

**Request for Proposals:
Mental Health Research Grants for
Tenure-Track Assistant Professors in Texas**

Due Date: 1:00 p.m. Central Time, Wednesday, January 8, 2014

The Hogg Foundation for Mental Health invites eligible organizations in Texas to respond to this request for proposals (RFP) to fund mental health research projects conducted by tenure-track assistant professors. The goals of this initiative are to increase the pool of junior faculty engaged in quality mental health research and to encourage the disbursement of research findings to other researchers, policy makers and service providers through presentations at state and national conferences and meetings.

Depending on the quality of proposals received, the foundation plans to award 10 grants of up to \$19,250 to eligible institutions of higher education.

Please read the following information carefully before submitting your proposal. Any additional information about the RFP will be posted on the foundation's website at www.hogg.utexas.edu. It is the respondent's responsibility to refer to the website for the most current information.

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A. DUE DATES AND SUBMISSION PROCESS

1. Proposal Due Date

Proposals must be submitted online by 1:00 p.m. Central Time on Wednesday, January 8, 2014.

2. Submission Process

All proposals must be submitted online via the foundation's website at www.hogg.utexas.edu. See *Section E: Instructions for Grant Proposals* for a list of required information and documents.

A federal tax identification number must be entered to begin the online submission process. The institution's signature authority contact information must be entered on the application. Respondents will be instructed to upload the required documents as separate files. The system will notify respondents if their documents were not successfully uploaded.

Respondents will receive email notification within three working days that their proposal was received and is complete. If the proposal is incomplete, the respondent will be notified and expected to complete the proposal immediately.

For technical assistance with the online submission process, please contact grants management staff at (512) 471-5041 or hogg-grants@austin.utexas.edu.

3. Teleconference for Potential Respondents

The foundation will host an informational teleconference for potential respondents from 10:00 a.m. – 11:00 a.m. Central Time on Tuesday, December 10, 2013. Please register online on the RFP webpage in advance of the teleconference. Dial-in instructions will be provided to registrants prior to the teleconference.

Please email questions for the teleconference in advance to hogg-grants@austin.utexas.edu by 5:00 p.m. Central Time on Friday, December 6, 2013.

Information provided during the teleconference will be posted as questions and answers on the RFP webpage by Friday, December 13, 2013.

4. Inquiries

The foundation's communication with potential respondents is limited to the teleconference, email correspondence and the website. The foundation will not accept phone calls regarding the RFP except for questions related to technical issues with the online submission process. For technical inquiries, call grants management staff at (512) 471-5041.

Questions about the RFP may be emailed to hogg-grants@austin.utexas.edu. Responses that may be relevant to other potential respondents will be posted on the foundation's website. Check the RFP webpage often for updated questions and answers.

5. Award Notification

Notice of awards will be made by March 2014.

B. BACKGROUND

The Hogg Foundation advances recovery and wellness in Texas by funding mental health services, policy analysis, research and public education. The foundation was created in 1940 by the children of former Texas Governor James S. Hogg and is part of the Division of Diversity and Community Engagement at The University of Texas at Austin.

The Hogg Foundation has a long history of grantmaking to universities, nonprofit organizations and other entities and individuals to support mental health research in Texas. The foundation recognizes that junior faculty at institutions of higher education in Texas operate on lean budgets and often look to external sources to fund research, data analysis, and meeting and conference presentations.

C. PROGRAM DESCRIPTION

The foundation is awarding these grants to fund mental health research projects proposed by tenure-track assistant professors at institutions of higher education in Texas. Developing a highly trained, culturally diverse and consumer-oriented mental health workforce is one of the foundation's current priorities. The primary purpose of this initiative is to increase the pool of junior faculty doing quality mental health research. A secondary goal is to encourage the dissemination of research findings to the greater field of mental health researchers, policy makers and service providers through grant recipients' presentations of their findings at state and national conferences and meetings.

To be responsive to faculty conducting mental health research in a variety of disciplines, the specifications for this award are broadly and flexibly defined. Projects may focus on any aspect of mental health including promotion, prevention, early intervention, treatment or workforce-related concerns. The project should be part of a cohesive program of research. Projects may be directed toward issues relevant to people with mild, moderate or severe mental health disorders, including co-occurring mental health and substance use disorders or developmental disorders. Single-diagnosis substance use and developmental disorder diagnoses are excluded due to the interests of the foundation's benefactor.

