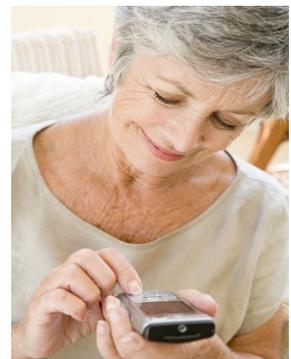# Grant Application Guide

Center for Technology and Aging

Mobile Health
Diffusion Grants Program

Letter of Intent due April 5, 2011

Proposal due May 13, 2011

Program Summary: Mobile Health Diffusion Grants Program

Program Focus: This initiative seeks to maintain the independence of older adults or delay their transition to higher levels of care settings through the use of mobile health (mHealth) technology-enabled services. The Center for Technology and Aging will fund projects that result in the accelerated **diffusion** of mobile health technologies that have proven evidence-based or strong theory-based benefits for older adults.

Eligibility Criteria:
- Grantees must implement a program that results in accelerated adoption, diffusion and/or scalability of a mobile health technology-enabled service for older adults.
- Lead organizations:
    - Non-profit organizations with a 501(c)(3) designation
    - Local, state and federal government agencies
    - Universities and colleges with 501(c)(3) designation
- Grantee projects must have an already-established relationship with a health provider and vendor.
- **Grantees cannot use grant funds for technology and equipment costs**
- Grantees are required to provide a match in new funding and/or in-kind support that is equivalent to at least 25 percent of the award amount.
- Grantees must be willing to participate in a learning collaborative and share strategies and lessons learned with other grantees and the Center, as well as promote project findings nationally.
- Grantees must be willing to contribute to the development of a program toolkit and participate in an external project evaluation.

Selection Criteria: Selection criteria are described on Page 6.

Funding Availability:
- Up to $500,000 is available for this grant cycle.
- Up to six grants of $100,000 each will be awarded where the majority of projects should demonstrate direct or indirect benefits to older Californians.

Key Dates:
- Optional applicant conference call is scheduled for **March 15, 2011** (please see web site for details)
- Letter of Intent due **April 5, 2011**
- Invitations to submit full proposal announced **April 13, 2011**
- Full proposals due **May 13, 2011**
- Expected start date **August 1, 2011**

How to Apply: All applicants must submit a Letter of Intent. Full proposals will only be accepted by invitation from the Center. For directions on submitting a Letter of Intent online please go to www.techandaging.org.

For questions and further information please contact info@techandaging.org.

Program Description: The Center for Technology and Aging (the Center) is pleased to announce its Mobile Health (mHealth) Diffusion Grants Program. The Center is interested in funding projects that will focus on the adoption and diffusion of mobile health technology-enabled services to improve the health of older adults, while reducing the burden on clinicians and caregivers.

For the focus of this initiative, <u>mHealth is broadly defined as the delivery of health-related services to patients, clinicians and caregivers through mobile technology platforms on cellular or wireless networks</u>. Mobile technologies can include, but are not limited to, tablets, cell phones (hardware and software), smartphones, mobile-enabled diagnostic devices, or devices with mobile alert systems. Applicants must have an evidence-based or a theory-based model underlying the project.

The areas of mHealth technology-enabled services that can be addressed in this grants program include <u>medication compliance</u>, <u>chronic disease monitoring</u>, <u>safety monitoring</u>, <u>access to health information, and related areas</u>. The health care problem selected by applicants must be significant, widespread, and addressable by mHealth technologies.

The Center for Technology and Aging will give <u>priority</u> to projects that will:

- Demonstrate clear and robust adoption and diffusion of the technologies internally, or in other locations, organizations, or levels of care.
- Provide strong clinical evidence or a theory-based model for mobile health technology-enabled services.
- Have a positive and measurable near-term impact on quality, cost or both.
- Demonstrate potential for scalability with rapid uptake.
- Align with current and emerging reimbursement policies and business models.
- Demonstrate strong potential to influence public policies that can improve independence of older adults both in and outside of the home.
- Provide significant in-kind support and matching funds.

