



AW ADVANCING A HEALTHIER
WISCONSIN ENDOWMENT

Call for Applications: Urgent Response to COVID-19

Applications Due March 30, 2020 before 5:00 pm CST

Overview: Funding available to Wisconsin-based community health, government, and health care organizations to support immediate responses to the COVID-19 pandemic. Applications must focus on efforts to support prevention, risk reduction, or the development of infrastructure required to minimize the transmission of the virus.

Key Dates: **March 30, 2020** | Applications due
(*Applications *may* be accepted on a rolling basis after this date)

Early April 2020 | Award determinations

Mid-April 2020 | Award Start

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Call for Applications: Urgent Response to COVID-19

Funding Details

The Advancing a Healthier Wisconsin Endowment's **Call for Applications: Urgent Response to COVID-19** will support project ideas that propose immediate responses to the COVID-19 pandemic of 2020.

Project ideas must focus on prevention, risk reduction, or the development of the infrastructure required to minimize the transmission of the virus that causes COVID-19. This opportunity is open to community-led or MCW-led applications in Wisconsin that can carry out efforts in up to 6 months. Up to \$5 million total is available to support multiple meritorious projects requesting budgets appropriately justified to carry out the proposed work.

Description

According to the Centers for Disease Control and Prevention (CDC), widespread transmission of COVID-19 is likely to occur via community spread. The CDC expects that most of the U.S. population will be exposed to this virus in the coming months. **This funding opportunity aims to improve the health of the people of Wisconsin by lessening the spread and impact of this virus.**

A key consideration of the call for applications is immediate action. The urgent nature of the COVID-19 virus requires immediate action and response to promote prevention, risk reduction, and the development of the infrastructure required to minimize the transmission and impact of the virus.

Successful applications will provide a clear and compelling plan for how lives will be immediately impacted, and health promoted in project efforts related to COVID-19.

Examples of eligible projects include:

- Training for community health workers to provide education on COVID-19 infection prevention tactics
- Development of infrastructure to distribute COVID-19 testing resources
- Scaling of effective COVID-19 prevention and risk reduction efforts across the state
- Expansion of translation and dissemination efforts around COVID-19 information to the public (not to include out-of-state travel or large group convenings)

Examples of ineligible projects include:

- Basic science research into COVID-19 disease mechanisms
- Using funds solely to purchase personal protective equipment or COVID-19 test kits
- Efforts to offset economic losses experienced by companies or organizations
- General emergency response planning

Eligibility

Applications will be accepted from either a primary community partner or an MCW School of Medicine Principal Investigator (MCW PI). AHW encourages collaboration with partners who have the necessary experience, influence, and expertise to effectively carry out the proposed project.

Community-Led Projects

Community-led collaborations must designate one primary community partner organization and one individual from that organization to serve as the primary contact for the award. The primary contact must contribute effort to the project for the full award period. As necessary, applications should also include additional community and/or MCW collaborators, and each project should clearly identify and include the necessary experience, influence, and expertise to comprehensively address the proposed objectives. To expedite project execution in response to the urgent nature of COVID-19, an MCW academic partner may be appointed to selected projects. The primary community partner organization shares responsibility for the fiduciary and reporting requirements of the project and project budget and shares the responsibility with the MCW academic partner for transferring all communications, notifications, and instructions from AHW to all members of the project team. Eligible community organizations must be Wisconsin-based, nonprofit, IRS tax exempt 501(c)3 or government organizations including, but not limited to:

- Health, social service, and other community-based organizations
- Faith-based organizations
- State and local governments
- Scientific or professional associations, universities, and schools
- Voluntary associations, foundations, civic and citizen groups
- Federally-recognized Indian tribal governments, tribes, and tribal organizations

Additional project collaborators may participate from the community, MCW, or other academic institutions. Collaborators may or may not receive salary support through AHW funding. While additional collaborators are not required, they are highly encouraged in order to bring the necessary experience, influence, and expertise to successfully carry out the project.