The foundation is especially interested in research that has implications for underserved communities in the area of mental health or that addresses or includes the participation of recipients of mental health services and their families in the planning and implementation of mental health services, research, policy or education. Respondents whose research has a national or international scope must clearly state the project's relevance for improving mental health in Texas.

D. PROGRAM DETAILS

1. Eligible Organizations

Texas-based institutions of higher education are eligible to submit proposals.

Proposals submitted as a collaborative project between multiple entities are welcome, but the lead applicant must be based in Texas and the role of each entity must be clearly defined in the proposal.

Tenure-track assistant professors conducting mental health research are eligible to apply. Examples of eligible academic disciplines include psychology, educational psychology, counseling psychology, clinical psychology, human development, behavioral health, social work, sociology, nursing, neuroscience, medicine, pharmacology, public health, law and public policy. Assistant professors who have previously received this grant are not eligible to apply.

Due to the competitive nature of the grants, it has been the foundation's experience that applicants from high or very high research activity institutions typically have the preparation needed to be most successful in being selected. The grant program is intended to support junior researchers who plan to make a contribution to the field of mental health through their scholarship.

2. Review and Selection Process

Foundation staff will use a rating instrument to evaluate the merits of the proposals and select grant recipients. The foundation also may use external reviewers to evaluate proposals. While all proposal sections will be considered in the review process, the project narrative section will be weighed most heavily.

Factors that will be used to evaluate proposals for this RFP include:

- Evidence of the respondent's ability to carry out the project.
- Likelihood that proposed project will strengthen the applicant's credentials for tenure.
- Demonstration of a broad and sound knowledge of the area of research.
- Strong research design that is a good fit for the research question.
- Importance of the proposed project to the field of mental health.
- Contribution of proposed project to a cohesive program of research.
- Feasibility of the work plan.
- Necessity of the grant to accomplish the proposed work.

Preference will be given to projects that have implications for underserved communities in the area of mental health and that address or include recipients of mental health services and their families as co-investigators or in the planning and implementation of mental health services, research, policy and education.

If all required sections are not included in the proposal, the proposal will be considered ineligible for review and funding. See *Section E: Instructions for Grant Proposals* for a list of required documents and information.

3. Grant Period

The grant period is 15 months and is expected to begin June 1, 2014. It is the foundation's expectation that research project activities will occur in the first year of the grant. The additional three months is to allow flexibility for presenting at conferences.

4. Reporting Requirements

The reporting requirements and due dates will be clearly stated in the statement of agreement between the grantee and the foundation. The principal investigator and the institution are expected to submit a final narrative report and a final fiscal report describing the implementation and expenditures of the project for the grant period.

E. INSTRUCTIONS FOR GRANT PROPOSALS

Completed proposals must be submitted online. A federal tax identification number must be entered to begin the online submission process. The institution's signature authority contact information must be entered on the application. The tax identification number and the signature authority information likely can be obtained from the institution's grant office (such as the Office of Sponsored Projects or Grants and Contracts).

The proposal must include the documents identified below in the order listed. Carefully read the descriptions of each document below and include the required information in the designated documents. Proposals that do not follow this format will not be considered.

1. Proposal Cover Letter
2. Project Narrative
3. Project Timeline
4. Project Budget
5. Resumes of Key Project Staff
6. Letter of Approval from University Grant Office
7. Letters of Support from Partner Organizations (if applicable)

1. Proposal Cover Letter

A signed cover letter must be submitted as part of the proposal. The cover letter must be submitted on the responding organization's letterhead and must include the following information:

- The respondent's position and institution and a clear statement that the respondent is in a tenure-track position.
- The title of the project and a brief summary of the project narrative.
- The respondent's ability and preparation to carry out the proposed project, including relevant experience with the project's mental health topic.
- A statement indicating how the grant will strengthen the respondent's credentials for tenure.
- The name of any partnering organizations.
- The total amount of funding requested.
- Manner in which the respondent would like to use the funds (summer salary, research assistant, research expenses – or some combination of these).
- Respondent's signature.
- Department chair's signature.

