



Essentia Health Foundation

Essentia Health – Duluth Clinic Foundation (DCF) General Guidelines and Standards The Grant Making Process, Decision Making Process

General Grant Making Guidelines

- Proposals must be consistent with Essentia's mission and core values.
- Scientific, medical research and education proposals must have primary impact on Essentia's East Region.
- Priority for medical research proposals will be given to projects that have near-term clinical benefits for the region.
- The Foundation may award grants to enhance individual physicians' knowledge and skill.
- Scientific Review Board/Institutional Review Board approval letters must be submitted with research proposals.
- All decisions regarding funding will be made without regard to race, color, creed, sex, handicap, religion, or national origin of the grant seeker, and without regard to an applicant's relationship with the Duluth Clinic.

Grant Making Standards

The Foundation Board uses the following criteria when evaluating grant requests:

Scientific Research

Assess research initiatives by Essentia Health and its members, and when appropriate, fund initiatives of scientific value through its grant making process found in this document. Research initiatives include both clinical and translational research that builds on previous evidence with sound scientific promise and merit.

Research and Education Infrastructure

Promote and strengthen Essentia Health infrastructure identified as critical to the Health System's research and education mission.

Medical Education

Provide financial support for training, technical assistance and mentoring to enhance competency.

Mission, Vision & Values

The Essentia mission, vision, values and belief statements are the foundation of its promise to patients, families and the communities we served - to be “Here with you”.

Mission

We are called to make a healthy difference in people’s lives.

Vision

By 2018, Essentia Health will be a national leader in providing high quality, cost effective, integrated health care services.

Values

- Quality
- Hospitality
- Respect
- Justice
- Stewardship
- Teamwork

Belief Statements

- Our highest priority is the people we serve.
- We believe that the highest quality health care requires a regard for both the soul and science of healing and a focus on continuous improvement.
- We believe in the synergy of sponsorship among faith-based and secular organizations.
- We believe in the value of integrated health care services.
- We believe in having a meaningful presence in the communities we serve.

Grant Making Process

Receipt and Review of Applications:

- DCF Board of Trustees makes decisions about proposals at its Board meetings normally held three times per year.
- Proposals can be submitted to the Foundation either electronically or in hard copy.
- Proposals are due ten business days prior to a Foundation Board meeting.
- Applicants or their designee will be required to present their proposals at the Foundation Board meeting.
- Applicants are notified of Board decisions within seven business days of the Board meeting.
- All research proposals must be reviewed and approved by the Scientific Review Board. For research involving human subjects, all proposals must be reviewed and approved by the Institutional Review Board prior to submission. For applicants from other institutions, this may be the Institutional Review Board associated with the proposal writer’s own institution.

Release of Funds:

- When a proposal is funded, Foundation staff will arrange payment with the grant recipient.
- If a grant proposal is approved, but the applicant fails to begin implementing the project within twelve months of being notified, the grant may be nullified and any disbursed funds may be returned to the Foundation.
- Unexpended funds remaining at the end of the project must be returned to the Foundation.

Reports and Publicity:

- Progress reports are required on an annual basis with a final report required within 90 days of completion. For research projects, a final report will consist of a summary (in lay language) of the research accomplished, and a list of the resulting publications. It may include a copy of each publication.
- If an accepted project is to be funded with successive annual grants, a progress report of the first year's activity and use of grant funds is required prior to releasing the second allocation.
- Essentia Health - DCF must be acknowledged in publications that result from the funded activity.

Decision Making Process by the Board

Once a proposal has been submitted on time and with appropriate approvals, the DCF Board shall review each proposal at its regular meeting. Presenters advocating for proposals may be invited to the Board meeting to present their proposals. Once the Board has discussed the merits of a proposal, the Chair shall request a majority vote. On the occasion where there are similar and competing proposals, or there is no clear decision, the Chair may request that the Board table its decision to a future meeting, or engage the following Scoring System to refine the process and lead the Board to a decision.

Scoring System

Introduction

The purpose of the scoring system is to provide a format to review proposals and assist the Board in making its decision. Decisions are made by majority vote. The Board may use the scoring system when it cannot arrive at a decision by majority vote. The Chair of the DCF Board has the authority to screen all proposals prior to submission to the Board and deny further advancement of proposals that are not within the *General Grant Making Guidelines and Standards*.

The scoring system has four categories: *Scientific/Knowledge*, *DCF Mission*, *Financial*, and *Other*. These categories are subdivided into line-items that are individually scored. Each line-item can receive a score of 1 (low score) to 5 (high score). Each board member present for the review will individually judge each submission, giving each line-item a score. The average of all board members' scores will then be used as the final score. A minimum score of 10 in the *Scientific/Knowledge*, 10 in the *DCF Mission*, 5 in

the *Financial*, and 3 in the *Other* categories will be required to advance for further consideration of the grant request. Failure to achieve a minimum score in any of the four categories will disqualify the proposal from further consideration.

Scientific/Knowledge

Goals Clearly Identified:

Does the presentation clearly state what will be achieved by the proposal?

Achievable:

Will the proposed methods of the request achieve the goals outlined?

Significant:

Will the achieved goals have a significant impact on our knowledge base or further scientific understanding of the problem at hand?

Innovative:

Does achievement of the proposed goals bring unique or new knowledge or understanding that is not already available in another format?

DCF Mission

Proposal Type:

Scientific Research proposal receives a score of 5; Support of Infrastructure receives a score of 4; and Education receives a score of 3.

Impact on Community:

How significantly does the proposal impact the good health and well-being of the greater community?

Near-Term Benefit:

In what timeframe would one see the impact of the results of the proposal on the community?

Ownership:

How involved are members of the greater community in developing and administering the proposal?

Financial

Well Developed Budget:

Is the budget clearly developed so that the board understands the specific application of the requested funds, both for appropriateness of grant dispersion within the proposal, as well as for appropriateness for the total request?

Impact on DCF Available Funds:

How significantly does the proposal affect the total availability of DCF funds for current obligations and future requests?

Other

Clarity of Presentation:

During the presentation before the Board, does the advocate present clearly; demonstrate a full understanding of the project and its impact on the community, and how it fits within the guidelines of the DCF?

Prior History of Grants and Completion of Projects:

Does the grant applicant have a good track record in completing projects in the past after proposals have been funded?

Duluth Clinic Foundation (DCF) Score Sheet

Scientific/Knowledge

Goals Clearly Identified	
Achievable	
Significant	
Innovative	
Subtotal	

DCF Mission

Proposal Type	
Impact on Community	
Near-Term Benefit	
Ownership	
Subtotal	

Financial

Well Developed Budget	
Impact on DCF Available Funds	
Subtotal	

Other

Clarity of Presentation	
Prior History of Grants and Completion of Projects	
Subtotal	

TOTAL	
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Point Scale: 1 to 5, 5 = most agree; 1 = least agree