

Pilgrim Foundation

Advancing Knowledge in Chronic Illness Prevention and Management

Application for Consultative Funding Support AY22/23

Purpose of Consultative Funding

The overall goal of these funds is to facilitate the College of Nursing and Health Sciences (CNHS) and University Strategic Plans, including support for University of Massachusetts Dartmouth's (UMD) ongoing status as a Designated Research University. These funds provide a mechanism for facilitating CNHS faculty's scholarly contributions to advancing prevention/ health promotion and management regarding chronic illness/conditions, increasing faculty research activity in the area of chronic illness, translating research to practice, and improving quality of life for clients, families, and populations.

Funding will support activities that assist full-time faculty (i.e., tenure track or tenured faculty member to facilitate her/his scholarly capacity to advance research in chronic illness, another full-time faculty member who will partner with a PhD prepared (or equivalent) faculty member. For example, funding may be requested for consultative services related to research grant or program project grant development, consultation related to developing new expertise in an aspect of the research process such as a research methodology, theoretical development, or in analytical techniques.

Eligibility

College of Nursing tenure track and tenured faculty members, or full-time faculty who are collaborating on a project with faculty prepared with research doctorates (e.g., PhDs or other research-intensive degrees).

Award Amounts

There is approximately \$10,000 per year available (Please note: these monies are split between Fac. Dev. and Consultation funding requests). In general, funding amounts ranging from \$1,000-\$5,000 are anticipated.

Time Period

Annual funding awards are anticipated. For the AY 22/23 annual cycle, the application due date is **April 4, 2022**. However, applications will also be accepted on a **rolling basis** and funded as appropriate, based on merit and remaining funds.

Faculty applications are required to evaluate merit of the request, identify the total requested funds, and time period of desired consultation.

Review Process

Applications will be reviewed by the College of Nursing and Health Sciences Dean, Associate Dean for Graduate Studies and Research, and appointed reviewer(s) when indicated.

Obligation of the Faculty Member

1. Working with the selected consultant, develop an application addressing information identified below.
2. At the end of the consultative time period, submit a report documenting completed consultative services and describing the outcomes of the consultation.

3. Submit a report on an annual basis due 1-year after the funding award and for 3 additional years in order to track activities related to the consultative services, for example: grant applications submitted and funding outcomes, status of ongoing research activities that are linked to the consultative services, publications, and/or presentations.

Of note: The follow-up reports/paperwork must be submitted on time or the funded recipient forfeits all forms of College financial support until the reporting obligations are satisfactorily met.

Obligations of the Consultant

1. Work with the faculty member to develop the application request for services
2. Provide a NIH/PHS style biosketch that outlines expertise related to contracted service [limited to 4 pages]
3. Provide a signed consultative agreement letter/statement of work that identifies services that will be provided, the faculty-consultant communication plan, timelines of service and plan to manage disruptions to time line should such occur, total costs of services, and payment timeline, and any other pertinent information
4. As applicable, follow all University requirements for initiating consultative/individual contracts

Of note: The follow-up reports/paperwork must be submitted on time or the funded recipient forfeits all forms of College financial support until the reporting obligations are satisfactorily met.

Instructions for Requesting Funding

The applicant is to provide a written request for consultative services. The faculty member is encouraged to work with the consultant to ensure clear communication about expectations of consultative services. The faculty applicant and consultant must sign and date the application.

Limit this application request to 3 pages, double spaced, 1 inch margins all around using 12-point font in Times New Roman or Arial or Calibri. Number all pages of the application.

In the first line of the application, identify total requested funds. Then beginning on the second line and provide the following information:

- 1) Identify the specific requested services. Provide an overview of specific costs with rationale for expenses
- 2) Identify how the money will be used to meet the chronic illness focus requirement of the funding support
- 3) Identify specific ways the applicant will use the consultative services in new scholarly actions/activities or build on current scholarly activities

Describe the consultant's:

- 1) Expertise in requested consultative area
- 2) Describe her/his previous experience with providing services in the requested area
- 3) Identify the specific services the consultant will provide in this contract

In addition, identify:

- 1) The timeframe of the services and a plan to manage any unexpected disruptions to the consultative goals or timelines,
- 2) The faculty-consultant communication plan, i.e., electronic, teleconferencing, in-person meetings etc. (funds may not be used for travel expenses)
- 3) Any requirements/agreements that the consultant be publicly recognized for services provided, i.e. as co-author on publications or thanked in presentations.

4) The consultant's biosketch using the NIH/PHS form located at:
<https://grants.nih.gov/grants/forms/biosketch.htm>.

The faculty applicant and consultant must sign and date the application.

Submit electronically the following paperwork as one complete PDF document to the Dean of the College of Nursing and cc the Dean's Administrative Assistant, Robin Couto. Incomplete applications will not be reviewed.

- 1) Application statement/statement of work
- 2) Consultant's PHS Biosketch
- 3) Signed letter of agreement

Title the file: Faculty member's last name_Pilgrim_consultation_application_2022_23