



Request for Letters of Intent

AMCHP announces a new technical assistance project, Data Communications E-Learning Collaborative, provided with support from the Centers for Disease Control and Prevention (CDC) Division of Reproductive Health (DRH).

Project Summary

- 8-month project: April – November 2018
- Goal is to translate analytic data into communications products to message the importance of MCH issues
- Requires current access to proposed data
- Team should include 3-6 members with at least one Epidemiologist and one MCH/CYSHCN Program Staff

Purpose

With Support from the Centers for Disease Control and Prevention (CDC) Division of Reproductive Health (DRH), AMCHP aims to provide technical assistance to MCH epidemiologists/data staff to translate analytic data into communications products, such as infographics, stories, or briefs for non-scientific audiences including program staff, policymakers, and community partners. AMCHP will partner states with national communications experts to produce quality products to communicate the importance of MCH issues.

Teams will participate in learning events and peer-to-peer sharing, engage in consultations with communications experts, and receive access to a project SharePoint site for resources and sharing. AMCHP will coordinate all activities and provide technology such as SharePoint and Adobe Connect to facilitate learning and interaction.

Teams are expected to complete bi-monthly assignments based on learning events and one final product that suits the needs of the team which can include an issue brief, story, infographic, or other product.

Eligibility Requirements

The eligibility requirements are: (1) Support of Title V Director; (2) interview participation; (3) a team of 3-6 members consisting of at least one Epidemiologist and one Program Staff; (4) designation of at least one Epidemiologist as a team lead; (5) current access to proposed data. Collaboration with other program areas such as chronic disease, oral health, etc. is permitted and encouraged.

Submission Requirements

The application for this communications partnership project is via a 2-page Letter of Intent. The Letter of Intent should include:

- Very brief statement of the proposed project
- List of data sources





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- Desired final product and uses for final product
- Team roster with contact information (phone and email), including designated team lead or co-leads,
- Statement of commitment to the main activities of the partnership listed above.

The letter should not exceed two pages. Following the submission of the Letter of Intent, an AMCHP staff member will contact your team lead(s) to set up a brief interview. The purpose of the interview is for the team to elaborate on the proposed project and hopefully save you some writing; AMCHP staff will use a structured interview format, and you will receive the questions in advance. Questions will focus on the following areas: project capacity, expected benefits, obstacles, and readiness to start. Following completion of the interviews, six teams will be accepted into the collaborative.

How to Apply

The application requires a 2 page Letter of Intent, followed by a structured interview.

- The Letter of Intent must be submitted no later than 5:00 pm EST on March 23, 2018
- Applicants will be notified of their acceptance no later than April 2, 2018
- Applicants should plan to participate in a phone interview between March 26 and March 30
- The letter of intent should be submitted to Charlotte Cleveland via email at ccleveland@amchp.org

The primary contact for applications is Charlotte Cleveland, Program Analyst for Epidemiology and Evaluation at AMCHP. Please direct any questions to Charlotte by email at ccleveland@amchp.org.

