



## Community Sleep Health Grant

<b>ISSUE DATE:</b>	December 6, 2021
<b>LETTER OF INTENT DUE DATE:</b>	First Monday of each month by 11:59pm ET
<b>INVITATIONS TO SUBMIT FULL APPLICATION:</b>	Within 1 month of letter of intent receipt
<b>INVITED APPLICATION DUE DATE:</b>	First Monday of each month by 11:59pm ET
<b>GRANT SELECTION NOTIFICATION</b>	2 months after receipt of full application
View the full calendar for due dates <a href="#">here</a> .	
<b>PERIOD OF PERFORMANCE:</b>	1 year
<b>AMOUNT OF GRANT:</b>	\$5,000 to \$20,000 per grant
<b>LINK TO LETTER OF INTENT:</b>	<a href="https://www.GrantRequest.com/SID_5880?SA=SNA&amp;FID=35113">https://www.GrantRequest.com/SID_5880?SA=SNA&amp;FID=35113</a>
<b>CONTACT:</b>	AASM Foundation 2510 N. Frontage Road Darien, IL 60561 Phone: 630-737-9724 E-mail: <a href="mailto:foundation@aasm.org">foundation@aasm.org</a>

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 Grant 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.

This AASM Foundation grant is supported by AASM Foundation general funds.

Community-level projects and initiatives that will be considered under this grant 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.

Traditional research projects will **not** be considered under this grant mechanism. We encourage applicants with research projects to consider applying for an [AASM Foundation Research Grant](#).

## FUNDING INFORMATION

The Community Sleep Health Grant provides funds for one year and can be for up to \$20,000 per grant (includes direct and indirect costs). There are no restrictions on the distribution of expenses, however, indirect costs (if applicable) are capped at 8%. The grant is issued as a contract between the AASM Foundation and the grantee's organization. A sample contract can be found [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: Funded grant applications from individuals will be issued as a contract with the individual's organization, rather than directly with 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.

***Note:** If the application is submitted by a non-profit community-based organization, there is no need to collaborate with an additional charitable organization.*

- We encourage applicants to be [members of the American Academy of Sleep Medicine](#).
- Applicants outside the US are eligible to apply; however, payment of grant funds must be accepted by the organization in US dollars.
- This grant 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.

## **INELIGIBILITY**

- Traditional research projects will **not** be considered under this grant mechanism. However, community-based participatory research projects as defined by the [Agency for Health Care Research and Quality](#) will be considered under this grant mechanism.
- Individuals or organizations who have a financial conflict of interest or have the potential to incur significant financial benefit from the proposed work and beyond the work itself are not eligible to apply.
- Requests to support ongoing operational aspects of existing programs or requests for projects that do not meaningfully expand existing programs are not eligible.

***Note:** The project leader will be required to make a statement to this effect prior to execution of the contract.*

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

## **LETTER OF INTENT REQUIREMENT**

This grant is a two-stage application process, in which a letter of intent (LOI) is required prior to submission of a full application.

Once the AASM Foundation reviews your letter of intent and confirms you may move forward with your proposal for the Community Sleep Health Grant, an application may be submitted. If the LOI is not approved by the AASM Foundation, the applicant may not apply for the grant.

Please note that the information submitted in the LOI (e.g., key personnel, organization(s)) 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.

For an overview on how to write an effective LOI and application for the AASM Foundation Community Sleep Health Grant, please view the following resources:

### [Community Sleep Health Grant Letter of Intent Guide](#)

### [Applying for the Community Sleep Health Grant Webinar](#)

#### **LETTER OF INTENT REVIEW CRITERIA**

For applicants who submit a LOI, the AASM Foundation will review all submitted LOIs. The following criteria will be considered in determining whether the applicant will be invited to submit a full application for consideration:

- 1. Responsiveness:** Responsiveness to sleep health community needs and inclusion of vulnerable and/or underserved populations.
- 2. Strategic Alignment:** Alignment of project with the [AASM Foundation vision and mission](#).
- 3. Significance:** Potential impact/significance and innovation of the project.
- 4. Feasibility:** Feasibility of the planned project.
- 5. Project Leaders and Organization:** Demonstrated ability of the project leaders and charitable organization to carry out the proposed work.

