

Medical Center of Louisiana Foundation

2000 Canal Street

New Orleans, LA 70112

Phone: 504-702-3113

Email: stacy.gerholdmarvin@lcmchealth.org

Research Grant Application Guidelines

LSU and Tulane Medical Schools

MCLF Mission Statement:

It is the mission of the Medical Center of Louisiana Foundation to support and improve patient care within the MCLNO hospitals and clinics including University Medical Center New Orleans and the Spirit of Charity Trauma Center. This includes assisting the family's comfort while visiting with their love one, promoting education of the members of the MCLNO provider team, facilitating medical center committees, and enhancing fund-raising efforts and research.

Funding Restrictions:

- Minimum grant size: \$2,000
- Maximum grant size: \$20,000
- *MCLF Board of Trustees reserves the right to approve the grant application amount requested, offer less than requested, ask for a match before funds would be distributed or delete specific budget line items.*

When To Apply:

- MCLF accepts grant applications from external applicants four times a year during the following periods:
 - January 15 through January 31
 - April 15 through April 30
 - July 15 through July 31
 - October 15 through October 31
- Grant applications **must** be received on or before the following dates:
 - January 31
 - April 30
 - July 31
 - October 31
- Applications can be sent via email to stacy.gerholdmarvin@lcmchealth.org and must be received on or before 3:00 p.m. on the deadline date.
- For deadlines falling on a weekend or recognized holiday, applications can be sent via email to stacy.gerholdmarvin@lcmchealth.org on the first business day following the deadline date during regular business hours (8:30 a.m. to 3:00 p.m.).
- In fairness to other applicants, staff and reviewers, these deadlines are strictly adhered to and no exceptions are made for late submissions. Once accepted, applications may not be amended.
- MCLF staff and reviewers are prohibited from contacting an applicant starting two weeks before or during the window of open submission of January 15 – 31, April 15 – 30, July 15 – 31 and October 15 – 31 through the point of final approval/disapproval of the application (generally 60 days). Ex-parte contact or “lobbying” of MCLF Trustees during an active application review cycle may inadvertently create a conflict of interest for the Trustee and may result in an abstention from voting on the application under review.

How To Apply:

Only Organizations that complete an application in strict accordance with these guidelines will be considered for funding.

All material must be on standard 8 ½ x 11 inch paper with 1” margins, single spaced using Times New Roman font with a font size of 12 pt. Organize the application in the following order:

- 1) MCLF Grant Application Form
- 2) Summary of Proposal
Provide a one-page summary of the proposal.
- 3) Provide a Biographical Sketch for the Project Director/Principal Investigator and Co-Investigators.
- 4) Provide verification document that research has been approved by the organization’s Institutional Review Board
- 5) Research Proposal
Provide a narrative that describes the proposed research in detail and specifically addresses the following questions. Some questions may not be applicable to your research. Research objectives and timelines should be both specific and realistic. Ideally, the proposal narrative will be a well written document of **no more than three pages** in length that provides the information necessary for the reader to make an informed funding recommendation.
 - a) What is the purpose of the research?
Describe the specific community problem or need targeted by the research and what the research is intended to do to alleviate the problem. Include specific evidence, briefly, to support your position.
 - b) Who is expected to benefit from the research?
Describe the specific population (who and how many) that will be targeted by the research.
 - c) How will this research benefit University Medical Center New Orleans patients?
 - d) How will the research work?
Describe the specific tasks and related timetables that will be required to implement the research.

- e) Why will the research work?
Describe how the research was developed, with specific reference to related research, review of existing project models and results, solicitation of buy-in from the target population and other stakeholders and identification of partners for research implementation.
- f) Why is your organization best suited to perform this research?
Describe the history of your organization, its corporate structure, previous, relevant accomplishments, and the work experience and educational background of staff to be assigned to the project. If you are aware of other organizations providing similar services to the target population, provide justification for creating a new project or expanding your project and discuss your efforts to collaborate with the existing organizations.
- g) How will you know if the research is successful?
Describe the expected outcomes (direct results) of the research in clear and measurable terms, including target dates. Provide specific indicators and/or benchmarks that will be used to determine the changes affected by the research.
- h) How will you measure research performance?
Describe the specific data to be used and how it will be collected and describe how the data will demonstrate research performance.
- i) How will you communicate your research results to the community?
Describe how you will inform all interested stakeholders about the successes and challenges of the research.
- j) If the research is successful, how will it be sustained after the MCLF grant ends?
Describe your plan to identify and secure funding to continue the project.

10) Project Operating Budget

- a. Provide a one-page Executive Summary Budget as per the format below.
- b. For each research costs, provide a detailed line item budget plus a separate budget narrative that includes a specific explanation for each budget line item. The following are information requirements for the line item budget:
 - Personnel – in general, MCLF does not pay salaries and fringe benefits and should not be included as budget line item. However, salaries and fringe benefits will be considered for special circumstances on a case by case basis.

- Direct Project Costs – include operating costs specifically attributable to the project/research such as supplies, project materials, travel, postage, printing, etc.
 - Consultants – specify terms of each consulting agreement, such as name of consultant, fee and deliverables; data collection, project evaluation, operating and/or financial technical assistance and dissemination of results are examples of services that may need to be outsourced to an independent third party.
 - Equipment – itemize any equipment being requested and explain how it will be used to accomplish project/research objectives; some examples are computers, printers, copy machines and software.
- c. For each item of research revenue, provide specific information including funding source, amount, term, and current status (pending or approved/received).

Organization Name
Project Name
Operating Budget

Expenses	Amount	Revenues	Amount Requested	Amount Approved	Amount Received
Project Costs		MCLF Request			
Consultants		Federal/State Grants			
Equipment		Other Support			
Total Expenses		Total Revenues			

How Applications Are Reviewed:

- The grant application is reviewed for technical completeness to determine if it includes all of the required materials, meets the minimum (or maximum) funding requirements and falls within one of the zones of interest. Grant applications that meet these requirements are accepted for review.
 - If all core requirements are not met, the request is disqualified.
 - All disqualified requests will receive a letter explaining the reason/reasons for disqualification.

- Grants Committee Review (Trustees)
 - *This Committee determines which grant applications will be recommended to the Board of Trustees.*
 - Evaluation Considerations:
 - Compatibility with MCLF Mission
 - Benefit to University Medical Center New Orleans patients
 - Involved In/Fosters Partnership/Collaboration
 - We weigh heavily those organizations that can match the request.
 - Sustainability post-MCLF funding
 - We want to fund projects with sustainability without continued requests of MCLF.
 - Relationship between project/research costs and target benefits
 - Leadership and Infrastructure
 - Management/staff and experience of the applying organization and those running the project.
 - Positive systemic effect
 - What is the scope and reach of the project?
 - Well-Developed Project
 - Likelihood of Project success
 - Book of Summary given to the Trustees:
 - Grant Application Form
 - Proposal Summary
 - Budget Summary
 - Biographical Sketches
 - Recommendations by Grant Committee
 - *Book of Summary contains all requests that have not been disqualified*

- Conditional Funding Decision (Board of Trustees)
 - *The Board of Trustees reviews all grant requests and Grants Committee recommendations.*
 - *The Board of Trustees reserves the right to approve the grant application amount requested, offer less than requested, ask for a match before funds would be distributed or delete specific project operating budget line items.*
 - *Each grant applicant is notified in writing of the decision of the Board, which is final. No specific reason is given for declining a request.*
 - *For the life of the grant, Post Award Reviews will be required. The grantee will submit Narrative and Financial Reports twice a year to report progress on objectives and budget.*