

Eligibility
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Has the focus of the Jeffress Program changed recently?

In 2022, the program changed to the Jeffress Trust Awards Program in Research Advancing Health Equity. The search scope of this cycle focuses on research for the state of Virginia by addressing the root causes of and systemic barriers to health equity.

What are some of the new impact areas of interest?



Is the size of the research institution (academic/medical) a factor in eligibility?

Small organizations are encouraged to apply. The program is not restricting funding to those organizations that may be larger in size.

Application Instructions
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Where do I find my Institution's Tax ID?

Contact your Financial Officer and/or Office of Sponsored Programs for this number.

Are the standard sections referenced in the application instructions for Proposal section required or may other section names be included?

These sections are required but others may be added if you wish.

Do I need to include data that supports my research hypothesis?

The background for your proposals and objectives should include data either generated by one of the partner institutions or other available research.

Must we commit a certain percentage of time to the Jeffress project?

The Program does not require that a specific percentage of time be allocated to the project. Although salaries must be in proportion to the percent effort on the research project, percent effort may exceed the percent of salary support requested.

Are subcontracts allowable costs and where do we note these expenses on the budget page?

Subcontracts may be necessary for partnership projects and should be included in the budget pages. Please complete and upload one budget workbook per subcontractor.

What are examples of allowable student and community member support costs?

- x Stipend and student room and board are allowable expenses
- x Stipend for community member engagement is encouraged.
- x Transportation costs

Where do I provide a description and role of my organization in the application?

The primary contact organization/collaborators/partners should provide an organizational profile using the template provided. The roles for all partners engaged in the project should be described within the Proposal and Project Timeline and in the Letters of Partnership.

To whom should letters of partnership/commitment be addressed?

They should be addressed to the "Jeffress Trust Review Panel"

Can any letters be sent separately?

No. All letters of partnership/commitment must be uploaded and submitted by the online application deadline.

May I include appendices with the Proposal?

Yes Additional materials including excerpts of surveys, key informant interview questions, etc. may be provided. Applications should not contain reprints of publications or other media.

May I include a cover letter in the uploaded PDF?

No, the first page of the PDF must be the Face Sheet. Do not include a cover letter.

#### Online Submissions

I have started and saved an application but when I try to log in, I cannot find my previous application and need to start a new one.

There are separate links for returning to a saved application and starting a new application.

Click the link [https://www.GrantRequest.com/SID\\_738?SA=AR](https://www.GrantRequest.com/SID_738?SA=AR) "Return to a saved application" you will see the name of the application that you started. Click on that link and then continue the submission process.

#### Additional Questions

Should the 15% indirect be included in the total \$600K/\$150K or is it in addition to that?

Indirect costs must be included in the total project amount of either \$600K or \$150K. The maximum indirect amount for the 1-year award (\$600K) is \$78,260.87. The maximum indirect amount for the 2-year award \$-

What could be some differences between the Partnership/Collaborative Establishment Award and Research Award?

The rationale between the two programs was that during the landscape assessment it was recognized that there are networks of communities that would like to conduct research but do not have the current capacity/resources to engage in these activities. The Collaborative Award provides that financial support needed for an organization to support the staff time needed to plan and develop partnerships with other organizations and engage in any necessary capacity building.

The Research Awards are for newly or previously established partnerships that have identified