development.
- strengthen partnerships between the community and UCSF
- enable access and information exchange between academia and community
- encourage faculty and medical providers to undertake community engagement
- empower communities that are underserved
B. **Partnership Values**

Consideration will be given to proposals that embrace the following council values:

- Partnership
- Transparency
- Innovation
- Leverage
- Not duplicative
- Risk-taking
- Health, broadly defined
- Deliberative
- Focused on health priorities
- Grounded in assessment of needs and resources
- Supportive (freedom to learn from failure)
- Core operations
- Long term commitment

II. **Award Categories and Proposal Review and Selection Process**

It is expected, but not guaranteed, that approximately $100,000 (dependant on sources) annually may be distributed as grants for the large and small grants programs in total. **We will fund up to one large grant and 20 small grants.** Grants are expected to be awarded although the exact number of awards will be determined annually depending on the amount of funding ultimately available, the merit of proposals received and the amount requested by successful applicants.

The following are types of projects that reflect and fit into the structure of the UCPP and are considered funding interests.

- Service learning programs, which promote socially responsive, community-based educational experiences for UCSF students and residents, and which support faculty development in this area as well as providing an invaluable service to the community.
- Educational outreach to the community, including partnerships with local school districts to improve K-12 science education and other programs. Examples are collaborations with high school and college “pipeline” programs to increase opportunities for disadvantaged students who want to pursue careers in the health professions and scientific research, and other types of outreach programs.
- Economic and employment development, targeting economically disadvantaged communities by building partnerships with local businesses, job training programs, and other agencies to ensure employment and business opportunities that will improve the economic and civic environment in these neighborhoods.
- Community based research and evaluation, emphasizing participatory models that engage and empower community members and community-based organizations by making them partners in research activities.

Projects that demonstrate the following will also be considered:

- new, innovative programs that address health, broadly defined
existing operations and ongoing programs that demonstrate innovation
- seed funding to help develop emerging partnerships
- impact funding to enable programs undertaken by established partnerships
- multi-year programs that demonstrate likelihood for sustainability

**Large Grants**: Maximum Award: $50,000 over 24 months (in disbursements of no more than $25,000 in year one, $20,000 in year two, and $5,000 at the completion of the grant cycle) Large grants are designed to support the implementation of a partnership project or program with potential for significant impact. Awards up to $50,000 over 2 years will be considered. Proposals requesting a lesser amount than $50,000 or a 1 year project timeline are also appropriate. However, the maximum budget allowed for all awards is $25,000 per 12 month project period. Proposals requesting more than $50,000 for a 2 year project or $25,000 for a 1 year project will not be considered.

**Small Grants**: Maximum Award: $2,500 over 12 months Awards under $2,500 will be considered. Small grants are intended to support focused partnership projects and activities, including, but not limited to, the following examples:
- Health fair sponsorships;
- Special events or small projects such as pilot programs between UCSF and a community partner that might lead to a research project or more extensive program. Sponsorship for trainings in community partnerships;
- Purchase of a key resource for partnership projects;
- Publication or dissemination of partnership resources or products;
- Pilot projects between UCSF and a community partner that might lead to a more extensive research project or program.

**Grants Review**: The large grant program Proposal Review and Selection Committee will consist of five appointees with expertise in community-university partnerships. Total authority to select grant recipients will be given to the Committee. The Committee will consist of 5 nominees submitted and selected by the Council. The nominees can not be affiliated with UCSF or a local community based organization. Nominees will be “nationally known in the area of Academic Community Partnership programs although they may actually live in the Bay Area. These appointees will be asked to serve two years and will receive an Honorarium for each grant cycle of $500.00. Funds will be set aside from the grant budget for this purpose. A common rating and grading system will be developed and the Committee’s recommendation for funding (barring any unusual circumstances such as fraud or malfeasance) shall be the determining factor in issuing awards.

Biographical sketches of the external review committee as well as Frequently Asked Questions will be posted on the UCPC website (sf.ucsf.edu).

**III. Eligibility**

**A. San Francisco**: All projects must be implemented by San Francisco community-based partners for the benefit of San Francisco residents. Projects will be focused on responding to health disparities and underserved communities.
B. **Health Improvement:** Funding is awarded to projects that focus on broad determinants of health, emphasizing health promotion and disease prevention.

C. **Partnership:** All projects must be conducted by partnerships that include at least one eligible community organization and at least one eligible academic partner as defined below.

Eligible community partners are non-profit, having 501(c)(3) or (504) tax-exempt IRS status organizations, including:
- health, social service, and other community-based organizations;
- faith-based organizations;
- primary and secondary schools; **students, teachers, nurses, PTA** and,
- voluntary associations, civic and citizen groups.

Eligible Academic Partners include:
- staff
- students
- residents, post docs, fellows
- clinical and professional staff

Partnerships may include partners from multiple departments. Student participation is welcomed. Student participation must be in conjunction with at least one faculty member.

D. **Allowable Expenses:** Funds can only be used for direct project-related expenses. Indirect costs cannot be assigned unless they can be specifically categorized and assigned directly to the project. Examples of eligible expenses include:

- Salary and benefits for both community and UCSF personnel directly involved in the project. In addition to key professional personnel, this would also include clerical or other administrative support that is specifically designated to the project; and,
- Direct Expenses including, but not limited to, equipment, rent, travel, training, etc. (Equipment costs must not exceed $2,500 total per application.)

