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Campus Mental Health Policy

Special Projects Application 2023

1. Funding Opportunity Description

Purpose

This special project grant opportunity is intended to provide funding to support West Virginia colleges and universities in the review, update, and creation of policies for counseling centers and other campus protocols for student mental health. The opportunity is managed by the Division of Health Sciences at the West Virginia Higher Education Policy Commission and is a project of the Behavioral Health Programs Campus Mental Health initiatives designed to address mental health needs of students on West Virginia’s public institutions of higher education.

Program and Grant Opportunity Goals

Grant funds under this opportunity must be directed at improving student mental health, wellness, and safety on West Virginia college campuses through a short-term, multi-institution project that supports the development of policy and procedures for campus counseling centers, health centers, residence life, student affairs, and/or other offices whose services are related to student wellbeing and mental health.

**Eligible Areas for Grant Activities**

The successful applicant will incorporate the following elements into their project design:

1. Establish a learning community of mental health professionals, senior student affairs professionals, and administrators representing at least 5 public institutions of higher education in WV, with a focus on the development of mental health policy and protocols for community and technical colleges and regional colleges and universities.
2. Utilize funding to provide access to best practices and evidence-based tools for use in creating policy, procedures, and protocols related to student mental health.

Examples include:

1. Partnering with JED Campus, Center for Collegiate Mental Health, Association of University and College Counseling Center Directors, American College Health Association’s College Health and Wellness Consulting, or other similar resources to present best practices for policies and procedures to learning community participants.
2. Create a portal for learning community participants to upload, share, and search for policy examples and templates.
3. Award Information

**Special Projects Opportunities Eligibility**

Public two-year and four-year institutions of higher education are eligible to apply. If you have a question about whether your institution is eligible or need assistance in identifying potential partners, please contact Carolyn Canini, Director of Behavioral Health Programs at [carolyn.canini@wvhepc.edu](mailto:carolyn.canini@wvhepc.edu) or 304.558.0530.

Summary of Funding

Funding will be provided upon execution of an agreement for funds. The Commission will work with the awardee to match awards to the funding available and revise budgets as needed. Requests of up to $25,000 will be accepted for review. One project will be funded through this opportunity. The Commission will notify special project awardee within 6 weeks of submission. The award period will be detailed in the agreement for funds. Funding is contingent on agency budget approval.

Requirements

Awardees will be required to adhere to the following:

1. Awardees must complete and execute an agreement for funds prior to release of any funds. Award agreements will be sent to the signatory authority via SignNow. Only agreements signed and returned via SignNow will be accepted.
2. Awardees must invoice for grant funds. Invoicing will occur within the portal.
3. Awardees must complete a mid-way progress report and a final report. Final reports will require a narrative and budget update on program activities. Reporting will occur within the portal.
4. Awardees must return any unused funds from this award at the end of the specified performance period.
5. Indirect costs are not a chargeable expense.
6. Application and Submission Information

Content and Form of Application

Applications for funding will be received via the WV HEPC Health Sciences Grants portal. Directions for applications via the portal were provided under separate cover.

1. Exhibit A- Activity Overview/Statement of Work (links to templates provided in the portal)
2. Exhibit B- Project Budget & Budget Justification (links to templates provided in the portal)

**Application Submission**

Applications must be submitted via the portal.

1. 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.

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 rigor of the plan for evaluation of the project objectives.
* The potential for scalability and sustainability.

See the Program and Grant Opportunity Goals and Eligible Areas for Grant Activities sections 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.

1. Additional Information

All questions related to this opportunity should be directed to Carolyn Canini, Director of Behavioral Health Programs at [carolyn.canini@wvhepc.edu](mailto:carolyn.canini@wvhepc.edu) or 304.558.0530.

EXHIBIT A

Statement of Work

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 grant opportunity goals.*
       - *Project SMART goals\**
       - *Project personnel and how they are qualified to guide the proposed project*
       - *Evaluation methods*
       - *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** |
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\*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 |  |
| Hospitality |  |
| Supplies |  |
| Rent |  |
| Travel |  |
| 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.

Budget Justification

*Provide a written description of each line item entered in the budget detail (table on previous page). The budget justification must clearly describe each cost element and explain how each cost contributes to meeting the proposal’s goals and objectives.* *If any category is not included in this project, please mark as N/A.*

Expense Categories:

**Salaries and Benefits: $X,XXX**

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. *These grants are not intended to supplement salaries of faculty or staff. Grant funds can be used to “buy” a percentage of time for specific grant related activities which should be delineated in the justification. Stipend support during non-contract time (for instance summer) can be supported. Salaries and benefits should not in general encompass the majority of the budget.*

**Contractual: $X,XXX**

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, and the amount paid to each.

**Hospitality: $X,XXX**

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. ***In general, hospitality charges are discouraged.***

**Supplies: $X,XXX**

Include materials needed to execute the project.

**Travel: $X,XXX**

Travel costs should be paid according to reimbursement guidelines used by the institution.

**Stipends: $X,XXX**

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

**Miscellaneous:**  **$X,XXX**

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