

Funded Project Terms and Conditions

The following information briefly highlights the processes and requirements for projects that are successfully awarded funding through AHW's *Call for Applications: Community-Led Seed Grants*.

Reporting Requirements

There are multiple methods to communicate award progress between AHW staff and the funded project team. The AHW team will support funded projects throughout the project period to complete award requirements. Failure to complete reporting requirements could result in termination of the project and/or ineligibility for future AHW funding.

Project Check-in

Funded projects will be required to participate in at least one project check-in with AHW during the project period to discuss project progress and findings, highlights, challenges, and next steps.

Final Reporting

A final progress report will be due no later than two months after the award end date and must be submitted electronically via the [AHW Grant Management System](#).

AHW uses the information in final reports and other project updates to monitor progress and prepare public communication pieces that demonstrate the benefits of AHW funding to improve the health of Wisconsin residents. As such, final reports should be written using lay-friendly language to the extent possible.

Funded community partners and MCW PIs are expected to be responsive to requests for information on continued progress, sustainability of the project and/or collaborative team, future efforts as a result of the seed grant, and other developments beyond the award period.

Additional Requirements

All projects should make accommodations to attend one grantee learning event during the project period. Learning events are organized by AHW to promote bidirectional learning among funded partners and provide an opportunity for networking.

Funded partners may also be asked to contribute to the social return on investment of AHW by participating in supplementary engagement activities, which may include participation on AHW review panels, programs and initiatives, public presentations, networking events, peer-to-peer feedback sessions, trainings, and dissemination events, among others.

Financial Compliance

While awards funded through this funding opportunity are collaborative in nature, the primary community partner organization and MCW PI are jointly responsible for ensuring compliance with fiduciary requirements throughout the life of the award. Upon funding approval, the primary community partner organization contact and MCW PI, along with any staff with administrative responsibility on the award, should attend an orientation session with AHW staff to discuss financial compliance requirements.

It is important to note that AHW funds may not be used to supplant funds or resources that are available from other sources. If a PI or community partner 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](#).

Funding Agreement

Upon funding approval, the primary community partner organization and MCW PI will be required to execute a Funding Agreement with the Medical College of Wisconsin (MCW) before project activities can officially commence. Only the primary community partner organization and MCW PI should be listed on the Funding Agreement and only these entities will be able to directly invoice MCW for project costs by means of a cost-reimbursement model. The Funding Agreement must be submitted to AHW prior to project commencement along with the following documents:

- MCW or Children’s Wisconsin Institutional Review Board (IRB) approval letter
- Annual audit for the primary community partner organization

Annual Financial Audit

Per the Funding Agreement, the primary community partner organization listed on the funding agreement and receiving funds from AHW is 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 required to participate in a sub-recipient audit.

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 MCW PI 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 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.

Financial Conditions

The amount awarded is the maximum funding available from AHW for this project and the project start and end dates indicate the official project period, unless otherwise approved by AHW. 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. All AHW funds must be allocable within the project period.

Legal Compliance

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’s public oversight body, the MCW Consortium on Public and Community Health (Consortium), operates in accordance with standards consistent with Wisconsin’s Open Meetings and Open Records Laws. Documents that are generally considered by the Consortium in open public meetings 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 application and review process and the governing body. If your project is funded, information contained in the proposal

may be 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.

Lobbying includes communication with a legislator or agency official regarding a specific piece of legislation and your view on it, including any attempt to influence local, state, or federal legislation or administrative action. Advocacy is allowable and includes taking part in efforts to create or effect change in policies or systems, and can take many forms including education, media, etc.

Marketing & Publicity Requirements

Award Announcement

All announcements related to the award of AHW funds are embargoed (i.e. not for dissemination outside of project partners) until the date set by AHW.

Press Releases, Publications and/or Media Opportunities

News releases regarding the receipt of your AHW funding award are embargoed until the date set by AHW. Subsequent news releases about your project's activities do not need to adhere to an embargo or be reviewed by AHW. Exceptions to this guideline include announcements or press releases related to major events, information releases, or other announcements in which you seek AHW's collaboration on the announcement.

In press releases, publications 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.”