Eligibility: Primary applicants must be:
- o Non-profit organizations with a 501(c)(3) designation
- o Local, State and Federal government agencies
- o Universities and Colleges with 501(c)(3) designation

Consortia and public/private partnerships are eligible to apply.

Projects are required to provide matching funds and/or in-kind support that is equivalent to at least 25 percent of the requested award amount.

The framework for this initiative provides an opportunity for organizations to share information and collaborate on common activities. Grantees must be willing to participate in a mHealth learning collaborative. The collaborative will virtually bring together all grantees at least 4 times a year plus an in-person grantee convening at the start of the cycle.

Key products that will be developed through this initiative and as part of the collaborative are a web-based Toolkit of successful mHealth strategies, case studies, measures and protocols, scalability tools, and workflow descriptions. Further, grantees are expected to share strategies and lessons learned with other grantees as well as agree to promote project findings nationally. Finally, grantees must be willing to participate in an external project evaluation. The Center will conduct an external evaluation including interviews with project and organization staff regarding deployment and scalability of the mHealth project.

Funding Availability: Total funding available for the Mobile Health Diffusion Grants Program is $500,000.

The Center expects to award five to six grants through this grant cycle. Grants will be awarded up to $100,000 per grant for a period of 12 months. The majority of projects should demonstrate direct or indirect benefits to older Californians.

Use of Funds: Grant funds may be used for any of the following: staff salary and benefits, project consultants and contracts, supplies, meetings, project-related travel for the grant period only, training and education, evaluation and other implementation-related expenses. Funds may not be used for:

- Current operating expenses or costs currently covered by another agreement, grant, or contract.
- **Costs for technology or other equipment.**
- Costs that are not consistent or allowable according to local, state, and/or federal guidelines and regulations.

Key Dates and Timeline:

February 24	**Program announced**
March 15	**Applicant conference call (optional)**
April 5	**Letter of Intent due**
April 13	**Full proposals requested**
May 13	**Full proposals due**
June 15	**Final award decision**
August 1	**Expected date for grants to commence**

General Instructions: Organizations interested in being considered for grant funding must submit a **Letter of Intent**. The Letter of Intent must be received by the Center for Technology and Aging no later than **4:00pm PDT on April 5, 2011.** Letters of Intent must be submitted online through www.techandaging.org.

A pre-proposal review of Letters of Intent will be conducted and may include a telephone interview with applicants. By April 13th the Center will invite those organizations with top projects of interest to submit a Full Grant Proposal. Full Grant Proposals will be due on May 13, 2011.

Grant awards will be announced no later than June 15, 2011 with an expected start date of August 1, 2011.

Completing the Letter of Intent: Letters of Intent are required of all applicants and must be submitted online through the Center for Technology and Aging website. For directions on submitting a Letter of Intent online please go to www.techandaging.org. Letters of Intent will require the following information:

1) Applicant Contact Information

2) Applicant Eligibility and Commitment Information

3) Description of the Proposed Program

The description of the proposed program must not exceed <u>three</u> pages. Please use the format and headers provided below. This should be a high-level description, which addresses the following points:

<u>Purpose and Aims</u>
- Identify the problem your project is attempting to solve and why it is important.
- Describe the technology intervention you are proposing, the rationale for its use, and how it will impact the target audience.
- Define the target audience who will benefit from the proposed program, the program focus including geography, care setting, participating providers, number and characteristics of patients, etc.

<u>Scope of Work</u>
- Identify and describe key milestones, including when the program will yield intended results.
- Please include brief sustainability/scalability milestones for year 2.
- Briefly describe the evaluation plan to assess the project.
- Briefly describe the evidence-based or a theory-based model underlying the project.

<u>Experience and Capabilities</u>
- Describe the capacity and experience of the primary applicant organization in implementing the proposed technology.
- Identify the key personnel who will be directly or indirectly involved in the project, their experience, and qualifications for managing the project.

