DETERRA®

drug deactivation system

GRANT GUIDE

HOW TO SECURE FUNDS
FOR AT-HOME MEDICATION
DEACTIVATION & DISPOSAL

DETERRA® drug deactivation system

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1.0 INTRODUCTION

1.1. PURPOSE

This guide is designed to help private, nonprofit organizations and local governments navigate the often-intimidating grant application process. While most of these grant applications require similar information, every application is different — as such, this guide covers commonly required information, language, and documentation, and gives examples of how to include funding for an evidence–based drug deactivation and disposal program with Deterra either as a stand-alone campaign or as part of your larger prevention activities. By gathering the information outlined in each section, you will be well-prepared to apply for grant funding in support of your organization's mission.

1.2. USING THIS GUIDE

Each section of this guide describes the information you will need and questions to consider to boost your chances of winning a grant. Since the exact documentation requirements vary from grant to grant, the information provided is generally format-agnostic. To make sure you have all the information you need, tip callouts are included that contain helpful information to consider.

TIP
These tip bubbles contain helpful information!

Additionally, throughout this guide, you can find Deterra® tabs like the one to the left, which denote sections that share specific Deterra information relevant for inclusion in your application. These not only help illustrate key portions of the grant application process with practical examples but also make it easy to include at-home drug deactivation and disposal with Deterra as part of your next grant application.

1.3. DETERRA IS AN EVIDENCE-BASED PREVENTION SOLUTION

According to the Centers for Disease Control and Prevention, every year, nearly two million people end up in the hospital due to adverse drug events.[1] Old medications left unsecured in the home are an easy source for misuse and can be harmful to pets, older adults, or children who may accidentally ingest them. Flushing certain expired or unused medications down the toilet can also pose a danger to environmental health, as wastewater treatment plants and sewage systems are not designed to remove these

[1] https://www.cdc.gov/wtc/prescriptionsafety.html

chemicals. As a result, medications that are flushed can end up in the environment and eventually in our drinking water.

Safe disposal of unused or expired medications prevents drug abuse and misuse, accidental poisoning of people and pets, and protects the environment. The Deterra System is a safe medication disposal pouch or container that can be used at home or in a clinical setting. It is the safest, most effective choice used to destroy and properly dispose of unused, unwanted, and expired medications with the simple addition of tap water.

Deterra is on a mission to reduce drug abuse and negative environmental impact and is the only product available today that is scientifically proven to destroy prescription and over-the-counter medicine, including addictive opioids. Deterra helps prevent diversion, misuse, and abuse because the proprietary activated carbon used renders drugs inert and non-retrievable for all practical purposes. Its plant-based packaging and non-toxic ingredients prevent harmful chemicals from entering our landfills and water supplies, making the world safer for everyone.

Developed under a federal contract awarded by the National Institute on Drug Abuse (NIDA) and backed by notable drug abuse prevention organizations, such as the DEA Educational Foundation, the Community Anti-Drug Coalitions of America (CADCA), Mother's Against Prescription Drug Abuse (MAPDA) and the National Hospice and Palliative Care Organization (NHPCO), among others, Deterra gives people peace of mind that the medications are gone – for good.

Deterra Drug Deactivation and Disposal Pouch Product Line Up & Specifications

POUCHES	Maximum Pills per Pouch		Maximum Liquid per Pouch		Maximum Patches per Pouch	Units/ Case
Deterra SP	15	OR	2 oz/60 ml	OR	2	250
Deterra MP	45	OR	6 oz/180 ml	OR	6	200
Deterra LP	90	OR	12 oz/360 ml	OR	12	100
Deterra XL	450	OR	60 oz/1.8 L	OR	60	20

Deterra Drug Deactivation and Disposal Containers Product Line Up & Specifications

CONTAINERS	Maximum Pills per Container		Maximum Liquid per Container		Maximum Patches per Container	Units/ Case
Deterra Liquids Only (1.0 gallon)	N/A	OR	3 L/100 oz	OR	N/A	4
Deterra Multi-Purpose (1.0 gallon)	1,000	OR	1 L/34 oz	OR	100	4
Deterra Multi-Purpose (2.5 gallon)	2,500	OR	2.5 L/84 oz	OR	250	2

1.4. CASE STUDIES

RECIPIENT	FUNDING SOURCE	PROJECT DESCRIPTION
University of Houston	state	The University of Houston College of Pharmacy's PREMIER Center used Texas Targeted Opioid Response (TTOR) grant funding to initiate a statewide at-home drug disposal program and distribute over 100,000 Deterra Pouches in Texas. Learn more here.
The Cherokee Nation	federal	A Strategic Prevention Framework for Prescription Drugs (SPF Rx) grant funded Cherokee Nation's purchase of Deterra Pouches for community distribution via local coalitions and partners. Learn more here.
Community Connections	State + federal	West Virginia's first Medication Disposal Campaign was launched to educate residents about drug misuse prevention and provide over 200,000 Deterra Pouches for proper at-home medication disposal. Community Connections and several partner organizations received funding for the program through State Opioid Response (SOR) funds and Substance Abuse Prevention and Treatment Block grants (SABG). Learn more here.
Clark County Sheriff	federal	Clark County Sheriff's Office received a Comprehensive Opioid, Stimulant, and Substance Abuse Program (COSSAP) grant to expand its drug disposal program beyond the county's single drop box. The expanded program includes the distribution of Deterra Pouches to increase access to proper disposal for rural residents. Learn more here.
Summit County Community Partnership	state + federal + foundation	SCCP expanded a local Deterra distribution effort into a five-year project with over 175 distribution sites across seven counties. SCCP secured funding from local foundations, the Ohio Dept. of Health & Addiction Services as well as SAMHSA. Learn more here.
Orthopedic Surgeon Dr. Greg Colbath	foundation	Orthopedic surgeon Dr. Greg Colbath is working to combat the opioid crisis by educating his community about safe medication disposal and providing his patients at Spartanburg Regional Healthcare System with Deterra Pouches. He received a grant from the Spartanburg Regional Foundation to provide pouches to all surgical patients with an opioid prescription. Learn more here.
Wheeler Clinic	state + federal	The nonprofit community health center Wheeler Clinic partnered with the Connecticut Department of Mental Health and Addiction Services to use State Opioid Response (SOR) funds to create a statewide prevention campaign, Change the Script, which distributes Deterra Pouches for proper at-home medication disposal. Learn more here.

