



2010 Cycle 2 CATCH Resident Funds Call for Proposals

Applications must be submitted online at www.aap.org/catch/funds by 2:00pm
CST January 29, 2010

DATE OR TIMEFRAME	ACTIONS
November 2	Call for Proposals opens
January 29, 2:00 pm central time	Call for Proposals closes
June 31, or sooner	Applicants notified of outcome of application review
3 months after award notice, or sooner (no later than October 1, 2010)	6 month project period begins (all documents must be sent in prior)
6 months after start of project	Project completed or 6-month extension requested
90 days after completion of project	Final report submitted All grantees must submit a final report

Program Goals

The Community Access to Child Health (CATCH) Resident Funds program supports pediatric residents in the planning and/or implementation of innovative, community-based initiatives that increase children's access to medical homes* or specific health services not otherwise available. Grants of up to \$3,000 are awarded twice each year on a competitive basis for residents to address the needs of children in their communities. These CATCH projects should lead to programs that can be replicated in other communities. Resident CATCH projects must include planning activities or demonstrate completed planning activities, and may include implementation activities.

A pediatric resident must lead the project and be significantly involved in proposal development and project activities. Residents are eligible to apply only if you are graduating from residency in or after June 2011 (for most Categorical Pediatrics Residents this would be PGY-1 and PGY-2 residents only). Please contact your District Resident Liaison or CATCH staff if you have any questions.

*What is a medical home? A medical home is not a building, house, or hospital, but rather an approach to providing comprehensive primary care. A medical home is defined as primary care that is accessible, continuous, comprehensive, family centered, coordinated, compassionate, and culturally effective. In a medical home, a pediatric clinician works in partnership with the family/patient to assure that all of the medical and nonmedical needs of the patient are met. Through this partnership, the pediatric clinician can help the family/patient access and coordinate specialty care, educational services, out-of-home care, family support, and other public and private community services that are important to the overall health of the child/youth and family. For more medical home information visit: <http://www.medicalhomeinfo.org>.

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CATCH Resident Funds Application Guidelines

Eligibility and Selection Criteria

Applications are peer-reviewed by the American Academy of Pediatrics (AAP) District CATCH Facilitators (the oversight committee of the CATCH Program), Chapter CATCH Facilitators, District Resident CATCH Liaisons and National Resident CATCH Liaisons.

Applications must demonstrate the following prerequisites:

Only pediatric residents from the United States and its territories are eligible to apply. Residents are eligible to apply only if you are graduating from residency in or after June 2011 (for most Categorical Pediatrics Residents this would be PGY-1 and PGY-2 residents only).

- Project includes planning activities or demonstrates prior planning activities.
- Project includes plans for community partnerships. (Examples of community partners include:
 - Businesses in your community
 - Cultural organizations
 - Faith-based groups
 - Governmental and nongovernmental health agencies
 - Grassroots community associations
 - Hospitals
 - Media
 - Parents, grandparents, children, caregivers
 - Public health service agencies
- Budget reflects project timeline and activities.
- Project increases children's access to a medical home or specific health services not otherwise available.
- Methods for measurement of project goals and objectives described.

Priority will be given to proposals that demonstrate the following criteria:

- Project assesses children's medical home status and connects children who previously had none with a medical home.
- Project increases access to needed health services not otherwise available.
- Project predominantly serves a population known to be underserved or with demonstrated health disparities.
- Project assesses children's health insurance status and connects them with available insurance programs.
- Project is feasible and likely to achieve stated goals.
- Community partnerships are broad-based.
- Project is a new initiative within the community.

Application Procedures

- Application must be submitted online at www.aap.org/catch/residentgrants.htm.
- The mentor signature form posted at the above Web page must be submitted as an attachment to your online application.
- Application must be submitted by a pediatric resident.
- Résumés and curricula vitae will not be accepted as a substitute for the narrative biographical sketch requested in the application.
- Attachments: Applicants may submit up to 4 one-page attachments. For example, minutes or agendas from community meetings; flyers; and letters of support, especially from AAP state chapters and current or future community partners. Each attachment must include the applicant's full name. **Attachments may not be used to respond to or supplement questions contained within the application.**
 - One of these 4 attachments should be a letter of support from your mentor.
- Please note that your responses to the survey questions contained within the application will not affect your scores or influence funding decisions.

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Inquiries and Technical Assistance

- Applicants are **strongly** encouraged to contact the Chapter CATCH Facilitator(s) and District Resident Liaisons with questions about proposal development or to discuss ideas for a CATCH project. Contact information is at www.aap.org/catch/RosterChapterFac.pdf and www.aap.org/catch/residentroster.pdf.
- Assistance also is available from CATCH staff by writing to catch@aap.org, or calling 800/433-9016, ext 4916. Application and budget review before submission also is available from your Chapter CATCH Facilitator and CATCH staff.
- Technical assistance publications, including *A Pediatrician's Guide to Proposal Writing* are available at www.aap.org/catch/ta.htm.
- To view descriptions of previously awarded CATCH grants, visit www.aap.org/commpeps/grantsdatabase. Please note that selection criteria may change from year to year. Contact your Chapter CATCH Facilitator or CATCH staff at catch@aap.org before modeling your proposal on a past grant.

