

**COMMUNITY HEALTH, SOCIAL SERVICE &  
EDUCATION  
GRANTS PROGRAM  
POLICIES AND PROCEDURES**

**New Jersey Health Foundation's Community Health, Social Service & Education Grants Program funds health-related community, social service and education projects that address issues impacting society**

**NEW JERSEY HEALTH FOUNDATION  
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Suite 130  
Princeton, NJ 08540  
(908) 731-6610**

## I. THE GRANT REQUEST

### A. Applicants

Eligible applicants may request funds to initiate a community health, social services, or health education related project with the objective of addressing societal needs including health and wellness, human services, education, community development and social service issues. Types of programs include but are not limited to those that promote and improve areas such as health outcomes, mental health issues, crisis intervention, the functioning of special needs populations, the strengthening of family units, public safety, community centers or other issues impacting society.

### B. Amount of Grant

New Jersey Health Foundation will consider grant applications up to \$25,000 for the annual Community Health, Social Service & Education program.

### C. Eligibility

- Full-time faculty members, staff and other personnel of eligible organizations
- Part-time faculty members, staff and other personnel are not eligible to apply as PIs. Adjunct faculty and Post Docs are not eligible to apply as PIs.
- **Eligible organizations: Cooper University Health Care, Hackensack Meridian Health, Kessler Foundation, New Jersey Institute of Technology, Princeton University, Rowan University, Rutgers University, Stevens Institute of Technology and University Hospital.**
- ***Only applicants who have followed all of their organization's policies and procedures prior to submission to NJHF will be considered.***

### D. Review Process

Applications will be reviewed by a New Jersey Health Foundation Review Committee composed of members of the NJHF Board of Directors plus members of the medical, pharmaceutical and business communities.

**Submission to New Jersey Health Foundation does not guarantee grant funding.**

**E. Review Criteria**

The New Jersey Health Foundation Review Committee will consider the following criteria:

- i. Have the guidelines been followed and application correctly completed?
- ii. Does the project address an important issue/need affecting society today?
- iii. Does the proposal communicate the importance of the work and the enthusiasm of the applicant?
- iv. Are the objectives of the project clearly defined and is the issue to be addressed clearly identified? Is the methodology/approach well thought out and reasonable to achieve the objectives?
- v. Is the amount requested reasonable and consistent with the budget submitted?

**F. Application Forms, Submission and Deadlines.**

Applications will only be accepted electronically through the New Jersey Health Foundation grant submission portal. The link to the portal can be found at [www.njhealthfoundation.org](http://www.njhealthfoundation.org) once the cycle starts. Deadline dates for submission of grant applications will be posted for each award cycle. **Applications will not be accepted after the deadline.**

All applications are to be submitted online only **after the applicant has followed all standard approval protocols and procedures at his/her organization.**

**A previously submitted proposal may not be resubmitted, but a non-funded proposal that has been modified (due to new research data, etc.) may be resubmitted. Details on the modification must be provided on the application.**

Applicants will be asked to electronically provide:

- an executive summary limited to one (1) page, double spaced, no less than **12 point type, 1" margins**

- a proposal limited to four (4) pages, double spaced, no less than **12 point type**, 1" margins
- a CV/Bio Sketch for the principal investigator not to exceed five (5) pages (NIH format is acceptable)
- a letter from the appropriate dean or designated official verifying support of the submission of the grant application
- literature references (optional)
- a budget

***Applications not in compliance with these layout guidelines will be disqualified.***

## **II. NOTICE OF AWARD**

Grant recipients and organization designees will be notified of acceptance or rejection of grants and reporting deadlines for accepted applications. New Jersey Health Foundation does not release final scores or comments.

Upon receipt of notification, awardees will also receive a Letter of Agreement to sign prior to release of funds. A sample agreement is posted at [www.njhealthfoundation.org](http://www.njhealthfoundation.org).

## **III. SUBMISSION DEADLINES**

Applications will not be accepted after the deadline date but may be submitted for the next award cycle if the deadline is missed. Deadline dates are posted at [www.njhealthfoundation.org](http://www.njhealthfoundation.org).

## **IV. GRANT PERIOD and PAYMENTS**

The funding period for each grant is one year. Grant awards will be made to the recipient's organization and not to the applicant directly.

## **V. PUBLICITY**

New Jersey Health Foundation reserves the right to publicize its grant awards and titles, recipient names and organizations.

## **VI. ACKNOWLEDGEMENT OF SUPPORT**

All print, video, web site and audio materials related to the grant project or program (publications, conference presentations or patents filed) must identify and credit New Jersey Health Foundation for its support indicating **"This project has been**

**funded (or funded in part) by a grant from New Jersey Health Foundation.”** Copies or descriptions of all materials (publications, conference presentations or patents filed) arising from New Jersey Health Foundation grants must be supplied to New Jersey Health Foundation electronically through the grant submission portal by the grantee in accordance with the recipient’s school or institute’s internal procedures. Please notify NJHF by e-mailing [researchgrant@njhf.org](mailto:researchgrant@njhf.org) when posting material.