Community Coalition Alliance Florida	foundation	With support from the Rx Abuse Leadership Initiative (RALI) of Florida, the Community Coalition Alliance in Jacksonville (CCAFL) and the Florida National Guard have made over 50,000 at-home drug deactivation and disposal pouches available to help Florida households combat drug misuse and overdose. Learn more here.

2.0 FINDING FUNDING

A critical step to developing a competitive grant application is finding grant opportunities from funders that align with your proposed project and/or program.

2.1 WHO GIVES GRANTS AND WHY

Sources of Grant Funding

The funding source determines the application process, deadlines, requirements, and eligibility for each grant opportunity. There are two main types of grant funding sources: public (government) and private. There are various prospective funders within both sources that could support your project/program's use of Deterra's drug deactivation and disposal products because of their interest in **substance use prevention, poison control, environmental health,** and **drug safety**.

Public Grant Funding Sources

- Government
    1. Federal government agencies
    2. State government agencies
    3. Local government agencies

Private Grant Funding Sources

- Foundations
    1. Private foundations
    2. Corporate foundations
    3. Family foundations
    4. Local community foundations

TIP
Visit DeterraSystem.com/resources/funding for the latest funding opportunities from government agencies and private sources, including foundations, corporations, and other charitable giving organizations aligned with the safe disposal of medications.

The Importance of the Funder's "Why"

Understanding the funder's motivation for providing the grant funding will help you determine if the funding opportunity is the right fit for the proposed solution, further refine your approach, and use language in your proposal that makes a compelling case for support from the funder. Motivations vary by funder type:

- Public or government funders use grants to achieve the goals of a specific government policy.
- Private funders use grants to fulfill the overall mission and goals of their foundation and/or corporation.

2.2 HOW TO FIND FUNDERS

Grant Funding Opportunity Announcements

The following are the various terms that funders use to communicate the availability of grant funding, the specific guidelines for a grant program, and instructions for the grant application. Throughout this guide, we'll use" funding opportunity." But we recommend being familiar with these terms so that you do not miss the chance to apply for a grant:

- Request for Applications (RFAs)
- Request for Proposals (RFPs)
- Program solicitations
- Notice of Funding Availability (NOFA) or Funding Opportunity (NOFO)
- Board Agency Announcement (BAA)
- Annual Program Statement (APS)
- Federal Funding Announcement
- Program guidance

Tap Your Current and Previous Funders

The strongest prospective funding sources are funders who are familiar with your entity's work and track record. Reconnecting with previous and current funders is an opportunity to reintroduce your entity's project/program with the enhancement of Deterra's drug deactivation and disposal products.

Also, don't dismiss the funders that have not previously funded your entity. The addition of Deterra's drug deactivation and disposal products and tips from this guide could result in a more compelling project/program and grant application.

Look to Your Peers

The best sources for finding grant funding prospects are your competitors, partners and colleagues. Look at who is funding similar organizations in your community by visiting the website and/or reading the annual reports of those organizations. Website and annual reports often list top supporters and funders, which can give you a few ideas on the top funders in your community.

If there are membership organizations for groups that represent your field (i.e., rural health networks, area agencies on aging, as well as health and medical associations), their email newsletters, websites, and conferences often feature grant opportunities of interest to members.

Get to Know Government Agencies

Most agency websites have a dedicated section with grant funding opportunities. At the local and state level, visit the websites of area health departments to learn about funding opportunities. Visit the websites of federal agencies, such as the ones listed below, that are most likely to fund your work to learn about their relevant grant programs. You can also subscribe to each federal agency's email newsletter, which includes funding opportunity announcements. *Note: this is not an exclusive list and funding is not guaranteed to be available.*

Most Relevant Federal Agencies and Programs

- Substance Abuse and Mental Health Services Administration (SAMHSA)
- Health Resources and Services Administration (HRSA)
    - Rural Communities Opioid Response Program (RCORP)
- Department of Justice (DOJ)
    - Bureau of Justice Assistance (BJA)

Register for Grant Email Alerts

Subscribe to email lists that send alerts when a foundation or government agency has released a new notice of funding opportunity. To stay in the know, subscribe to email newsletters of the federal agencies listed above, mailing lists specific to your field or entity's work, and Philanthropy News Digest's private funding source newsletter, RFP Alerts.

Search Grant Funding Databases using Key Words or Terms

You can use grant funding databases to conduct an exploratory search to find grant opportunities. Various paid subscription databases can be used to search for grant opportunities from private funding sources, such as foundations and corporations. Grants.gov is the common website used by federal agencies to post funding opportunities and for prospective applicants, like you, to find and apply for them. You can search funding databases using keywords that describe the subject area, population, and/or geographic area.

TIP

Grants.gov defaults to showing currently open funding opportunities. So, it's usually best to also check the "closed" and "archived" boxes on the search screen to identify all potential funding opportunities. Many closed and archived funding opportunities are for grant programs that are likely to release Notice of Funding Opportunity (NOFOs) in the near future.

2.3 FINDING THE BEST MATCH

Once you have identified a grant opportunity, it is important to carefully examine information about the funder and the funding opportunity to determine alignment with your project and/or program as well as the information needed for the grant application.

Key Information to Review

For each funder and grant opportunity, review the following key information:

1. **Funder and Grant Program's Mission/Purpose/Goals**
2. **Eligibility Requirements** (is your entity eligible to apply for the grant?)
3. **Geographic Restrictions** (i.e., focused on programs/projects serving specific geographic areas, such as state, county, or rural communities)
4. **Key Dates** including deadlines for letters of intent (LOIs) and/or full application as well as anticipated dates for announcing grant awards or project start date
5. **Funding Limitations** (i.e., requires applicant to provide matching funds; the size of the grant award; how funding must be used; what the funding will not cover)
6. **Required Grant Program Activities** (i.e., what applicants must do)
7. **Application Process** (i.e., accepts unsolicited proposals or invitation only; registration requirements)
8. **Application Requirements** (i.e., page limits; proposal narrative and application section requirements; required attachments and forms)
9. **Contacts** (i.e., point of contact for questions; key staff or board members with connections to your entity)
10. **Public Voice** (i.e., interviews, press releases, blogs, media, publications that indicate the funder's motivations)

TIP
Only apply for grants that are aligned with your proposed project/program and entity's work.
Follow the requirements of the funder and the specific grant opportunity.

