

## **Outreach Partnership Program 2011 Solicitation**

National Institute of Mental Health

Outreach Partnership Program

### **Questions and Responses**

July 21, 2011

### **2011 Solicitation**

For the Following States:

Colorado, Connecticut, Florida, Georgia, Idaho, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Minnesota, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York and New York City, Ohio, South Carolina, Tennessee, Texas and Texas Border Area, Utah, Vermont, Virginia, and Wisconsin

The following questions were submitted by organizations in response to a recently released solicitation for the NIMH Outreach Partnership Program. The deadline to submit questions was June 30, 2011. Responses to these questions were prepared by NIMH Outreach Partnership Program staff, and are organized below to correspond with the sections of the solicitation, including:

- Organizational Eligibility
- Benefits to NIMH Outreach Partners
- Description of the Outreach Partnership Program
- Statement of Work
  - Task 2
  - Task 3
  - Task 4
- Preparing the Proposal
  - Proposal Contents
  - Proposal Instructions
- Inquiry Process

### **Organizational Eligibility**

1) **Question:** Are disease-specific organizations eligible to apply for the NIMH Outreach Partnership Program?

**Response:** Organizations that meet the General Program Requirements, Organizational Eligibility, and Organizational Capabilities as described in the Outreach Partnership Program 2011 Solicitation are eligible to apply for the Program. For detailed information about the organizational eligibility requirements click below:

<http://www.nimh.nih.gov/outreach/partnership-program/solicitation-process/2011-nimh-outreach-partnership-program-solicitation.shtml#requirements>

2) **Question:** Are organizations that focus on aging or adult populations eligible for the NIMH Outreach Partnership Program?

**Response:** An organization is eligible to apply for the Program if it meets the General Program Requirements, Organizational Eligibility, and Organizational Capabilities as described in the Outreach Partnership Program 2011 Solicitation.

3) **Questions:** Are applicants required to meet all four Eligibility Criteria as listed in the NIMH Outreach Partnership Program 2011 Solicitation?

**Response:** Yes, applicant organizations must demonstrate that they meet all four Organizational Eligibility Criteria as listed in the Program's 2011 Solicitation.

4) **Question:** Does a non-profit organization applying for the Program have to register in the Central Contractor Registration (CCR)?

**Response:** Any organization applying for the Program is required to have an active record in the CCR database. For more information about how to register in the CCR click below:

<https://www.bpn.gov/ccr/default.aspx>

5) **Question:** Are organizations from the District of Columbia, Indiana, and Illinois eligible to submit an application in response to the NIMH Outreach Partnership Program 2011 Solicitation?

**Response:** States that are not listed in the 2011 Solicitation will be competed in the future. A complete schedule for future NIMH Outreach Partnership Program solicitations is available at:

<http://www.nimh.nih.gov/outreach/partnership-program/how-to-join/index.shtml>

6) **Question:** Is a state government agency eligible to apply?

**Response:** A state government agency is eligible to apply, however, the Program prefers partnership with nonprofit organizations.

7) **Question:** Are current Outreach Partners eligible to apply, or will NIMH only consider applications from new organizations?

**Response:** NIMH will consider applications from current Outreach Partners and any other organizations that meet the criteria for participation in the Program as listed in the 2011 Solicitation.

8) **Question:** Would the NIMH consider a proposal from a national organization that is capable of serving all or multiple states?

**Response:** Outreach Partner organizations must be located and have a mailing address in the state for which they are applying. Organizations must demonstrate the capacity to perform statewide dissemination for the state they apply to serve as an Outreach Partner.

9) **Question:** Can a national web-based organization apply to be an Outreach Partner, or is the Program limited to organizations with local or state reach?

**Response:** Outreach Partner organizations must be located and have a mailing address in the state for which they are applying. Organizations must demonstrate the capacity to perform statewide dissemination for the state they apply to serve as an Outreach Partner.

10) **Question:** Our organization does not have a mental health focus, but plans to jointly apply with an organization that does. Can our organization be identified as the primary contact for the Program?

**Response:** Yes, as long as the primary contact organization is committed to fulfill the Program requirements as stated in the 2011 Solicitation during the terms of the partnership.

11) **Question:** We are locally based, but we have a statewide network of agency partners. Would we be eligible for the Outreach Partnership Program?

**Response:** Any nonprofit organization in a state that conducts mental health outreach is eligible to become a NIMH Outreach Partner as long as they meet all of the Program requirements and eligibility criteria, including capacity to distribute NIMH science-based information statewide.

12) **Question:** After completing its contract with the Outreach Partnership Program, can an organization reapply?