E. **Funding Restrictions:** Funds **may not** be used for:
- Capital expenditures;
- Debt reduction;
- Entertainment; (excluding modest meeting related expenses, such as light refreshments)
- Indirect expenses that cannot be directly tied to the project;
- Lobbying;
- Projects conducted outside of San Francisco; and,
- Reimbursement solely for patient care or clinical service delivery. These services may be reimbursed if they are a direct and necessary component of the broader project.
F. Conflict of Interest: Council members applying for grants can not receive personal financial benefit from the award (ie salary). Council members who represent an outside agency which received grant funding or applied for grant funding must recuse themselves from voting on grant policies during that grants cycle.

IV. Grant Cycle Schedule

Schedule for grants cycle: (Second Cycle)

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Issued</td>
<td>November 2008</td>
</tr>
<tr>
<td>Non-Mandatory Workshops</td>
<td>November/December 2008</td>
</tr>
<tr>
<td>Proposals Due</td>
<td>February 18, 2009</td>
</tr>
<tr>
<td>Reviews Conducted</td>
<td>April 2009</td>
</tr>
<tr>
<td>Notification of Awards</td>
<td>Late May 2009</td>
</tr>
<tr>
<td>Funded Projects Begin</td>
<td>June 30, 2009</td>
</tr>
</tbody>
</table>

V. Technical Assistance

The RFP will be broadly disseminated using both traditional methods as well as having the Council conduct intensive outreach. Basic and technical assistance will be provided as outlined below.

Technical Assistance Workshop

Applicants may choose to attend a training and pre-submittal session. This workshop will clearly describe the program, explain the application process, and answer any questions. Applicants do not need to attend this training session in order to be eligible for grant application submission.

VI. Proposal Guidelines

Large Grants:

Narrative length will be capped to not exceed five (5) pages. The following information is required:
- Project overview
- Partnership overview
- Project narrative
- Projected time line for project
The following items are also required but are not subject to the 5 page limit:
- Budget and budget justification
- Biographical Sketches (not to exceed 2 pages per bio)

The narrative should contain an explanation of the following:
- Major purpose and goals.
- Need for the project, providing compelling evidence and citing applicable data.
- Project plan, including the use of evidenced-based practices or innovative strategies.
- Whether this is a one time project, a pilot, an ongoing project, etc.
- Relationship to any similar efforts in the community.
- Involvement of the affected community stakeholders/population in the project.
- A realistic timeline for major project milestones.
- Distinct roles and responsibilities of each partner, including skills and experiences.
- Outcomes and evaluation plan.
- Plan for dissemination, replication of results, or next steps to ensure sustainable community health improvement.
- Description of partners, including strengths and capabilities

Small Grants:

The following brief information will be required and maximum character limits are set for each section to force concise content.

- Project name
- Health focus areas
- Description of partners, including strengths and capabilities
- Project synthesis statement
- Project purpose and importance
- Project plan
- Method of project evaluation

VII. Submission Instructions

Grants must be submitted via an electronic submission process via the UCPP website (sf.ucsf.edu). In the event that there is a community partner without electronic submission capabilities, the academic partner could serve in this role and submit the application for the partnership.

VIII. Review Process

A. Technical Review

Proposal submissions will be screened to determine that all eligibility, content and submission requirements have been fulfilled. Ineligible projects will not be considered.

B. The decision of the reviewers is final and there is no appeal process.

C. UCP Council Grants Committee
The University Community Partnerships Council will appoint a committee to provide oversight for the grants program and ensure the program follows the outlined policy. The committee, led by designated co-chairs, will have the following roles:

- Understanding and approval of process and timeline prior to start of program
- Serves as a liaison between the UCP staff and the Council.
- Receiving email updates that coincide with the milestones listed on timeline
- Presenting information and participating at grants workshops
- Recommending guidelines for external review committee
- Representing the Council during the external review committee final call

IX. Funded Project Compliance

A. Human Subjects Protection
Any proposal involving human research requires approval of the study protocol by the UCSF Committee on Human Research. No funds will be awarded for projects involving human research until formal approval has been obtained from the UCSF Committee on Human Research.

B. Funding Agreement
Successful applicants will be required to execute a funding agreement.

C. Reporting
Written performance and financial reports will be required at the end of each fund year.

D. Site Visits
Site visits will be scheduled at the discretion of UCPP in collaboration with project partners. Each project should expect to host at least one site visit during the project period.

E. HIPAA Regulations
If the scope of the project includes use of protected patient information, funded projects must comply with all HIPAA requirements. A Business Associates Agreement may be required when applicable.

F. Publicity
All funded partnerships will be asked to provide copies of any printed, web-based or other project publicity. Publicity should identify the Grants Program of the UCSF University Community Partnerships Council as the project funder. All publicity, including press releases or other similar statements must be approved in advance by the News Director in the UCSF Office of Public Affairs.
G. **Marketing**  
Funded projects may be asked to participate in communications and presentation opportunities as they arise, such as newsletters, conferences, or training sessions.

H. **Insurance**  
Proof of insurance may be required depending on the scope of the project.