

2014

2015

grants program



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

# REQUEST FOR PROPOSAL GUIDELINES

## Table of Contents

---

AAHF Background .....	3
Mission .....	3
Funding .....	3
Budget Request .....	3
Allowable Expenses.....	3
Disallowed Expenses .....	3
Project Duration.....	4
Eligibility .....	4
Non-Discrimination Policy.....	4
Conflict of Interest .....	4
Evaluation Criteria.....	4
Application and Schedule .....	5
Application Submittal.....	5
Acceptance of Proposals .....	6
Funding Source .....	6
Project Duration.....	6
Research Midterm Report .....	6
Research Final Report .....	6
Research Finding Presentation .....	6
Rights Reserved.....	6

## **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.

Our research initiative is closely coordinated with the AIA Academy for Architecture for Health and its research committee.

## **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. As such, the AAHF works in collaboration with the American Institute of Architects Academy of Architecture for Health to offer the grants program.

## **Funding**

AAHF has allocated between \$20,000 - \$40,000 for research in the FY 2014-2015 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 50% of the awarded funds issued upon contract for the research, and final payment to be released upon receipt of requisite deliverables.

The Foundation is seeking proposals on all areas, and especially that focusing on the following areas:

- Return of Investment from design interventions
- Linking design interventions to patient outcomes (e.g. safety, falls, satisfaction, etc.) and health care performance metrics
- Designing health facilities to support our aging population experiencing hearing, visual, mobility and/or cognitive impairments

The Foundation is open to consideration of other proposal topics germane to healthcare architecture.

A component of any proposal should include the presentation of findings at a major conference within two years of the commencement of the grant. Identification of the AAHF as a sponsor in any presentation, written report or publication is required. Findings of the study will be reviewed by the Foundation prior to release of the final payment.

## **Budget Request**

Applicants must complete and submit a budget worksheet as furnished by AAHF. 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/researcher time, research assistant salaries, research equipment/technology and travel

expenses to present research findings to the national conference as required in the funding agreement.

### **Disallowed Expenses**

It is the policy of the AAHF to not pay indirect expenses such as program administration and overhead due to the relatively small size of the grants. 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 include 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) months 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 delays in Institutional Review Board (IRB) approval. If an extension is required, the individual grantee must file for an extension and receive approval from the AAHF Grants Committee.

### **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 and its consultants are not eligible to serve as principal investigators. AAHF Board Trustees, consultants and volunteers may serve as consultants to projects led by other researchers.

Applications that include participation by AAHF or the AIA Academy of Architecture for Health Board members must be clearly identified. Those participants will be recused from the evaluation and selection process. Other potential conflicts of interests with other organizations or companies should be identified in the application.

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 Academy of Architecture for Health Foundation.
- Present a research design and methodology that can answer proposed research questions.
- Demonstrate that the research team is knowledgeable on the research topic and qualified to complete a high quality research project.
- Include matched funds or in-kind contributions to strengthen the feasibility of conducting the research and completing 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 Time, October 3, 2014.**

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 Friday, December 19, 2014.**

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 proposals 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 as Adobe PDF files to [erin.peavey@hok.com](mailto:erin.peavey@hok.com), to be received no later than **11:59 p.m., Eastern Time, Friday, October 3<sup>rd</sup>, 2014.**

Questions regarding the submission can be sent to:

**Erin Peavey**  
Chair, AAHF Grants Committee  
HOK  
1065 Avenue of the Americas, 6th Floor  
New York, NY 10018 USA  
[erin.peavey@hok.com](mailto:erin.peavey@hok.com)

AAHF Research Committee:

- Erin Peavey
- Frank Zilm
- David Allison
- Sheila Bosch

## 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, 2015 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) months from the signing of the funding contract unless a specific condition exists that would warrant an exception. The grantee must submit a request for extension and receive approval from the Research Committee to extend the grant period beyond 12 months. The AAHF reserves the right to approve or deny any requested exceptions at their discretion.

## Research Mid-Term Report

A mid-term progress report needs to be submitted by the grantee to the AAHF Grants Committee six months from the official start date (for example June 30th if a January 1st start date). The intent of this mid-term report is to update the Board on progress to date as well as determine the specific date and location for the final presentation. This mid-term report needs to be submitted to the Chair of the Research Grants Committee.

## 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. Eastern Time, Friday, January 30, 2016**, unless a specific condition exists that would warrant an exception. The AAHF Board of Trustees must approve an exception requested by the grantee prior to the final report submission due date. Final reports can be submitted to the Chair of the Research Grants Committee. Final reports are subject to review and approval by the AAHF Board of Trustees.

## Research Finding Presentation

The first public presentation of your final, accepted research will occur at the Healthcare Design 2016 Conference (October-November 2015), ASHE/PDC (February-March 2016), or other agreed upon venue. Information regarding the guidelines for submitting the research abstract and presentation 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.