

Duke Family Medicine and Community Health Population Health Improvement Grants Program

The **Duke Department of Family Medicine and Community Health (FMCH)** PHIG Program provides support for projects aimed at improving the health of a specified community. It is anticipated that most applications will be for funding methods to collect data to evaluate the feasibility, sustainability and/or success of an intervention or program. Grant funds could also be used to conduct needs & assets assessments, and (less commonly) as seed money for supplies.

The PHIG Program will distribute a total of up to \$12,000 each year. The maximum funding per project will be \$2000, inclusive of a 15% G&A assessment. Funds may be used for personnel (but not faculty or investigators), materials, printing, data collection, data analysis and dissemination. Proposals are accepted throughout the year until program funds are exhausted. Reviews will be completed within four weeks and funding will be available once a proposal is approved by the Chair. Note that there is a similar, but separate fund, (the Departmental Small Grants Program for Research & Scholarship) for research projects.

All FMCH department Faculty, residents, and learners are eligible to apply for this funding. If a resident or learner is the applicant, she/he must have a faculty mentor named who takes ultimate responsibility for the project. Student involvement is encouraged. An application will consist of the following components:

- A. Statement of the project goal(s) or research question(s)
- B. Description of project and evaluation design
- C. Project timeline
- D. Listing of all project personnel and roles, including learners
- E. Brief project budget, including costs and other sources of funds (if relevant, explain why current funding or potential external sources of funds will not cover these costs). NOTE that budgets must not exceed the limit of the small grant award. Any expenses over the award limit will need to be covered by the faculty member's division. A default fund code must be provided as part of the application process.
- F. Statement of the intended product(s) (e.g., papers, presentations, strategic plans for scaling and sustainability)
- G. Description of the current status of project, including IRB status (IRB approval/exemption letter must be submitted before funds may be used)

Applications should be **submitted to Eang.King@duke.edu** for processing. Once an application is deemed complete, it will undergo review by a committee consisting of Drs. Truls Ostbye, Greg Sawin, Laura Fish, and Mina Silberberg. The committee will make recommendations for funding, and the final decision will rest with the Chair.

Proposals will be reviewed using the following criteria

- the importance of the project and its likelihood of improving population health
- how the project will be evaluated
- project feasibility
- importance of requested funds to the project's success.

Awardees responsible for completing projects within 12 months of the award date and applying funds only for approved uses. Upon completion, PIs will submit a written summary describing the work accomplished as a result of the grant funding to FMCH. Further, PIs will provide report of the project and its findings to the department through a seminar and/ or the departmental newsletter.