



# JOHNS HOPKINS

## BLOOMBERG SCHOOL of PUBLIC HEALTH

## Lipitz Public Health Policy Faculty Awards

### APPLICATION INFORMATION

#### Eligibility Requirements

- Applicant is a full-time member of the JHSPH faculty.
- A joint proposal from two JHSPH faculty is permissible. The proposal should speak to the added benefit of having both faculty as co-leads of the research.
- Proposed work can include collaboration with individuals or organizations outside of JHSPH, notably other academic institutions or research units.
- Eligible decision-making partners are not limited to government agencies or officials and can include community-based and non-profit organizations active in a relevant field of public health.
- Collaborative arrangements between researchers and decision makers or policymakers are the distinctive feature of these awards. A plan for the decision maker or policymaker's active participation in the project must be included in the proposal, in addition to a letter of support.
- Applicants are allowed to submit their proposals in each of the three cycles of the Awards.

**NOTE:** *eligibility criteria will be strictly enforced.*

#### Use of Award Funds

- Funds are to cover direct project costs only (e.g., travel, printing materials, transcription of interviews, research assistants).
- Funds cannot be used for lobbying activities, salary, or retrospective payments (e.g., travel or other costs that have already been incurred).
- Upon exceptional circumstances, the review panel may consider requests for salary support if it is essential to carry out the goal of the proposal.

## Grant Recipient Requirements

All award recipients are expected to commit to the following:

### I. At the time of receiving the award:

- Sign and adhere to the [Grant Recipient Agreement Form](#)
- Provide a biographical statement and photo for posting on the Institute for Health and Social Policy website.

### II. At six months after the project begins:

- Submit to the Institute for Health and Social Policy ([nmosele2@jhu.edu](mailto:nmosele2@jhu.edu)) a brief one-page Progress Report summarizing your project's progress and remaining activities. (**Deadline:** six months after project begins)

### III. At project completion:

- Submit to the Institute for Health and Social Policy ([nmosele2@jhu.edu](mailto:nmosele2@jhu.edu)) a brief final report (up to five pages) that outlines the project accomplishments, including impacts on public health policy. (**Deadline:** one month after project completion)
- Provide a summary of use of grant funds at project completion. (**Deadline:** one month after project completion)
- Notify the Institute for Health and Social Policy of any specific outcomes from the project (e.g., passage of legislation, publications, collaborations, further research, awards, etc.). (**Deadline:** ongoing, including after the submission of the final report)

## Application Components

### COVER PAGE (1 page)

- Title of the proposal
- Contact information for the applicant(s)
- Proposal summary of no more than one paragraph
- If the proposal is a resubmission, include a statement about how the proposal was revised based on feedback from prior review

### PROPOSAL

- Length: five pages maximum
- Spacing: double-spaced, 12-point type

All proposals must include the following sub-sections, separated by easily recognizable section headers:

- Introduction
- Specific aims
- **Policy significance of the proposed project.** (This section must include a discussion of how the project potentially advances public health policy, as described in the award objectives).

- **Approach/methods.** (Note: if the proposal is part of a research effort that has already been funded, please indicate why this project should receive additional funding and clearly distinguish how and when the new funds will be used for distinct purposes from existing funds. If necessary, you may have up to one additional page for this discussion).
- **Collaboration(s).** This section must also include a plan describing how collaborators (including key decision maker(s) or policymakers) will be associated with the project, for example, their involvement in decisions regarding objectives, methods and analysis; dissemination of the findings to key stakeholders; and implementation of results.
- Expected outcomes
- Project timeline
- Plan for student involvement
- Applicant's CV as an attachment

Note: A section on IRB is not required for the proposal; however, IRB approval must be received in advance of the project start date. If an exemption has already been granted, please attach the exemption letter from the IRB office.

## **BUDGET DESCRIPTION AND JUSTIFICATION**

Please provide a description of the intended use of funds and how the expenditures will contribute to the project.

## **LETTER(S) OF SUPPORT**

Letter(s) of support from external collaborator(s) (including key decision maker or policymaker) confirming their support for the project and explaining the role they intend to play (e.g., research partner, legislative champion, advocate, etc.).

## **Application Review Process**

All applications will be reviewed by an interdisciplinary review committee. The applications will be judged on the following criteria:

- **Policy significance** and potential public health policy impact
- **Scientific interest**, as demonstrated in the project objectives, design, approach and originality
- Appropriateness and value of partnership and collaborative arrangements with decision maker(s)— **collaborative arrangements between researchers and policymakers are the distinctive feature of these awards**
- Extent to which the project provides **training opportunities** for students
- Adequacy and appropriateness of intended use of funds

For more information, contact Nicole Moseley, Johns Hopkins Institute for Health and Social Policy, at [nmosele2@jhu.edu](mailto:nmosele2@jhu.edu).