



## Community Sleep Health and Public Awareness Grant

<b>ISSUE DATE:</b>	February 21, 2023
<b>SCHEDULE MEETING WITH PROGRAM STAFF:</b>	Visit <a href="#">this link</a> .
<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>	Category I: Up to 2 years Category II: Up to 1 year
<b>AMOUNT OF GRANT:</b>	Category I: Up to \$50,000 Category II: Up to \$25,000
<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 increasing public awareness and improving the sleep health of the community through its vision of creating *Healthier Lives Through Better Sleep*. To meet this goal, the AASM Foundation has established community programs that provide support for a diverse array of programs and initiatives that are improving sleep health.

The AASM Foundation will support targeted programs and initiatives that promote healthy sleep and increase accessibility to sleep disorder evaluation and treatments

among the communities in which we live, learn, work, and play. The Community Sleep Health and Public Awareness Grant supports a wide range of projects and initiatives dedicated to addressing sleep health needs in local, national, or global communities.

## **PROJECT FOCUS**

This request for applications for the Community Sleep Health and Public Awareness Grant is open to humanitarian, education, or awareness projects that focus on improving sleep health, sleep disorder evaluation and/or treatment in the community. These projects can be one-time engagements or longitudinal projects that are up to 2 years in duration.

Projects may focus on, but are not limited to:

1. Humanitarian service projects that are intended to improve sleep health in underserved or disadvantaged groups.
2. Development, expansion and/or dissemination of public and/or patient education resources or awareness campaigns (e.g., [AASM sleep education resources](#), [AASM Sleep is Good Medicine](#) campaign, new resource development) to promote healthy sleep and highlight sleep as a pillar of health.
3. Implementation of evidence-based sleep disorders evaluation (for individuals at high risk for sleep disorders), diagnosis, interventions, or local community models for care for people with sleep disorders.

Note that projects that target underserved or disadvantaged groups are especially of interest for the Community Sleep Health and Public Awareness Grant.

## **FUNDING INFORMATION**

The Community Sleep Health and Public Awareness Grant is organized into two categories:

- Category I is for those applicants seeking funding for projects up to \$50,000 (includes direct and indirect costs) and covers a project period of up to 2 years.
- Category II is for those applicants seeking funding for projects up to \$25,000 (includes direct and indirect costs) and covers a project period of up to 1 year.

There are no restrictions on the distribution of expenses, however, indirect costs 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](#).

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

## **ELIGIBILITY**

The following individuals and organizations are eligible to apply:

- Individuals from a charitable organization with a tax-exempt status, OR Individuals who are collaborating with a charitable organization with a tax-exempt status.
- Applicants outside the US are eligible to apply; however, payment of grant funds must be accepted by the organization in US dollars.

Although not a requirement, we encourage applicants to be [members of the American Academy of Sleep Medicine](#).

### **INELIGIBILITY**

- 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 to apply.
- Current AASM and AASM Foundation Board of Directors members are not eligible to apply and cannot be listed as a project leader or project team member during their term on the Board and for one year after their term ends.

*Note: In rare instances, AASM and AASM Foundation Board members may serve as unpaid consultants on an application, however, this requires Executive Committee approval prior to submitting the application.*

### **PROGRAM STAFF MEETING REQUIREMENT**

Applicants are required to schedule a meeting with AASM Foundation program staff prior to submission of a full application. The applicant should be prepared to discuss the following with program staff:

- Project goals
- People to be served by the project
- People and organization(s) involved, including any sleep experts or consultants who will participate in the project
- Project duration

Once AASM Foundation program staff confirms your proposal is appropriate for the Community Sleep Health and Public Awareness Grant program, you will be invited to submit an application. If AASM Foundation program staff determine the proposal, as presented, is not responsive to this grant program, the applicant will not be invited to submit an application.

To schedule a meeting with program staff, please visit [this link](#) for availability.

## APPLICATION REVIEW CRITERIA AND PROCESS

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. Need and Impact:** The need for the project is justified and the potential of the project to positively impact sleep health on a targeted population, with consideration of the proposed timeframe (one-time, short-term, long-term), is specified.
- 2. Project Plan and Evaluation:** Project plan clearly outlines the goals; the plan is well-reasoned and appropriate to achieve goals of the project. Project benchmarks and plan for measuring the impact of the project are clearly defined and appropriate. If a long-term project, evaluation of sustainability is defined.
- 3. Dissemination:** There is a plan in place, during the project period or after the project concludes, for how the knowledge gained, content developed, and/or the project framework will be disseminated to create awareness, encourage reproducibility, or spur expansion of the initiative to local, national or global key audiences.
- 4. People and Resources:** Expertise and experience of the people working on this project, the value they bring to the project, and resources they have access to will ensure project success.

Only materials submitted within the application will be used to evaluate of application. 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 Community Sleep Health and Public Awareness Grant supports projects that will serve a specified population and create a positive impact on sleep health within the community.

Grant recipients are expected to address the goals as described in the application. Major modifications to the proposed aims require AASM Foundation Board of Directors or Executive Committee approval.

During the project period, or shortly after project completion, the project team should disseminate the knowledge gained, content developed, or project framework as described in the project dissemination plan. This can be done through various dissemination avenues, examples of which can be found in the [Community Sleep Health and Public Awareness Grant – Dissemination Guide](#).

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

Category I Grants	
Progress Report	12 months
Final Report	Within 90 days of period of performance end

Category II Grants	
Progress Report	6 months
Final Report	Within 90 days of period of performance end

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.

## APPLICATION

### ***Step 1: Meet with AASM Foundation Program Staff***

**[ACCESS THE AASM FOUNDATION STAFF MEETING REQUEST FORM](#)**

### ***Step 2: AASM Foundation Grant Request registration***

Invited applicants must register on [AASM Foundation Grant Request to complete and submit the full application](#). Please refer to the [AASM Foundation Grant Request User Access Guide](#) for guidance on setting up an account.

### **Step 3: Complete Application (invited applicants only)**

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 and Public Awareness Grant Application Outline](#) and [Proposal Template](#).

#### **APPLICATION CHECKLIST (INVITED APPLICANTS ONLY)**

<b>Form</b>	<b>Page/Word Limit</b>
<input type="checkbox"/> <b>Face page</b> A. Project title and abstract B. Project leader and organization C. Collaborating organization(s) D. Sponsoring Organization Page	A. Abstract limited to 300 words, max C. 1 page each collaborating organization overview
<input type="checkbox"/> <b>Project Team</b> A. Project leader CV, resume, or biosketch B. Project team members CV, resume, or biosketch	Up to 5 pages per individual
<input type="checkbox"/> <b>Project Proposal</b>	3 pages, excluding references
<input type="checkbox"/> <b>Budget</b>	2 pages
<input type="checkbox"/> <b>Letters of Support</b> A. Collaborating organization letter of support (if applicable) B. Additional letters of support (optional)	1 page each

#### **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.