**Response:** Yes, a former organization that has successfully completed the NIMH Outreach Partnership Program contract can reapply for the Program when NIMH reissues the Program's solicitation.

13) **Question:** Are peer-run organizations eligible to apply?

**Response:** Any nonprofit organizations that meet the Program requirements and eligibility criteria as listed in the Outreach Partnership Program 2011 Solicitation are eligible to apply for becoming a NIMH Outreach Partner.

14) **Question:** Are organizations based outside the United States eligible to apply for the Outreach Partnership Program?

**Response:** No, the NIMH Outreach Partnership Program is intended for organizations that are based in United States.

### **Benefits to Outreach Partners**

1) **Question:** How many individuals from an organization does NIMH support to travel to the Program's annual meeting and other related trainings?

**Response:** NIMH will support one individual (primary or back-up contact person for the Program) from each partner organization to attend the Program's annual meeting.

2) **Question:** Do NIMH Outreach Partners have access to NIMH and Substance Abuse and Mental Health Services Administration (SAMHSA) publications?

**Response:** Yes, NIMH Outreach Partners have dedicated access to all available NIMH publications. Organizations can order at no cost SAMHSA's selected publications at:

<http://store.samhsa.gov/home>

3) **Question:** Where does NIMH have a list of training materials available to support Outreach Partners' local public education efforts?

**Response:** A complete list of NIMH publications is available at:

<http://www.nimh.nih.gov/health/publications/index.shtml>

4) **Question:** Do Outreach Partners have free Internet access to the National Institutes of Health (NIH) Library book and journal collection?

**Response:** No, NIMH Outreach Partners do not have access to the NIH Library books and journals collection.

### **Description of the Outreach Partnership Program**

1) **Question:** Does NIMH maintain a list of organizations it is currently working with to facilitate increased use of science-based information on mental disorders? If so, can it be shared with applicants?

**Response:** Yes, a list of the current NIMH Outreach Partners is available at the Program's website: <http://www.nimh.nih.gov/outreach/partnership-program/outreach-partners.shtml>

2) **Question:** Do applicants have access to information about the length of term of current Outreach Partners for their state?

**Response:** Yes, please contact, the Program's Contracts office at 301-443-2104 or email Susan Nsangou at [nsangous@nida.nih.gov](mailto:nsangous@nida.nih.gov).

3) **Question:** Can an Outreach Partner collaborate with an institution outside of the United States to work on a project which benefits populations in their state?

**Response:** Yes, NIMH permits collaboration with a foreign-based organization as long as the applicant organization is located in the United States, has a mailing address in the state for which it is applying, and meets all other Program requirements and eligibility criteria. Note: If an organization proposes a foreign collaboration and it is determined that the proposal is eligible for an award, an additional clearance will be required.

4) **Question:** Are organizations that conduct outreach initiatives to families of adults with mental illness eligible, or is the Program limited specifically to reaching individuals with mental illness?

**Response:** The Outreach Partnership Program is not limited to outreach efforts to individuals with mental illnesses. Any nonprofit organization that meets the Program requirements and eligibility criteria may apply. Organizations must, however, demonstrate capability to disseminate NIMH research and materials statewide to a broad range of audiences.

### **Statement of Work – Required Tasks**

1) **Question:** Could information found on the NIH *Medline Plus* website be considered as "NIMH research and educational materials" for purposes of carrying out the tasks in this Solicitation?

**Response:** Information on the NIH *Medline Plus* website that is based on NIMH research may be used by Outreach Partners in carrying out the Program tasks.

### **Task 2: Disseminating NIMH Research Findings and Science-based Educational Materials**

1) **Question:** For Task 2, are Partners required to disseminate only research-based information?

**Response:** Yes, Task 2 requires Outreach Partners to disseminate NIMH research findings and science-based educational materials.

2) **Question:** For Task 2, will NIMH identify materials that Outreach Partners are expected to disseminate?

**Response:** Yes, Outreach Partners are expected to disseminate NIMH publications and other educational materials such as Science News. Additionally, Outreach Partners receive, via electronic distribution, the biweekly Update, which summarizes the latest mental health research findings, recently released Federal grant opportunities, and new government resources. Update includes information about opportunities for participation in research being conducted by NIMH on the NIH campus in Bethesda, MD, which Outreach Partners may disseminate to fulfill the clinical research promotion required task.

3) **Question:** For Task 2, will Partners have access to NIMH training materials relevant to their outreach activities?

**Response:** Outreach Partners have access to NIMH publications and other materials; however, there is no guarantee that the information will be relevant to the full range of topics/issues an organization may be working on.

