



**Funding Opportunity Title:** Youth Advisory Board (YAB) development support funds

**Sponsoring Organization:** The Technology and Adolescent Mental Wellness (TAM) program: Social Media Adolescent Health Research Team, University of Wisconsin – Madison

**Key Dates:**

RFA release date	6/25/2021
Applications due	8/2/2021, by 5:00pm CST
Earliest Funding Start Date	9/2/2021
Expiration Date	12/31/2021
Virtual Meeting	Early 2022

**Funding Available:** Up to 10 projects will be funded at a maximum of \$4,500 to support efforts to create a YAB to inform adolescent health research or adolescent clinical care.

**PURPOSE**

The UN Convention on the Rights of the Child requires researchers to give due weight to youth voices on matters that impact them. The past year’s global events including the COVID-19 pandemic and the BLM movement augment the need to understand youth perspectives and experiences. Many researchers and clinicians value youth input, but lack the funds or staffing to develop a Youth Advisory Board. In turn, adolescents are in need of social connection, positive adult mentor relationships, and career exposure. Funding is therefore meant to provide initial support for investigators and clinicians interested in creating an adolescent YAB.

Qualified proposals must outline a plan to build a YAB, the members of which will inform adolescent health-related research projects or programs, or clinical processes or projects. Applicants may consider using our recently published manuscript in the Journal of Adolescent Health which describes perspectives and processes to consider in the development of a YAB ([Youth Advisory Boards: Perspectives and Processes - Journal of Adolescent Health \(jahonline.org\)](http://jahonline.org))

**OBJECTIVES OF THE YAB RFA PROGRAM**

Our objectives are threefold. First, we aim to provide incentives for investigators and clinicians to build a Youth Advisory Board. Second, we aim to provide support for researchers and clinicians in building a successful YAB, by sharing our own experiences, structures, templates and processes. It is our hope that researchers and clinicians who build a YAB will identify ways to disseminate their work, and we intend to provide support for these efforts. Third, we aim to create a cohort of investigators/clinicians building new YABs to provide support and collaboration with each other.

**UNIQUE REQUIREMENTS AND OPPORTUNITIES**

Joint virtual meeting: Awardees are **required** to participate in a joint virtual meeting that will take place in early 2022. The meeting will include all awardees, as well as members of SMAHRT and TAM, including members of our

Youth Advisory Boards. Each awardee will present and discuss their experiences, successes and challenges for the purpose of sharing best practices, problem-solving, and supporting sustainable YABs.

TAM website: The TAM website is an online platform to provide resources and raise awareness of research relevant to adolescent mental health and wellness. The audience includes researchers, industry, non-profit organizations, and community members. Funded Youth Advisory Boards will be a featured page of the website. Thus, awardees are **expected to contribute content** to this website. Specifically, awardees will be asked to include information related to their research or clinical team, their YAB program, and appropriate community-facing photos, insights, and calls to action.

#### **ELIGIBILITY**

Eligible applicants may include, but are not limited to, domestic public and private institutions of higher education; nonprofits with or without 501(c)(3) status; and community-based or tribal organizations. Each institution or organization may submit more than one application. Each applicant is only eligible to submit one proposal to this RFA for consideration of funding. Awards will not be made to individuals.

Eligible proposals will describe the creation of a youth advisory board involving adolescents. For this proposal we define adolescence as encompassing 12-22 years of age, though proposed YABs do not have to include that full range of ages in their planned group membership.

#### **APPLICATION INSTRUCTIONS**

Applications should be submitted to [SMAHRT@pediatrics.wisc.edu](mailto:SMAHRT@pediatrics.wisc.edu) as word documents. Applications are due August 2, 2021, by 5:00pm CST. See page 3 for application instructions.

#### **APPLICATION REVIEW INFORMATION**

Each application will undergo peer review, including review by one or more members of our Youth Advisory Board. Applications will be scored according to the following criteria: significance, investigator/clinical team and environment/facilities, proposed YAB approach and feasibility, and attention to critical values including youth professional development and diversity. We seek to fund YABs which will efficiently recruit, enroll, structure, engage and elevate youth with a real-world impact on research or clinical practice and on the lives of their YAB members.

#### **AWARD ADMINISTRATION INFORMATION**

Notification of award will be received by early September. Receipt of the award is contingent upon:

1. Execution of award agreement with the University of Wisconsin-Madison
2. Commitment to involvement with Technology and Adolescent Mental Wellness program and SMAHRT, including the special requirements
3. Confirmation that acknowledgment of funding sources will be present on any related publications or presentations

**Please direct any questions about the RFA or application process to: [SMAHRT@pediatrics.wisc.edu](mailto:SMAHRT@pediatrics.wisc.edu).**

## YAB development Proposal Format

Format requirements: Arial 11pt font and 1" margins.

APPLICATION: The application should be a maximum of two pages

Basic information:

- Title of project
- Applicant's name, title, affiliation, contact information and signature
- Co-Investigator name(s), title, and affiliation
- Institutional signature (if required)

The application should include relevant information regarding the purpose, approach and structure of the YAB, which may include elements as outlined below:

- A. YAB approach
  1. Objective: Describe the overall goal of the proposed YAB, including specific values or objectives that will inform the YAB structure
  2. YAB members: Describe your goal size, demographics and membership of your YAB
  3. Recruitment: Describe your recruitment approaches for your YAB and how application and selection will take place
  4. Structure: Describe your ideas for your YAB structure, including meeting types and purpose
  5. Anticipated benefits: Describe how your YAB will benefit your research or clinical work, as well as how YAB members will benefit from their experiences
- B. A brief budget and budget justification
  1. Allowable expenses may include YAB member stipends, staff salary support related to YAB activities and other related expenses
  2. Note: Awardees will receive the funds as a direct payment to your institution. It is advisable to check with your institution to confirm you can accept this type of payment to your institution and directed to your program prior to applying.
- C. A timeline, including recruitment, selection, and approximate YAB member activities (subject to change upon YAB member feedback)

Additional elements not included in two-page application:

- D. NIH-format biographical sketch for the principal investigator and co-investigators (not to exceed 5 pages) or CV
- E. Letters of Support: In the case of collaboration (e.g. with community, school, or small business), it is recommended to include letters of support endorsing the proposal. These letters reflect mutual commitment to the goals of the project and a shared understanding of responsibilities.