## VII. GRANT ADMINISTRATION

The responsibility for the financial administration of grants is delegated to the appropriate organization department or unit.

## VIII. EXPENDITURES

**Grants must be used to fund only direct program costs. They cannot be used to fund overhead, tuition, or investment management fees.**

### A. Salary

Salary may not be requested for the principal investigator or the Co-PI. Salary for full-time faculty or staff members must be based on time spent on the grant. Only fringe benefits required by law (health insurance, unemployment insurance, social security) are allowable costs.

### B. Budget Categories

Emphasis should be given to items that specifically support project goals (as opposed to general items such as furniture, office supplies, personal computers, etc.). **Travel fund requests will not be considered except in unusual circumstances in which case a specific request and justification must be made to NJHF as part of the submitted budget.**

### C. Adherence to Budget

Expenditures of grant funds must adhere to the specific categories and items in the approved grant budget. See requirement for budget changes below.

### D. Equipment

Budgeted equipment over \$1,000 must include justification. All budgeted equipment must have a useful life of greater than one (1) year.

Equipment provided through New Jersey Health Foundation funding, although designated for primary use by the grantee, must be made available to faculty, students and others throughout the recipient's organization. All equipment purchased through New Jersey Health Foundation grants becomes the property of the recipient's organization.

## IX. GRANT CHANGES

### A. Budget Changes

Funds may not be re-budgeted without the written approval of New Jersey Health Foundation. Requests must have the prior approval of the appropriate organization official. Please contact New Jersey Health Foundation for instruction on how to submit your budget change request through the grant submission portal for final consideration and approval.

### B. Grant Period Changes

#### 1. Effective Date

The start date of the grant will be set forth in the letter of agreement. No changes in start date will be considered.

#### 2. End Date.

The grant period is one year. If additional time is required, a request for an extension must be submitted to New Jersey Health Foundation **at least 30 days prior to the end date.**

Extension requests must be submitted electronically through the grant submission portal and must include:

- An approval of the extension request from the Department Dean
- A narrative that includes a progress report and the reason for the delay
- An official interim financial report indicating funds spent to date and funds remaining

Please contact New Jersey Health Foundation for instruction on how to submit your extension request through the grant submission portal.

**The number of grant extensions that can be requested is limited to one (1) one-year extension.**

**C. Senior Personnel or Scope of Project Changes**

Changes in principal or co-principal investigators identified in the original grant application or changes to the scope of the project may not be made without the approval of New Jersey Health Foundation. Please contact New Jersey Health Foundation for instruction on how to submit your request for a change through the grant submission portal for final consideration and approval.

**X. RECEIPT OF ADDITIONAL FUNDING FROM OTHER SOURCES**

The principal investigator or author will notify New Jersey Health Foundation when funding that provides support for the project or for any budget item funded by the New Jersey Health Foundation grant is received from another source during the grant period. This additional funding will not affect New Jersey Health Foundation's commitment to the project.

**XI. REPAYMENT OF UNUSED FUNDS**

Any portion of grant funds unexpended and not committed at the completion of the project or at the end of the grant period, including any authorized extension thereof, must be returned to New Jersey Health Foundation within 30 days of receipt of the final financial report.

**XII. FUNDING CLOSEOUT**

Grant recipients will receive 80% of their approved funding as an initial payment.

Following completion of the project, final reports will be due to New Jersey Health Foundation by the date specified in the notification letter or the extension approval notification.

The remaining 20% will be provided following the electronic submission and approval of the final narrative and financial reports by New Jersey Health Foundation.

Final reports to be submitted:

**Final Narrative Report**

The written report will give details of activities, conclusions drawn, estimation of the degree to which project goals were achieved, detail on any additional funding that has been secured as a result of this grant, any publications, presentations, etc., generated as a result of this grant, and

future steps, if any. A copy of any publication resulting from the New Jersey Health Foundation grant should be submitted with the final narrative report or when available.

### **Final Financial Report**

This report must be submitted with the signature of the organization or academic institution's financial controller or his/her designee. It is understood that grant reports are made available to the New Jersey Health Foundation staff. All other interested persons requesting such reports will need permission from the grantee and New Jersey Health Foundation.

It is the responsibility of the PI to see that the final narrative and financial reports are submitted on or before the due date specified in the notification letter or in the extension approval.

If final narrative and financial reports are not received within 30 days of the due date:

- Payment of remaining 20% of grant funds will not be awarded
- Future funding to the PI or Co-PI will be jeopardized