3.0 CONTEXT

Begin the application process by considering the broader context of why your target community needs assistance and who this funding could help. Consider adding at-home drug deactivation and disposal as:

- *a primary prevention strategy as a stand-alone program*
- *an addition to a larger scope project*
- *an addition to an application for continued funding*

3.1. NEED

Prevalence Rates

The most fundamental part of demonstrating a community's need is by providing the rates of current opioid abuse. This will be broken down into more specific rates along certain demographic lines (see Target section below), but it is important to illustrate incidence data in the context of the broader community to establish the basic need for funding.

TIP

State health departments often have opioid dashboards that reflect the current overdose and death rate. If you need specific statistics or help researching, reach out to your Deterra Business Development Manager: Sales@DeterraSystem.com. You can also find data at the SAMHSA website or check with your local coroner's office.

Service Gaps

Beyond illustrating the prevalence of drug abuse in the community, you must also identify where current services are unable to adequately support those affected, thus creating a space for your organization to provide vital support. This is called your Problem Statement. Your Problem Statement can include data regarding treatment access, relapse rates, the capacity of existing services, or geographical gaps in service coverage and underserved populations, among others.

Currently, there are many service gaps that hinder a safe, convenient, and permanent drug deactivation and disposal solution for the community. These include rural, elderly, and underserved populations that have limited access or limited means to travel to a proper disposal site. Even with access available, people prefer the convenience of an at-home option and providing one has proven to reduce the availability of dangerous medications in homes, therefore reducing the risk of misuse, abuse, addiction, unintentional poisoning, and overdose. See the Proposal section for clinical studies supporting the evidence above.

For more information on access service gaps, read this GAO report, which found that only about 3% of pharmacies and other entities eligible to collect unused prescription drugs for disposal have volunteered to do so.

3.2. TARGET

Demographics

The general incidence rates of opioid abuse in a community demonstrate a general need. However, the specific demographics of the affected population create a specific picture of the populations that need services and allows your organization to position itself as a quantifiable, targeted solution. Demographic information often includes race, sex, religion, gender, sexual orientation, age, and tribal status, as well as other information depending on the specific grant.

TIP
Demographic and population information can be found through the Census Bureau and is often included in your state health department's opioid dashboard.

Population Numbers

In addition to outlining rates at which people within particular demographics are affected, it is also important to provide data on the actual number of people in those populations. These numbers help to clarify the severity of the need more concretely, while also supporting your eventual methodology and budget narrative.

Geographic Location

The geographical distribution of the populations you have discussed also plays a key role in creating a compelling service plan. By including data on the areas that have the greatest need, you can visually demonstrate how your proposal positions itself to best provide for those populations.

Social Determinants of Health and Disparities

More funders are increasingly focused on proposed solutions that consider how social determinants of health (SDOHs) contribute to health disparities and inequities. Describing the presence of SDOHs, such as lack of access to transportation, access to and/or gaps in services, low-income levels, as well as low language and literacy skills of the community as a whole or a specific population (i.e. older adults, children, youth, racial/ethnic minorities, rural residents) further highlights the need for at-home safe medication deactivation & disposal. As underserved populations are often the most affected by the opioid epidemic, adequately addressing disparities can make the difference in securing funding.

Ensure you are researching and providing statistics if your population has any of the following:

- Racial disparities
- Urban disparities
- Rural disparities
- Low-income disparities
- Age disparities

Visit the CDC site on overdose statistics or drugabuse.gov for more information. Although your demographic mix may determine need, please note that the opioid epidemic is prevalent in all communities, and access to safe and convenient at-home drug deactivation & disposal options to the general population is still limited.

3.3. GRANT APPLICATION BASICS

Generally, a grant application consists of three main components: proposal project narrative, budget, and attachments. Sections 4-6 of this guide break down each of these components.

Grant Application Dos and Don'ts

Follow All Directions

Always follow all the funder's guidelines and directions. Pay attention to the funder's requirements for the page limit for the application as a whole, the proposal, and each attachment. Make sure you include all necessary attachments and answer all questions from the funder in each section of the application. If templates are provided, use the templates.

Avoid Assumptions

Avoid subjective phrases like "we believe," statements about how your program is unique that fail to describe *why*, and presuming a cause-and-effect relationship but with no supporting information. Use evidence, such as qualitative and quantitative data, news articles, or reports, to create a logical and coherent narrative that makes a compelling case to the funder.

Make it Clear and Easy to Read

Keep the reader in mind by breaking up long paragraphs with spacing, a mix of short sentences, headings, and subheadings. Proofread your proposal and application for spelling mistakes and grammar errors.

Aim for Early Submission

It is highly recommended that you submit your grant application at least a few days before the deadline. That way, if there are technical problems with the online submission portal, you have time to resolve them.

4.0 PROPOSAL

At the heart of your application, your proposal (sometimes referred to as a project narrative) explains what you intend to achieve with the funding, as well as how you'll get there. Each funder and grant opportunity determines the required sections that should be included in the proposal. However, common proposal sections include:

- Need or Problem Statement
- Proposed Solution (program or project)
  - Goals/Outcomes
  - Methods
  - Timeline or Work Plan
- Partnerships
- Evaluation
- Sustainability
- Organizational Capacity

4.1. NEED STATEMENT

Statement of Need

A Statement of Need (or problem statement) is a frequently required document that accompanies a grant application and synthesizes all your community need research. Make sure to reference the most current data and studies that you have access to and cite those sources in your Statement of Need. Be as specific as possible with your data and in identifying which parts of your community face problems. Include the following:

- Reference recent studies that show the opioid epidemic increased in 2020 due to the pandemic.
- Include statistics specific to the target area about opioid overdoses and deaths.
- Include statistics about demographics that are particularly affected by opioid overdoses and deaths.

Include key points on preventing substance use disorder through evidence-based primary prevention tactics such as providing education and proper deactivation and disposal, which can be included as part of a larger program.

TIP
It is important here to be as specific as possible. Make sure you are providing accurate numbers, including those numbers in your response, and answering all parts of any questions asked.

