

## Consortium Health Justice Series: Request for Proposals

### About the Program

The UCSF-UC Law Consortium on Law, Science & Health Policy is soliciting proposals for its annual “Health Justice Series,” which provides funding to faculty, staff, students, alumni, and community members interested in hosting events, workshops, and other convenings on issues related to health justice. The purpose of this program is to:

- 1) Uplift a diverse array of voices across campuses and the community in rigorous conversation about health justice issues facing our community and others
- 2) Provide funding, resources, and other logistical support to individuals or groups seeking to bring attention to a health justice issue, deepen our understanding of it, and advance solutions and action through events, workshops, and conferences
- 3) Support and deepen multidisciplinary and multistakeholder connections and interactions across campuses and community

If uncertain whether or how your topic relates to health justice, we suggest the following reading:

- [CDC Definition of Health Equity](#)
- Kaiser Family Foundation [Short Brief on Health Disparities and Health Equity](#)
- Braveman P. [What are health disparities and health equity? We need to be clear.](#) Public Health Rep. 2014 Jan-Feb;129 Suppl 2(Suppl 2):5-8. doi: 10.1177/00333549141291S203. PMID: 24385658; PMCID: PMC3863701
- Wiley LF, Yearby R, Clark BR, Mohapatra S. [What is Health Justice?](#) J Law Med Ethics. 2022;50(4):636-640. doi: 10.1017/jme.2023.2. PMID: 36883386; PMCID: PMC10009391

### Available Funding and Support

Funding amounts will depend on the length and nature of the event and can range in amount from \$250 - \$20,000 each. The Consortium aims to fund 1 large convening (up to \$20,000) and several smaller events or workshops (up to \$6,500 each) per year. Formats of these can vary and include:

- Events of any length, ranging from one hour up to two days
- Events held in person, Zoom, or both
- Public events
- Invitation-only workshops

Funding may be used to support:

- Speaker and organizer honoraria and travel
- Catering
- Rental of event space, if the free available space at UC Law SF, UCSF or elsewhere is unavailable or inadequate.

- Materials and supplies
- Posters and advertising can be provided by the Consortium, however requests for funding for supplementary advertising through other channels or organizations will be considered.

## Application Support

We encourage applications from people who may not be familiar with writing proposals. If you would like to send your idea (a paragraph or few sentences in any format) to us ahead of completing the full proposal, we would be happy to give you initial feedback or provide a mentor to help you complete the proposal process. Our assistance in developing a proposal is not a guarantee of funding.

## Request for Proposals

A Request for Proposals (RFP) will be issued in January, with proposals due no later than midnight on March 31, 2025. Proposals should be submitted to Rachel Blanchard at [blanchardrachel@uclawsf.edu](mailto:blanchardrachel@uclawsf.edu).

Proposals will be reviewed by Consortium staff and the Consortium Advisory Board, with decisions issued in April.

Proposals must include the following information:

- Organizer Information
  - Lead organizer name and contact information
  - Names and contacts of other organizers and their roles
- Proposed dates and length of proposed event
  - Proposals may be for events occurring anytime during the 2025-2026 fiscal year (July 2025-June 2026)
  - Applicants are encouraged to provide multiple possible dates
    - Final dates will be selected in coordination with Consortium staff
  - Examples of typical event lengths:
    - Panel: 1-2 hours
    - Conference: Full day
    - Workshop: Half to full day
- Description of the proposed event:
  - Describe your **vision** for the event, including how and why your topic relates to health justice.
  - Provide a list of **speakers** you intend to invite, or that are illustrative of the type of speakers you'd like to invite
    - Your speaker list should reflect a multidisciplinary and multistakeholder approach to the extent possible. For instance, a panel of all lawyers or all

UCSF students will not be competitive. Events that do not consider or include community perspectives and voices will also not be competitive.