<u>Stakeholder Involvement</u>
- Identify proposed collaborating organizations, their qualifications, and their potential contribution to sustainability and replicability.

<u>Funding/Resources</u>
- Identify the level of grant funding being requested and how much in-kind support and matching funds will be provided.

<u>Value Proposition, Replicability, and Diffusion</u>
- Describe how the program will improve costs and quality of care while helping older adults remain independent and in the setting they prefer.
- Describe how this program will be broadly adopted and replicated in other locations, organizations, or levels of care, and its alignment with current and emerging care and business models.

Full Grant Proposal: A selected group of applicants will be invited to complete a Full Grant Proposal. Full Grant Proposals will be due by May 13, 2011. The following outline is for informational purposes only. Detailed guidelines for submission of a full proposal will be released in April 2011.

Full Grant Proposals must contain the following elements:
1. Abstract
2. Needs Assessment
3. Project Description
4. Scope of Work
5. Qualifications
6. Stakeholder Involvement
7. Sustainability, Replicability, Scalability and Potential for Diffusion
8. Evaluation Plan
9. Learning Collaboration and Dissemination
10. Budget
11. Budget Justification
12. Logic Model or Theory-Based Model
13. Supplemental Information

Grantee Selection Criteria: The criteria by which Letters of Intent as well as full proposals will be reviewed include:

- Expected diffusion and scalability of the project in alignment with current and emerging care and business models.
- Anticipated sustainability and replicability plans beyond grant support.
- Merit for the proposed technology; the case for doing the project.
- Strength of proposed project: clearly articulated work plan, achievable objectives, sound logic or theory-based model, clear evaluation.
- Clear value of key products and tools.
- Qualifications of project organization and personnel; organizational readiness, experience and commitment.
- Qualifications and commitment of collaborators or stakeholders.
- Level of in-kind support and appropriate and realistic budget.

The Center will fund projects representing diverse technologies and types of organizations, with an emphasis on programs that will benefit older Californians.

Assessing Progress, Evaluation and Program Deliverables: Grantees will be required to submit quarterly and annual reports for program management purposes, including narrative and financial reports. Applicants will also be expected to submit a plan for evaluating the success of their project, including anticipated outcomes and measures (e.g. clinical, financial, operational), with an emphasis on successful program diffusion. In addition, applicants will be expected to complete collaborative deliverables including case examples, workflow process diagrams and descriptions, scalability strategy report, and a webinar describing lessons learned at the end of the grant cycle.

Grantees will work closely with other projects and the Center for Technology and Aging in a learning collaborative. Grantees are expected to participate in the identification of best practices of technology diffusion and to contribute to the development of a Mobile Health Toolkit based on the lessons learned from the project.

Grantees should consider developing video content around their program highlighting positive patient, provider and caregiver experiences. Video costs should not exceed $5,000 within the grant budget.

Applicant Resources: The following resources are available for applicants at www.techandaging.org:

- mHealth Diffusion Grants Program Guidelines for Full Grant Proposal (information will be posted)

- Position Paper - mHealth Technologies: Applications to Benefits Older Adults (to be posted early March)

- Applicant Conference Call on March 15, 2011 (information will be posted)

- Publications and websites

- Frequently Asked Questions regarding the Mobile Health Diffusion Grants Program

Individual program questions may be directed to info@techandaging.org.

About the Center for Technology and Aging: The Center for Technology and Aging (www.techandaging.org) is devoted to helping California and the nation more rapidly implement technologies that improve home and community-based care for older adults and improve the independence of older adults. Through research, grants, public policy involvement, and development of practical implementation tools, the Center serves as a resource for all those seeking to improve the quality and cost-effectiveness of long-term care services. The Center was established in 2009 with support from The SCAN Foundation (www.thescanfoundation.org) and is located at the Public Health Institute (www.phi.org) in Oakland, CA.

The Center reserves the right to modify or cancel this solicitation. Awards will be subject to the Center's grant award terms and conditions.