

# The Association of Schools of Public Health and The Association of Public Health Laboratories



## Request for Proposals:



Due Date: **Tuesday, December 8 at 5 p.m. eastern**

Materials related to this application are available on the ASPH website: [www.asph.org/pathways](http://www.asph.org/pathways)  
Frequently asked questions and answers will also be posted on this website.

REQUEST FOR PROPOSALS  
Under ASPH/CDC/ATSDR Cooperative Agreement

- 1) Associations: Association of Schools of Public Health (ASPH) and Association of Public Health Laboratories (APHL)
- 2) Project Title: Pathways to Public Health Careers and Internships
- 3) Available Funding: ASPH intends to make up to 10 awards at \$30,000. Funding estimate may change.
- 4) Awards will be made approximately January 15, 2010; awards will end September 30, 2010.
- 5) Eligibility:
  - Public health laboratories;
  - Public health practice-based organizations such as health departments;
  - CEPH-accredited schools of public health;
  - Academic institutions offering majors or minors in public health; and,
  - Academic institutions with established career events and/or internship programs.

**Background**

Public health professions across the board are suffering shortages in workforce that could very well threaten our country. In an effort to generate interest in public health careers, the Association for Public Health Laboratories (APHL) and the Association of Schools of Public Health (ASPH) are requesting proposals from eligible organizations for the organization and implementation of "Public Health Education/Career Day Events" and "Undergraduate Internship Programs." Interested organizations may submit applications for one or both of these activities.

**Project Descriptions and Scope of Work**

***1) Public Health Education/Career Day Events***

Public Health Education/Career Day Events may include an appropriate mix of activities, such as exhibit fairs, plenary sessions and small group events. The suggested length of event is one day, though longer events will also be considered. Events proposed under this category may be aimed towards undergraduate students, high school students or both. Current non-public health graduate students may be included as well.

Applicants are encouraged to focus on a strong scientific component to presentations and a wide outreach to a variety of audiences, such as students from as many institutions in the regional area as possible. Other audiences which should be

considered by the applicant organization are undergraduate advisors, high school counselors, employers, and educational institutions, in addition to prospective students.

APHL and ASPH will offer programmatic and administrative assistance to recipient organizations by promoting the career day events and encouraging their respective members and partner organizations to participate in the events.

Project narrative should describe proposed schedule of events, participating partners and presenters, promotional activities, intended audience and method of post-event assessment.

## **2) Undergraduate Internship Programs**

Proposals will be accepted for internship programs for undergraduate students to explore careers in public health and public health laboratory science. The program will be designed to combine public health concepts and theories with laboratory science and other practice settings in a “real-life” environment, ideally among partnering academic institutions and state/local public health laboratories. Such programs help to secure a competent workforce for the future. Mentored programs may be for credit during the school year, or structured as a summer training program.

Interns derive many benefits from participating in this program including:

- 1) An in-depth appreciation of the research process;
- 2) Improved oral and written communication skills;
- 3) An understanding of the differences between a university setting and a professional work environment;
- 4) An understanding and appreciation of the public health system;
- 5) An opportunity to gain an understanding of how data generated in a public health setting is translated into policy decisions;
- 6) A networking opportunity to engage with other public health professionals representing multiple disciplines; and,
- 7) The chance to work alongside mentors who will share their knowledge of public health, their personal experiences in the field, and offer invaluable career counseling.

Special consideration will be given to proposals placing undergraduate students within public health laboratories.

APHL and ASPH will offer technical and programmatic assistance to undergraduate mentored programs by providing sample handbooks to mentors; suggestions for modeling the projects; and, guidelines regarding support (in-kind and other) to provide necessary equipment and supplies to perform scope of work project.

Project narrative should describe proposed timeline of program, eligible participants (students and mentors), method to determine scope of programs, promotional activities, and method of post-program assessment.

## **Application and review process**

All applications will be reviewed and scored by an Objective Review Group (ORG). The ORG will score all applications based on the format and point allocation outlined below. Please structure your narrative based on this outline.

