



**Campus Mental Health:  
Statewide Suicide  
Prevention Special Project  
Grant  
2025-2026**

## **I. Funding Opportunity Description**

### **Purpose**

This special project grant opportunity is intended to provide funding to support a statewide or regional West Virginia higher education suicide prevention conference or ongoing educational series for college faculty and staff following best practices for suicide prevention in higher education. 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. Funds will be utilized to host the suicide prevention conference on the awardees campus in utilizing grant funds for speakers, hospitality, and other conference needs.

### **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 the planning and delivery of a West Virginia higher education suicide prevention conference and/or ongoing educational series directed at college faculty and staff. Project activity must follow best practice guidelines for suicide prevention in higher education populations. A student track may be incorporated in cooperation with providers of evidence-based curriculum for students.

## **II. 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 Candace D. Layne, Director of Behavioral Health Programs at [candace.layne@wvhepc.edu](mailto:candace.layne@wvhepc.edu) or 304.558.0530.

### **Summary of Funding**

Funding will be provided upon the 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 \$12,500 will be accepted for review. One project will be funded through this opportunity. The Commission will notify the special project awardee within 6 weeks of submission. The award period will be detailed in the agreement for funds.

### **Requirements**

The awardee will be required to adhere to the following:

1. The awardee must complete and execute an agreement for funds prior to the 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. The awardee must invoice for grant funds. Invoicing will occur within the portal.
3. The awardee must complete a final report. Final reports will require a narrative and budget update on program activities. Reporting will occur within the portal.
4. The awardee must return any unused funds from this award at the end of the specified performance period.
5. Indirect costs are not a chargeable expense.

### **III. Application and Submission Information**

#### **Content and Form of Application**

**All applications for funding will be received via the WV HEPC Health Sciences Grants portal.** Directions for applications via the portal are available at <https://hsgrants.force.com/>

- A. Exhibit A- Activity Overview/Statement of Work
- B. Exhibit B- Project Budget & Budget Justification

#### **Application Submission**

Applications must be submitted via the portal.

If multiple programs at one institution are applying for Campus Mental Health Grants in any of the categories, please include the institution's ranking of the applications in narrative. Multiple Campus Mental Health applications from the same program within an institution will not be awarded.

The deadline for all Campus Mental Health Grant applications is September 30, 2025, at 5:00pm.

### **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 team of external content area experts.

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 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 that the proposed work plan does not meet the goals and requirements of this funding opportunity.

### **V. Additional Information**

All questions related to this opportunity should be directed to Candace D. Layne, Director of Behavioral Health Programs at [candace.layne@wvhepc.edu](mailto:candace.layne@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:*

<b>Project SMART Goals</b>	<b>Activities to meet goals</b>	<b>Anticipated outcome</b>	<b>Time for completion of goal</b>

\*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.