

REQUEST FOR PROPOSALS

Academy of Architecture for Health Foundation

FY
2009-2010

The Mission of the Academy of Architecture for Health Foundation is to support the Academy of Architecture for Health and to enhance the knowledge and effectiveness of those who create healthcare environments through the funding of critical educational and research activities

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AAHF Background

The Academy of Architecture for Health Foundation (AAHF) is comprised of a volunteer Board of Trustees that serves to uphold the mission of the AAHF. AAHF provides funding to selected research proposals that address issues and problems related to the enhancement of knowledge and the effectiveness of those who create healthcare environments.

Mission

The Mission of the Academy of Architecture for Health Foundation is to support the Academy of Architecture for Health and to enhance the knowledge and effectiveness of those who create healthcare environments through the funding of critical educational and research activities.

Funding

AAHF has allocated \$15,000 for the FY 2009-2010 program year. Favorable consideration will be given to proposals that include committed budgetary match and/or other financial support. Funds will be disbursed incrementally, with final payment to be released upon receipt of requisite deliverables.

Budget Request

Applicants must complete and submit a budget worksheet furnished by AAHF only. Favorable consideration will be given to proposals that demonstrate committed financial match to help maximize financial support for the selected research project.

Allowable Expenses

Expenses directly related to the funded research are allowed. These *direct* expenses include faculty/researchers, travel expenses to present research findings as required in the funding agreement, research assistant salaries and research equipment/technology.

Disallowed Expenses

It is the policy of the AAHF to not pay *indirect* expenses such as program administration and overhead. Indirect expenses include but are not limited to office supplies and overhead, general telephone service, postage, travel to visit research consultants, and administrative/clerical support staff not directly engaged in the funded research.

Exceptions can be made on a case-by-case basis the AAHF may grant an exception to not funding some overhead expenses if it is documented that the costs are directly related to the funded research. Examples include but are not limited to postage for mail surveys; telephone services acquired and used specifically to conduct a telephone survey, such as dedicated cellular phones and service.

Project Duration

Projects must be completed within twelve (12) month from the signing of the funding contract unless a specific condition exists that would warrant an exception. Conditions include but are not limited to academic calendar conflicts and documented research timeline guidelines and requirements.

Eligibility

The AAHF RFP is open to individuals in both the public and private sector.

Research studies that are selected and involve human subjects must satisfy the following requirements prior to commencing research:

- Human Subjects Training (such as Collaborative Institutional Training (CITI) or National Institutes of Health (NIH) Human Subjects Training) must be completed for all actively involved investigators.
- Applicants must have an Institutional Review Board (IRB) approval on file and available if requested.

Non-Discrimination Policy

The AAHF is an independent 501(C)(3) non-profit corporation. The AAHF does not discriminate based on gender, race, creed, disability, age or marital status.

Conflict of Interest

The Academy of Architecture for Health Foundation Board of Trustees, AAHF staff and consultants are not eligible to serve as principal investigators. AAHF Board Trustees, staff, consultants and volunteers may serve as consultants to projects led by other researchers.

All proposals must adhere to the application process of the RFP. All research results will be broadly disseminated and therefore are required to be non –proprietary. Organizations or individuals that submit more than one proposal are eligible to have only one proposal funded per organization/individual.

Evaluation Criteria

AAHF trustees evaluate proposals that directly address the mission of the AAHF. AAHF seeks proposals that are well conceived and demonstrate sound research methodology. Specifically, AAHF seeks proposals that:

- Propose outcomes supportive of the mission of the foundation.
- Display familiarity and experience with the context area.
- Document experience on similar projects.
- Include resources to strengthen the feasibility to conduct the research proposal and complete it within the contracted time line.
- Relate to the practice of healthcare architecture or the creation of healthcare environments.

Application and Schedule

Applications must be received by 11:59 p.m., Eastern Standard Time, Monday, **October 26th, 2009**.

A team designated by the Board of Trustees will review applications. The application review team will recommend selected projects for approval to the Board. The Board of Trustees will announce the successful applicant(s) on or before Tuesday, December 1, 2009.

In the event the board needs additional time to review the proposals, the AAHF will make every effort to communicate with the project contact person(s) for each submitted proposal via email and will provide information regarding the length of the delay and when applicants should reasonably expect a funding decision.

Application Submittal

Applications shall be submitted electronically via email or on a submitted CD. Submissions must be postmarked and mailed no later than the submission date and submitted to:

Dina Battisto, PhD, M.Arch
Associate Professor
Graduate Studies in Architecture +Health
137 Lee Hall, Clemson University
Clemson, SC 29634
dbattis@clemson.edu

Email submissions must be sent and received no later than **11:59 p.m., Eastern Standard Time, Monday, October 26th, 2009** to dbattis@clemson.edu. Proposals may be sent as either Microsoft Word documents or Adobe PDF files.

Application, budget or proposal questions should be sent to dbattis@clemson.edu

Questions regarding the submission or receipt of applications should be sent to lcsandy@g.clemson.edu.

Lauren Sandy, Graduate Assistant
AAHF Grant Support
School of Architecture
Clemson University
145 Lee Hall
Clemson, SC 29634

Acceptance of Proposals

The Academy of Architecture for Health Foundation reserves the right to reject any or all proposals that are judged to be unsatisfactory.

Funding Source

Funding to support your research is provided by the Academy of Architecture for Health Foundation thus appropriate recognition should be given in any and all advertising, printed materials, etc. The first payment installment, 50% of the total amount awarded, will be paid upon commencement of work starting January 1, 2010 and after an invoice has been received. The second payment of 50% of the total will be paid after a final report is submitted to the AAHF and approved by the research committee and the AAHF Board of Trustees.

Project Duration

Projects must be completed within twelve (12) month from the signing of the funding contract unless a specific condition exists that would warrant an exception. Conditions include but are not limited to academic calendar conflicts and documented research timeline guidelines and requirements. The AAHF reserves the right to approve or deny any requested exceptions at their discretion.

Research Final Report

Final reports must be completed and submitted to the AAHF Board of Trustees for review and approval no later than **11:59 p.m., Monday, January 31, 2011**, unless a specific condition exists that would warrant an exception. Conditions include but are not limited to academic calendar conflicts and documented research timeline guidelines and requirements. The AAHF Board of Trustees must approve exceptions requested by researchers prior to the final report submission due date.

Final reports are subject to review and approval by the AAHF Board of Trustees. The AAHF reserves the right to approve or deny any requested exceptions at their discretion.

Research Finding Presentation

The first public presentation of your final, accepted research will occur at the Healthcare Design 2010 Conference (October-November 2010). Information regarding submitting a research synopsis and presentation format will be provided as it becomes available.

Rights Reserved

Researchers are obligated to provide proper attribution for research and funding sources, specifically the Academy of Architecture for Health Foundation (AAHF) in all published material.