

2026 Dr. Sae Joun Park Memorial Primary Care Fund Community Health Project Grant Program

July 2026
SNUCMAA, NA
Contact: snucmaa@yahoo.com

1. Purpose

- a. To honor the memory of Dr. Sae Joun Park, a 1964 graduate of Seoul National University College of Medicine, who dedicated his career to primary care and continued to care for his patients with unwavering dedication and compassion during the COVID-19 pandemic until the end of his life.
- b. The purpose of this grant is to support projects that promote primary care and related areas. Eligible projects may include, but are not limited to, community health, preventive care, chronic disease management, patient education, healthcare access, quality improvement activities, and other initiatives that advance primary care.

2. Eligibility

- a. The Principal Investigator must be one of the following:
 - i. A member of SNUCMAA, NA; or
 - ii. An Affiliated Member of SNUCMAA, NA who resides in North America, holds an M.D. or equivalent degree, and has a parent who is a member of SNUCMAA, NA.
- b. Applicants from any medical specialty may apply.
- c. The proposed project must align with the purpose of this grant as described in Section 1.b.

3. Award Information

- a. One or more awardees may be selected, depending on the quality of applications and funding availability.
- b. Applicants may request up to \$12,500.
- c. Applicants may also submit proposals requesting a smaller amount, depending on the scope and needs of the proposed project. For example, proposals requesting \$5,000 or other smaller amounts will also be considered.
- d. The final award amount may be adjusted based on the proposal, budget justification, and available funds.

e. The Green Project Committee may request modifications to the proposed project plan, timeline, or budget before final approval of the award.

f. The project period is expected to be one year, beginning in January 2027. Extensions may be considered depending on the nature and progress of the project, subject to review and approval by the Green Project Committee.

g. Award timelines, by 11:59 PM ET:

- i. Full application due: October 31, 2026
- ii. Review period: November 2026
- iii. Awardee selection and notification: December 2026
- iv. Award start date: January 1, 2027
- v. Progress Report due: June 30, 2027
- vi. Award completion: December 31, 2027
- vii. Final Report due: June 30, 2028

h. Selection criteria will include the following:

- i. Relevance to primary care and the mission of the Dr. Sae Joun Park Memorial Primary Care Fund
- ii. Significance of the community need addressed by the project
- iii. Potential impact on the target population
- iv. Feasibility of the proposed project plan
- v. Appropriateness of the budget
- vi. Potential for sustainability or future growth
- vii. Qualifications of the applicant and project team

4. Use of Funds

Funds may be used for expenses directly attributable to the proposed project, which may include, but are not limited to, project supplies, educational materials, community outreach expenses, speaker honoraria, data collection or evaluation costs, online or in-person project-related activities, and other expenses necessary to carry out the approved project.

Funds may not be used for indirect costs, general operating expenses unrelated to the project, personal expenses, lobbying or political activities, or expenses not directly related to the approved project.

5. Awardee Requirements

a. The awardee must carry out the project as described in the approved application.

b. The awardee must submit a Progress Report by June 30, 2027. The Progress Report should be approximately 2 pages in length and should briefly describe the progress of the project, activities completed to date, preliminary outcomes, any challenges encountered, a summary of funds spent to date and the planned use of remaining funds, and the plan for the remainder of the project period.

- c. The awardee must submit a Final Report by June 30, 2028. The Final Report should include a project summary, implementation details, description of activities completed, description of the population served, outcomes and impact, challenges and lessons learned, and a budget report describing how the funds were used.
- d. The awardee must present the progress and/or outcomes of the project at a SNUCMAA, NA convention upon request.
- e. After award selection, the awardee may be asked to provide a brief project summary for publication in Sigyetap, the official SNUCMAA newsletter, and on the SNUCMAA website.

6. Full Application Submission Guidelines

a. Required documents:

i. Full Application

- Maximum of 6 pages for the main application narrative, excluding Bibliography & References Cited
- Must follow the NIH Format Attachments guidelines:
<https://grants.nih.gov/grants-process/write-application/how-to-apply-application-guide/format-attachments>
- The application should include:
 - Project title
 - Project summary
 - Background and community need
 - Project goals and objectives
 - Target population
 - Project plan and methods
 - Expected outcomes and impact
 - Evaluation plan
 - Timeline
 - Relevance to primary care
 - Bibliography & References Cited

ii. CVs of All Participants

- CVs must be submitted for the Principal Investigator and all project participants.

iii. Budget and Budget Justification

- Applicants must provide an itemized budget and justification for each requested expense.
- The total requested amount may not exceed \$12,500.

b. Application materials should be submitted by email to snucmaa@yahoo.com by October 31, 2026, 11:59 PM ET.