

Jeffress Trust Awards Program in Research Advancing Health Equity
A program of the Thomas F. and Kate Miller Jeffress Memorial Trust
Bank of America, N.A., Trustee

Application Guidelines
Grant Cycle 2024

<p>SUBMISSION DEADLINE Wednesday, February 7, 2024 12:00 PM, Eastern Time</p>	<p><u>Terms of the Award</u></p>
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AWARD SUMMARY

**Award Amount and
Duration:**

Program Overview and Statement of Purpose

The Thomas F. and Kate Miller Jeffress Memorial Trust, founded in 1981 by Robert M. Jeffress in memory of his parents, is guided by its mission to benefit the people of Virginia and their research in chemical, medical, or other scientific fields. Since its founding, the Jeffress Memorial Trust has been a steadfast benefactor in support of scientists and research across the state of Virginia supporting mathematical modeling/simulations and analytics in bioinformatics, astrophysics, mathematical biology, drug development, and material science.

To further the mission of the Jeffress Trust to benefit the people of Virginia, the 2022 grant program was changed to the **Jeffress Trust Awards Program in Research Advancing Health Equity**. The program focuses on research addressing the root causes of and systemic barriers to health equity for the state of Virginia. The shift in funding priority during the 2022 grant cycle was made after an intensive landscape assessment of the health needs and funding initiatives available to Virginia. With its historic focus on supporting the advancement of Virginia and the work of its constituents, the goals of this current funding opportunity are to further leverage the strengths of Virginia communities, organizations, and institutions in continuing to help its residents achieve optimal health. **The guidelines below reflect and include feedback, suggestions, and guidance from Virginia leaders in health equity from community-based organizations, health care, research, philanthropy, advocacy agencies, and the many others involved in the important work seeking to advance health equity.**

Funding Opportunities Available

Partnership/Collaborative Establishment Awards - \$150,000 over Two-Years

A Planning Period is any timeframe up to two years and allows a partnership the ability to develop relationships or build a foundation upon which to carry out future research activities. The Planning Period will enable the partnerships to form, as well as to determine the problem they would like to answer through future research activities, what methods should be used to answer associated questions, and who will be responsible for the conduct of those future activities.

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General Research. Analysis of how institutional practices, social norms, relationships, leadership structures, modes of communications, values and beliefs, community history, community settings, societal factors and/or social-factors, influence health either through advancing or undermining health promoting policies and programs in ways not yet identified. Research must be action-oriented such that a plan for how findings will be used is clear and tangible.

For further examples of the types of work supported, please look to our previously [funded applicants](#) as well as the following additional resources.

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All Awardees are expected to submit annual progress reports inclusive of project activities and financial reporting. Continuation of funding is contingent upon approval of the annual progress report.

2. All-Awardee Convening:

The Jeffress Trust seeks to elevate the expertise that exists in VA to build a sustainable community of organizations and partnerships that seek to advance health equity. As part of this goal, all Awardees will participate in All-Awardee Convenings twice a year. Awardeu art 8(inl0.6 Tw -10(T)0-0. (a)

Table 2. Review Criteria and Associated Priority

Domain	Criteria	Priority
<p>Advancing Health Equity</p>	<p><u>Both Programs:</u></p> <ul style="list-style-type: none"> -The problem statement is clear. -The approach is directed at addressing the <u>root causes of health</u>. -The rationale regarding the need to address the problem is based upon sufficient data/narratives/health outcomes. - The proposed work is not duplicative of other ongoing efforts. - The proposed work demonstrates transparency in the sharing of research findings and/or the outcomes of the partnership with the impacted community. <p><u>Partnership/Collaborative Establishment Program:</u></p> <ul style="list-style-type: none"> - The proposal describes the intended vision of the partnership in addressing an unmet need for health equity. <p><u>Research Program:</u></p> <ul style="list-style-type: none"> - The proposal describes the intended impact and how outcomes from the research will benefit the identified community. - The proposal is action-oriented; the research findings will directly impact the identified community. 	<p style="text-align: center;">1</p>
<p>Community Engagement</p>	<p><u>Both Programs:</u></p> <ul style="list-style-type: none"> - The project timeline and milestones and partnership demonstrate meaningful engagement of community members. - The impacted community is authentically engaged in the leadership, design, implementation, and evaluation of the approach. - The project clearly identifies how their work falls along the community participation spectrum, and clearly outlines how their findings will be shared with the community impacted. - Does the organization staff and leadership reflect the community they propose to serve? 	<p style="text-align: center;">2</p>
<p>Partnership & Collaboration</p>	<p><u>Both Programs:</u></p> <ul style="list-style-type: none"> - The partners engaged in the work bring forward the appropriate background and skills needed to enhance project success. Additional entities are identified that would further enhance the project success. - The partners involved in the proposal have clear roles and responsibilities. - It is clear how each partner would help fulfill the goals of the proposed work and contribute to the partnership. - The partners describe how their approach incorporates equitable organizational policies and practices. - 	

