

# What to Expect if Accepted

## Commitments From You:

### If awarded, you will be asked to commit to:

- Identifying at least two team members to represent your organization in webinars, check-ins, and communication with AMCHP
- Co-developing a coaching scope of work with your peer coach
- Attending all required webinars to the best of your ability. In addition to a kickoff call in April, webinars will tentatively take place in May, June, August, November, and February
- Being responsive to AMCHP communications about your project.
- Participating in regular check-ins with your AMCHP coach (at least quarterly)
- Documenting project expenses and sending in invoices in a timely manner
- Intentionally and thoughtfully engaging with and supporting people with lived experience related to your project focus to participate in and serve as key decision makers in project activities



### Reporting and Evaluation

You will be asked to complete an assessment of the overall Replication Project support structure so AMCHP can continue to improve the technical assistance and resources provided to awardees. You will also be asked to fill out a report which includes a brief summary of project activities as well as key successes and lessons learned. You will be contacted six months after the formal Replication Project opportunity ends in April to complete a follow-up report to elaborate on any ongoing work with your project. Components of the final report and six-month follow-up report will be included on the landing page of the Innovation Hub practice you replicated in the MCH Innovations Database.



### Sustaining Knowledge and Sharing Key Insights

To capture implementation insights from your participation in the Replication Projects, you will be asked to write a brief article for AMCHP's bi-monthly newsletter, Pulse. You may also be asked to share your replication experiences via webinar/recording and/or asked to provide input on tools and resources AMCHP develops to strengthen practice replication and implementation.



Contact us at [evidence@amchp.org](mailto:evidence@amchp.org) if you have any questions



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## Starting Your Project

All applicants will be notified about the status of their application the week of March 20th. Those that have been awarded will then be asked to complete the following items:

1. Schedule an initial check-in with AMCHP to talk about your project, TA needs, project plan/timeline, and ideas for your budget the week of April 10th.
2. Share the following information for the individual/organization AMCHP will contract with
  - Contact information
  - W-9
  - Completed Risk Assessment

### The Risk Assessment

The purpose of the risk assessment is to systematically evaluate the potential financial risks that may be involved if AMCHP supports an awardee to participate in the Replication Project. A high level of risk will not prevent you from participating; it means that AMCHP may provide you with additional support to manage your contract and invoices. Once the awardee completes the Risk Assessment, the contract process will be initiated.

We understand the risk assessment may be challenging for some awardees to complete. We recommend letting us know as soon as possible if you anticipate any barriers to completing the risk assessment. In this case, AMCHP will work with you to determine the best way to support your participation in the Replication Projects. This may involve being referred to small business financial training ahead of being awarded as well as AMCHP disbursing project funds in installments and requiring additional documentation/paperwork.

**Note: The project budget, updated timeline/activities, risk assessment, and W-9 are due to AMCHP by April 24th.**



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