

No.	QUESTION	ANSWER
1.	If we miss the deadline for submission, can an exception be made?	No. The Foundation cannot accept applications after the deadline. Proposals should be submitted through the portal on the <a href="#">NACDS Foundation's RFP website</a> no later than October 27, 2022 at 11:59 pm EST. Only complete electronic submissions (e.g., includes both the project proposal and budget proposal) that are <b>received before the deadline</b> will be accepted.
2.	Given page constraints, can tables and call out boxes be in a single-spaced format and with a 10-size font?	Yes, tables and call-out boxes can be single-spaced using 10-point Times New Roman or similar font. The remainder of the proposal should be 25 pages or less in Word, double-spaced, Times New Roman equivalent at 11-point font or larger and with margins of .75" or larger.
3.	Should the Appendix be submitted as a separate file?	No, the Appendix should be included in the proposal and submitted as one file. The Appendix will not count towards the 25-page limit.
4.	How will the proposals be evaluated by the NACDS Foundation?	<p>The following factors will be used by the NACDS Foundation to evaluate proposals:</p> <ul style="list-style-type: none"> <li>• Technical Approach and Capability</li> <li>• Organizational Experience</li> <li>• Management Approach and Staffing</li> <li>• Alignment of Proposed Research Project and Approach with NACDS Foundation Purpose</li> <li>• Budget Proposal</li> </ul> <p>Please see pages 15 – 18 in the RFP for a detailed description of evaluation factors.</p>
5.	Do you have any examples of previous awards that we could see to understand scope and depth of projects?	Previously funded projects are described on the <a href="#">NACDS Foundation's Research Portfolio website</a> . However, the scope and depth of projects solicited by this RFP may be similar in some ways, but <b>are not exactly the same</b> as previously funded projects.
6.	What if I have further questions? Can I run my project description by someone at the Foundation to see if there is interest?	No. The Foundation cannot field further questions from individuals seeking guidance on the application process. Instead, we direct applicants to the website, the RFP, and these FAQs.

7.	Do Applicants have to specify which research option and topic they are applying for?	<p>Yes. The proposal must include whether the research project is using a prospective (Option A) or a retrospective methodologic approach (Option B).</p> <ul style="list-style-type: none"> <li>• Option A (Prospective) Research Projects (2 – 3-year project)</li> <li>• Option B (Retrospective) Research Projects (1–2-year project)</li> </ul> <p>In addition, the Applicant must describe which Research Topic of Interest the proposal addresses, why that topic was chosen, the burden of disease and background of the topic of interest in a specific population and how the proposed project will create improved health access or health status for that population (See <a href="#">RFP instructions</a> for more information). Research topics must include one of the following:</p> <ul style="list-style-type: none"> <li>• Enhancing Access to Mental Health Screening and Support</li> <li>• Implementing Innovative Approaches to Chronic Disease Prevention and Management</li> <li>• Preventing and Reducing Impact from Infectious Diseases</li> </ul>
8.	Are there any topic areas applicants should avoid?	<p>The NACDS Foundation’s mission is to advance public health and improve patient outcomes, therefore, the Foundation is not seeking applications that advance business interests or policy agendas. This means projects focused on profitability or efficiencies for community pharmacists or pharmacies will not be considered. The Foundation will not consider projects that advance the profitability of the industry or advance the profession, nor the advancing of the role of pharmacy. Projects focused on policy advocacy with government entities, regulatory agencies, and/or payors also will not be considered.</p>
9.	Can an existing research project relevant to one of the proposed research topics be submitted for consideration?	<p>Existing programs will be considered, provided: 1. The existing program meets all of the RFP requirements (including a specific focus on one of the research topics described in the RFP) and 2. The applicant is requesting funds to expand the existing program in a new or innovative way. We realize that it can be challenging to start a new program from scratch. For that reason, we welcome proposals for project origination as well as project expansion.</p>
10.	For descriptions of similar projects and experience, are ongoing projects acceptable?	<p>Yes, a description of a relevant ongoing project is acceptable.</p>
11.	Does the proposal need to include any background information about the	<p>Yes, a clear description of the roles and responsibilities of the primary organization and all project partners should be included in the proposal. It is important to describe the primary</p>