MCW School of Medicine Principal Investigator (MCW PI) – Led Projects

MCW-led collaborations must designate an eligible MCW PI who is solely responsible for the fiduciary and reporting requirements of the project, project budget, and for transferring all communications, notifications, and instructions from AHW to all members of the project team.

Eligible MCW PIs are required to contribute effort to the project for the full award period and must be full-time or full-professional effort status MCW faculty members with a primary appointment in the MCW School of Medicine. Additional MCW School of Medicine academic partners may be involved as Co-Investigators or collaborators in a range of activities dependent on the project design and project team structure and may include other faculty, staff, and students from multiple MCW departments. Additional collaborators may also participate from the community or other academic institutions. While additional collaborators are not required, they are highly encouraged in order to bring the necessary experience, influence, and expertise to successfully carry out the project.

Budget Requirements

AHW's investment for this funding opportunity will be up to \$5 million total. Of that total, up to \$2.5 million is available to support approximately five community-led projects and up to \$2.5 million is available to support approximately five MCW-led projects. The exact number of awards and award amounts will depend on the merit

of proposals received and the funding amount requested by successful applicants. Applicants must provide a full budget and budget justification for all expenses.

For information on financial compliance requirements for funded projects, please see the Funded Project Compliance Overview section of this RFA.

Supplanting Criteria

AHW was established as the result of a generous financial gift made by Blue Cross & Blue Shield United of Wisconsin to the people of Wisconsin, giving AHW the extraordinary responsibility to steward this financial gift on behalf of Wisconsin residents. As such, AHW adheres to requirements as defined in a March 28, 2000 Order of the Commissioner of Insurance which requires that AHW funds (the Funds) “may not be used to supplant funds or resources otherwise available.” Applicants must certify that no financial resources will be supplanted and provide a complete listing of current funding sources for the project or similar other projects. Prior to recommending funding, AHW’s oversight bodies, the Research and Education Advisory Committee (REAC) and the MCW Consortium on Public and Community Health (Consortium), will assess whether other financial resources exist or are available for the project. [Supplanting criteria can be found on the AHW website.](#)

Allowable Expenses & Funding Restrictions

AHW uses a cost-reimbursement model. Funds can only be used for direct project-specific expenses, which includes salary and benefits for personnel directly involved in the project and direct expenses including supplies, mileage, travel, training, etc.

Funds may not be used for:

- Projects conducted outside of Wisconsin
- Travel outside of Wisconsin
- Large group convenings
- Indirect costs such as ongoing operating expenses of an organization’s routine functions and principal programs
- Debt reduction
- Entertainment or alcoholic beverages
- Lobbying (*see Legal Compliance section for additional details*)
- Reimbursement solely for patient care or clinical service delivery
- Publishing fees to benefit education or research in general
- Stipends
- Supplanting

View a complete list of [Direct, Indirect, and Unallowable Costs](#) on the AHW website.

Application and Review Process

This *Call for Applications: Urgent Response to COVID-19* will prioritize project ideas that propose immediate responses to the COVID-19 pandemic of 2020. This funding mechanism will feature a single (one-stage) application process via the submission of a Brief Proposal.

Brief Proposal

Applications that meet the applicant eligibility requirements should **submit a Brief Proposal via the online form by 5:00 pm (CST) on March 30, 2020.**

Applicants must answer all required fields and follow the restrictions set within the online form. No paper or emailed applications will be considered, and no attachments will be accepted beyond the following required attachments:

- Citations, one-page maximum (*optional*)
- Signature Form (*required*)
- Budget Workbook (*required*)
- Community Partner IRS nonprofit verification (*required as appropriate*)

AHW will confirm receipt of the submission via email to the primary community partner organization contact or the MCW PI. It is anticipated that notification emails will be sent to the primary community partner organization contact or the MCW PI by mid-April 2020 following completion of the review process (see below for details). Selected applicants may be requested to provide additional information or respond to AHW review questions.