Guidelines for Developing Your Application, Timeline and Budget

Activities may include needs assessments, community asset mapping, feasibility studies, community meetings, focus groups, and development of grant proposals for implementation and sustainability beyond the grant period. Implementation activities (if included in the proposal) may, in the context of a pilot project, include service delivery, outreach, and promotion.

Ineligible Applications
Quality improvement of individual practices or health clinics
Outreach to practice or clinic patients only
Programs for practice or clinic patients only
Physician or pediatric resident medical training
Research projects
Extensions to an existing project or program

Unallowable Expenses
Physicians' or dentists' salaries or fees
Indirect costs/administrative overhead/fiscal agent fees/fringe benefits
Internal Review Board (IRB) preparation/submission
Supplemental funding to previously awarded grants
Supplemental funding for existing program activities
Building or office construction and related activities
Capital equipment
Computer hardware and software
Medical equipment or supplies (exception: select supplies for oral health projects)
Web site design or construction
Health fairs
Research projects or literature reviews
Professional development (educational or training activities)
Conference registration fees/support
Procurement of materials for resident or medical student education
Purchase of cellular telephones
Speaker fees and speaker travel reimbursement – AAP Council on Community Pediatrics offers a limited number of Mentorship and Technical Assistance Program grants at www.aap.org/sections/socp for Council members.

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Guidelines for Developing Your Budget

1. Budget must clearly support the goals and timeline outlined in your application.
2. Budget must include a complete description of each activity.
3. All budget line items must include a formula.
4. Do not group multiple activities in one line item.

To avoid the possibility of personal tax liability, it will be necessary for you to appoint a tax-exempt fiscal agent once you receive your award notification. Per federal tax law, individuals are responsible for the taxes on unexpended funds at year-end. Individuals are also responsible for the taxes on expended funds for which an expense report has not been submitted at year-end.

Description of Typical Activities <small>(This list of activities is not inclusive or exclusive.)</small>	Formula/Cost Range <small>(Budget must include a formula for each line item.)</small>	Maximum Allowance
Administrative assistant (Describe activities)	Number of hours @hourly rate	\$1,000
Coalition/collaboration meetings (eg, meals, beverages, meeting materials)	Up to \$200 per meeting	\$600
Focus groups for needs assessment	Up to \$100 per meeting	\$500
Incentives for focus groups (limited to parents, caregivers, children)	\$10 to \$20 gift cards	\$750
Transportation for focus groups	Estimate	TBD based on need
Child care, as needed, for focus groups	Estimate	TBD based on need
Translation services	Cost per document or number of hours @hourly rate	\$500
Data analysis	Number of hours @hourly rate	\$1,000
Promotion (flyers, posters, mailings)	Number of documents @cost each	\$1,000
Staff local project-related travel	Number of miles @\$.55/mile	\$_____
Office supplies, photocopies, percentage of telephone usage	Itemize	\$500
Grant preparation for sustainability	Number of hours @hourly rate	\$500
TOTAL MAXIMUM ALLOWANCE: \$3,000		

This is a sample of typical activities only and the list of activities not inclusive or exclusive. Your budget should be individualized to your project.

Deadline for Submission

All applications must be submitted by 2:00 pm central time, January 29, 2010. Only online submissions will be accepted.

Applicants will be notified in writing of the outcome of their application review by 6/31/10.

Reporting Procedures

Grant funds will be disbursed in two equal installments. Documentation of expenditures will be required before release of the second installment. A final report will be due 90 days after the 6-month completion date, or extended completion date. Up to two 6-month extensions are allowed. The first installment must be requested within 3 months of the award notification.

Publicity

The AAP may include information about your project in its program evaluations, publications, and promotional and technical assistance materials. In addition, a description of all CATCH grant-

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funded projects is posted at the AAP Community Pediatrics Web site at www.aap.org/commpeds/grantsdatabase.

The CATCH Resident Funds program is made possible through the generous support of the **Harris Foundation**, with additional support from individual donations through the **AAP Friends of Children Fund**.

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On behalf of the children, the CATCH Program thanks its financial supporters, community partners, Chapter and District CATCH Facilitators, AAP chapters, AAP staff, the AAP membership, and most importantly, its pediatrician CATCHers.

One pediatrician can make a difference!

American Academy of Pediatrics

DEDICATED TO THE HEALTH OF ALL CHILDREN™



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