STRATEGIC CONSULTATION GRANTS FOR BALTIMORE CITY

Request for Proposals

This new Johns Hopkins Urban Health Institute (UHI) funding opportunity was created to advance health in Baltimore by supporting faculty working directly with Baltimore City government. Funds will be awarded to proposals that respond to requests from city government for specific assistance on significant projects that improve the health of the city. For this first round of funding, 3-5 proposals will be funded each at up to $10,000.

Eligibility

Faculty from all schools of The Johns Hopkins University are eligible to apply (this includes scientists, research associates, assistant professors, associate professors, and full professors). All proposals require a collaborating Baltimore city (e.g., the Health Department) or quasi-city (e.g., The Family League) Baltimore city entity with an individual identified within that agency as the key partner on the project.

Examples of the types of activities that are eligible for funding include collaborating to draft a grant application on behalf of the city, conducting an evaluation of a city effort, a specific short-term research project to answer a question of interest to the city, a policy review and a memo with recommendations for a specific agency.

Faculty must maintain their current status at Johns Hopkins to be eligible for funding.

Proposal Requirements

All proposals need to include the following:

1. **Cover Page:** Use provided template ([download here](#)).
2. **Abstract:** Provide a brief summary of the proposal. Abstracts should not exceed 200 words with a statement about how this project will support a city effort.
3. **Project Narrative:** This should not exceed 2 pages double-spaced. Please use 1-inch margins. The requested format of the application is as follows:
   a. **Introduction:** Describe how what is being proposed relates to a city-identified need, and include a statement of importance and, where appropriate, evidence that supports the need and/or the effectiveness of the proposed strategy.
   b. **The city effort:** Include a clear statement of how this work will support city efforts including but not limited to the development or modification of city
polices or how policies or programs are implemented. State clearly what will be accomplished for the city with these funds.

c. **Approach:** Share how your plan will address the city need. Clearly outline the timeline for accomplishing what’s being proposed, including the work to be completed and what the deliverables will include. If this is a research project, be sure to share what methods will be used.

d. **Deliverable:** Describe the final product of this proposal; this may include a grant application, a presentation of findings to key stakeholders, a submission to a peer review journal, a report, etc.

4. **Proposed Budget:** Use the provided template ([download here](#)).

5. **Biographical Sketches:** Provide your faculty biographical sketch. This should be one page or less. There should also be a biographical sketch of the key partners in the city agency.

6. **Letter of Support:** this letter should be written by the main point of contact with whom you are working in city government. It should include what strategic initiative you are working on, a description of the deliverable, and the scope of work being proposed.

**Review Considerations**
Applicants should consider the following:

- Does the project have a clearly stated goal?
- Are the proposed methods likely to achieve the project’s goals?
- Can the level of award realistically accomplish the work proposed?
- Is there city support to use the information gleaned from the project?
- Does the proposed budget reflect support a city or quasi-city agency needs?
- Is the final product described?
- Is there clear evidence that the collaborating faculty and city agency have been involved with the development of the proposed plan?
- Does the proposal explain how faculty will be involved for the duration of the project?

**Application Review**
Proposals will be accepted on a rolling basis through December 15, 2019 and will be reviewed by a team of Hopkins and community partners and decisions will be made for funding on a rolling basis.

**Funding Specifications and Restrictions**
Funding can be requested to support all activities justified in the budget. **Awards are for a 6-month continuous budget.** A one-time no cost extension for up to an additional 6 months (for no more than one year in total) may be granted by written request with justification accompanied by a brief progress report.
Award Administration Information
Award notices will be issued by the administrative offices of the UHI which will include terms and conditions for these grants. Funds will be transferred to your department and financial reports will be required (see below). UHI staff will work cooperatively with the department to simplify the process.

Reporting Requirements
Award recipients will be required to provide both a brief interim progress report and a final report of their project or study (within 45 days after completion of the project). These reports should provide an update on progress being made as well as a financial report. In addition, we ask that the final report include a statement of lessons learned and the final deliverable of the work completed. Where appropriate, the applicants should credit the UHI for any publications that result from the awards (e.g., “this project was supported through a grant from the Johns Hopkins Urban Health Institute”).

Disbursements will be made in two installments: (1) after the submission of a satisfactory interim report and (2) after the submission of a satisfactory final report. Requests for final disbursement should be made within 30 days at the end of the project.

Questions?
Please contact Amy Gawad at agawad1@jhu.edu.