Common Sources for Data and Statistics
The following includes common sources to find demographics and needs of your community that can be used in your statement of need.

- Your Local Hospital's Community Needs Assessments (usually found on their website)
- Your State's Department of Health opioid dashboards
- U.S. Census Quick Facts
- America's Health Ranking
- County Health Rankings
- HRSA Health Professional Shortage Areas

4.2. PROPOSED SOLUTION (PROGRAM/PROJECT)

This section is where the bulk of your proposal begins. Write a description of your proposed solution that is connected to the needs you described above. The description should lay out the scope of the project, including details such as:

- your target population
- how you will reach them
- what you will do to serve them
- key partners
- how you plan to implement your project
- what the impact will be

Be sure to include as many details as you can to help the reader understand what it is you do or are setting out to do.

4.3. GOALS AND OBJECTIVES

SMART Goals

Most applications require that your outlined goals follow the SMART goal format. If you are unfamiliar, SMART refers to setting goals that are:

- **Specific:**
  Includes the "who" and "what" of program activities. Use only one action verb to avoid issues with measuring success.
- **Measurable:**
  How much change is expected. It must be possible to count or otherwise quantify an activity or its results. It also means that the source of and mechanism for collecting measurement data can be identified and that collection of the data is feasible for your program. A baseline measurement is required to document change.
- **Achievable:**
  Objectives should be attainable within a given time frame and with available program resources.

- **Realistic:**
  Objectives should be within the scope of the project and propose reasonable programmatic steps that can be implemented within a specific time frame.
- **Time-Bound:**
  Provide a time frame indicating when the objective will be measured or a time by when the objective will be met.

TIP
Your goals must also align with your Statement of Need.

Below are two examples of SMART goals involving Deterra:

Goal	Objectives	How Objective Will Be Measured
Goal 1: Reducing the risk of dangerous medications available for misuse in homes	1A. By (date) x number of Deterra Pouches will be distributed (how distributed) to (number of community members) 1B. By (date) educational materials on proper drug deactivation and disposal and the risk of keeping unused medication will be distributed to (number of community members)	1A. Participants will take an online survey that is promoted by a QR code provided with the educational materials. 1B. Survey results will be tracked by the program evaluator to determine the following: 1b1: How quickly participants disposed of medications. 1b2: How much medication was disposed. 1b3: Types of medications that were disposed.
Goal 2: Communities served will experience a higher rate of disposal of prescription and OTC medication, preventing accidental and unwanted overdose.	1A. By (date) x number of Deterra Pouches will be distributed (how distributed) to (number of community members) 1B. By (date) educational materials on proper drug deactivation and disposal and the risk of keeping unused medication will be distributed to (number of community members)	1A. Participants will take an online survey that is promoted by a QR code provided with the educational materials. 1B. Survey results will be tracked by the program director to determine the following: 1b1: How quickly participants disposed of medications. 1b2: How much medication was disposed.

Alleviation

When articulating your organization's goals, it is important to address the two components of a successful program: alleviation and prevention. Alleviation satisfies the immediate needs of the community by directly treating current sufferers, providing them with tools to quit, or providing their friends and family with methods to care for and aid their loved ones during treatment and recovery,

Prevention

The other facet of a successful program is prevention. While caring for those already suffering from opioid addiction is often the primary focus of a service plan, many grant applications specifically require the inclusion of prevention measures that aim to reduce future incidence rates and save long-term on more costly alleviation treatments. Common prevention activities include educational tools and products, such as youth-directed behavioral health online training products, as well as products for proper drug disposal. The Deterra® Drug Deactivation and Disposal System is one such evidence-based prevention measure that can help reduce misuse rates by encouraging proper disposal of opioids. Other strategies, such as youth education and voluntary pre-addiction resources, are also commonly included. Unlike products designed to prevent overdose (naloxone) or relapse (medication-assisted treatments) that require FDA approval, Deterra is not a medical device nor a medication and does not require FDA approval to include in your primary prevention activities.

Quantifiable Outcomes

While you will first want to explain your goals in a more narrative fashion, it is also important at this stage to decide on ways in which you can quantify these goals. For example, if one of your stated goals is to expand treatment to an underserved population, your success at achieving that goal can be gauged by comparing rates of treatment for that population before and after your service plan has been implemented. (This will be covered in more detail in the Evaluation section, but it is important now to make sure that your goals are quantifiable when the time comes.)

Be specific with numbers on how many individuals the project will serve, but make sure that the amounts are realistically achievable. If you are applying for a multiyear grant, include the number of unduplicated individuals that you will serve.

For example:

Year 1	Year 2	Year 3	Year 4	Year 5	Total
10,000	15,000	20,000	25,000	30,000	100,000

Once you know the number of individuals or households you will service, this can help you determine the budget required for your program.

4.4. METHODS

Connect Methods to the Goals and Objectives

Once you have successfully outlined what you hope to achieve using the grant funding, you must then explain exactly how you plan to achieve those goals. This is both the most important and most variable section of a grant application, so below are several broad things to keep in mind when describing your methods.

Most importantly, you should make sure at every step that your methods directly relate the funding you would receive from the grant to the needs of your community. While that may seem obvious, you will need to be very explicit on how every part of your plan relates to and addresses the needs of the people you seek to help, not just the technical details.

Required Activities

Many grants have specific goals and activities that applicants must use the funding for and complete once awarded the grant. At the beginning of the application development process, it is important to review any and all required activities and key performance indicators mentioned in the funding opportunity. Listing these first will ensure that they are not neglected and that you have time to properly gather or conduct research into them. Include sufficient detail highlighting how, where, why, when, what, and who in each answer to the required activities.

In the case of using Deterra, your additionally required activities should answer the questions:

- Who is distributing Deterra?
- Who is conducting the research from the survey?
- Where will the "home base" be for this program?
- What specific outreach strategies will be implemented?
- How will you determine who is receiving Deterra?
- Why were these strategies chosen?
- How will you determine success in this project?

TIP
Need help creating your survey? Deterra can help set up a custom survey for you to conveniently track responses to questions for research or data collection. Visit Deterra's Value Added Services page for details or contact Sales@DeterraSystem.com to learn more.

