

Q: How do I know my grant application was received?

A: Grant applications received prior to the specified due date will receive a confirmation email within 24 business hours stating that the grant application has been received. Should any grant submitters ***not*** receive a confirmation email, please contact Kessa Kelly via email at kkelly@ncpdp.org or by calling (480) 440-3951.

Q: When will I know if my grant has been approved?

A: The Foundation Committee and the NCPDP Foundation Board seeks to review and approve grants approximately 30 days from the grant submission due date. (Please note this timeline is subject to volunteer committee member availability).

After grant(s) have been selected and approved, all grant submitters will receive an email communication stating whether their grant proposal was selected or not. ***Please do not reach out to any Foundation contacts to inquire about the status of your grant application between the date of confirmation that your grant proposal was received and the date the result of your grant application has been communicated.***

Q: What are the basic grant proposal requirements?

- A. The two essential requirements are as follows. Proposals must meet these requirements to be considered for funding.
1. The project must benefit one or more of the Foundation's three strategic initiatives:
 - Increasing the Role and Value of Pharmacists
 - Increasing Patient Access to Care
 - Enhancing Patient Safety
 2. A project must seek to demonstrate and measure how an underutilized NCPDP Standard or a new use for an NCPDP Standard supports one or more of the Foundation's three strategic initiatives and improves interoperability. Alternatively, the project can demonstrate the need for a new NCPDP standard that supports the initiatives. A working knowledge of NCPDP Standards, and particularly, existing standards to be measured in the project, is essential. Membership in NCPDP is required to access the Standards, however Standards descriptions are available on the [NCPDP website](http://www.ncpdp.org).

The Foundation will consider proposals that broadly support standardization of the exchange of healthcare information and also align with the Foundation's Vision, Purpose and three strategic initiatives.

Q. What are examples of how a project might support the initiatives?

A: Examples:

- Demonstrate how current and future NCPDP standards can improve operational efficiencies and reduce provider burden.
- Demonstrate how NCPDP standards provide real-time information for improved clinical decision making at the point of care.
- Demonstrate how NCPDP standards can integrate pharmacists into the broader healthcare system for the benefit of patients.
- Demonstrate how standards can improve patient outcomes.
- Demonstrate how NCPDP standards can protect patients from medication mishaps.
- The Foundation encourages grantees to provide opportunities for pharmacy/informatics students' participation focusing on Health Information Technology.

Q: Does the NCPDP Foundation accept grant proposals asking for co-funding?

A: NCPDP is widely known for collaboration. Foundation grants may involve work undertaken by collaborating institutions. In such cases, the Foundation typically awards grant funds to a single grantee that is responsible, under the terms of the award, for reporting on the activities and expenditures of the collaborating organizations.

Q: What are the reporting requirements for selected grants?

A: The Foundation requires timely and informative interim and final grant reporting. Narrative reports should describe the activities undertaken and the use of grant funds, and evaluate the progress made toward achieving the purposes of the grant during the reporting period. The Foundation may suspend grant activities and require the return of funds for delinquent or unsatisfactory reporting and will consider reporting history in the awarding of future grants.

Q: Can grant terms change after they are approved?

A: Grant modification requests that may be considered by the Foundation Board include:

- Extension of the grant period to permit additional time to complete supported activities or raise matching funds;
- Reallocation of funds to permit spending in a manner different than that described in the original budget;
- Rollover of funds from an older Foundation grant into a newer grant given for the same purpose; extension of a matching period;
- Transfer of grant funds from the original grantee to another.

Q: My grant proposal utilizes a consultant/contractor. Will the Foundation fund a project like this?

A: On occasion, proposals to the Foundation involve consultants and third-party vendors. If selection of a vendor is made prior to the submission of the proposal, the proposal should include an explanation of how and why the subcontractor or consultant was selected. In addition, grantees should include the selected vendor's budget. If the selection of a vendor is not made prior to submission, the proposal should estimate consulting costs as an average of the quotes received. The grantee is responsible for obtaining detailed budget information from potential consultants or subcontractors.

Q: Does the NCPDP Foundation fund overhead costs?

A: Indirect costs may be incurred by a grant recipient for common or joint objectives that cannot be identified specifically with a particular project or program such as facilities or administrative costs. The Foundation allows no more than 20% of a grant award for indirect costs.

Q: How can I access NCPDP Standards if I am not an NCPDP member?

A: Note that a working knowledge of the NCPDP standard or standards to be measured in the project is essential and an NCPDP membership is required to access the NCPDP standards. Please use [this resource](#) for your grant application. Descriptions of each standard are available on the [NCPDP website](#).

If you are interested in becoming an NCPDP member, please visit [the NCPDP website](#) to learn more and become a member today.

Q: If my grant is selected, will the NCPDP Foundation pay for my NCPDP Membership?

A: No, the Foundation will not pay for an NCPDP membership for any member of the selected research team.

Q: Are there any projects the Foundation will not grant under any circumstances?

A: The Foundation does not make grants for the following purposes:

- Fundraising events
- Grants for operations/administrative support only
- Grants for organizations so that they, in turn, can redistribute the funds
- Dollars to replace government funding
- Sponsorships

Q: If my grant is approved, when will I receive funding?

A: Funds will be issued upon completion of milestones detailed in the proposal. Other options can be agreed upon in the completion of the grant award agreement. A grant award from the Foundation may be conditioned on the satisfaction of specific requirements where conditions are established. The Foundation will not make payment on the award unless and until all conditions have been met. The Foundation reserves the right to rescind a conditional grant when conditions have not been satisfied in a timely manner.

Q: What if I have questions about the grant application process?

A: All questions prior to the due date of the specific grant application can be sent to Kessa Kelly via email KKelly@ncpdp.org. If you do not receive a response within 24 business hours, it is likely that your email went to a “spam” folder. In the event you do not receive a response from Kessa within 24 business hours, please call (480) 440-3951.