REQUEST FOR PROPOSALS
EMCF Intramural Grants in
Service, Education and Advocacy (SEA Grants Program)

1. **OVERVIEW:** The Emory Medical Care Foundation (EMCF) funded SEA grant program provides small intramural service grants to Emory faculty who are significantly involved in clinical care and education on the Grady campus. The grants are intended to help faculty, especially those on the MEST and Clinical Tracks, become more involved in service, teaching and advocacy to the benefit of the Atlanta community and the patients traditionally receiving service at Grady.
   a. The **FOCUS** of the grants should be to plan and execute hospital-based or community-based service, educational or advocacy projects dealing with the social determinants of health and with problems causing poor urban health outcome.
   b. The grant project would be expected to be completed in one year with demonstrable academic outcome such as an abstract, paper, presentation, or subsequent extra-mural grant.
   c. It is anticipated that the grant would culminate in the faculty member developing future projects / grants / papers that would assist in development of his/her career.

2. **GRANT ELIGIBILITY:**
   a. Full time Emory faculty with a minimum of 50% of their total FTE spent at Grady in some capacity (clinical + education + administration).
   b. Faculty may be at the rank of Instructor, Assistant Professor or Associate Professor. There is no submission restriction related to “time in rank.”
   c. For Collaborative Grants, these eligibility criteria apply to each Principal Investigator unless one of the collaborators is from the community.
   d. Faculty may not receive more than two SEA grants as a Principal Investigator and no investigator may have more than one active SEA grant.

3. **SEA GRANT AMOUNT:**
   a. Individual Grants - The SEA grant amount is $10,000 per individual grants awarded.
   b. Collaborative Grants - Collaborative grants involving independent grants from 1 or 2 other collaborators (total of 3 collaborators) are acceptable. These collaborative grants may involve 2-3 related projects or one larger project that integrates and requires 2-3 different perspectives/specialties such that a total of up to $30,000 would potentially be available. Collaborators must be from different departments (or different divisions from within the Department of Medicine) and/or one of the collaborators may be from the community as long as there is a Co-PI on that portion of the grant that is Emory faculty.

4. **GRANT SUBMISSION DEADLINES:**
   a. The **SEA grant proposal** requests for support are due February 1, June 1, or October 1 of each year. (If the first falls on a holiday or weekend, then submission is due the following Monday or non-holiday day).
   b. Submit Grants electronically to: nkaslow@emory.edu
   c. Notification of grant review / approval status should occur within two months following the grants committee review. The required grant components are listed below on Attachment 1.
Grant applications are required to have the following components

- **Title Page**
  - Title
  - Principal Investigator (or Investigators in the case of collaborative grants)
    - Name
    - % total FTE at GHS
    - Email
    - Address
    - Department
  - Designate focus of the grant: service, education or advocacy
  - Deals with Social Determinants of Health? Yes or No
    - If yes, provide 1-2 sentences outlining how your work will address the social determinants of health.
  - Deals with problems causing poor urban health outcomes? Yes or No
    - If yes, provide 1-2 sentences outlining how your work will address poor urban health outcomes.

- **Proposal** (MAY NOT EXCEED 5 SINGLE SPACED PAGES EXCEPT FOR COLLABORATIVE GRANTS, WHICH CAN BE 10 SINGLE SPACED PAGES; NO SMALLER THAN 11 POINT FONT, FOR THIS SECTION)
  - **Overview and Summary:**
    - Background
    - Statement of rationale and/or significance within service, education, or advocacy
    - Objectives
    - Setting
      - Community based—discuss community collaboration and stakeholders
      - Hospital based—discuss how project fosters collaboration (interdisciplinary and community)
  - **Description of Project:**
    - Method(s) of project execution
      - Patient population
      - Include outcomes
    - Collaboration (for collaborative grants only)
      - Role/expertise of each department (or division within the Department of Medicine)
      - Collaborative infrastructure
      - Collaborative process
    - Project Evaluation and/or Data Analysis
      - Must have an evaluation component to demonstrate the benefit or outcome of the project
      - Evaluation component can be quantitative, or qualitative (i.e., requiring IRB review) or be a quality improvement project (generally not requiring IRB review)
      - Include who will do data analysis (if applicable)
  - **Plan for Expanded Implementation**
Strategy for the continuation of the proposed project, subsequent grant, paper, national or regional presentation

- **Timeline** (Detail the project flow):
  - Time to accomplish the project and submit a final write-up and evaluation will be no longer than 12 months
  - Potential Impact

- **Mentor/Mentoring Plan**:
  - Designate a mentor (more than one mentor may be indicated in collaborative grants)
  - Describe a mentoring plan

- **References**

- **Biosketches** (Current NIH format)
  - Principal investigator (or Principal Investigators in collaborative grants)
  - Key Co-Investigators

- **Budget**
  - Include total amount requested and a budget justification (description of how the money will be spent and for what purpose)
  - Budget may include student stipends and stipends for summer projects
  - Budget may not include
    - ♦ Faculty salaries
    - ♦ Travel funds except if needed to do the work in the community or to pay for participant travel costs

- **Letters**
  - From Chair (or Chairs in the case of collaborative grants) re: Post Project Commitments (this is not a letter but simply completion of the form)
  - Appropriate letters of support are strongly encouraged (the following are some examples)
    - ♦ Community partner(s)
    - ♦ Educational or clinical leader where activity will be based

**Post Project Requirements**

- Each project should have **BOTH** a written post-project summary AND either a paper submitted for publication OR a subsequent service grant proposal submitted for extramural funding.
- The attached Post-Project Commitment (Attachment 2 - below) must be signed by the grant author and signed (electronically or in writing) by the author’s Chair.
- The importance of the Chair’s/Chairs’ signature is to serve as awareness that the grantee’s/grantees’ department/departments department will be asked to refund the used grant amount to the EMCF general fund if the grant is not successfully completed with all the post-project requirements done.
- The same grant evaluation sub-committee that approved the initial grant will review the post-project summary. A critique of the project will be given to the Grantee/Grantees.
Attachment 2 – PI (all PIs for Collaborative Grants) Must Complete

Service, Education and Advocacy (SEA Grants Program)
Post-Project Commitments

I acknowledge that at the completion of the funded project, and within 12 months of the award of the grant, that I will submit to the EMCF Grants Committee the following documents:

1) A written post-project summary;
   a) Include a statement of budget reconciliation
2) A preliminary draft of paper to be submitted, preliminary draft of a grant to be submitted or abstract to a national meeting based on the project completed.

**Consequences for Project Non-Completion**: If the project is not done or if one of these post-project requirements is not accomplished, the following things must occur:

- Any residual, unused funds will be returned to the EMCF General Fund AND
- The grantee’s department will be asked to refund the used grant amount to the EMCF general fund.

______________________________
Printed Name

______________________________
Signature                        Date