FUNDING OPPORTUNITY ANNOUNCEMENT

West Virginia Rural Health Initiative: West Virginia Public Undergraduate Programs Grant Opportunity

Application Due Date: Friday, November 5, 2021

I.   Funding Opportunity Description

Purpose

The West Virginia Legislature enacted "The Rural Health Initiative Act of 1991" (the Act) (WV Code 18B-16-1 et seq.) to provide funding towards the placement and retention of primary care physicians and allied health professionals in underserved areas of West Virginia. The Act provides that to achieve this purpose, the West Virginia Higher Education Policy Commission (Commission) will grant funds to focus these resources on recruiting students most likely to practice primary care in underserved and rural communities and to provide these students with rural-focused training and educational experiences.

This announcement provides general information about funding amounts and limitations, administrative limitations, and other program-related application guidance. For a list of recently funded projects visit https://www.wvhepc.edu/wp-content/uploads/2021/09/Copy-of-2021-Grants-Summary.pdf

Program and Grant Opportunity Goals

Grant applications submitted under this opportunity must meet one of the four Rural Health Initiative (RHI) program goals. Projects that meet more than one goal are acceptable as well, however, grantees will not receive additional preference for meeting more than one goal. These goals are:

1. Increase the recruitment of healthcare providers to rural areas.

2. Increase the retention rate of healthcare providers in rural areas.

3. Develop pipeline programs to enhance student interest in rural healthcare careers.

4. Support the involvement of rural communities of the state in the health education process.

Preference will be given to applications that include any of the following, with greater preference for each additional component that is meaningfully included:

- Collaboration between two or more public institutions of higher education, including two- and four-year institutions offering eligible health and behavioral sciences programs.

- Innovative and creative ideas or new evidence-informed models (i.e. healthcare delivery, training and learning methods, including the use of telehealth and other technologies) not currently being tested in West Virginia.

- Collaboration between two different eligible health sciences programs at the same institution.

- Utilization of interprofessional programs or projects with an integrated care focus.

- Address diversity, equity and inclusion issues especially those related to geographic, gender, racial and ethnic populations to be served by grant activities.

All projects must demonstrate the **potential for scalability** beyond one program/community to the region or state and must include **a clear plan for sustainability beyond the grant period**.

Eligible Areas for Grant Activities

Projects must address the needs of rural and underserved populations of West Virginia and at least one of the RHI goals. Applications may focus on primary and behavioral health care but are not required to do so. Primary care is defined as basic or general health care which emphasizes the point when the patient first seeks assistance from the medical care system and the care of the simpler and more common illnesses. This type of care is generally rendered by family practice physicians, general practice physicians, general internists, obstetricians, pediatricians, psychiatrists, nurse practitioners or physician assistants. Behavioral health care is defined as care that promotes mental health, resilience and wellbeing; the treatment of mental and substance use disorders; and the support of those who experience and/or are in recovery from these conditions, along with their families and communities. This type of care is generally rendered by psychiatrists, psychologists, social workers, counselors, nurses, or primary care providers among others.

II.   Award Information

Eligible Institutions and Academic Programs

The following colleges and universities are eligible:

- Bluefield State College
- Concord University
- Fairmont State University
- Glenville State College
- Marshall University

- Shepherd University
- West Liberty University
- West Virginia State University
- West Virginia University (Morgantown, Beckley, Keyser)

The following undergraduate academic programs at these institutions are eligible to apply, however other programs may partner with these programs on a project:

- Nursing
- Athletic Training/Physiology
- Psychology
- Social Work
- Allied Health

- Health Promotion
- Behavioral Science
- Public Health
- Pre-professional programs (such as pre-dentistry, pre-medicine, pre-pharmacy, pre-physician assistant, pre-physical therapy, pre-nursing, etc.)

If you have a question about whether your program or project is eligible or need assistance in identifying potential partners at other institutions, please contact Cynthia Persily PhD, Senior Director of Health Sciences at cynthia.persily@wvhepc.edu or 304.558.0530.

Public institutions offering more than one of the above eligible programs may submit separate or joint applications for their eligible programs, although joint applications are preferred.

Eligible public institutions are encouraged to partner on submissions with other public institutions offering one or more of the eligible programs or with different departments within their own institution. If a public institution wishes to partner with another eligible public institution on a submission, one institution must agree to serve as the lead applicant and fiscal agent for the project. *Undergraduate partnerships with Community and Technical Colleges are also encouraged, with the four-year institution serving as lead applicant and fiscal agent.*

Summary of Funding

Funding will be provided in the form of a grant agreement. Requests up to $20,000 will be accepted for review. The Commission will notify awardees by mid-December. The grant period will run from January 1, 2022 through December 31, 2022. Projects that can be completed during this period are preferred.

Grant Requirements

Grantees will be required to adhere to the following:

1. Grantees must complete a Grant Agreement prior to release of any funds.

2. Grantees must complete a mid-grant progress report and a final report. Final reports will require a narrative and budget update on program activities.

3. Grantee must return any unused funds from this award at the end of the specified performance period to the Commission unless the grantee receives written permission to carry-over funds beyond the initial performance period.