Evidence-Based Practices

Another important consideration is how you justify your methods. This information should be heavily couched in existing research and meet any relevant standards for treatment that apply to your plan. For example, if medication is involved in your treatment plan, then you should include information on the FDA regulations governing said medication, as well as how your organization will ensure those regulations will be met.

TIP
Make sure to describe how you will implement Evidence-Based Practices in your plan, justify how you will use the population of focus, and tie back to your initial goals of the project.

For non-drug related solutions such as Deterra Drug Deactivation and Disposal Pouches, you should be sure that you include only Evidence-Based Practices — methods that you can quantifiably show are successful at achieving their purpose.

When it comes to providing evidence-based solutions for at-home drug disposal, Deterra stands alone as the only product with independent research and clinical studies backing its effectiveness, its ability to increase disposal behaviors, and its environmental benefits. Below are some examples of the types of evidence that you can reference to demonstrate that your methods are evidence-based — in this case, specifically for Deterra:

NIDA Study:

- Independent research conducted by Mercer University under the National Institute on Drug Abuse (NIDA).
- Research found the activated carbon in Deterra to be highly effective in adsorbing and deactivating pharmaceuticals. The research also found that 95% of consumers had no difficulty using the Deterra Pouch, with 96% of respondents using the Deterra Pouch within four weeks of receiving it.
- Evidence: Deterra is the only product that renders the drugs inert, unavailable for misuse and safe for the environment.
- Link to Study Results

TIP
Deterra is the only at-home drug disposal product proven to permanently deactivate drugs effectively, rendering them non-retrievable for all practical purposes, when used according to label instructions.

JAMA Pediatrics Study:

- Conducted by The Ohio State University Opioid Innovation Fund with a grant from the National Center for Advancing Translational Sciences.
- Research found 68% of patients with leftover opioids disposed of them properly when using a Deterra pouch, significantly reducing the amount of drugs flushed down the sink or toilet or thrown in the trash without proper deactivation.
- Evidence: Providing patients with a Deterra Drug Deactivation and Disposal Pouch is proven to increase proper disposal habits.
- Link to Study Results

JAMA Surgery Study:

- Conducted by the Michigan Opioid Prescribing Engagement Network and partially funded by NIDA.

- Research found that of patients prescribed opioids following surgery, those given the Deterra Drug Deactivation System for at-home disposal were 3.8 times more likely to dispose of leftover and unneeded medications than those who were not provided disposal education or support.
- Evidence: Providing a Deterra Drug Deactivation and Disposal Pouch is proven to increase proper disposal habits.
- Link to Study Results

Mayo Clinic Study:

- Conducted by researchers at the Scottsdale Campus of the Mayo Clinic and presented in an abstract approved for presentation at the pandemic-canceled annual meeting of the American Society of Regional Anesthesia and Pain Medicine.
- The study concluded that prior to intervention, 52% of surgery patients did not dispose of their narcotics and after the education and disposal bags were given, this rate increased to 93.5% — with a simple but effective approach designed to help alleviate the ongoing opioid epidemic in this country.
- Evidence: Providing patients with a Deterra Drug Deactivation and Disposal Pouch is proven to increase proper disposal habits.
- Link to Article

Endorsement Letters:

- The DEA Educational Foundation and Community Anti-Drug Coalitions of America (CADCA) have endorsed Deterra as an important prevention tool to combat the opioid epidemic. Deterra is the only product ever endorsed by these agencies.
- Evidence: Deterra is an effective product trusted by preeminent drug abuse prevention agencies to help prevent substance misuse.
- Link to CADCA endorsement letter
- Link to DEA Educational Foundation endorsement letter

4.5. TIMELINE

Part of your application will be dedicated to outlining how and when you will be using the grant money to achieve your goals.

Service Durations

The primary purpose of your timeline will be to illustrate when, and for how long, you will provide specific services as a part of your plan. For simple projects, this may mean breaking up your service into various phases as it changes slightly over the course of your plan. For complicated projects, this might mean multiple overlapping timelines that track the operation dates of various locations at which you'll be providing services, as well as the start and stop dates of the services each will be providing.

Staff Involvement

Your timeline should also include the durations that individual staff are involved in the project. The involvement periods for high-level staff should be delineated in great detail, while certain types of staff can be grouped together if their time involved in the project is the same (e.g., reception and janitorial staff at a certain location will be involved only as long as that location is in use).

Below is an example of what a timeline that captures service durations for a project director might look like:

	Year 1						Year 2		Year 3
	1-2	3-4	5-6	7-8	9-10	11-12	13-18	19-24	25-36
Recruit Staff (Project Director)	X								
Organize Steering Committee (Project Director)	X								
Develop Policies and Procedures (Project Director)		X							
Distribute Deterra (Project Director)		X		X		X		X	X
Evaluation and Assessment (Evaluator)			X	X	X	X	X	X	X

4.6. PARTNERSHIPS

Partnerships

The right partnerships help create a stronger, more comprehensive project/program to achieve all the goals set forth by the grant opportunity. More grant funders are requesting applicants establish external partnerships with others that they will work with while utilizing the funding, in the hopes that by rooting the project/program in the community, it can have a greater and longer-lasting impact. You should look for organizations in the community that have a proven record of achieving goals similar to your own, or that have a particular reach or advantage, such as a business that primarily serves people in your target demographic or that is in your target geographical area.

Below are some examples of community partners that have been successful distributing Deterra to communities via grant funding in the past:

Law Enforcement: Distribute through law enforcement agencies and officers via community outreach and as replacement or enhancement to drug takeback boxes.

- DEA's National Prescription Drug Take Back Day
- Year-round availability at police stations
- National Night Out/Night to Unite events
- State/county fairs
- Squad cars — leave behind at homes for drug-related overdose calls
- Community education/safety days

Department of Health and Human Services (HHS): Provide pouches through agencies within HHS. It allows for convenient disposal for at-risk populations, homes with young children and the elderly. Typical departments, programs and events in state, regional and county HHS agencies that have distributed Deterra include:

- Behavioral health agencies and facilities
- Mental health and addiction services
- Departments of aging and adult services
- Divisions of youth services – prevention and education programs
- Safety programs/poisoning prevention
- Medical clinics
- Vaccination clinics

CADCA: Partner with local coalitions of the CADCA, focusing on prevention activities to build drug-free communities.