Review Process

The application will undergo technical review by AHW staff for eligibility, content, and submission requirements, including:

- Adherence to guidelines and restrictions detailed in this RFA, the proposal instructions, and the proposal submission forms and instructions
- Proposed project scope is aligned with the intent of this RFA
- All community and MCW partner eligibility criteria are met

All applications will be reviewed using the following criteria:

- Prioritizes a project focus that targets the prevention, risk reduction, or the development of the infrastructure required to minimize the transmission of this virus.
- Proposes activities in alignment with the project strategies.
- Evidence of engagement with appropriate stakeholders (such as policymakers, local health service practitioners, community organizations, and those likely to be affected by the virus).
- Evidence that the proposed approach is a priority during this international crisis.
- Evidence of engagement with the appropriate partners with the necessary experience, influence, and expertise to accomplish project aims.

Following reviews, the appropriate AHW governing body (either the Consortium or REAC) will make final funding decisions that will be advanced to the MCW Board of Trustees for approval and release of funds.

AHW may request that applicants adjust their scope, budget, or timeline based on the outcome of the review process. If necessary, these applicants will be notified and asked to resubmit their adjusted application materials for further review. No negotiations or appeals will be accommodated.

Conflict of Interest

The funding process will follow a Conflict of Interest policy. A conflict of interest is apparent whenever the reviewer's objectivity may be perceived as compromised by the nature of a personal or professional relationship or obligation to an applicant. Reviewers with a conflict of interest pertaining to a proposal's review and/or funding are self-identified and recused from proposal discussion.

Award Determination

Notification emails of award determination will be sent to the primary community partner organization contact and/or the MCW PI in mid-April 2020 following completion of the proposal review process.

Application Resources

AHW recognizes that the response to the new coronavirus/COVID-19 public health emergency is fluid and changing rapidly. We're here to help. Our goal is to support applicants through the process to the best of our abilities and encourage applicants to contact AHW staff to discuss ideas and request assistance throughout the process.

AHW's website provides information, application resources, and answers to frequently asked questions related to each application and the AHW funding process. Visit the AHW website at www.ahwendowment.org.

Funded Project Compliance Overview

The following information briefly highlights the process and requirements for projects that are successfully awarded funding from AHW. AHW recognizes that the response to the new coronavirus/COVID-19 public health emergency is fluid and changing rapidly and will make all efforts to support funded projects with reasonable timelines and support regarding requirements.

For a full overview of AHW compliance requirements, please see the [FAQ section](#) on the AHW website.

Reporting Requirements

Progress reports, conference calls, and other periodic project updates may be required throughout the duration of the project. Funded projects will be required to submit a final report no later than sixty (60) days after the award end date.

Financial Compliance

Projects funded through this funding opportunity will be expected to adhere to AHW's financial compliance requirements:

Community-Led Awards	Responsibility: The primary community partner organization contact and/or MCW School of Medicine academic partner are jointly responsible for ensuring compliance with fiduciary requirements throughout the award period.
	Orientation: Upon funding approval, responsible parties, along with any staff with administrative responsibility on the award, will be required to attend an orientation session with AHW staff to discuss award and financial compliance requirements.
	Funding Agreement: Upon funding approval, the primary community partner organization and/or MCW academic partner will be required to execute a Funding Agreement with the Medical College of Wisconsin (MCW) before the project activities can officially commence. Only the primary community partner organization and/or MCW academic partner should be listed on the Funding Agreement, and only these entities will be able to directly invoice MCW for project costs. The Funding Agreement must be submitted to AHW prior to project commencement along with the following documents: <ul style="list-style-type: none"> - MCW or Children's Hospital of Wisconsin (CHW) Institutional Review Board (IRB) approval letter - Annual audit for the primary community partner organization

