

Contract for Grant Writing Services

- I. This is an agreement between the Black Nurses Association (Client) and Kimberly A Parker (contractor) of the Parker Owens Research Group, LLC.
- II. *Project Description:* All of Us Research Program aims to increase the pace for which health research and medical breakthroughs occur through the development of research communities to help shape and inform processes for collecting health data. The Black Nurses Association seeks a grant writing consultant to assist with the development, construction and submission of an All of Us Research Program (OT2) research proposal.
- III. *Scope of Services:* Contractor agrees to provide the following services:
 - Compile research and project data to develop grant writing plan and template
 - Review organization and funding materials and other background information necessary to develop proposal
 - Assist with formatting rational, logic model, and implementation strategies for funding proposal
 - Provide insight into evaluation plan and grant required components
 - Write and edit funding proposal components
 - Assist with uploading/submitting the final grant application
 - Participate in meetings/conference calls to accomplish grant writing task.
- IV. *Compensation:* The Black Nurses Association agrees to compensate Contractor at the rate of \$150.00 per hour. It is estimated it will take approximately 20 hours to complete the task. Contractor will keep careful track of hours spent on project and notify agency contact once a total of 15 hours is reached. Billable hours will include all activities mentioned in III, as well as proposal preparation and editing, and consultation. Time will be rounded to the nearest quarter hour. Based in the reduced time to complete final project, one final payment shall be paid to Contractor within 30 days of receipt of invoice.
- V. *Confidentiality:* Both parties agree to adhere to generally accepted confidentiality practices and to provide each other with their best efforts in fulfillment of this contract. Contractor agrees not to disclose private information about the organization, donors, or funding application. "Private information" does not include information available in the public domain.
- VI. *Guarantees:* Contractor shall perform all duties requested and agreed to by both parties and shall submit work in good faith. However, the Contractor does *not* imply or promise any guarantee that the grant proposals will be funded. Payment is due even if Client does not submit proposal or receive a grant.
- VII. This contract may be renegotiated or terminated with 48 hours written notice at the request of either party.

Contractor Information:
Kimberly A. Parker, PhD, MPH, CHES
Principal Researcher and CEO
The Parker Owens Research Group'
9201 Warren Parkway, #200
Suite 310
Frisco, TX 75034

Client Information:
The Black Nurses Association

Signatures:

Kimberly A. Parker , Contractor

Date: _____

Client

Date: _____