	primary organization and partners included in the research project?	organization’s background, mission, capacity, and similar work, as well as their role in the project. In addition, the proposal should include a description of each partner organization and how their past organizational experience and current capabilities are commensurate with requirements described in this RFP.
12.	Is a letter of support from the primary organization that is submitting the proposal required?	Submitted proposals must contain a signed statement by an authorized representative of the primary organization that indicates understanding of the requirements of the RFP, and agreement to be bound to the terms and conditions of the proposal.
13.	Are PhD students permitted to submit a proposal?	The Principal Investigator affiliated with the primary organization should submit the application on behalf of the research team. The Principal Investigator should be an authorized representative of an academic institution or a 501(c)(3) organization. Priority will be given to research teams that include at least one emerging faculty researcher or organizational leader with limited research experience, which could include a PhD student.
14.	Can current NACDS Foundation research partners apply?	Yes, current and previous NACDS Foundation research partners may apply as long as the proposed project and project team meet the current RFP requirements.
15.	Can for-profit entities such as payors or health plans serve as funded partners in the research project?	Although for-profit entities such as payors or health plans can serve as partners in the research project, no payment(s) can be directly made to them from NACDS Foundation research funds. Instead, they can provide financial or in-kind contributions to the Applicant for the project.
16.	Will priority / preference be given for proposals that include a chain community pharmacy partner vs. independent pharmacy?	There is no preference for the “type” of pharmacy that participates as a project partner. Proposals can include either chain or independent pharmacy partners or could include a mix of both.
17.	Should milestones be based on deliverable submissions or based on timing throughout the project period?	Milestones must be linked to relevant deliverables or primary project activities. A table in the proposal that outlines the timeline for the project including all project requirements and milestones needed to achieve the project’s goal and objectives should be provided. There are 6 required milestones to include in the timeline: <ul style="list-style-type: none"> <li>• Participate in a "Kick-off" meeting with NACDS Foundation (January 2023).</li> <li>• Submit an updated overall workplan, 20 days after the “Kick-off” meeting.</li> <li>• Provide quarterly written progress reports</li> </ul>

		<ul style="list-style-type: none"> <li>• Participate in monthly telephone/video meetings</li> <li>• Submit a Final Written Report</li> <li>• Prepare and submit a Journal article submission</li> </ul> <p>In addition, the budget template should indicate at least 4-5 milestones that could be linked to disbursement of project funds.</p>
18.	If we select a retrospective approach, can the project take longer than 2 years?	No. Retrospective projects (Option B - which include analysis of data that has already been collected) should be conducted within 1-2 years. If a prospective approach (Option A) is selected, the project should be conducted within 2-3 years.
19.	Do you require the Applicant to include a budget narrative along with a proposed budget?	Yes, a short narrative that explains the budget proposal should be included in the <i>Comment</i> section of the Budget Template (Tab 2), provided in the electronic grant submission platform on <a href="#">NACDS Foundation's RFP website</a> . The budget narrative should describe each category in the budget proposal, and provide a rationale and description of any personnel, travel, equipment, supplies and other expenses.
20.	Are the indirect costs inclusive of the award amount or added to the award amount? For instance, a prospective project with a \$750,000 award amount includes both direct and indirect costs or is it \$750,000 direct costs plus 15% for indirect costs (total award would then equal ~\$862,000).	<p>No. Indirect costs should be incorporated as part of the comprehensive budget proposal for the project. Given the budget ceiling for prospective projects of up to \$750,000, as described in the RFP, applicants should include a detailed budget that is inclusive of all personnel, materials and services, subcontracted items, equipment, travel, direct and indirect costs, and other expenses. Therefore, if the maximum indirect cost rate of 15% will be requested, the maximum direct costs in that instance should be no more than \$652,173.92.</p> <p><b>Example:</b>  Direct costs = 652,173.92  Indirect cost rate of 15% = \$97,826.08  Total (direct costs and indirect costs) = \$750,000</p>
21.	What are some of the most common mistakes that Applicants can make in their budget proposal?	<p>The budget submitted by Applicants will be included as part of the proposal evaluation process. Common mistakes that Applicants can avoid include:</p> <ul style="list-style-type: none"> <li>• No budget narrative is provided, or the narrative inadequately explains budget items</li> <li>• The budget is confusing/the numbers do not add up</li> <li>• The budget does not include line items that are identified in the proposal</li> <li>• Justification and explanation of travel expenses, equipment, subcontractors, consultants, and supplies are not described in the budget narrative</li> </ul>

		<ul style="list-style-type: none"> <li>• The budget exceeds the funding ceiling amount specified in the RFP without rationale of how costs above the funding ceiling will be covered.</li> <li>• The project describes deliverables that do not seem possible with the funding amount being offered and there is no explanation of how they can be accomplished (in kind/prior funding).</li> <li>• Capital or other equipment acquisitions will not be funded. If iPads, laptops, software, or similar items must be purchased (are supported in the budget narrative as reasonably necessary and not otherwise available) to complete the project, those items must be donated to public academic institutions, or other 501(c)(3) charitable or educational organizations, upon project completion.</li> <li>• Patients participating in research projects may only be compensated for their time with cash equivalent gift cards of nominal value; no pharmacy branded, store branded, or online retailer branded gift cards will be funded</li> </ul>
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