	<p>Annual Financial Audit: Per the Funding Agreement, community organizations receiving funds from AHW are required to furnish an annual financial audit, the cost of which must be borne by the community organization. A federal single audit or an audit performed in accordance with Government Auditing Standards will fulfill the audit requirement. If such audits are not performed, the community organization will need to work with AHW staff to determine how to best meet this requirement. As financial stewards, AHW is required to monitor all sub-recipients, including those community organizations receiving AHW funds. Therefore, community organizations listed on the Funding Agreement may be selected for a sub-recipient audit.</p> <p>Invoicing: Project activities are funded through an expense-reimbursement process. Payment requests must be submitted using the AHW Invoice Form. Invoices must be submitted to the appointed MCW academic partner who will facilitate payment through the MCW Accounts Payable department via the MCW academic partner’s department administrator. Requests should be made for approved, direct, allowable costs incurred by the community organization not more often than monthly nor less than quarterly (e.g. not more than one invoice per month, but at least one invoice per quarter). A final invoice must be signed, marked as “Final,” and be submitted within 60 days of the end of the award period. MCW reserves the right to request and review additional documentation for any payment requests submitted.</p> <p>Supplanting: AHW has the extraordinary responsibility to steward the endowment on behalf of Wisconsin residents. As such, AHW adheres to requirements as defined in a March 28, 2000 Order of the Commissioner of Insurance which requires that AHW funds “may not be used to supplant funds or resources otherwise available.” AHW, via MCW, must report annually on its determination that the Funds do not supplant other resources that may be available to accomplish the same purposes. Supplanting criteria can be found on the AHW website.</p> <p>Prior to recommending funding AHW’s oversight bodies will assess whether other financial resources exist or are available for the project, including an assessment of whether the applicants have other financial resources available for the project. Applicants must certify that no financial resources will be supplanted and provide a complete listing of current funding sources for the project or similar other projects.</p>
<p>MCW-Led Awards</p>	<p>Responsibility: The MCW PI is solely responsible for ensuring compliance with fiduciary requirements throughout the award period.</p> <p>Orientation: Upon funding approval, the MCW PI, along with any staff with administrative responsibility on the award, will be required to attend an orientation session with AHW staff to discuss award and financial compliance requirements.</p> <p>Supplanting: AHW funds may not be used to supplant funds or resources that are available from other sources. If an MCW PI receiving AHW funding is awarded a new grant that is for the same or similar research, they should notify AHW staff so that a supplanting review can be conducted. If it is determined that supplanting exists, the affected portion of the AHW funding will either be rescinded or reallocated, in accordance with MCW Corporate Policy BF.SP.060.</p>

Financial Conditions

The amount awarded is the maximum funding available from AHW for the approved project. MCW reserves the right to reduce unspent funding and/or funding duration, if needed, to comply with state and/or federal law (including but not limited to law governing endowment fund management), or to address MCW financial constraints which negatively impact AHW.

Legal Compliance

Human Research Protection

Following award announcements, MCW or CHW IRB and/or IACUC staff must review all successful proposals that involve human subjects for any purpose. Documentation of this IRB review will be required before an executed Funding Agreement is approved. Other community organizations may also have IRB requirements that must be completed before funding will be awarded.

Health Insurance Portability and Accountability Act (HIPAA)

The HIPAA privacy rules are federal regulations protecting the confidentiality of information used in clinical practice, research, and operations of health care facilities. The privacy rules apply to the use or disclosure of protected health information for research purposes and require a number of actions and documentation. Funded projects must comply with all HIPAA requirements.

Proposal Protection/Intellectual Property

AHW operates in accordance with standards consistent with Wisconsin's Open Meetings and Open Records Laws. Documents are generally considered by AHW governing bodies in open public meetings and become public record that may be subject to release. Prior to funding decisions being made, information contained in your proposal will not be shared outside the established RFA review process and the governing body. If your project is funded, information contained in the proposal is subject to release. An Intellectual Property Agreement may be required for inventions, discoveries, or copyrightable material developed as a result of a project.

Lobbying

AHW funds may not be used for lobbying efforts. Successful applicants will ensure that descriptions of the intended use of all AHW funds abide by the nonlobbying requirement.

