



# FRIENDS OF PRENTICE

## FRIENDS OF PRENTICE GRANTS INITIATIVE FISCAL YEAR 2025 REQUEST FOR PROPOSALS

SUBMISSION DEADLINE

**March 22, 2024**

Please submit your application  
electronically to

[director@friendsofprentice.org](mailto:director@friendsofprentice.org)

For additional information please contact Kristen Field,  
FOP Executive Director [director@friendsofprentice.org](mailto:director@friendsofprentice.org)

**Friends of Prentice Grants Initiative  
Fiscal Year 2025 Request for Proposals**

**Purpose:** Friends of Prentice (FOP) is seeking proposals from the Northwestern Medicine Prentice Women’s Hospital (“Prentice”) medical community that will advance women’s health programs with research in basic science, patient care, education and community service. All submissions that advance women’s health and have relevancy to Prentice are welcome.

**Mission:** FOP is committed to superior healthcare spanning the full spectrum of a woman’s life at all ages and stages. We fund leading edge initiatives that improve the quality of health for all who self-identify as women in our immediate community and across the globe. We are committed to researching and improving women’s healthcare across all socio-economic, racial and gender identity backgrounds.

**Objectives:** As part of its grants program, FOP is seeking proposals that advance the quality of care provided to women by investing in emerging technologies and medical advancements, including groundbreaking research and clinical care programs. We encourage projects in all areas of women’s health, including projects in understudied areas of women’s health research, among understudied populations of women and in populations experiencing disparities in healthcare.

**Funding Levels:** For the fiscal year 2025 initiative, grants of up to \$100,000 distributed over 24 months beginning September 1, 2024 will be considered for funding. Half of funding will be given in the fall of 2024 & second half one year later.

**Budget Restrictions:**

1. Indirect Costs: No indirect costs will be funded including, but not limited to, space, administrative fees or overhead of any sort.
2. Travel: Travel will not be funded unless it is a vital component to the project’s success.
3. Salary Support: Due to the restricted amount of funds, salary support for the principal investigator is closely reviewed. A minimal level of primary investigator salary may be allowed only if directly tied to work on proposed study and will be capped at a rate of one percent (1.0%) effort up to a salary cap of \$212,100.

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Thus, the annual limit on primary investigator salary reimbursement will be \$2,121 and the total allowable primary investigator salary for a 2-year project will be \$4,242. A report detailing the effort on either an hourly or percentage of total time basis will be required. Salary support for positions including, but not limited to, research assistants, technicians, and analysts will be accepted in budget requests. Fringe benefits are allowed on the project at 27.9 % for FY24. The provisional rate of 27.9% will be allocated for FY25.

**Eligibility:** Applications will be accepted from Prentice faculty and staff, Northwestern Memorial HealthCare (NMHC) staff and Feinberg School of Medicine (FSM) faculty, staff, fellows and residents. All applicants must be affiliated with Prentice. If an applicant is not affiliated with Prentice, the applicant must apply with a co-principal investigator who is a member of the Prentice faculty. We highly encourage projects from new investigators. (Note: If you are a Northwestern University employee, you must route your application for this FOP grant through the Northwestern University Office for Sponsored Research before you submit your application to FOP.)

**Criteria:** The description should include a clear statement of how the project will support the mission of FOP to improve and provide healthcare spanning the full spectrum of a woman's life at all ages and stages. If specific sub-groups of women will be particularly benefitted by the project, such sub-groups should be identified and the ways in which the project will specifically benefit those women should be illuminated. Statistical or documented evidence of the problem or need should be provided. The anticipated project outcomes should be described utilizing measurable terms with the targeted population identified. Also, the project should define a successful outcome given the measurable terms. Program activities should include a sequential timeline, generally not to exceed 24 months, and staffing requirements (staffing support only for the length of the project).

If applying for additional funding for a previously awarded FOP grant, please include a brief (1 or 2 paragraph) update on your current grant in your FY25 application.

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**Proposal Format:**

All proposals should be a maximum of four pages (excluding cover page and attachments) and include the following information:

**I. Cover Page: Principal Investigator Personal Overview**

- a. Name
- b. Title
- c. Department
- d. Division (if applicable)
- e. E-mail Address
- f. Telephone Number
- g. Preferred Campus Address
- h. Project Title *in Lay Language*
- i. Project Category, select which of the following 4 categories is the *best* fit for your project: Clinical Research, Translational Research, Basic Research, or Public Health/Community Services Related Research.
- j. Statement of How Project will Advance FOP's mission:  
*FOP is committed to superior healthcare spanning the full spectrum of a woman's life at all ages and stages. We fund leading edge initiatives that improve the quality of health for women in our immediate community and across the globe. We are committed to advancing research that improves women's healthcare across all socio-economic, racial, ethnic, and gender identity backgrounds.*

**II. Project Overview**

- a. Project Title *in Lay Language*
- b. Project Abstract *in Lay Language* (limit 200 words)  
*\*If awarded, lay language may be used by FOP in Public Relations or social media*
- c. Project Introduction and Background
- d. Project Hypothesis
- e. Project Scope
- f. Specific Goals and Objectives
- g. Scientific Methods
- h. Project Timeline (outline specific steps)
- i. Connectivity with Other Previous or Existing Projects and Programs
- j. Project Participants (individual departments, centers, etc.)
- k. Background and Qualifications of Project Participants

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**III. Expected Outcomes**

- a. Expected Outcomes and How Each Outcome will be Measured
- b. Critical Success Factors
- c. Describe how you want to be Measured Two Years Post Project Completion

**IV. Funding Request**

- a. Amount Requested
- b. Description of Resource Need and Intended Use of Funding
- c. Additional Current and Pending Sources of Funding for this Project

*Note: Budgets may be reduced based on reviewers' comments. Principal Investigators will be asked to resubmit revised budgets.*

**V. Required Attachments**

- a. Attachment 1: Detailed Project Budget signed by Department Chair, Division Chief or other appropriate leadership
- b. Attachment 2: List of all Current and Pending Funding, as well as current or past FOP funding received by the primary investigator for any project
- c. Attachment 3: Current Biographical Sketch (available at <http://grants.nih.gov/grants/funding/phs398/biosketchsample.doc>)

**Submission Information:**

Please submit an electronic copy of your application to the grants submission email address: [director@friendsofprentice.org](mailto:director@friendsofprentice.org).

**Review:** A selection committee comprised of FOP board members and scientific members will review all proposals and make recommendations to the full Friends of Prentice Board. The recommended proposals will be approved by the full FOP board.

**Deadline:** Submission deadline is Friday, March 22, 2024.

**Grant Award:** An award letter from the president of FOP will be issued to the project leader in late summer 2024. The letter will indicate if additional documentation or steps are required prior to

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the initiation of the project. The project period will be September 1, 2024 through August 31, 2026.

**Program Administration:** The FOP grants initiative will be administered as directed by the FOP grants committee.

**Changes:** All changes in scope, budget and personnel must be submitted in writing to the FOP grants committee by email to [director@friendsofprentice.org](mailto:director@friendsofprentice.org).

**Reports:** A brief interim stewardship report (1-2 pages) is to be submitted to FOP in September 2025 and a brief final stewardship report (1-2 pages) is to be submitted to FOP in September 2026. The report is to follow the template supplied by FOP to include the outcome of the proposal along with budget versus expenditure information.

**Presentations:** It is anticipated that individuals receiving grants may be asked to present their programs at FOP board meetings and/or at other FOP events.

**Publications:** Publications resulting from this work are to acknowledge the support of FOP. A copy of the publication should be sent to [director@friendsofprentice.org](mailto:director@friendsofprentice.org).