

# Deborah Munroe Noonan Memorial Research Fund

Bank of America, N.A., Trustee

## Application Guidelines and Instructions - Full Proposal

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## Full Proposal Stage

Full Proposal Stage is by invitation only based upon review and outcomes from the initial stage. These Full Proposal Stage submissions should follow the Full Proposal Stage Guidelines and instructions below. Much of the Full Proposal Submission incorporates materials submitted during the Initial Proposal Stage. Updates may be made to these materials, if needed. If no updates need to be made, please submit the same documents as in the Initial Proposal.

## Program Overview

The *Deborah Munroe Noonan Memorial Research Fund*, established in 1947 by Frank M. Noonan in memory of his mother, continues its proud tradition of supporting improvements in the quality of life for children and adolescents with disabilities. The Noonan Research program welcomes proposals that support pilot, research, or evaluation projects from both nonprofit organizations and academic institutions that serve children with physical or developmental disabilities and associated health-related complications. Eligible organizations and target populations must be within the Funds' **geographic area of interest** of Greater Boston.

The Noonan Program supports projects that advance the mission of the Fund. Investigators may be medical providers, researchers, staff from community-based organizations, support groups, community members, registered nurses, educators, allied therapists, and social workers that work with children and adolescents with disabilities. All applications should include personnel with research expertise as a member of the project team. U.S. citizenship is not required.

Bank of America, N.A., has retained Health Resources in Action (HRIA) to administer the Deborah Munroe Noonan Memorial Research Fund grantmaking program. HRIA is a nonprofit Boston-based organization that has been committed to helping people live healthier lives and create healthy communities. HRIA acknowledges the impact of racism on health and continues to pursue policy and systems change approaches to dismantle institutional and structural racism to create sustainable change.

## Program Focus

The Noonan Research Fund supports innovative clinical and service system research and evaluation projects, and pilot projects in the greater Boston area, designed to improve the quality

of life for children and adolescents with disabilities as reflected in the target population description. Proposed projects must provide comments regarding how outcomes of the proposed project and/or research will advance health equity. Projects should include intentional processes that integrate people with lived experience in the decisions being made and meaningfully engage them in research activities that are meant to address the inequities they face.

*“Health equity means that everyone has a fair and just opportunity to be as healthy as possible. This requires removing obstacles to health such as poverty, discrimination, and their consequences, including powerlessness and lack of access to good jobs with fair pay, quality education and housing, safe environments, and health care.”<sup>1</sup>*

Funds may be used to support personnel, participant enrollment, small equipment purchases, supplies, travel, and other direct expenses that are needed for the project completion.

A partial list of examples of past projects supported by the Noonan Fund includes:

- A. The completion of community-based participatory research, in which community partners are actively engaged in any or all aspects of the proposed project and may serve as principle or co-investigators, or collaborators on the project.
- B. The completion of a pilot project to test the feasibility and effectiveness of a program and to enable additional funding support or provide evidence to promote development or scaling up of an intervention/program/course in a clinical program, school or community-based agency
- C. The completion of detailed, comprehensive research projects to obtain compelling research data that informs subsequent implementation of programs, courses, etc.
- D. The collection of new data on existing research or program development that will enable the application for larger federal or privately-funded grants.

## Exclusions

Proposals for basic science research will not be considered, nor will applications for capital costs such as buildings, renovations, or major equipment items. The Noonan Fund does not support direct service, primary prevention projects or device development. Drug trials are not supported by the Noonan Research Fund.

## Eligibility Criteria

All projects and applicants must meet the following requirements.

### Target Population

- The target population includes children and adolescents (birth - 23 years old) with chronic physical, developmental, behavioral, or emotional disabilities who require a combination of special and or interdisciplinary services.

- Statewide health services research projects for which the majority of participants are within



*A project that is a small-scale test of an intervention where the primary objective is to evaluate feasibility, duration, effectiveness, and/or other possible issues before implementation on a broader scale.*

***Research Project -***

*A project where the primary objective is to test specific hypotheses about health and functional abilities of children with disabilities.*

***Evaluation Project -***

*A project that collects, analyzes, and uses data to examine the effectiveness and efficiency of a program and to contribute to continuous program improvement.*

***All projects will be evaluated based on:***

- The potential impact of the proposed work on the intended community
- The extent to which the proposal seeks to advance health equity<sup>3</sup> and racial and ethnic equity
- The extent to which the proposal includes and meaningfully engages people with lived experience in the research design and implementation.
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- The use of a formal evaluation approach. These may include measures related to the program logic model, or a quality improvement framework.
- The extent to which the applicant can evaluate the effectiveness and efficiency of the program
- The potential that the evaluation will lead to program improvement

*All projects will also be evaluated based on:*

Applicant and/or Project Team

- The project complements or enhances the applicant's previous and future professional work.
- The team is reflective of the population served and/or engaged in research.
- Appropriateness of personnel or consultants with expertise in skills necessary for the project such as quantitative and/or qualitative data analysis.