Marketing & Publicity Requirements

Award Announcement

All announcements related to the award of AHW funds are embargoed until the date set by AHW. In most cases, AHW will prepare its own press release announcing funding awards and announce awards on its own dissemination channels, which may include the AHW website, electronic newsletter, and/or additional avenues such as social media. Subsequent news releases about your project's activities do not need to adhere to an embargo or be reviewed by AHW. In press releases and/or other media opportunities, acknowledge AHW as the project funder with the following clause:

"This [project, program, conference, research, report, etc. (choose one)] is funded [in part or wholly (choose one)] by the Advancing a Healthier Wisconsin Endowment."



Sample Proposal

Eligible applicants are invited to submit an application to prevent the spread of COVID-19 in Wisconsin communities through AHW’s Call for Applications: Urgent Response to COVID-19. **The deadline for application submission is March 30, 2020 by 5:00 pm CST.** Late applications will not be accepted and no attachments beyond those listed in the Request for Applications or application instructions will be accepted.

This template is not for submission and may only be used to draft the application. Application materials for final submission and review must be submitted via AHW’s grants management system by the deadline. No paper or emailed applications will be considered; only applications submitted through AHW’s grants management system will be considered for review.

Award Information

Award Title (maximum 100 characters, including spaces):

Award Budget

Amount Requested: \$

Additional Funds: \$

Source of Additional Funds:

Start Date:

Duration of Funding (up to 6 months):

Goal Statement – Provide a brief statement, using lay-friendly language, describing the goal of the proposed approach to prevent the spread of COVID-19 in Wisconsin communities. Please use the following format to form a concise, specific goal statement: Verb. Outcome. Target Population. For example, the purpose of AHW’s RFA is: Prevent (Verb.) the spread of COVID-19 (outcome) across Wisconsin communities (Target Population).

Applicant Information

Applicant Organization – Who is the lead organization submitting the application? Please refer to the eligibility criteria in the Call for Applications.

Medical College of Wisconsin

Wisconsin-based, non-profit, IRS tax-exempt 501(c)3 or government organization

Narrative

1. Describe the project's approach to prevent the spread of COVID-19. (maximum 3,000 characters, including spaces)
2. Why is the proposed approach a priority in order to prevent the spread of COVID-19? (maximum 3,000 characters, including spaces)
3. What specific Wisconsin populations will the proposed approach protect? (maximum 3,000 characters, including spaces)
4. What are the proposed project activities in order to implement the approach and monitor its success? (maximum 3,000 characters, including spaces)

Budget

Budget – Please use the AHW Budget Workbook to develop your budget table. [The Budget Workbook is available for download on the AHW website.](#) Use the Budget Instructions (Tab 1) in the Budget Workbook and the [AHW Allowable and Unallowable Costs](#) to guide the development of the project budget.

- MCW Applicants: Please complete the Total Project Budget (Tab 2) to detail MCW expenses, including personnel and direct expenses. If needed, please complete the Community/Subcontract Budget (Tab 3) for any project expenses to be incurred by non-MCW collaborators.
- Community Applicants: Please use the Community/Subcontract Budget (Tab 3) to detail project expenses to be incurred by the community organization. The total Community/Subcontract Budget (Tab 3) amount must be included in the Total Project Budget (Tab 2) in the Community/Subcontract line. The other line items in the Total Project Budget (Tab 2) can remain blank, unless there is an MCW partner and therefore MCW expenses to include in the budget.

Save the Total Project Budget and Community/Subcontract Budget as a combined PDF document and attach to the proposal.

Budget Justification

Total Project Budget Justification

Provide detailed descriptions for all requested budget expenses in the Total Project Budget (Tab 2) using the descriptions of line items in the Budget Instructions (Tab 1). The total for each section below must equal the line item totals in the Total Project Budget (Tab 2).

- MCW applicants: Use the following fields to detail all MCW project expenses.
- Community applicants: If collaborating with an MCW partner, use the following to detail any MCW project expenses based on the completed Total Project Budget (Tab 2). The community budget total from the Community/Subcontract Budget (Tab 3) must be included in the Community / Subcontract section below.

MCW Personnel – Personnel salary support must be justified. The specific role for faculty and staff in the project should be identified. If partial salary is requested, indicate the percentage and source of remaining support (i.e., departmental, grant funds). Salaries cannot exceed the capped NIH amount.