- Drug-Free Communities programs
- Drug-Free Kids Campaign
- National Medicine Abuse Awareness Month

City and County Medical and Emergency Services: For outreach and facility disposal needs.

- Ambulance
- Fire station community events
- Public health medical clinics
- Jails and drug courts

Faith-Based and Community Organizations: Distribution during community events

- Meals on Wheels
- Homeless shelters and outreach programs

Hospitals and Pharmacies: For outreach, patient satisfaction and facility disposal needs.

- Co-dispensing with any opioid prescription or surgery
- Provide pouch post-surgically when prescribed a pain killer

Public Schools: Focusing on educating the importance of prevention and disposing of drugs properly

- Demonstration during prevention education activities
- In-school disposal of students' leftover medications

Senior Centers: For outreach and facility disposal needs
There are many other creative and effective ideas to distribute Deterra within your community or target population. For more information on potential distribution ideas, check out our blog/newsroom.

TIP
Make sure to include signed letters of commitment from the community partners as attachments to the grant application.

4.7. EVALUATION

You will also need to show that you plan to keep track of your project's trajectory and constantly look to improve it as circumstances change.

Data Collection

Most grants will want you to present quantifiable metrics that you plan to gather at the project's conclusion. These metrics should relate directly to the quantifiable goals outlined in the Proposal section; at the very least, each goal should have one way to measure its success. Further, decide now what steps need to be taken to ensure you have enough information to evaluate all of your metrics at the project's end.

Consider the following when deciding on data collection techniques:

- The electronic data collection software that will be used
- How often data will be collected
- The organizational processes that will be implemented for the accrual, timely collection and input of data
- The staff that will be responsible for collecting and recording the data
- The data source/data collection instruments that will be used to collect the data
- How well the data collection instruments will work
- How well the data collection methods will take into consideration the language, norms, and values of the population(s) of focus
- How the data will be kept secure
- If applicable, how the data collection procedures will ensure that confidentiality is protected and informed consent is obtained
- If applicable, how the data will be collected from partners or sub-awardees

Ongoing Monitoring

In addition to evaluating the project's success at its conclusion, you should provide a plan for gathering and evaluating real-time data while the project is underway. This data can be harder to parse as you will be busy making your plan a reality. However, it is critical that you have the means to catch a problem before it sabotages your project's purpose.

One way of ensuring that the project is under constant supervision is to explicitly include ongoing data collection and evaluation as part of a key staff member's role.

Below is an example table showing ongoing data collection information:

Objective	Data Source	Data Collection Frequency	Responsible Staff for Data Collection	Method of Data Analysis
Objective 1.a Reducing the risk of dangerous medications available for misuse in homes	Survey	Weekly	Evaluator	Survey

An effective way grant recipients have tracked the success of their drug deactivation and disposal efforts, either stand-alone or as part of a larger program, is through an online survey. It is very easy to gather ongoing feedback on the success of your program by using a QR code linked to the online survey. The QR code can be affixed to the pouch with a label, printed on education/survey materials that are affixed to the pouch, or printed directly on the pouch.

QR Code:

The survey often includes questions to help evaluate the effectiveness of your program, such as:

- When did the recipient dispose of the leftover medication?
- What are the types of medications being disposed of with the Deterra Pouch?
- How easy was it to use the Deterra Pouch?
- How have they disposed of medications in the past?
- What is their overall satisfaction with the Deterra Pouch?

TIP
Deterra can help make evaluation easier with custom postcards, labels, surveys and more. Visit Deterra's Value Added Services page for details or contact Sales@DeterraSystem.com to learn more.

Quality Improvement Plan

While having performance data is important, what's more important is how it is used. This section of the proposal narrative should describe the monitoring and ongoing processes you will use to assess progress toward meeting the goals and objectives of the project in a way that allows for accurate and timely reporting of performance outcomes. This section should also explain how process evaluation methods and data will be used to inform and improve program development and service delivery.

4.8. ORGANIZATIONAL CAPACITY

Your application must communicate what makes your organization uniquely equipped to tackle this project.

Organizational Background

First, you'll need to give a high-level overview of your organization's information, what it does, and its story. Be sure to include the name and address, as well as links to official websites.

Organizational Goals

In addition to the goals of your proposal, you will need to describe the general goals of the organization on whose behalf you're applying. Most businesses already have corporate mission statements and community outreach goals that can be included, but for smaller organizations, you may need to work with other members of the organization to create defined goals. For groups both large and small, however, it is important to relate your organizational goals to the goals of your proposal — as well as the goals of the grant.

Previous Experience

Most grant applications also require that you provide a record of past experience in the field. This is essentially a resume for your organization. Much like a resume, it should be tailored to the specific job at hand; that is, only include relevant experience in similar endeavors to the one you are planning, not just general successes (unless you can somehow relate them to a specific part of the project).

Key Staff

Name, Title, and Contact Information

For all your key (typically decision-making, leadership) staff, provide a name, title on the project, and a means of contact — either phone and/or email. You should also do your best to gather the information of any other confirmed staff members, key or otherwise. However, it is acceptable for most non-key positions to include a note that indicates the position has yet to be filled.

Role and Level of Effort

You will also need to describe the roles of each of your key staff members, as well as the level of effort they will put into the project at various points in its execution. This information will not only communicate to the application evaluators the importance of each staff member but will also make creating your timeline much easier by having each role planned out beforehand.

Qualifications and Experience

Not only do most applications require you to list your organization's experience, but you must also include the qualifications and relevant experience for each of your key staff members. The amount of experience you include should relate directly to the importance of each position, and make sure to include any required degrees or certifications where required by regulation for the role they will be performing.

TIP
Provide specific information about your experience managing other grants and providing services to the population of focus.

Below is an example of what you should include when listing your key staff:

Key Personnel/ Other Significant Project Staff	Level of Effort	Role	Qualifications
Project Director – Name	.75 FTE	Project oversight Manage relationships with project partners Manage project plan and distribution	Degree Number of years' experience in specific industry working with specific population
Evaluator – (to be hired)	.5 FTE	Oversee data analysis/performance Prepare required reports about effectiveness of program	Degree required Relevant work experience

4.9. SUSTAINABILITY

While many grant funders allow grant recipients to submit applications for continued or renewed grant funding, almost all funders want to see that applicants have considered the long-term sustainability of the proposed program or key elements of the project. This section of the proposal should describe your plans for continuing the project/program after the grant funding ends. This description can include plans to raise funding from other sources not only grants, earned revenue plans through third party plans, fee-for-service, as well as the commitment of leadership and partners to continue key elements of the program beyond grant funding.