Proposal Quality

- The team has put thought and effort into creating a professional, persuasive, and well-organized proposal that effectively communicates how the project will address the stated need or problem.

## Notification to Applicants

Applicants will be notified by email upon receipt of their applications by HRiA. Notification of funding status will be made by email in summer 2024.

Historical Statistics	2023	2022	2021	2020
# of Initial Proposal Submitted	13	26	24	20
# of Full Proposals Submitted	8	11	10	12
# of Two-Year Awards	2	4	3	3
Historical Statistics	2023	2022	2021	2020
# of Initial Proposal Submitted	13	26	24	20
# of Full Proposals Submitted	8	11	10	12
# of Two-Year Awards	2	4	3	3

One award will be prioritized toward proposals for which the lead organization is a community-based

## Proposal Writing Tips

Applicants are strongly encouraged to practice and work towards enhancing their grant writing in drafting their applications to maximize their chances of being funded. All members of the team should be actively engaged in the preparation of the proposal. *The writing of the proposal will not be directly assessed; however, it is recognized that clarity of the writing enhances the ability of the reviewers to follow the logical progression of the proposal and assess the impact the work will have on children and youth with disabilities, the applicants' qualifications, ability to conduct the proposed work, and support from the mentor/mentorship team.*

The Review Committee is composed of a multi-disciplinary group of individuals with the ability to assess a wide range of proposal topics.

Characteristics of a well-written proposal include the following:

- Funding in non-governmental agencies is different. Make sure the proposal is reflective of the program goals and review criteria.
- Tell the story and sell the proposed work; make sure the background outlines why the proposed questions are important to answer, and the proposed approach is promising.
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## INSTRUCTIONS FOR APPLICATION SUBMISSION

**Deadline: Tuesday, April 9, 2024 at 12:00 PM ET**

Full Proposal Submission by Initiation Only

### Online Application Portal

**Login:** Using the Full Proposal initiation , access your Account showing the link to the initiation. Your Account will provide a listing of your In Progress and Submitted Applications. You can Save, Submit or Share your application

**Return** to a saved application: [https://GrantRequest.com/SID\\_738?SA=AM](https://GrantRequest.com/SID_738?SA=AM)

### Online Application Form

The data you entered in the online form for the Initial Proposal will appear on this form. For any updates to information in "read-only" fields, email [NoonanAwards@hria.org](mailto:NoonanAwards@hria.org) . The following sections must be completed for the online submission:

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- B. Table of Contents (form):** When the application is complete, enter the page numbers at the bottom of each page and complete the Table of Contents.
- C. Project Summary (form):** Please include a summary (300-word max) describing the project and its implications for improving the quality of life for children and adolescents with physical or developmental disabilities.
- D. Non-Technical Overview (form):** Please answer the following questions in ONE SENTENCE EACH, in terms understandable to a non-specialist. This statement should match the text in the corresponding field for online submission.
- E. Organization and Collaborator(s) Profile (form):** Please include descriptions for the primary contact organizations and co-investigators/collaborators involved in the project.
- F. Full Project Proposal:** A maximum of **10 pages (excluding the bibliography of references)**. Use Arial 11 as the typeface and font size with a minimum of single spacing within paragraphs, double spacing between paragraphs, and one-inch margins on all four sides. Figures, legends and tables may use a smaller 9-10 point font size. Include all figures, graphs, tables and images (exclusive of bibliography) of references related to the project in the maximum page count. Proposal sections and suggested page lengths are listed below:
- i. **Background and Significance (2 pages)** – Provide a strong rationale for addressing the need or problem stated above and provide support for how the proposed project will address that need or problem. Indicate how or why the proposed solution is unique. Link the project to available data (research literature and/or local data). Identify at least three substantial functional limitations that affect the study subjects in the inclusion criteria on the following list: self-care; receptive and expressive language; learning, mobility; self-direction, capacity for independent living; and economic self-sufficiency
  - ii. **Specific Aims (1 page)** – Describe the need or problem that will be addressed and its importance. The objectives or aims of the proposed project should be clearly stated and present succinct evidence for the need (e.g., a needs assessment, demographics, other authors and reports, previous research).
  - iii. **Potential Impact (1 page)** – Describe the impact of achieving the stated objectives in relation to the need or problem. This section should suggest the next steps for both positive results or negative or null results.
  - iv. **Project Design and Methods (5 pages)** – Provide a conceptual framework or model that guides the proposed work. Describe the study design as either a **Pilot, Research** (e.g., randomized control trial, longitudinal follow-up, cross-sectional survey, etc.) , or **Evaluation** project
    - a) **Population:** Describe the study sample or proposed inclusion/exclusion criteria for project participants; include



- applicants previous and future professional work. Biosketches or short CV(s) of other key personnel who have a major role in the project may be submitted.
- **Resume (Maximum of 5 pages).** Please provide your resume that clearly outlines how prior experience will enhance the success of the proposed work.

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funds currently available for the proposed project (or which appear to be reasonably assured) from other sources.