

2006 CATCH Resident Funds (second cycle) Call For Proposals

www.aap.org/catch/residentgrants.htm

Program Goals

The Community Access to Child Health (CATCH) Resident Funds program supports pediatric residents in the planning of community-based child health initiatives. Grants of up to \$3,000 are awarded twice each year on a competitive basis for pediatric residents to address the needs of children in their communities. These community-based projects should lead to the development of successful CATCH projects that can be replicated in other communities.

A pediatric resident must lead the project and be significantly involved in proposal development and project activities.

CATCH Resident Funds Grants

CATCH Resident Funds grants are limited to a maximum of \$3,000. Resident CATCH projects must include planning activities, and may include some implementation activities. Priority will be given to projects serving communities with the greatest health care access needs and health disparities. Strong collaborative community partnerships and demonstrated future sustainability of the project are required.

Receipt of a CATCH Resident Funds grant would not preclude the recipient from applying for a general CATCH grant (Planning or Implementation) as a practicing pediatrician in subsequent years.

CATCH Resident Funds Application Guidelines

Eligibility and Selection Criteria

All proposals are peer-reviewed by the AAP District CATCH Facilitators (the oversight committee of the CATCH Program), Chapter CATCH Facilitators, Resident CATCH Liaisons, and National CATCH Liaisons.

Applications must demonstrate the following prerequisites:

- ***Only applicants from the United States and its territories are eligible to apply.***
- A pediatric resident will lead the project.
- Increase children's access to a medical home or specific health services not otherwise available.
- Include plans for broad-based community partnerships.
- Include planning activities and may include some implementation activities.
- Demonstrate a realistic, achievable evaluation system for the program.

- Include justification of need for funding.
- After you finalize your online application, it is automatically transmitted to your Chapter CATCH Facilitator for approval. Applications submitted by non-AAP members must also be approved by the AAP chapter president. (All applications submitted by nonmembers and members are automatically transmitted to the chapter president.)

Priority will be given to proposals that:

- Promote medical homes for hard-to-reach populations with health care disparities.
- Target areas with large numbers of uninsured children.
- Target areas with poor health outcomes.
- Represent new initiatives within the community.
- Demonstrate access needs in the community.
- Demonstrate community collaboration.
- Demonstrate collaboration with the State Children’s Health Insurance Program (SCHIP) and/or state Medicaid programs, or address the uninsured and underinsured children in the target population.
- Include achievable plans for sustainability beyond the grant period.

Use of Grant Funds

Planning activities may include needs assessments, community asset mapping, feasibility studies, community meetings, focus groups, and development of grant proposals for implementation and sustainability beyond the grant period. Implementation activities (if included in the proposal) may, in the context of a pilot project, include service delivery, outreach, and promotion. Each budget line item must include an expense justification (description of activity **and formula**) and clearly support the project goals outlined in the proposal.

Application Procedures

- **Application must be submitted online at www.aap.org/catch/residentgrants.htm.**
- Application must be submitted by a pediatric resident.
- Applicants must name a preceptor, preferably a community pediatrician, pediatric faculty attending, or program advisor, as a secondary contact.
- The name of the Residency Program Director, with contact information, must be included in the application.
- Résumés and curricula vitae will not be accepted as a substitute for the **narrative** biographical sketch requested in the application.
- Applicants may submit up to 4 single-sided attachments. For example, minutes or agendas from community meetings; flyers; and letters of support, especially from AAP state chapters and current or future community partners. Attachments that cannot be transmitted electronically online may be faxed to the attention of the CATCH Program at 847/434-8000. Each attachment must include the applicant’s full name and AAP membership identification number. **Attachments may not be used to respond to questions contained within the application.**

- Please note that your responses to the survey questions contained within the application will not affect your scores or influence funding decisions.

Guidelines for Developing Your Budget

The following are examples of typical resident project activities. Also refer to the list of allowable and unallowable expenses that follows these guidelines before preparing your budget.

Typical Activities (This list of activities is not inclusive or exclusive.)	Formula/Cost Range (Budget must include a formula for each line item.)	Maximum Allowance
Project coordination	Hourly rate @ number of hours	\$1,000
Community meetings (eg, meals, beverages, meeting materials)	Up to \$200 per meeting	\$1,200
Focus groups for needs assessment	Up to \$100 per meeting	\$500
Translation services	Cost per document or hourly rate	\$500
Evaluation/data analysis	\$50/hr maximum @ number of hours	\$1,000
Promotion (flyers, posters, mailings)	Number of documents @ cost each	\$1,000
Staff local project-related travel	Number of miles @ \$.42/mile	\$_____
Supplies (telephone, photocopying, office supplies)	Itemize	\$500
Grant preparation	Hourly rate @ number of hours	\$500
TOTAL MAXIMUM ALLOWANCE		\$3,000

Allowable Expenses	Unallowable Expenses
Project staff salaries (nonphysicians only)	Physicians' salaries or fees
Community forums	Capital equipment, room rentals
Planning meetings	Existing program activities
Consultant fees (nonphysicians only)	Building/office construction and related activities
Focus group meetings and incentives	Indirect costs, administrative overhead, fringe benefits
Project-related travel	Conference registration fees/support
Evaluation expenses	Professional development programs (educational and training activities)
Grant writing as a minor portion of the budget	Research projects
Telephone	Computer hardware and software
Office supplies/postage	Web site design and/or construction
Pilot and implementation activities	Supplemental funding to previously awarded grants

Deadline for Submission

All applications must be submitted by **12:00 midnight CDT, January 31, 2006. Only online submissions will be accepted.**

Applicants will be notified in writing of the outcome of their application review by June 30, 2006.

Reporting Procedures

Grant funds will be disbursed in two equal installments. A brief summary of activities and documentation of expenditures will be required before release of the second installment. A final report will be due 6 months after receipt of the first installment, or on completion of the project (grant extensions may be requested).

Publicity

The AAP may include information about your project in its program evaluations, publications, and promotional and technical assistance materials. In addition, a description of all CATCH grant-funded projects is posted at the AAP Community Pediatrics Web site at www.aap.org/commpeds/grantsdatabase.

Inquiries and Technical Assistance

The AAP Division of Community-based Initiatives administers the CATCH Resident Funds program.

- Technical assistance for applicants is available from CATCH Resident Liaisons, Chapter CATCH Facilitators, and CATCH staff. Applicants are strongly encouraged to request technical assistance by writing to catch@aap.org, or calling 800/433-9016, ext 7085.
- Technical assistance publications, including *A Pediatrician's Guide to Proposal Writing*, are available at www.aap.org/catch/ta.
- To view project descriptions of previously awarded CATCH grants, visit www.aap.org/commpeds/grantsdatabase. To access grantee contact information, enter the site through the AAP Member Center Web site at www.aap.org.

CATCH Resident Funds Program Sponsors

The CATCH Resident Funds program is administered by the AAP CATCH Program and is supported by Irving Harris Foundation, CVS Charitable Trust, and the AAP Friends of Children Fund.

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