

The logo for UCSF-UC Law is a blue square with white text. The text reads "UCSF-UC Law" in a large, bold, sans-serif font. Below this, in a smaller, all-caps, sans-serif font, is "CONSORTIUM ON LAW, SCIENCE & HEALTH POLICY".

UCSF-UC Law

CONSORTIUM ON
LAW, SCIENCE &
HEALTH POLICY

Consortium Health Justice Series: Request for Proposals

About the Program

The UCSF-UC Law Consortium on Law, Science & Health Policy offers an 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. Health justice, sometimes also called health equity, can be defined as the ways in which law and policy interact with other determinants of health to positively or negatively shape health and health care outcomes. While law and policy shapes the health of everyone, health justice particularly considers the ways in which the health of certain people or groups is *unfairly and disproportionately* affected by the interaction of laws, policies, health systems, and society.
- 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.

Health justice is inclusive of many groups and issues across the lifespan. 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: 10.1177/003335491412915203. PMID: 24385658; PMCID: PMC3863701.
- Wiley LF, Yearby R, Clark BR, Mohapatra S. INTRODUCTION: [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 4-5 proposals each year and will consider a range of types of events including:

- 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 free available space at UC Law SF, UCSF or elsewhere is unavailable or inadequate.
- Materials/supplies
- Posters/advertising can be provided by the Consortium, however requests for funding for supplementary advertising through other channels or organizations will be considered.

Request for Proposals

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

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

Proposals must include all of 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 between September 2024 and July 2025
 - 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:
 - Topic/theme: Please describe your vision for the event, including how and why your topic relates to health justice.
 - Speakers: Please 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 faculty will not be competitive. Events that do not consider or include community perspectives and voices will also not be competitive.
 - Intended audience: Who do you intend to reach with this event? Will it be open to the public, or an invitation-only workshop-style event? How many people do you hope will attend?
 - Type of event: Will this event be held in person, online, or both? Do you envision a lecture-style event, a discussion-based event, or other?
 - Goal outcome: What would be the best possible outcome you can envision with this event?
- Proposed 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: \$26.00 per person
 - Lunch: \$45.00 per person
 - Dinner: \$78.00 per person
 - Light refreshments: \$18.00 per person
 - The above per person costs includes beverages and tax.
 - Gratuity is limited to 20% of the food and beverage costs.
 - 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/other activities 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 in April. *No funding will be transferred to awardees* – Consortium staff will directly pay event-related costs on your behalf, and/or provide direct reimbursement. All funds are subject to Fiscal policies of UC Law SF and will be held and administered on behalf of awardees by Consortium staff.

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 for purposes of arranging any travel or honoraria that may be offered.
- Identify preferred event venue and work with Consortium staff to secure it.
- Confirm key details of the event (title, description, speakers, etc.) with Consortium staff for purposes of event advertising and 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 registration.
- Administer funding and reimbursements for event costs.
- Help identify and reserve available space at UC Law SF or UCSF. Awardees will be responsible for identifying appropriate space if not located on either campus. External

space will be subject to approval by Consortium staff and must be within the originally-proposed budget.

- Recommend caterers and pay catering expenses.
- Providing 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.