



DMC FOUNDATION  
GUIDELINES FOR ALL COMMUNITY HEALTH AND RESEARCH PROPOSALS  
February 2018

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HEALTH EDUCATION AND COMMUNITY BENEFIT

They are particularly interested in:

- Supporting health education and community benefit activities.
- Facilitating the provision of medical, health care, and disease-preventing services.
- Improving health in our community.
- Leveraging public and private resources.
- Programs and projects benefitting individuals and families located in the metropolitan Detroit area.
- Proposals that avoid requesting funds for ongoing operational costs or one-time activities.

Proposal Evaluation:

The following are considered as proposals are reviewed:

- Does the project reflect best practices and is the project feasible?
- Does the project promote health in our community, promote collaboration, and could be replicated in other communities?
- Does the project address a critical unmet need and will it have a long-term positive impact?
- Does the project have a sustainability plan either through future non-profit/government funding or fee-for-services operations once the project is fully operational?
- Does WSU's infrastructure and expertise support the project and add to its propensity for success?

Budget:

- Budgets should be no less than \$10,000 and no more than \$100,000.
- Please include exact program costs and avoid "rounding" the budget.
- The official DMCF budget form must be utilized.
- Travel expenses, publication fees, and administrative salaries as a high proportion of the budget are not appealing to the Foundation.

Proposal Deadlines:

February 15, May 15, August 15, and November 15 of each year.

## HEALTH EDUCATION AND COMMUNITY BENEFIT PROPOSAL REQUIREMENTS

The Foundation has determined that all proposals from WSU SOM must be submitted by the Office of Development. With this in mind, please provide the information outlined below in a Word document in addition to the DMCF budget form. If you visit the DMCF's website, you'll note that it requests information that we do not require – this is because the Development Office is providing the additional information for you, including a cover letter from leadership.

Please provide:

- Full dollar amount for the initiative and the amount being requested in this proposal.
- Duration of proposal in terms of time and start date.
- Full title of the initiative.
- Description of the population being served.
- Name, address, and telephone number of PI.
- Bio sketch of project leadership.
- Completed DMCF budget form.
- Optional letters of support from service recipients or project partners.
- Evisions entry through SPA.

Proposal Elements:

Please provide a Word document that includes discussions of each of the bullets below. You may use the bullets as an outline for your proposal and simply respond to each. There is no space limit.

- Definition of the issue the proposal is addressing.
- Description of the need for the proposed project. Indication as to whether the proposed activity is new, expanded, or an ongoing part of the organization's programming.
- Basic objectives of the proposed project.
- Detailed work plan and the time frame for accomplishing the project's objectives (you may also provide a separate document to use as an attachment for this section).
- Evaluation plan, including the criteria that will be used to judge the effectiveness of the proposed project, the expected outcome(s), and the impact of the proposed project.
- Geographic boundaries of the area that will be serviced by your proposed project.
- Relevant qualifications and experience of the organization and the project's principal staff.
- Provisions for project sustainability in terms of funding: additional philanthropy, government grants, government earmarks, institutional funding, fee-for-service opportunities, etc.

## MEDICAL RESEARCH

They are particularly interested in:

- Supporting medical research.
- Facilitating the provision of medical, health care, and disease-preventing services.
- Improving health in our community.
- Leveraging public and private resources.
- Programs and projects benefitting individuals and families located in the metropolitan Detroit area.
- Proposals that avoid requesting funds for ongoing operational costs or one-time activities.
- **The DMCF only supports research that has current, peer-reviewed funding.** DMCF grants enhance and supplement current peer-reviewed funding. The peer-reviewed funding must have an end date that is equal to or extends beyond the timeframe you request for the DMCF.

Proposal Evaluation:

The following are considered as proposals are reviewed:

- Does the project reflect best practices and is the project feasible?
- Could the research lead to improved treatment and disease prevention opportunities?
- Does the research directly benefit our community?
- Will the research leverage public and private resources?

Budget:

- Budgets should be no less than \$10,000 and no more than \$100,000.
- Please include exact program costs and avoid "rounding" the budget.
- The official DMCF budget form must be utilized.
- Travel expenses, publication fees, and administrative salaries as a high proportion of the budget are not appealing to the Foundation.

Proposal Deadlines:

February 15 and August 15 of each year.

## RESEARCH PROPOSAL REQUIREMENTS

The Foundation has determined that all proposals from WSU SOM must be submitted by the Office of Development. With this in mind, please provide the information outlined below in a Word document in addition to the DMCF budget form. If you visit the DMCF's website, you'll note that it requests information that we do not require – this is because the Development Office is providing the additional information for you, including a cover letter from leadership.

Please provide:

- Full dollar amount for the initiative and the amount being requested in this proposal.
- Duration of proposal in terms of time and start date.
- Full title of the initiative.
- Description of the population being served.
- Name, address, and telephone number of PI.
- Bio sketch of project leadership.
- Completed DMCF budget form.
- IRB or related approvals (scanned).
- Funding award confirmation from competitive funding source (scanned).
- Optional letters of support from service recipients or project partners.
- Scientific abstract that includes research background, hypotheses, research methods, limitations, expected outcomes, and evaluation criteria and methodology.
- Evisions entry through SPA.

Proposal Elements:

Please provide a Word document that includes discussions of each of the bullets below in lay language. You may use the bullets as an outline for your proposal and simply respond to each. There is no space limit.

- What funding sources currently support this work?
- What health problem does your currently funded research address? Providing incidence statistics or describing how this issue impacts our local community is worthwhile. In addition, how does this health problem hurt our community and the individual?
- What is the specific objective of your currently funded research? Will it lead directly to improved treatment/prevention strategies or to additional research? What will the long-term, community benefits of your work be?
- What implications does your research have for the well-being of the general public in metropolitan Detroit as well as globally?
- How will the DMCF funds be used to supplement the currently funded research? How will these funds improve the research?
- What is the timeline for your overall research and, if different, the DMCF-funded part of your research?
- What is the evaluation plan? What criteria will be used to determine if you are addressing the research objective?
- What are the qualifications and affiliations of the PI and research partners?