



2019 Community Sleep Health Award

ISSUE DATE:	July 8, 2019
LETTER OF INTENT DUE DATE:	Letters of intent due the second Monday of each month by 11:59pm CT *
INVITATIONS TO SUBMIT FULL APPLICATION:	Invitations to submit full application sent within 1-2 months of letter of intent receipt*
APPLICATION DUE DATE:	Applications due the second Monday of each month by 11:59pm CT*
AWARD SELECTION NOTIFICATION	Award selection notification made 1-2 months after receipt of full application*
PERIOD OF PERFORMANCE:	1 year
AMOUNT OF AWARD:	\$5,000 to \$20,000 per award
LINK TO LETTER OF INTENT:	https://www.GrantRequest.com/SID_5880?SA=SNA&FID=35032
CONTACT:	AASM Foundation 2510 N. Frontage Road Darien, IL 60561 Phone: 630-737-9724 E-mail: foundation@aasm.org
*Applications accepted and award selection notifications made on a rolling basis until funds budgeted for 2019 expire. This is subject to change by the AASM Foundation Board of Directors.	

The AASM Foundation is committed to improving the sleep health of the community through its vision of creating *Healthier Lives through Better Sleep*. The Community Sleep Health Award is intended to support a wide range of projects spearheaded by community leaders and/or interprofessional individuals (educators, researchers, practitioners, students) who are dedicated to addressing sleep health needs in the community and sustaining population sleep well-being. Community-level projects and initiatives that will be considered under this award mechanism include, but are not limited to:

1. Development and/or dissemination of sleep health education, promotion and awareness.

2. Implementation of evidence-based screening, diagnosis and interventions for sleep disorders.
3. Training of inter-disciplinary professionals and community leaders in sleep health.
4. Service projects and initiatives for improving sleep health.

FUNDING INFORMATION

The Community Sleep Health Award provides funds for one year and can be for up to \$20,000 per award (includes direct and indirect costs). There are no restrictions on the distribution of expenses, however, indirect costs (if applicable) are capped at 8%. The award is issued as a contract between the AASM Foundation and the awardee's organization. A sample contract is available [here](#).

ELIGIBILITY

The following individuals and organizations are eligible to apply:

- Leaders of a community-based organization, healthcare providers, individuals with doctoral or graduate degrees, and undergraduate, graduate, or professional students.
Note: Awards given in response to applications from individuals will be issued as a contract with the individual's organization, rather than directly to the individual.
- A charitable organization (e.g., non-profit patient organizations) with tax exempt status, in collaboration with (an) individual(s) listed above, must be clearly identified in the application
- We encourage applicants to be members of the American Academy of Sleep Medicine or American Alliance for Healthy Sleep.
- Applicants outside the US are eligible to apply; however, payment of award funds must be accepted by the organization in US dollars.
- This award is designed to support new projects or initiatives or to meaningfully expand existing programs. It is not designed to support ongoing operational aspects of existing programs.

The AASM Foundation encourages applicants to collaborate with other groups who wish to contribute to the proposed project/initiative.

OTHER REQUIREMENTS

A Letter of Intent (LOI) is required prior to submission of a full application. Applicants will then be notified whether they will be invited to submit a full application. If the LOI is not approved, the applicant may not apply for the award.

LOI REVIEW CRITERIA

The following criteria will be considered in determining whether the applicant will be invited to submit a full application for consideration:

1. Responsiveness to sleep health community needs and inclusion of vulnerable and/or underserved populations.
2. Alignment of project with AASM Foundation Vision and Mission.
3. Potential impact/significance and innovation of the project.
4. Feasibility of the planned project.
5. Demonstrated ability of the project leaders and charitable organization to carry out the proposed work.

Please note that the information submitted in the LOI (e.g., key personnel) is final and those invited to submit a full application will be bound by the content of their approved

LOI unless a modification was specifically requested or approved by the AASM Foundation.

AWARD REVIEW CRITERIA AND PROCESS

For individuals who are invited to submit a full application, an award review committee, appointed by the AASM Foundation Executive Committee, will evaluate and score all submitted applications. Factors that will be taken into consideration include:

- 1. Significance:** Strong premise of planned project in addressing community sleep health need(s).
- 2. Project personnel:** Experience, training, and record of accomplishments of project leader and key personnel.
- 3. Approach:** Strategies to ensure an impactful and efficient approach, methodology, analyses (if applicable), and benchmarks for success are well-reasoned and appropriate for the specific aims of the planned project.
- 4. Innovation:** Use of novel theoretical concepts, approaches or methodologies, instrumentation, or interventions that challenge and seek to shift current population sleep health practices.
- 5. Environment:** Organizational support and capacity needed to carry out project, availability of equipment and other physical resources that contribute to the probability of success of the planned project.