<p>Research Activities</p>	<p><u>Partnership/Collaborative Establishment Program:</u> - The project outlines what is needed to put together a future research program proposal (expertise, resources, data/information, etc.).</p> <p><u>Research Program:</u> - The previously funded activities described in the progress report logically built toward the proposed research questions of interest. - The project aligns with one of the three research areas described in the RFP. - The research methods are appropriate to address the problem statement. - Research shows sensitivity towards population and is accessible to the constituents (compensated, provided opportunities for leadership, engaged). - A conceptual framework or model is provided. - Quantitative, qualitative, and/or mixed methods are clearly described. - Any recruitment plan for the study sample or project participants is appropriate and feasible. - Clear procedures for recruitment, informed consent and inclusion/exclusion of subjects.</p>	<p>4</p>
<p>Readiness & Feasibility</p>	<p><u>Both Programs:</u> - Is the timeline comprehensive; are activities that directly relate to the project completion and those that enhance project effectiveness included? - Do the organizations involved appear to have staffing and operational capacity to implement quickly? If not, how is this addressed in the proposal? - Does the budget align with proposed activities and seem feasible? - Are staff members appropriately identified with each activity? - Are milestones defined? What indicators will be used to establish completion of a milestone?</p> <p><u>Partnership/Collaborative Establishment Program:</u> - The budget includes strategic planning, consultants/mentors for partnership establishment, and grantsmanship training - Do the organizations have established partnerships/relationships with organizations and community members?</p> <p><u>Research Program:</u> - The project team will have completed activities and spend down of the previously funded activities by the start of the next project period. - The previously completed activities provided the necessary partnership, planning, and capacity building needed for the project team to complete the proposed research activities.</p>	<p>5</p>

Application Instructions for Jeffress Memorial Trust Program

Deadline:

WEDNESDAY, FEBRUARY 7, 2024 (by 12:00 Noon ET)

Login: Please use the appropriate log-in link dependent on your chosen award program:

Partnership/Collaborative Establishment Awards (2-Year):

https://www.GrantRequest.com/SID_738?SA=SNA&FID=35065

Research Awards (3-Year; must be a previous Partnership/Collaborative Establishment Awardee to apply):

https://www.GrantRequest.com/SID_738?SA=SNA&FID=35334

Return to a saved application:

https://www.GrantRequest.com/SID_738?SA=AM

I. Online Submission

The following sections must be completed for the online submission:

1. **Applicant Data:** Provide information for the applying Organization

- b) **Table of Contents (Template):** When the application is complete, enter the page numbers at the bottom of each page and complete the Table of Contents.
- c) **Project Summary (Template):** Please include a summary describing the project and its implications for advancing health equity.
- d) **Performance Sites (Template):** Include the names and locations of all partner organizations involved in the work and the Virginia region directly impacted by completion of this work.
- e) **IRS 501(c)(3) Determination Letter:** Proof of your organization's tax-exempt status
- f) **Updated Jeffress Trust Program Progress Report (Research Program Proposal Applicants ONLY):** Please notify HRIA staff that you intend to submit a proposal. HRIA staff will send you the progress report living document and financial report template. Complete and submit the progress report living document as well as a financial report for t0 Td()Tj-0.007sPw.5 (a) (p1.813 JJ0 Tc0m.9 (t)09620081 (r)3.7 (t)JJ

Include how the goals will address and gaps in expertise, support,

- What are anticipated short-term and long-term outcomes from this work?
- **What are the specific goals/aims for this work? Include research and capacity

timeline. Please include specific data, methods, and benchmarks that will demonstrate achievement of each milestone. The successful completion of these activities will form the basis of continued funding.

- i) **Bibliography** may be submitted in a 9-10-point type.
- j) **Letters of Partnership:** Please include no more than three Letters of Partnership in which your partner(s) describe their role and contribution to this work. If more than three partners are involved in this work, please select letters from those partners that will be performing the greatest proportion of work across the multiple years of funding. All three letters must be included in the upload of the proposal.
 - **Letter of Commitment:** One of the letters must be reflective of the community impacted and engaged in the project.

Guidance for Letters of Partnership

- l) **Appendix** (if applicable): References or sample excerpts from questionnaires to be employed in a study may be appended. Reprints of publications or other media will not be accepted.

- m) **Budget Form Upload:** The budget forms listed below must be uploaded using the templates provided and do not need to be incorporated into the PDF upload. Please save Project Lead budget document as LastName, FirstName_Budget.xlsx and Subcontractor budget document as SubcontractorName_Budget.xlsx.

Form D and Form E (Excel Uploads): The Jeffress Memorial Trust wishes to fund only the marginal costs essential to carrying out the proposed research and not contribute to facilities, equipment or salaries already provided or otherwise available in a properly equipped setting. Grant funds must not be intentionally applied for or used by any Project Director when there are funds currently available for the proposed project (or which appear to be reasonably assured) from other sources.

- Guidance regarding the type and extent of information requested is included within the template.

Direct questions to:

Jeffress Memorial Trust at JeffressAwards@hria.org

Frequently Asked Questions may be found at www.hria.org/tmf/Jeffress