



**CAFP Primary Care and Emergency Medicine  
Residency Program Collaborative  
Updated FAQ  
March 1, 2021**

**Q:** Where do we send our final proposal?

**A:** Please send all proposals to Jerri Davis, VP of Education at [jdavis@familydocs.org](mailto:jdavis@familydocs.org) no later than Wed., March 3, 2021 at 12 midnight.

**Q:** Are there limitations on the use of contingency management for the treatment of Stimulant Use Disorder?

**A:** If grantees will be providing direct services for the treatment of Stimulant Use Disorder, the following applies:

- Contingency management may ONLY be used for the treatment of Stimulant Use Disorder.
- Contingencies may be used to reward and incentivize treatment compliance with a maximum contingency value being \$15 per contingency
- Each patient may not receive contingencies totaling more than \$75 per year of his/her/their treatment.

**Q:** Would it be okay to apply for the grant through a partner site? In other words, it would be a grant administered to an education partner as part of our residency program?

**A:** The Letter of Agreement (LOA) needs to reflect the residency program as lead. Given this however, all payments could be made to a partner organization.

**Q:** We missed the deadline to submit an expression of interest. Can we still apply?

**A:** Yes! The expression of interest was a request, not mandatory.

**Q:** What happens to grant money an institution receives that is left over after August 2022?

**A:** Unused funds can be returned but our preference is that you build into your planning some uses for any unused funds that meet the project goal.

**Q:** Are there any restrictions on how the money can be spent e.g. contingency management program for stimulants?

**A:** No restrictions - funds need to be used to meet your goals.

**Q:** Can the budget we submit be flexed later as we roll out projects/goals, gain data, and then decide to tweak projects to improve them?

**A:** As reflected in the sample budget, the format is simple and meant to allow programs a lot of flexibility in the use of funding. For example, funds can be used to support new efforts if these efforts continue to meet overall goals. We simply ask for a notification of any substantial changes.

**Q:** Will CAFP consider multi center grant applications?

**A:** Yes. CAFP will support initiatives between multiple residency programs.

**Q:** Should residency programs that intend on working together submit a single application or an application for each program involved?

**A:** Each individual residency program should submit an application so that each program receives grant funding. Their applications should reference any other residencies on their team.

**Q:** Can a hospital with multiple residency programs submit more than one grant application?

**A:** Yes. Last year, CAFP supported several programs within an institution, which submitted separate grants and worked collaboratively. For example: Three residency programs got together to collaborate, but the three of them led a particular part of the project.

Another example was a collaboration of OBGYN, Family Medicine, and Internal Medicine residencies. While their projects were different, the programs shared resources and expertise. However, each program submitted a separate grant application.

**Q:** Is it okay to apply for multiple residency programs, such as, Internal Medicine and Psychiatry for different aspects of the project?

**A:** Yes. Each individual residency program should apply and reference the other program in the application.

**Q:** If there are three separate sites within a residency program, can each site apply for separate grant funding? Does this include a site with several settings, such as a site which serves a rural area and a city area?

**A:** Yes. Each area/site may apply for funding. Every application will be reviewed and judged by the same criteria.

**Q:** Can these funds be used to train faculty who teach residents?

**A:** Yes. Grant winners are welcome to use some funds for faculty training.

**Q:** Can this grant be used to support already existing curriculum and efforts?

**A:** Yes. If residency programs already have programs, curriculum, or projects related to the goals of this grant, these funds can be used to enhance, expand, or improve those initiatives.

**Q:** Do all three objectives in the RFA be met?

**A:** No. The goal is to meet all three objectives. However, it is not required.

**Q:** Is emergency medicine included in Objective 1?

**A:** Yes. For purposes of this project, CAFP consider primary care residency programs to be ACGME-accredited programs training physicians in emergency medicine, family medicine, general internal medicine, obstetrics-gynecology, pediatrics, and psychiatry.

**Q:** The project guidelines are broad. Are there any more specifics?

**A:** CAFP recognizes that each residency program is unique. Each applicant has an opportunity to propose creative ideas that meet the goals/objectives outlined in the RFA and that improve patient care for potential funding.

**Q:** Is community engagement required?

**A:** No. Community engagement is not required, but it is encouraged. The level and nature of community engagement is up to applicants. Examples of community engagement are working with homeless clinics, local department of public health, or law enforcement and justice system. Engagement can short or long term.

**Q:** Do residency programs need a letter of support from community organizations as part of the grant application?

**A:** No. The application does not require a letter of engagement or support. Residency programs that wish to work with community organizations should list these organizations in their application. The application should also outline how the residency program would work with those organizations. After their proposal is accepted, residency programs can began outreach and developing relationships with those organizations.

**Q:** Up to 10% can be used for overhead. Can you define overhead?

**A:** Most universities will add administrative costs. So, universities are limited to only 10% overhead (indirect) costs to allow for more funding to go towards actual projects.

**Q:** Is the grant money awarded in a lump sum or installments?

**A:** The grant will be paid out in installments based on when CAFP is paid by the state.

**Q:** Does the application require a budget justification for the \$63,000?

**A:** No. All that is required is a simple line-item budget defining where the money will be spent. CAFP has provided a sample budget template on the website.

**Q:** How will CAFP know where to send the grant money?

**A:** CAFP will send a one-page letter of agreement to all accepted applicants. This letter will include a place to list where the grant money will be paid.

**Q:** Can community substance programs where residents rotate be part of the grant?

**A:** Yes.

**Q:** Can money be used to increase clinic hours for support staff such as medical assistants or med management?

**A:** Yes. Grant money can be used for this purpose.

**Q:** Can a residency program focus the project on in-patient care and not just out-patient?

**A:** Yes

**Q:** Is there a website to find similar projects nationally so that applicants can potentially integrate their projects locally?

**A:** Not to our knowledge. CAFP is working on a report from our last collaborative and plans to publish once all the programs have completed their work.

**Q:** It is mentioned that grantees will have support. What type of educational support will grantees receive?

**A:** Yes, CAFP is planning to provide all grantees with the opportunity to participate in Maintenance of Certification (MOC) activities and regardless of whether they choose to take advantage of this, CAFP will provide education around making change and address things like:

- Quality improvement coaching

- Steps to making system changes
- Precip mapping
- Root cause analysis
- Spreading sustainability plans
- Creating change for future generations
- Beyond getting X-wavered, now what?

**Q:** When will grantees be notified?

**A:** Grantees will be notified by Monday, April 12, 2021. Grantees are required to attend a project launch virtual meeting on **Saturday, April 17, 2021.**