5.0 BUDGET

The budget is an estimate of the resources it will take to execute your project/program and a critical component of the overall proposal.

The budget that you include with your application will need to be detailed to account for all the projected costs associated with implementing your plan. Budgets are typically organized into two main parts: the **detailed-item budget** and the **budget justification**.

TIP
As you are planning the budget for your project/program, include the cost for Deterra and any additional evidence-based educational materials. Reach out to your Business Development Manager at Sales@DeterraSystem.com to receive a customized quote to include in your budget.

5.1. DETAILED LINE-ITEM BUDGET

A detailed line-item budget is a chart or spreadsheet that gives an overview of the project/program's revenue and resources, direct expenses, and indirect expenses. **Some funders have specific budget forms or formats to follow so it is important to adhere to the budget guidelines outlined in the funding opportunity.**

Similar to the proposal itself, there are standard budget elements. First, each item will need to be listed and the cost estimate. The items you include will depend on the specific needs of your program/project.

Revenues and Resources

Shows specific allocation of all funding, including other sources, such as grants, cash, and in-kind contributions.

Other Sources of Funding
Some grant applications also require you to identify any other funding you have or plan to receive for the service endeavor. Your budget should include the individual values of all of your funding sources, as well as the combined amount you will be receiving against which your itemized expenses can be compared.

Matching Resources
Funders may require that the budget include additional cash or in-kind donations either from the application or other sources. This is usually referred to as "matching funds," "cost share," "match," "non-federal contribution/share," or "local contribution." Most federal agencies require matching funding not be obtained from other federal sources, even if those funds are passed through local or state agencies.

Some funders will accept only cash match, but many will accept in-kind match as well. The funding opportunity will describe if you are required to provide matching funds.

Direct Expenses

Generally broken into two categories: personnel and non-personnel.

Personnel: a line item for the salary of each staff member of your entity who will work on the project/program and the fringe benefit costs, which are calculated as a percentage of salaries and wages.

Non-personnel expenses: all expenses other than salaries, wages, and benefits, such as contracted services, facilities, equipment, travel, supplies, and other expenses.

Indirect Expenses

Also referred to as administrative expenses, overhead, or operating costs are expenses not directly attributable to your program/project. For example, expenses your entity may incur for the financial accounting of the grant funds received. Indirect costs are calculated as a percentage of your proposed project/program's direct expenses.

Example of a Line-Item Budget

Personnel Expense	Grant Request	Match	Total
Program director: 1 FTE at $45,000, 11 months in year 1	41,250	0	41,250
Counselors: 2 FTEs at $35,000, for 10 months in year 1	58,333	0	58,333
Clinical administrator: 5% FTE at salary of $65,000		3,250	3,250
Fringe Benefits			
Calculated at 26% of salary	25,892	845	26,737
Subtotal Personnel Costs	125,475	845	126,320
Contractual Services Costs			
Evaluation consultant: contracted rate for completion of all evaluation tasks	25,000	0	25,000
Facilities Costs			
Office facilities: 5 staff x 50 square feet x rental rate of $23/square foot/year	5,750	0	5,750
Youth activity night meeting space: gymnasium at $125 night x 2 nights/month x 8 months		2,000	2,000
Subtotal Facilities Costs	5,750	2,000	7,750
Equipment Costs			
Office equipment: desk ($600), chair ($300), file cabinet ($150), cellphone ($50), $1,100 x 5 staff	5,500	0	5,500
Laptop computers and software at $1,330 x 4 staff	5,320	0	5,320
Subtotal Equipment Costs	10,820	0	10,820
Travel Costs			
Local travel: estimated at 8,000 miles in year 1, paid at .45/mile	3,600	0	3,600
Non-local travel: 3 staff members to conference in Washington, DC @ 1,800 each	5,400	0	5,400
Volunteer local travel: estimated at 16,000 miles in year 1, valued at .45/mile	0	7,200	7,200
Subtotal Travel Costs	9,000	7,200	16,200
Supplies Costs			
Office supplies: consumable office supplies estimated at $300/year x 5 staff	1,500	0	1,500
Volunteer training manuals: $25 per manual x 20 volunteers	500	0	500
Subtotal Supplies Costs	2,000	0	2,000
Other Costs			
Copying: 6,000 copies per year at .05 per copy	300	0	300
Subtotal Other Costs	**300**	**0**	**300**
TOTAL Direct Costs	**178,345**	**10,045**	**188,390**
INDIRECT Costs: calculated at 10% of qualifying direct expense	**17,834**	**1,005**	**18,839**
TOTAL COSTS	**196,179**	**11,050**	**207,229**

Some funders require that contractual expenses and equipment be excluded from the direct expense before applying the indirect costs percentage. Some funders may or may not allow indirect costs expenses or have a limit of the percentage that can be applied. As always read the instructions form the funder carefully to determine if and how indirect costs should be applied.

5.2. BUDGET JUSTIFICATION

After you have listed out the individual costs, you will also need to justify why you have included each item in a document known as a Budget Narrative or Budget Justification. The budget justification explains how each expense was calculated. Here you will be required to explain each purchase, item-by-item, and how it will contribute to the success of your plan.

As part of the budget justification, include sources used to support your cost estimates, such as quotes from vendors for equipment or travel-related costs based on rates from the U.S. General Services Administration (GSA).

TIP

Review the funding opportunity and budget guidelines from the funder about allowable costs that restrict the use of the grant funding on certain direct expenses.

6.0 KEY ATTACHMENTS

Most grant applications require certain supporting documents to be attached to the application. First, find out what the funder requires and include it in your grant application. The following are the most common attachments required by funders.