4. Indirect costs are not a chargeable expense.

III. Application and Submission Information

Content and Form of Application

Applications for funding must consist of the following documents in the following order:

A. Cover Page with Basic Applicant Information

- Applicant name

- Address

- Contact information (names, titles, phone, email, mailing address)

B. Exhibit A- Activity Overview

C. Exhibit B- Budget Detail

D. Exhibit C- Budget Justification

Template forms and guidelines for completing Exhibits A, B and C are included in this document.

Application Submission

Applications must be received no later than Friday, November 5, 2021. They must be submitted via email to matthew.pauley@wvhepc.edu. Please provide original files (Excel, Word, etc.) and not PDF files.

IV.   Application Review Information

Review Process

Applications will be reviewed by Commission grants management staff (business and financial review) and program staff (technical review and analysis of proposal) as well as by a review team of stakeholders from the Health Sciences Advisory Committee.

The following criteria will be considered in the review process:

- The appropriateness of the project objectives and time frames for initiation through completion of the project.

- The reasonableness and justification for the itemized costs noted in the budget.

- The adequacy and completeness of the description of scope of services and activities to be provided with the grant funding.

- The degree to which the funding priorities and preferences for this RFP are addressed.

- The rigor of the plan for evaluation of the project objectives (please note that at least 5% of your budget must be set aside for evaluation activities).

- The potential for scalability and sustainability.

See the Program and Grant Opportunity Goals section of this document for more information on review criteria.

Proposal Revisions

The Commission reserves the right to request revisions to the submitted proposal if, upon review, it is determined the proposed work plan does not meet the goals and requirements of this funding opportunity.

All questions related to this opportunity should be directed to Cynthia Persily PhD, Senior Director of Health Sciences, cynthia.persily@wvhepc.edu or via phone at 304-558-0530.

EXHIBIT A

Activity Overview

1.   Provide a one to two sentence synopsis of the project that can be used to describe the project if funded in social media, web announcements and press releases.

2.   Provide a two to three page overview of the proposal which includes the following information:

•   Background and significance of the project and relationship to the RHI goals.

•   Project SMART goals*

•   How funding preferences (if applicable) are addressed in this proposal

•   Project personnel and how they are qualified to guide the proposed project

•   Evaluation methods for each goal

▪   Plans for dissemination of project results (please note that at least 5% of your project budget must be set aside for dissemination activities)

•   Potential scalability of a successful project to the region or state

•   Sustainability plans once funding is exhausted

3.   Complete the table to describe the project goals, activities, and outcomes:

Project SMART Goals	Activities to meet goals	Anticipated outcome	Time for completion of goal

*See https://www.samhsa.gov/sites/default/files/nc-smart-goals-fact-sheet.pdf for a helpful review of SMART goals.

EXHIBIT B

Budget Detail

Please enter the project budget in the table below. A detailed description of the expense categories is included in Exhibit C.

Expense Categories	Initial Budget
Salaries and Benefits	
Contractual	
Evaluation activities (must set aside 5% of your budget for evaluation activities—may also be included in other categories but please note as evaluation expenses)	
Hospitality	
Supplies	
Rent	
Travel	
Dissemination activities (must set aside 5% of your budget for dissemination— may be also included in other categories, please note as dissemination activities on if included in other categories)	
Stipends	
Miscellaneous	

Total Budget	

Grantee must request prior approval and a change order when:
1) transferring more than 10 percent of the total approved budget between either functional categories or expense categories;
2) a change in the scope of work has occurred; or
3) a new purchase of equipment that is $1,000 or more.

EXHIBIT C

Budget Justification/Narrative

Provide a written description of each line item entered in the budget detail (Exhibit B). ***The budget justification must clearly describe each cost element AND explain how each cost contributes to meeting the proposal's goals.***

Expense Categories:

Salaries and Benefits: Salaries and benefits should be established within the personnel system of the grantee institution. Break out by individual positions and include each individual's salary and benefit amount and the percentage of the person's time paid under the grant. Include a brief description of the person's duties under the grant. Salaries and benefits should be kept at or below 30% of total project costs. (For example: John Doe, Project Director, (.1FTE on grant) Annual salary $50,000, Benefits (25%) $12,500, total annual salary and benefits 62,500 * .1 FTE =$6250 salary and benefits to be charged to the grant).

Contractual: List all contractors to which payments are made from this funding source, describe the purpose of the contract, the anticipated number of hours to be contributed, the hourly rate and the amount paid to each.

Evaluation activities: 5% of your total budget should be set aside for evaluation activities. These activities may be included in another category, such as salary and benefits or contractual, however should be specifically noted as such in those categories.

Hospitality: Breakdown costs such as food, nonalcoholic beverages, facility rental, entertainment and other expenses relating to hosting events. In addition to costs, provide the purpose of the hospitality and the number of individuals receiving hospitality.

Supplies: Include materials needed to execute the project and their anticipated costs. This would include general office supplies, hardware or software, licenses, printing, mailing, etc.

Travel: Travel costs should be paid according to reimbursement guidelines used by the institution. Specify the purpose of travel and estimated costs for mileage, lodging, meals, etc.

Dissemination activities: 5% of your budget must be set aside for dissemination activities, including conference registration costs to present project, travel, publication costs, etc. These expenses may be included in other categories (for instance travel) but should be noted as such.

Stipends: List the amount of any stipends paid to students as part of their participation in grant activities. Include a description of the duties for which the student(s) received the stipend

Miscellaneous: Include any costs that do not meet the descriptions of other expense categories.