### **Task 3: Conducting Targeted Outreach (Special Project/s) on Mental Disorders among Children and Adolescents, and/or Mental Health Disparities**

1) **Question:** Can an applicant select more than one focus area for Task 3?

**Response:** Yes, an applicant may select one or more focus areas as stated in Task 3: Mental Disorders among Children and Adolescents, **and/or** Mental Health Disparities.

2) **Question:** Are Partners required to address every issue listed as examples for Task 3, or can they select only one issue?

**Response:** Applicants may select any issue related to mental disorders among children and adolescents, and/or mental health disparities, but are not required to address more than one issue/topic at any given time.

### **Task 4: Advancing Research**

1) **Question:** Could NIMH provide an example of promoting participation in clinical studies besides disseminating the information to targeted audiences?

**Response:** Clinical trials promotion might include a joint presentation with a researcher to educate various audiences about opportunities to participate in clinical research.

2) **Question:** Can Outreach Partners provide incentives when promoting participation in clinical trials?

**Response:** Outreach Partners are not required to recruit participants for NIMH-funded studies, or provide incentives when promoting participation in studies. Outreach Partnership Program funding is not meant to be used for clinical trials recruitment incentives.

3) **Question:** Please provide specifics about what is required to “promote NIMH clinical research?”

**Response:** Outreach Partners may post NIMH clinical trials information on their organization's website or in their newsletter, and/or forward the clinical trials information to their affiliates and members.

4) **Question:** Is there a specific number of people required to join the research program?

**Response:** NIMH does not require Partners to recruit individuals to participate in clinical studies. Task 4 requires Outreach Partner organizations to promote opportunities to participate in research such as posting information on their website about a specific study and providing links to the NIH and NIMH clinical trials webpages.

5) **Question:** To support Task 4, will NIMH provide information to Outreach Partners about how to promote involvement in research?

**Response:** NIMH will make Outreach Partners aware of clinical research taking place at NIH in Bethesda, MD as well as around the country. Outreach Partners are required to link to the NIMH and NIH clinical trials webpages from their website and to promote involvement in research through activities such as website posting, newsletter articles, or as part of community presentations. NIMH welcomes the opportunity to assist Outreach Partners in identifying opportunities to promote involvement in research.

## **Preparing the Proposal**

### **Proposal Contents**

1) **Question:** What documentation is required to demonstrate evidence of meeting the Federal Equal Employment Opportunity (EEO) requirements?

**Response:** To demonstrate evidence of meeting the Federal EEO requirements, organizations may submit a copy of their organization's personnel policy highlighting their EEO policy. Organizations without an official personnel policy may choose to submit their EEO policy statement on their organization's letterhead.

2) **Question:** Do applicants need to use the HHS Form 690 to demonstrate evidence of meeting the Federal EEO requirements?

**Response:** No, applicants are not required to submit a HHS Form 690.

3) **Question:** Would it be beneficial to include letters of support/commitment from community partners with the proposal, or would this be considered extraneous material?

**Response:** NIMH supports submitting letters of support/commitment from community partners as attachments to the proposal.

## **Proposal Instructions**

1) **Question:** Do applicants need to include a budget narrative or any budget details in the proposal?

**Response:** No budget details are required in the proposal. However, a brief summary of how the applicant organization plans to use the funds would be useful.

2) **Question:** Is there no budget requirement and justification? Can you explain the distribution of the funds and items it covers?

**Response:** Outreach Partners receive an annual \$7,500 stipend, which is issued through a contract between NIMH and the organization. The funds should only be used for activities associated with the organization's participation in the Outreach Partnership Program.

3) **Question:** Are indirect costs allowable in the budget?

**Response:** NIMH requires only that Outreach Partner organizations use the annual \$7,500 stipend to cover direct and indirect costs associated with participation in the Outreach Partnership Program.

4) **Question:** What is the process for submitting a proposal to become an NIMH Outreach Partner?

**Response:** A detailed description of the NIMH Outreach Partnership Program 2011 Solicitation proposal submission can be found at:

<http://www.nimh.nih.gov/outreach/partnership-program/solicitation-process/outreach-partners-solicitation-process.shtml>

## **Inquiry Process**

1) **Question:** Will the questions submitted by other applicants be posted online?

**Response:** Yes, all questions received in response to the NIMH Outreach Partnership Program 2011 Solicitation will be posted at: <http://www.nimh.nih.gov/outreach/partnership-program/solicitation-process/outreach-partners-solicitation-process.shtml>

2) **Question:** Are applicants required to submit a formal letter of inquiry (i.e., letter of intent, letter of interest) prior to submitting a proposal?

**Response:** No, applicants are not required to submit a formal inquiry prior to submitting an application.