FRIENDS OF PRENICE GRANTS INITIATIVE

FISCAL YEAR 2017 REQUEST FOR PROPOSALS

Electronic copies of applications are to be submitted to NMFResearch@nm.org and hard copies to:

Friends of Prentice Grants Initiative
c/o Tiffany Lamar
Northwestern Memorial Foundation
251 East Huron Street
Suite 3-200
Chicago, IL 60611

SUBMISSION DEADLINE

Friday, March 4, 2016

For additional information please contact Tiffany Lamar at 312.926.6183 or tlamar@nm.org.
Friends of Prentice Grants Initiative  
Fiscal Year 2017 Request for Proposals

**Purpose:** Friends of Prentice (FOP) is seeking proposals from the greater Northwestern medical community that will advance women’s or infant’s health programs in research, patient care, education and community service. All submissions that advance women’s or infant’s health and have relevancy to Prentice Women’s Hospital are welcome.

**Mission:** FOP is committed to superior healthcare spanning the full spectrum of a woman’s life. We fund leading edge initiatives that improve the quality of health for women and infants in our immediate community and across the globe.

**Objectives:** As part of its grants program, FOP is seeking proposals that advance the quality of care provided to women or infants by investing in emerging technologies and medical advancements including groundbreaking research and clinical care programs. We encourage projects in understudied areas of women’s health research. Proposals are also sought that provide a community benefit to our patient population through access to community networks and enhanced neighborhood relations.

**Funding Levels:** For the fiscal year 2017 initiative, grants of up to $50,000 will be considered for funding from a minimum available pool of $400,000.

**Budget Restrictions:**
1. Indirect Costs: No indirect costs will be funded including, but not limited to, space.

2. Travel: Travel will not be funded unless it is a vital component to the project’s success. Travel expenses must comply with Northwestern Memorial Foundation’s (NMF) travel spending policies, which limits total travel expenditures to $1,500 per trip per person.

3. Salary Support: Investigator salary support will be allowed only if directly tied to work on proposed study. An itemized hourly report detailing the effort will be requested. Salary support for positions including, but not limited to, research assistants, technicians, and analysts will be accepted in budget requests.

**Eligibility:** Applications will be accepted from Northwestern Memorial HealthCare (NMHC) staff, Feinberg School of Medicine staff, fellows and residents with a faculty co-principal investigator affiliated with NMHC as well as campus partner staff. We encourage projects from new investigators.

**Criteria:** The description should include a clear statement of how the project will support institutional goals and the objectives of FOP. Statistical or documented evidence of the problem or need should be provided. The anticipated project outcomes should be described utilizing measurable terms with the targeted population identified. Also, the project should define a successful outcome given the measurable terms. Program activities should include a sequential time line, generally not to exceed 12 months, and staffing requirements (staffing support only for the length of the project).

If applying for additional funding for a previously awarded FOP grant, please include a brief (1 or 2 paragraph) update on your current grant in your FY17 application.
Proposal Format:

All proposals should be a maximum of four pages (excluding cover page and attachments) and include the following information:

I. Cover Page: Principal Investigator Personal Overview
   a. Name
   b. Title
   c. Department
   d. Division (if applicable)
   e. E-mail Address
   f. Telephone Number
   g. Preferred Campus Address
   h. Project Title in Lay Language
   i. Project Category, select which of the following 4 categories is the best fit for your project: Clinical Research, Translational Research, Basic Research, or Public Health/Community Service
   j. Statement of How Project will Advance FOP’s mission: FOP is committed to superior healthcare spanning the full spectrum of a woman’s life. We fund leading edge initiatives that improve the quality of health for women and infants in our immediate community and across the globe.

II. Project Overview
   a. Project Title in Lay Language
   b. Project Abstract in Lay Language (limit 200 words)
   c. Project Introduction and Background
   d. Project Hypothesis
   e. Project Scope
   f. Specific Goals and Objectives
   g. Scientific Methods
   h. Project Timeline (outline specific steps)
   i. Connectivity with Other Previous or Existing Projects and Programs
   j. Project Participants (individual departments, centers, etc.)
   k. Background and Qualifications of Project Participants

III. Expected Outcomes
   a. Expected Outcomes and How Each Outcome will be Measured
   b. Critical Success Factors
   c. Describe how you want to be Measured Two Years Post Project Completion

IV. Funding Request
   a. Amount Requested
   b. Description of Resource Need and Intended Use of Funding
   c. Additional Current and Pending Sources of Funding for this Project
   Note: Budgets may be reduced based on reviewers' comments. Principal Investigators will be asked to resubmit revised budgets.
V. Required Attachments
   a. Attachment 1: Detailed Project Budget signed by Department Chair, Division Chief or other appropriate leadership
   b. Attachment 2: List of all Current and Pending Funding
   c. Attachment 3: Current Biographical Sketch
      (available at http://grants.nih.gov/grants/funding/phs398/biosketchsample.doc)

Note: If your project will require a Northwestern University Office for Sponsored Research InfoEd Proposal Development record, this should only be initiated if the project is funded through this grants initiative.

Submission Information:

- Please do not use staples. Use a binder clip to hold information together.
- All pages should be 8½” x 11” and should not include page numbers.
- No additional plastic report covers should be used.
- Please be sure to have all required signatures before submitting your application.
- Please submit both a hard copy and an electronic copy.

Hard Copy: 
Friends of Prentice Grants Initiative
C/o Tiffany Lamar
Northwestern Memorial Foundation
251 East Huron Street, Suite 3-200
Chicago, IL 60611

Electronic Copy: 
NMFResearch@nm.org

Review: A selection committee comprised of FOP board members and scientific members will review all proposals and make recommendations. The recommended proposals will be approved by FOP and forwarded to the NMF Research and Education Committee and the NMF Executive Committee for final approval.

Deadline: Submission deadline is March 4, 2016. Applications should be mailed or delivered to Tiffany Lamar at the NMF office located at 251 East Huron Street, Suite 3-200 and emailed to NMFResearch@nm.org. If you have questions, please contact Tiffany Lamar at 312.926.6183 or tlamar@nm.org.

Grant Award: An award letter from the president of FOP will be issued to the project leader in May, noting that final approval of the grants will occur at the NMF Executive Committee meeting in July. The letter will indicate if additional documentation or steps are required prior to the initiation of the project. The project period will be September 1, 2016 through August 31, 2017.

Program Administration: The FOP grants initiative will be administered by NMF with the approval of the FOP leadership.
Changes: All changes in scope, budget and personnel must be submitted in writing to Tiffany Lamar for pre-approval by sending an e-mail to tlamar@nm.org.

Reports: A brief final stewardship report (1-2 pages) is to be submitted to Tiffany Lamar in September 2017. The report is to follow the template supplied by NMF to include the outcome of the proposal along with budget versus expenditure information. Additionally, NMF will periodically ask for updates on external funding received as well as publications and presentations related to work funded by FOP. This information will be shared with FOP.

Presentations: It is anticipated that individuals receiving grants may be asked to present their programs at FOP board meetings and/or at other FOP or NMF events.

Publications: Publications resulting from this work are to acknowledge the support of FOP. A copy of the publication should be sent to Tiffany Lamar at NMF.