Only materials submitted within the application will be used in the evaluation of applications.

PAYMENT SCHEDULE

Payment #1 – Upon execution of contract	90%
Payment #2 – Upon receipt and approval of Final Report	10%

If unique circumstances are explained in the budget justification of the applicant’s proposal, the Board of Directors will consider requests for an alternate payment schedule, with a maximum variance of 10%.

Note: *Once awarded, reallocation of funds of <10% do not require approval.*

DELIVERABLES AND EXPECTED OUTCOMES

The AASM Foundation intends the Community Sleep Health Award to provide funding for projects that will serve a targeted population and that there will be a measure of impact of the project on sleep health within the community.

Applicants are expected to address the aims as described in the application. Major modification of the proposed aims requires AASM Foundation Board of Directors or Executive Committee approval.

The expected results and deliverables should be clearly stated in the application. The applicant must submit progress and final reports during the project period, describing project activities and results, as outlined below. Failure to meet the deliverables or submit progress or final reports may result in termination of project funding.

REPORTING SCHEDULE

Progress Reports	Every six months
Final Report	Within 90 days of award completion

Outcomes evaluation is an essential component of this award. All proposals must identify the goals and appropriate outcomes measures of the project. The outcomes should align with the goals and objectives stated in the applicant’s proposal for this award.

HUMAN SUBJECT PROTECTION PLAN

If the proposal is a research project using human subjects, the applicant will be responsible for obtaining Institutional Review Board (IRB) approval. The IRB letter of approval for the specified project must be on file with the AASM Foundation office prior to the execution of the contract. No funds will be released for the project without receipt of written approval by an IRB. Failure to obtain IRB approval will result in retraction of the award. If no IRB approval is required, the applicant must provide a statement indicating that the project is not research and does not require approval or determination.

LOI AND APPLICATION

Step 1: AASM Foundation Grant Request registration

To apply for this award, you must register on [AASM Foundation Grant Request](#). Please refer to the [AASM Foundation Grant Request User Access Guide](#) for guidance on setting-up an account.

Step 2: Complete LOI Submission

[ACCESS THE 2019 COMMUNITY SLEEP HEALTH AWARD LOI](#)

The LOI Checklist below shows required attachments to be uploaded.

LOI CHECKLIST

Form	Page/Word Limit
<input type="checkbox"/> Face page A. Project Leader B. Organization C. Organization contact D. Project information	D. 300 words, max
<input type="checkbox"/> Project Personnel A. Project Leader: Description of qualifications to lead the project plus a curriculum vitae, Biosketch or resume B. Other Personnel: Description of qualifications to lead the project plus a curriculum vitae, Biosketch or resume	up to 5 pages per individual
<input type="checkbox"/> Collaborating organization Brief description of the charitable organization, including a link to the organization’s website	1 page
<input type="checkbox"/> Letter of Intent A. Project goals/aims	2 pages

B. Impact C. Approach D. Benchmarks	
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Step 3: Complete Application (invited applicants only)

For invited applicants, full applications must be completed and submitted through [AASM Foundation Grant Request](#). A special link for submitting the full application will be sent to invited applicants. Instructions for required forms are available via the online submission system. The Application Checklist below shows required attachments to be uploaded.

APPLICATION CHECKLIST

Form	Page/Word Limit
<input type="checkbox"/> Face page A. Project Leader(s) B. Organization C. Organization contact D. Project information E. Signed Applicant Sponsoring Organization Page	D. 300 words, max
<input type="checkbox"/> Project Plan and Goals A. Project overview B. Project plan and goals	A. 200 words, max B. 6 pages, excluding citations
<input type="checkbox"/> Profile of Organization	2 pages
<input type="checkbox"/> Letters of Support	1 page each
<input type="checkbox"/> Budget and Budget Justification A. Budget B. Budget justification	B. 2 pages
<input type="checkbox"/> Human Subjects Research Protection Plan/Statement	3 pages

AWARD QUESTIONS

We encourage potential applicants to contact us early in the application process with questions. Eligibility questions may need to be reviewed by a member of the AASM Foundation Executive Committee, so please allow for at least a 1-week response time for eligibility questions. For all other inquiries, please allow a minimum of two business days for a response. Please note that questions received within 48 hours of an application deadline may not be answered before the deadline.