#### **APPLICATION REVIEW CRITERIA AND PROCESS**

Once LOIs are reviewed, invitations will be sent out to applicants who have a favorably reviewed LOI so a full application may be submitted. For invited applicants who submit a full application, a grant 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 sleep health need(s) in a specific community, improving sleep health, and have a prolonged impact on the community served.
- 2. Project Personnel:** Experience, training, and record of working together/ accomplishments of project leader and key personnel.
- 3. Approach:** Project plan is well reasoned and appropriate to achieve goals of the project, benchmarks for success are clearly defined, and plan for measuring outcome success and metrics accurately measure project impact,

4. **Innovation:** Project addresses an existing or emerging sleep health challenge in the community, and resources and assets are maximized to respond to an unmet sleep health need.
5. **Environment:** Organizational support, equipment and resources needed to carry out project are adequate, the environment will contribute to probability of success, and collaboration and shared resources between organizations/key personnel a true joint effort.

Only materials submitted within the application will be used in the evaluation of applications. The AASM Foundation Executive Committee will make the final funding decisions.

#### **PAYMENT SCHEDULE**

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

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

***Note:** Once a contract is executed for the grant, reallocation of funds of <10% do not require approval.*

#### **DELIVERABLES AND EXPECTED OUTCOMES**

The AASM Foundation intends the Community Sleep Health Grant 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**

<b>Progress Reports</b>	Every six months
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<b>Final Report</b>	Within 90 days of grant completion
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Outcomes evaluation is an essential component of this grant. 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 grant.

### **HUMAN SUBJECT PROTECTION PLAN**

If the proposal is a 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 grant. 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 grant, 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 COMMUNITY SLEEP HEALTH GRANT LETTER OF INTENT](#)**

Applications must be completed and submitted through [AASM Foundation Grant Request](#). Instructions for required forms are available via the online submission system. The LOI Checklist below shows required attachments to be uploaded. For an overview of the information that is requested on the letter of intent and application form, please download the [Community Sleep Health Grant Letter of Intent Outline](#).

### **LOI CHECKLIST**

<b>Form</b>	<b>Page/Word Limit</b>
<input type="checkbox"/> <b>Face page</b> A. Project leader and organization B. Collaborating organization(s) C. Project information	D. 300 words, max

<input type="checkbox"/> <b>Project Personnel</b> A. Project leader B. Other personnel	
<input type="checkbox"/> <b>Collaborating organization(s)</b> A. Overview of organization(s)	1 page each
<input type="checkbox"/> <b>Letter of Intent</b>	3 pages

**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 whose proposals have been determined to be responsive by the AASM Foundation. Instructions for required forms are available via the online submission system. The Application Checklist below shows required attachments to be uploaded.

For an overview of the information that is requested on the application form, please download the [Community Sleep Health Grant Application Outline](#).

**APPLICATION CHECKLIST (INVITED APPLICANTS ONLY)**

Form	Page/Word Limit
<input type="checkbox"/> <b>Face page</b> Signed Applicant Sponsoring Organization Page <i>Note: The project leader and organization, collaborating organization, and project information will be pre-populated in the face page form. Any changes require prior approval from the AASM Foundation</i>	D. 300 words, max
<input type="checkbox"/> <b>Project Personnel</b> A. Project leader CV/Biosketch/resume B. Other personnel CV/Biosketch/resume <i>Note: Information about the project leader other personnel will be pre-populated in the project personnel form. The applicant will need to upload the CV/Biosketch/resume for all project personnel. Any changes to the project personnel require prior approval from the AASM Foundation.</i>	Up to 5 pages per individual
<input type="checkbox"/> <b>Collaborating organization(s)</b> A. Overview of organization(s) <i>Note: The applicant should re-upload the collaborating organization(s) overview in the form. Any changes to the organization(s) require prior approval from the AASM Foundation.</i>	1 page each
<input type="checkbox"/> <b>Project Plan and Goals</b> A. Project overview	A. 200 words, max

B. Project plan and goals	B. 6 pages, excluding citations
<input type="checkbox"/> <b>Letters of Support</b> A. Collaborating organization letter of support B. Additional letters of support	1 page each
<input type="checkbox"/> <b>Budget and Budget Justification</b> A. Budget B. Budget justification	B. 2 pages
<input type="checkbox"/> <b>Human Subjects Research Protection Plan/Statement</b>	3 pages

### GRANT 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.