- Who is your **audience** for this event?
    - Will it be open to the public, or an invitation-only workshop-style event?
    - How many people do you hope will attend?
  - Will this event be held **in person or online**?
    - Do you envision a lecture-style event, a discussion-based event, or other?
    - We do not recommend hybrid events in which some speakers are virtual and some are in person. This can lead to technological complications and poor quality of experience for both speakers and attendees. We are happy to share and discuss our experience with you on hosting hybrid events.
  - What would be the **best possible outcome** you can envision with this event?
- Budget:
    - Proposals must include a proposed budget using the provided budget template.
    - The amount of the requested budget should be reasonably proportionate to the format, length, and scope of the event and comply with UC Law SF Fiscal policies. These policies include:
      - Speaker travel may be funded at economy class-level only. Upgrades are the responsibility of the speaker and/or must be funded through other sources.
      - Catering is subject to the following state-mandated daily caps:
        - Breakfast: \$34.00 per person
        - Lunch: \$58.00 per person
        - Dinner: \$101.00 per person
        - Light refreshments: \$23.00 per person
        - The above per person costs **includes** beverages, tax, and tip.
      - There is no UC Law SF policy regarding honorarium. Applicants are encouraged to consider whether honoraria are appropriate for a given event. There are a range of ways in which speakers and other participants may be compensated for their participation in the event. Not all participants need be compensated in the exact same way, but they should be compensated *equitably*. Considerations can include:
        - What is being asked of participants in time, preparation, speaking, and travel. For instance, a keynote speaker may be appropriately compensated at a greater rate than a panelist.
        - Accommodations to facilitate participation. For instance, a community member based in a rural area may be asked to speak on a Zoom panel but may not have reliable access to internet. Providing additional compensation or cost reimbursement to enable the speaker to travel to nearby internet access would be appropriate. As another example, a speaker with a language or disability-related need may need to bring a translator or care supporter with them and pay that person for their time or travel.
        - Institutional, professional, or cultural norms. Some speakers, such as government officials, may be legally or ethically prohibited

from accepting honorarium. Some academics may be reliant on soft funding and may need or expect compensation to a greater degree than others, particularly if the topic on which they will be speaking has been historically underfunded. Some speakers, such as community members, have historically been unpaid or underpaid by academic institutions for their efforts and may now appropriately expect to be compensated for their time and contributions as other experts would.

- For help thinking about compensation of community members in particular, see this [helpful practical guide from the Center for Health Care Strategies](#).

## Awards

Awardees will be notified by April 30, 2025. All funds are subject to Fiscal policies of UC Law SF and will be held and administered on behalf of awardees by Consortium staff. In other words, if you have never received a grant before or do not have a way to manage it, we will manage the money and pay expenses for you.

Awardees are expected to:

- Create the event title, schedule/agenda, and description
- Identify, invite, and confirm speakers and other key participants approximately 4-6 months in advance of the event
- Connect speakers and other key participants to Consortium staff approximately 4-6 months in advance of the event so we can help arrange any travel or honoraria that may be offered
- Identify preferred event space and work with Consortium staff to secure it. Note that space at UC Law SF is free for Consortium events and is the default venue. Applicants wishing to hold their event at another venue should be sure to include budget for space
- Confirm key details of the event (title, description, speakers, etc.) with Consortium staff, who will advertise the event and assist with outreach
- Mention the Consortium and include our logo in any supplemental advertising of the event

The Consortium will:

- Provide consultation and assistance with program design, as may be requested
- Manage event registration
- Administer funding and reimbursements for event costs
- Help identify and reserve available space at UC Law SF. If the event is not held at UC Law SF, awardees will be responsible for identifying and securing appropriate space. External space will be subject to approval by Consortium staff and must be within the originally-proposed budget.
- Recommend caterers and pay catering expenses
- Provide marketing of the event through Consortium communications channels including email, social media, physical flyers, and the Consortium website

Sample timeline for an event occurring in September:

- April: Awardee notified.
- May-June: Awardees invite and confirm speakers.
- End of June: Awardees give final confirmed list speakers to Consortium, including names and contacts.
- June-July: Consortium will arrange speaker travel and honorarium as may be requested, as well as reserve space and catering.
- July-August: Consortium and awardees advertise event through their channels.
- September: Event held.