2. Project Narrative

The proposal must be described in full in the project narrative section. The narrative may not exceed 1,200 words and should include the following information:

- A clearly stated research question.
- Background of the project.
- Research design and methodology.
- Significance of the research to the field of mental health.
- Contribution of the proposed project to a cohesive program of research.
- Expected results or outcomes if awarded, such as a paper, book or chapter.

- Involvement of consumers and family members as co-investigators or in designing and implementing research project, if applicable.
- Cultural and linguistic demographics and considerations, if applicable.
- Implications for underserved communities in the area of mental health, if applicable.

3. Project Timeline

Identify major project milestones and due dates. Milestones could include, for example, launching the project, securing and maintaining Institutional Review Board approval, recruiting participants, collecting data, analyzing data, writing up the project and submitting a manuscript. Identify the individuals who will be responsible for carrying out project tasks.

While the grant period is 15 months, it is expected that research activities will occur in the first year of the grant, except under the most unusual of circumstances. Most grant funds should be expended in the first 12 months. The additional three months is to allow flexibility for presenting at conferences.

4. Project Budget

Submit a detailed budget using the Excel budget template provided on the RFP webpage.

The maximum total award is \$19,250, with a maximum of \$15,000 for project expenses, \$2,500 for travel to present mental health research findings at professional conferences, and up to \$1,750 in overhead. Respondents have considerable flexibility in proposing how to use up to \$15,000 in grant funds designated for project expenses.

- a. Personnel:** Identify each requested position and percentage of full-time equivalent (FTE). List the requested salary and fringe benefits for each position. If the position is to be filled by an existing staff person, include the person's name.

Grant funds may be utilized to pay up to two months of summer 2014 salary (teaching is not permitted during the time in which the grant is paying 100 percent of faculty salary). Indicate whether "annual salary" being utilized for the equation is a 12-month or 9-month academic salary. Fringe for faculty salary may be paid from grant funds. Grant funds may not be used to pay faculty salary during the 2014-2015 academic year.

Wages for a research assistant for summer 2014 and/or academic year 2014-2015 may be paid for from the grant. If applicable, please budget for fringe and tuition assistance for the research assistant.

- b. Contractors/Consultants:** If use of a contractor or consultant is proposed, for purposes such as statistical consultation, specify the name of the individual or firm (if known) and the requested funding. Describe the scope of work and the method used to calculate payment (hourly, by task, etc.).
- c. Meetings and Events:** List costs for meetings and events related to the project, such as room rental, food, equipment rental and speaker expenses. Explain the cost basis for listed expenses.

- d. Travel:** The grant includes \$2,500 for travel to present mental health-related research at professional conferences. In the final fiscal report, the grantee must demonstrate that these funds were used for this purpose. Respondents are not required to identify specific conferences or detail conference expenses for this pre-determined amount; however, if the respondent is aware of a potential conference to which proposals may be submitted, it may be listed.
- e. Materials and Supplies:** List costs for supplies and equipment that are necessary for the project, such as, but not limited to: survey instruments, lab supplies, and postage. Detail the purpose of each item. For equipment, justify the need to purchase for this project. The purchase of standard office equipment, such as computers, is not permitted.
- f. Research Expenses:** List research expenses that will be incurred for the research project such as, but not limited to: recruitment incentives, web survey costs, travel related to data collection and statistical consultation.
- g. Overhead:** Do not enter information in this section. The budget worksheet will autopopulate the Overhead field. Overhead will be calculated at 10 percent of the grant budget.

5. Resumes of Key Project Staff

Include current resumes or curricula vitae for all key project staff, including personnel and potential consultants.

6. Letter of Approval from University Grant Office

Respondents must submit a signed letter on letterhead from the institution's grant office (such as the Office of Sponsored Projects or Grants and Contracts) either approving the submission of the proposal or stating that such approval is not required.

The grant office review and approval process may take several business days, so please check with your institution and plan accordingly. Respondents are strongly encouraged to submit proposals to the grant office well before the proposal due date to allow sufficient time for review and approval.

7. Letters of Support from Partner Organizations (if applicable)

Respondents with proposals involving collaborations or partnerships with other organizations, such as collecting data at a school or other agency, must submit signed letters of support from those organizations. The letters must be on the partner organization's letterhead and must be signed by the head of the organization, such as the executive director.