

Chris Labyk Award for Promising Student Health Initiatives
Application & Guidelines
Mid-America College Health Association Mini-Award Program – 2011

APPLICATION COVERSHEET

College/University Name:

Project Coordinator:

Project Coordinator Title:

Address:

City:

Zip:

State:

Phone:

Fax:

E-mail:

College/University President:

Federal Tax ID:

ACHA Member ID number:

Project Coordinator Signature

Date

Award Authorizing Agent/VP (please print)

Signature

Date

Applicant should send the completed information sheet and copies of narrative to:
Chair, MACHA Chris Labyk Award Committee
c/o Laura Knoblauch
Campus Box 2540
Illinois State University
Normal, IL 61790-2540

Guidelines for the Chris Labyk Award – MACHA Mini-Award program

Purpose – The Chris Labyk Award for Promising Student Health Initiatives is the award program for the Mid-America College Health Association (MACHA). This program is intended to assist college health programs to undertake pilot interventions, assist with unfunded or under-funded mandates, and pursue important college health objectives that do not currently have sufficient funding. The award is in the name of Ms. Christine Labyk, a long-time MACHA member and health educator at Southern Illinois University – Carbondale. Chris was chosen for her passion about college health education and prevention and because she has a track record of more than 20 years of providing excellent leadership and advocacy for effective student health and wellness services. The MACHA Board of Directors voted unanimously to honor her with this award to encourage others to undertake excellent and effective initiatives.

Eligibility – Eligible recipients must either be the Representative of a Member Institution (RMI) or a regular individual member of the ACHA within the MACHA four state region of Indiana, Illinois, Kentucky, or Michigan. Individual members or RMIs must have been a member in good standing for the year prior to submitting an application. Other ACHA membership categories such as sustaining, associate, student* or emeritus members of the association are not eligible. Applications from MACHA Board members, institutions of Board members, or award program committee members are acceptable, but those members must exclude themselves from award deliberations and decisions for any year where such a potential conflict exists.

***Student Members** – Student members are encouraged to participate as an educational experience and as voting members of the mini-award committee. They may also participate in the development of proposals by their home institutions. However, if they serve on the review committee they must exclude themselves from the mini-award evaluation process.

TIMELINES

1. Applications Due: September 15, 2011. Proposals may be sent via email with attachments in Word or .pdf format.
2. Award Period: October, 2011-October, 2012
3. Mid-year Award Report due by April 1, 2012
4. Final Award Report due: October 1, 2012

Award Amount – The range of award amounts will generally be between \$200 and \$1,000. It is expected that each institution provide a minimum of 20% cost share (in-kind cost sharing is acceptable) of proposed direct project costs (exclusive of any staff expenses). The level of support will be a factor in the award review.

Use of Funds/Terms – Funds may be used for research-based, direct service or pilot interventions and must focus on how student health will be enhanced. Awards will not be made to replace equipment, pay staff salaries, or contract with an outside service vendor or consultant, i.e., speaker fees. Funds **may** be used to offer student stipends related to the proposal. Administrative costs (indirect costs) **may not** be paid by award funds. Continuation or multi-year funding will not be routinely considered. A project that is considered particularly meritorious may be considered by the committee for extension or refunding, only if all requirements from the initial award were completed.

Expectations – By submitting an application for this program the applicant agrees to the following:

1. Letter of institutional support including minimally, signatures of the project coordinator and the institution president/ award authorizing agent/ vice-president.
2. Development and/or maintenance of memberships in ACHA and MACHA.
3. To follow the goals and objectives as written in the application.
4. Report of program progress approximately mid-way through the funding period.
5. Report of program completion no later than sixty (60) days after the conclusion of the funding period. The report should outline accomplishment of objectives, problem areas, how monies were spent, what was learned, how students were impacted, etc. This report will be made available to the MACHA membership.
6. Progress reports at the annual MACHA or combined MACHA ACHA meetings are strongly encouraged.
7. To cooperate fully with any evaluation efforts conducted by MACHA.
8. Awarded funds must be used according to the approved proposal or an approved amendment of the proposal. If awarded funds are not spent within the time frame of the project, the institution must return unspent monies to MACHA or request an extension. If it is determined that funds have been misused or if the award manager does not complete all post-award requirements, that person and that institution will be ineligible for MACHA funding for a period of at least five (5) years before a request for reinstatement to the MACHA Board may be submitted.
9. Submit a program proposal at the next regional membership meeting (MACHA). In the event of the cancellation of the regional meeting contact the MACHA President for further instructions. This may be as a poster, panel, individual presentations or other agreed upon form of presentation.

Selection Process – The MACHA Ad Hoc Award Committee will review the proposals and make selections. They will make recommendations to the MACHA Board who will make the final decisions and awards.

MACHA Ad Hoc Mini-Award Committee – Composed of the Secretary/Treasurer, four state Members-At-Large, and up to six (6) other members of the President's choosing, maintaining an odd number. Other Board members may sit on the committee and the President will name one of the committee members as the Chair. Student membership on the mini-award committee is also a priority. The President may appoint a maximum of two (2) students to be active, full members of the committee. **Selection Criteria** – Proposals will be evaluated based on relevance to college health, institutional needs assessment, creativity, uniqueness, likelihood of completion, value to the field, adherence to college health standards of practice, level of institutional support and other factors.

Notification of Funding – Applicants will be notified by the Chair of the Award Committee by telephone and in writing regarding the outcome of their proposals.

Modifications – The Board of Directors reserves the right to modify the program as it sees fit and/or necessary. Additionally, funding is not guaranteed until awarded.

INSTRUCTIONS:

Applicant must submit one electronic Word file (1997-2003 compatible) or .pdf of their funding proposal to the Award Chair which must be received by Wednesday, September 1, 2011. Project managers are responsible for making sure that proposals are sent in a timely fashion that allows for electronic delays and for sending back an email indicating receipt of proposal. Narrative pages must be one-sided and the type must not be smaller than 12 points. A completed application package includes the following:

1. *Completed and signed cover sheet* (see attached form).

2. *Narrative* (5 page maximum – 1 page minimum)

a. *Type of Request.* Explain what you would like to accomplish with these funds. Why is local funding unavailable?

b. *Background and Need.* Provide data and other information on your campus in regard to your project with an emphasis on students. What is the need on the campus and who is your target audience/population?

c. *Design.* How are you going to meet the need identified above and why are you utilizing this method.

d. *Goals and Objectives.* A goal is the ultimate outcome of a long period of activity and sets the general direction for the work performed. An objective is a specific accomplishment to be achieved during a given period of time. Objectives should be specific, measurable, time sensitive, and contribute to meeting the goal(s).

e. *Timeline.* This outlines what will happen each month of the award period including specific events, or processes.

f. *Evaluation.* Describe the evaluation plan to assess whether the program met its goals and objectives.

3. *Budget Summary and Budget Narrative.* (2 page maximum)

The Budget Summary is a listing of all expenses related to the project. It should also include a breakdown of requested funds versus cost share funds from the institution. Use traditional budget categories as necessary for the project. The Budget Narrative will feature the actual costs of items and a brief explanation of each.

4. *Appendices.* (3 page maximum)

A letter of acknowledgement/support for the award project must come from the institution. This person may be a Vice President or Provost or someone ranking above the project manager at the institution. Other information useful to reviewers may be included.

For more information or assistance contact: Laura Knoblauch, Student Health Services, Campus Box 2540, Normal, IL 61790-2540 Phone (309) 438-8658.