Total MCW Personnel:

MCW Supplies/Services – Itemize by categories. Include expenses such as user fees and per diem.

Total MCW Supplies/Services:

MCW Equipment – Itemize and justify.

Total MCW Equipment:

Community / Subcontract – List any subcontracts and detailed descriptions of subcontract expenses, including roles and responsibilities and methodology. For community organization applicants, all expenses that the community organization or any non-MCW collaborators will incur, should be listed in this line item and detailed in the Community/Subcontract Budget Justification below.

Total Project Budget Community / Subcontract:

MCW Travel – Specify by travel destination and purpose. Please note that out-of-state travel is unallowable.

Total MCW Travel:

Total Project Budget:

Community / Subcontract Budget Justification

Provide detailed descriptions for all requested budget expenses in the Community / Subcontract Budget (Tab 3) using the descriptions of line items in the Budget Instructions (Tab 1). The total for each section below must equal the line item totals in the Community / Subcontract Budget (Tab 3).

- MCW applicants: If a subcontract is included in the Total Project Budget (Tab 2), please provide detailed descriptions of subcontract expenses in the sections below based on the completed Community / Subcontract Budget (Tab 3).
- Community applicants: Use the following fields to detail all community project expenses aligned with the Community / Subcontract Budget (Tab 3).

Community / Subcontract Personnel – Personnel salary support must be justified. The specific role for personnel in the project should be identified. If partial salary is requested, indicate the percentage and source of remaining support (i.e., departmental, grant funds). Salaries cannot exceed the capped NIH amount.

Total Community / Subcontract Personnel:

Community / Subcontract Supplies/Services – Itemize by categories. Include expenses such as user fees and per diem.

Total Community / Subcontract Supplies/Services:

Community / Subcontract Equipment – Itemize and justify.

Total Community / Subcontract Equipment:

Community Subcontracts – List any subcontracts and detailed descriptions of subcontract expenses, including roles and responsibilities and methodology.

Total Community / Subcontract Subcontracts:

Community / Subcontract Travel – Specify by travel destination and purpose. Please note that out-of-state travel is unallowable.

Total Community / Subcontract Travel:

Total Community / Subcontract Budget:

Non-Supplanting Attestation

Applicants must identify existing or available funding for the proposed project in order to determine if AHW funding would replace or supplant existing or available funding.

1. Would funding from AHW supplant or replace other funding that you/your organization already has for project purposes and/or personnel as described in the full proposal?

NO YES

If YES, please describe (i.e. brief description, time period, funding, etc.):

2. Would the proposed use of funds from AHW leverage or complement funds you previously or currently receive?

NO YES

If YES, please describe the source of other funds and why AHW funding is needed:

3. Have you already applied to another funding source for the same or a similar project?

NO YES

If YES, please describe the project and the date and result of that application or when you expect to receive notification:

4. Please provide any other information relevant to the non-supplanting requirement:

By signing this form, you agree to perform responsibilities as described within this submission. Additionally, by signing this form, your organization attests to its eligibility and represents that the information provided in this submission is accurate, complete and current and the individual signing affirms that s/he has authority to execute this form on behalf of the organization. By signing, you acknowledge that AHW and its oversight bodies are subject to Wisconsin Public Records laws and its records may be subject to release as required by law. The organization represents that the funding from the Advancing

a Healthier Wisconsin Endowment will not supplant, and acknowledges that this information shall be relied upon by the Medical College of Wisconsin to discharge its legal and regulatory obligations with respect to the subject matter of this form.

Applicant Signature (MCW Principal Investigator or Community Partner Contact)

Date

By signing below, the MCW Department Chair or authorized signature for the community partner organization (if applicable) verifies their knowledge and approval of the application submission. Please note, MCW Department Chair signature is required for MCW applicants.

Authorized Signature

Date

- MCW Applicants: Must be signed by the MCW Department Chair
- Community Applicants: Only required if different from Applicant Signature above

Not For Submission