Each section must be addressed in order to be scored. A maximum of 100 points is possible.

### A. Statement of Purpose and Need (5%)

- Provide a succinct statement of the goal and desired outcome(s) of the project in the context of the problem and need(s) identified.
- Describe how proposed event will enhance student exposure to public health career options

### B. Project Objectives and Evaluation (10%)

- Clearly state the objectives to meet the goals of the project.
- Identify measurable outcomes of your objectives that will document success.

### C. Methods and Program Plan (30%)

- Clearly state approaches to achieve project objectives.
- Acknowledge potential problem areas and propose alternative tactics.

### D. Diversity and Breadth of Outreach (20%)

- Describe proposed audiences in terms of race, ethnicity, academic backgrounds and academic institutions.

### E. Partnerships with other Academic Institutions/Practice Partners (20%)

- Describe proposed partnerships with other institutions to enhance success of project.

### F. Budget and Management Plan (15%)

- Describe the systems and procedures that will be used to manage the progress, budget and operations of the project.

## Personnel & Staffing

List the qualifications and experience of program managers involved in achieving the project activities. Staff qualifications should be commensurate with necessary levels of expertise to conduct project activities, and allocations of staff time should be reasonable.

NOTE: The ASPH Biographical Sketch Format Page should be used to provide biosketches of key professional staff only. Do not include Curriculum Vitae.

Regional distribution of proposals will also be taken into consideration. Applicants are encouraged to pursue additional funding sources and to collaborate with other organizations for maximum outreach.

## Finding Partners

The following organizations can assist you in finding partner organizations (public health laboratories, schools of public health, or state and local health departments):

Association of Public Health Laboratories: [www.aphl.org](http://www.aphl.org); (240) 485-2745

Association of Schools of Public Health: [www.asph.org](http://www.asph.org); (202) 296-1099

Association of State and Territorial Health Officials: [www.astho.org](http://www.astho.org); (202) 371-9090

National Association of County & City Health Officials: [www.naccho.org](http://www.naccho.org); (202) 783-5550

## Submission of Proposals:

**Proposals should be received by ASPH no later than 5:00 p.m. EST on December 8, 2009.**

Optional Letter of Intent is due November 20, 2009 and should be sent to Debra Sowell at [dsowell@asph.org](mailto:dsowell@asph.org).

Each application should include all of the following and sent as a single PDF document to Debra Sowell at [dsowell@asph.org](mailto:dsowell@asph.org). Application must be single-spaced and in 12-point font and must include:

- **Application form:** Includes descriptive title of the project; timeline; name, address, email address, and telephone number of primary contact; and, names of others involved in the project. Click [here](#) to download application form.
- **Proposal:** Up to 4 pages of the project narrative detailing rationale, approach and potential impact.

**Budget justification:** Include Itemized budget and budget narrative; separate from page limit. Indirect costs can be included in your budget but all costs will come from the total awarded. Allowable costs are included in the federal Cost Principles, as applicable to your organization ([http://www.whitehouse.gov/omb/circulars\\_index-ffm/](http://www.whitehouse.gov/omb/circulars_index-ffm/)).

Unallowable costs include, but are not limited to, costs directly related to entertainment or to the purchase of alcohol.

- **Letter(s) of support:** From partnering organizations (separate from page limit)
- **Relevant attachments:** Include one document of biographical sketches of key professional staff only - see template below; separate from page limit.

**Biographical Sketch Template**, click [here](#).

Applicants will receive confirmation of submission within five business days.

Proposals should be sent to Debra Sowell at [dsowell@asph.org](mailto:dsowell@asph.org).

Organizations intending to submit proposals for both activities should send two separate proposals. Combined proposals including both internship programs and career/education events will not be reviewed.

The Association of Schools of Public Health and the Association of Public Health Laboratories are collaborating on the award process. Funded institutions will be assigned either ASPH or APHL as the technical lead upon the award of available funds.

This program is supported through funding from the Centers for Disease Control and Prevention.