6.1. Executive Summary or Abstract

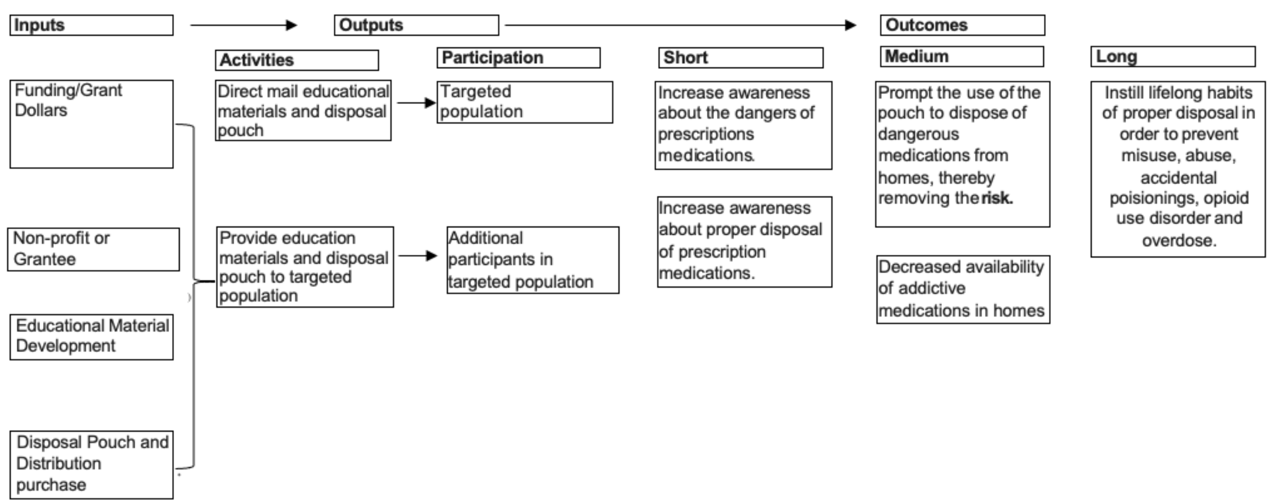
An abstract summarizes the most essential parts of your proposal. Abstracts of grant award recipients are often published publicly online by the funder. Generally, the abstract should include the name of the project/program, goals and objectives, methods, outcomes, and key partners. The abstract should be succinct and impactful. It's best to write the abstract after you have completed writing the proposal narrative.

6.2 Timeline

A timeline (sometimes referred to as a work plan) should include all the information covered in the Timeline section above. It is important to present this information as simply and clearly as possible, which can become difficult with long-term proposals that have several staff members entering and leaving at different phases. It may be necessary to provide multiple timelines that include only specific parts of the equation, such as one for planned phases and one for personnel. Refer to the application instructions for your particular grant to ensure you meet their requirements.

6.3 Logic Model

A logic model is a graphic depiction (road map) that presents the shared relationships among the resources, activities, outputs, outcomes, and impact of your program. It depicts the relationship between your program's activities and its intended effects. An example of a logic model for a program using Deterra products is below:



6.4 Other Commonly Requested Documents

- Letters of Commitment or Memorandums of Understanding (MOU)
- Staff resumes or job descriptions for to-be-hired roles
- IRS Letter of Determination/501 (c) 3 Certificate (nonprofit applicants only)
- List of Board of Directors (nonprofit applicants only)
- Organizational Chart (either of the organization or the project)
- Form 990 (nonprofit applicants only)
- Recent Audited Financial Statements (nonprofit applicants only)
- Organization's Fiscal Year Budget
- Most Recent Financial Statement
- Copies of data collection and evaluation instruments

6.5 Attachment Dos and Don'ts

Do not substitute attachments for the proposal narrative

Do not shift information from the proposal narrative to attachments to meet page limits. Grant reviewers often skim attachments and some reviewers, pressed for time, do not look at attachments at all.

Only include required, relevant, and current information

Documents and information that is outdated and/or unrelated to the grant can negatively impact your application's competitiveness with grant reviewers and the funder. If you are allowed to submit attachments other than the ones requested by the funder, only include materials that enhance the proposal.

Use images with caution

Images, including pictures, charts, and graphs, can be used to reinforce but not replace text in the narrative. Do not include images that do not add value to the narrative and only take up space.

7.0 FEDERAL GRANT REGISTRATIONS

7.1 System Award Management (SAM) Registration

Your organization/entity must maintain an active SAM registration with current information while a grant application is under consideration for a federal award as well as during an active grant award. To create a SAM user account, Register/Update your account, and/or Search Records, go to https://www.sam.gov. It takes 7-10 business days for a new SAM entity registration to become active.

It is important to initiate the SAM registration process well before the application deadline.

7.2 Grants.gov

Create an account for the Project Lead and Authorized Organization Representative ("AOR") at grants.gov, who will be responsible for approving and submitting federal proposals on behalf of the organization. NOTE: Passwords expire every 60 days. Accounts inactive for 1-year or longer result in the removal of all account roles.

7.3 Employer Identification Number (EIN)

All organizations must obtain an Employer Identification Number (EIN) from the IRS. For instructions on requesting an existing EIN, visit https://www.irs.gov/businesses/small-businesses-self-employed/lost-or-misplaced-your-ein

7.4 Unique Entity Identifier (UEI)

Federal grant applicants who are registered with SAM are assigned a UEI which replaced the Data Universal Numbering System (DUNS) number. Your entity is assigned a UEI as part of the SAM registration process. If your organization is currently registered in SAM.gov, your UEI has already been assigned and is viewable in SAM.gov. You must be signed in to your SAM.gov account to view entity records.

Existing registered entities can find their Unique Entity ID by following the steps at https://www.fsd.gov/gsafsd_sp?id=kb_article_view&sysparm_article=KB0041254 Grants.gov users can also find their entity's UEI under the organization's profile.

8.0 REQUIRED FORMS

Most grant applications will also require you to submit forms as a part of the grant application. This could be a fact sheet or cover page appended to the front of your application. The information it contains will vary, but it generally contains the name and contact information of your organization as well as information regarding the grant to which you are applying.

Forms, such as SF-424 (application forms for federal grants), as well as forms that a foundation or other philanthropic organization may have created to streamline the application process.

Federal agencies generally require a variety of assurances and certification forms related to the use of the funds and the applicant's lobbying activities, if applicable. **Be sure all required forms are signed and attached.**

TIP
Read the funding opportunity carefully for the required and applicable registrations and forms.