

WellnessEdge FAQ's

❖ What is a DUNS number and where can we find it?

- A DUNS number is a unique 9-digit identification number which corresponds to the physical location of your business or organization. The DUNS number is assigned at the lowest organizational level, i.e. business locations with a unique, separate, and distinct operation. DUNS number assignment is free for all businesses required to register with the US Federal government for contract or grants. If you don't know your DUNS number, please contact your financial department for assistance.

❖ Do we need IRB approval for our project?

- No. Although we are working with human subjects in our programming we are only gathering participant information. There is no research intervention being imposed.

❖ What are the financial form that we need to complete and who should we contact?

- For questions about contracts and forms, please contact ospasubaward@uky.edu
- Rita Booth, rbooth@uky.edu and Courtney Chafin c.chafin@uky.edu are the primary contacts
- Please note that the reimbursement will be based on accomplishing key project milestones. Wellness Edge staff will develop these milestones based on the submitted project work scope
- Wellness Edge staff will submit the budget that you included in the proposal narrative to the subaward office.

❖ What is the length of time for this grant?

- This subawardee grants run from November 1st 2018 to July 30th 2019.

❖ **When will my organization be reimbursed?**

- Your organization will be reimbursed within 30 days of invoice submission. In order to ensure timely reimbursement, it is very important that all of the invoice information submitted is accurate.

❖ **Can we purchase the resources and equipment for our project with a Procard?**

- Yes. You may pay for your resources with any payment method you choose including a Procard.

❖ **Where are then feedback and registration forms located?**

- They are both located at <https://www.wellness4ky.org/wellnessedge/>
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❖ **Who can we contact if we have questions?**

- If you have questions at any time during this grant you can either bring the questions to your monthly call with a WellnessEdge team member or you may email your concerns to wellnessedge@uky.edu.

❖ **Do we need to have monthly calls?**

- Yes. A monthly call with a WellnessEdge team member, which will be approximately 30 minutes in length, is required each month. At least one member from your organization is required to be on this call.

❖ **Do we need to use your media release form if our organization has our own?**

- No. If your organization already has a media release form, you may use that form. However, if your organization doesn't have an existing media release form, we ask you please use ours. It can be found here:

<http://bit.ly/WellnessEdgeMediaRelease>

❖ **What can we do if we have problems recruiting participants for our program?**

- If you need assistance recruiting participants for your programming, feel free to reach out to the WellnessEdge team. Our team members have partnerships and contacts with organizations across the state so they will be able to help make some connections and further your efforts.

❖ **How can we find local resources to help store and manage our equipment?**

- If you need assistance finding these local resources, feel free to reach out to the WellnessEdge team. We will be able to help you find the appropriate resources.

❖ **Can we invite the WellnessEdge committee to our events?**

- Yes! We would love to attend your events and help spread the message of your amazing inclusive efforts. Please feel free to keep us updated on your programming and events. Link to a shared Google calendar will be coming soon.

❖ **What needs to be included on our outreach and marketing materials?**

- Any outreach or marketing material used to promote your programming under this grant MUST include HDI's Health and Wellness Initiative logo as well as the following disclaimer:
 - The project described is supported by Grant Number 90PRRC0001-01-00 from the Administration for Community Living, Department of Health and Human Services. Its contents are solely the responsibility of the Wellness Edge staff and do not necessarily represent the official views of the Administration for Community Living Or HHS

