

COMMITTEE/TASK FORCE RFPs

A. ASAHP will have funds available for multiple awards to Association committees and task forces in 2009-2010.

B. Proposal submissions should contain the following information:

1. A specification of definite outcomes or products.
2. An indication of how the proposal relates either to the *Strategic Plan* or to the charge of a committee or task force.
3. A statement of how ASAHP and allied health will benefit from this proposed endeavor.
4. An outline of the scope of work, stating:
 - a. What actions will be performed to reach proposed outcomes or products?
 - b. Who will carry out these actions?
 - c. When these actions will be performed?
 - d. What, if any, actions and responsibilities are expected of staff at the ASAHP National Office?
5. The amount of money requested from the Association.

C. The following conditions will apply to grantees who receive awards:

1. The *Board Liaison* to a committee or task force that plans to submit a proposal should be used as a sounding board while the submission is being developed to ensure that it is prepared properly.
2. Following approval by ASAHP, the Principal Investigator must submit a six-month Progress Report to the Association's Executive Director.
3. The Principal Investigator must submit invoices that are accompanied by receipts and other back-up materials to the National Office when seeking payment.
4. Advance payments may be granted, if sufficient justification is provided in writing.
5. Any variations in the project budget that ASAHP originally approved will require approval by the Association's Executive Director.
6. Special consideration will be given to proposals that may lead to future external funding.