

Name of Grant: CHEST Foundation Community Service Grant Honoring D. Robert McCaffree, MD, Master FCCP

Application Deadline: April 9, 2018

Amount of Grant: \$2,500 to \$15,000 1-year grant

Background: As the charitable foundation for the American College of Chest Physicians, the CHEST Foundation has a mission of championing lung health by supporting clinical research, patient education, and community service. More than 95 cents of every dollar raised by the CHEST Foundation goes toward advancing our mission-based programming. Since 1996, we have awarded more than 1,000 grants, totaling over \$10 million in funding for clinical research and community service projects. With a reach that spans from Texas to Tanzania, we are an important go-to resource for young investigators seeking research funding, and the projects we support lead to breakthroughs in the treatment of chest diseases and patient care.

In 1998, D. Robert McCaffree, MD, Master FCCP, created the Governors Community Service Awards during his term as the President of the American College of Chest Physicians. Support is given to nonprofit and nongovernmental agencies in which health-care professionals generously donate their time and medical expertise.

Proposal Focus

To support significant community-based projects worldwide that demonstrate a clear positive impact on the lung health of a community and have the potential for long-term sustainability and reproducibility.

Projects may focus on the following areas:

- K-12 Student Education
- Patient/Caregiver Education
- Community Health Education/Awareness
- Health-care Worker Education
- Clinic/Medical Center Training/Education

Funding Guidelines

- \$2,500 to \$15,000 for 1 year: September 15, 2018, through September 15, 2019.

- Funding will only cover direct costs. Indirect costs will not be covered.
 - For a complete list of budget allowances, please see the Grant Resources & FAQ page on the CHEST Foundation's website.
 - Programmatic travel will be reviewed and approved on a case-by-case basis.
- If your budget includes salary support, please support your request with details on how and why this is a vital piece of your program, and if there are any institutional requirements.
- It is viewed favorably for the application to include institutional commitment to the project and to include fiscal support in addition to the grant funds being sought.
- Grant funding is paid to the nonprofit or nongovernmental organization (NGO) in which the applicant donates time and services. Academic institutions and universities typically have foundations that are capable of receiving funds on behalf of the applicant.
 - Open to US- and international-based organizations.

Applicant Qualifications

- CHEST membership is preferred but not required.
- Applicants must be currently (>6 months) providing a voluntary service to a nonprofit, nongovernmental organization (NGO).
 - This grant supports volunteer service in existing projects, expansion of existing projects, or development of a new activity.
- Teams are encouraged to apply but must have a representative who will serve as the Principal Investigator (PI). The PI will apply as an individual and will receive recognition, if awarded.
- The organization or service project's primary intent must be to provide community service and not to conduct research. Bench level surveys that will establish future projects are considered research and will not be considered.
- This organization must be either a documented US 501(c)3 or an official NGO.
 - If your program is not affiliated with a 501(c)3 or NGO, you might contact your hospital or another nonprofit organization (eg, the local American Lung Association) that could potentially assist by providing you a place to receive and distribute the funding.

Requirements Once Funded

- Provide interim progress report as requested.
- Provide final written report on the project addressing project execution and results by December 31, 2019.

- Provide final budget reconciliation of project funds.
- Submit the results from your project for presentation to the annual CHEST meeting within a year following grant completion.

Expectations Once Funded

- Become active in supporting the CHEST Foundation, from sharing your story to help attract future grant applicants, to volunteering your time to support CHEST Foundation activities.

Required Narratives and Attachments

- ❖ *Applications and application components (including attachments) must be submitted in English.*
- ❖ *Applications and all required documents must be submitted prior to the deadline via the Grant Management System for consideration.*
- ❖ *No emailed or mailed proposals will be accepted.*
- ❖ *Current members of the CHEST Board of Regents or CHEST Foundation Board of Trustees are not permitted to write letters of support.*

Applications that do not meet the requirements, do not contain all mandatory components, and/or do not follow proper instructions for submission will not be considered.

Application Components to Be Addressed Within the Grant Management System:

1. Background/Vision (≤250 words for each question below)
 - a. Provide a description of where your project is located (city, province/region, country).
 - b. List if the project is: (1) the continuation of an existing project; (2) the expansion of an existing project; or (3) the development of a new project.
 - c. Describe the history of the organization and your role within it.
 - d. Describe the desired outcomes of your proposal.
2. Personal Experience Related to the Project – (≤250 words for each question below)
 - a. Describe your role in the project – Do you volunteer your personal time and/or resources? What specific duties do you perform? How much time do you dedicate to this program or the organization? Provide other information that you would like to have considered.
3. Detailed Project Description (≤250 words for each question below)

- a. Describe the project or organization's mission (eg, this clinic provides free outpatient health services to the homeless or poor, etc).
- b. Identify which population(s) your project serves by describing the geographic location, economic status, age group, sex, ethnicity, and other relevant demographics.
- c. Estimate how many patients/families are served by your project and what impact your project has had on the patients and/or community.
- d. Describe how your project will be replicable/sustainable once funding from the CHEST Foundation has been utilized.

Additional components that allow document uploads:

4. Budget – See CHEST Foundation Grant Resources Page for the Mandatory Budget Template
5. Current Curriculum Vitae – NIH Biosketch or General CV Accepted
6. One Letter of Support
 - One letter from a person or group who has benefited, or will benefit, from the project.
7. Organization's Mission Statement
 - Please note the CHEST Foundation does not provide support to political or religious organizations.
8. Summary of Finances for Grant-Receiving Organization's Most Recent Annual Report
9. Current W9 for Your Organization or Equivalent International W8BEN

Grantees can have no more than one active grant from the CHEST Foundation per year.

Grantees may only receive up to two community service grants from the CHEST Foundation.

The following individuals are not eligible to apply for CHEST Foundation-supported grants:

- ❖ **Active CHEST Foundation grantees, including active NCE requests.**
- ❖ **Family members of the CHEST Board of Regents or CHEST Foundation Board of Trustees.**
- ❖ **Members of the CHEST Foundation Board of Trustees, CHEST Board of Regents, CHEST Foundation Awards Committee, or CHEST Foundation Community Service Work Group.**