

**NAVICENT HEALTH FOUNDATION**  
**RESEARCH & EDUCATION GRANT GUIDELINES**

Application Deadline: July 1

777 Hemlock Street, MSC 78  
Macon, GA 31201  
Office: 478-633-6189

Research & Education Awards

In 1994, the medical faculty established an endowment to support education projects, services and research at Navicent Health (formerly known as Medical Center of Central Georgia and Central Georgia Health System affiliates). To apply for an award, at least one member of the application team must be a faculty member on the medical staff, and/or an employee of Navicent Health. Proposal requests should not exceed \$20,000. Selection on a competitive basis determines receipt of an award.

The Selection Committee reviews each submitted proposal for completion of requirements, appropriateness for consideration, validity of scientific methodologies and capability of completion within the period of funding. Researchers with outstanding grants are not considered for new awards. Projects meeting all of the following criteria receive highest consideration:

- Projects which improve community health and health education
- Projects which are multi-disciplinary and/or interdepartmental
- Projects providing opportunities to upgrade and enhance educational and health skills through research
- Projects promoting excellence in medical and clinical education through research

Application Procedure

Proposals must be submitted on application form found at [www.Navicenthealth.org/foundation/grants](http://www.Navicenthealth.org/foundation/grants)

Proposal deadline to the Foundation office is July 1 unless noted otherwise. Incomplete or late applications will not be considered by the Selection Committee.

Each application must contain the following information at the time of submission:

1. Completed Navicent Health Foundation application
2. A completed approval sheet, included with applications signed and dated by appropriate Department Chairs
3. Institutional Review Board approval letter, if applicable.

All three required components must be submitted together with the original mailed to the Navicent Health Foundation by July 1, as well as an electronic version emailed to the foundation at [Gilreath.nena@navicenthealth.org](mailto:Gilreath.nena@navicenthealth.org) by the deadline date of July 1 unless indicated otherwise by the Navicent Health Foundation.

### Selection Process

The Selection Committee reviews each properly submitted application and ranks each proposal based on the previously described requirements. In a typical grant cycle, applicants will receive notification of the committee's decision by September 30. Approved projects are funded by October 1. Funding for grants remains available for twenty-four months unless otherwise stated. After the 24-month period, unused funds revert back to the Foundation. Expenditures are administered through Navicent Health and must be consistent with the proposed budget.

Past reporting and performance may be considered when making current awards.

The Selection Committee reserves the right to interview applicants.

### Reporting Requirements

The recipient shall provide a final report by April 1 following the 24-month period. A final report form can be obtained from the Foundation office.

The recipient must agree to provide presentations at suitable programs arranged by the Foundation. Any publications or products derived from the project must acknowledge the support received from the Navicent Health Foundation.

### Selection Committee

The Navicent Health Foundation determines membership of the Selection Committee. Representation of the Navicent Health Foundation Board, or Navicent Health physicians as well as representation from Mercer University School of Medicine, comprise the Selection Committee. The Selection Committee reserves the right to invite additional outside reviewers to evaluate the scientific and statistical validity of submitted proposals. All decisions of the Selection Committee are final.

### Award Schedule

Announcement of Grant Cycle	No later than February 1
Application to NHF	July 1
Notification	No later than September 30
Disbursement	October 1
Grant Closing	Twenty-four months from Notification
Final Report Due	April 1 (following grant closing)

If any of these dates fall on the weekend or holiday the deadline is 5 pm on the first working day following.