## 2019 Request for Applications
## Collaborative Health Equity Research (CHER) Pilot Award Program

**Goal:** To support new community-engaged research projects focused on health disparities/inequities wherein the PI is an early stage investigator**,** e.g., assistant professor, and a senior co-investigator is engaged to ensure a mentored experience and to connect the research team with relevant stakeholders.

**Award:** Each award includes **$50,000** maximum in direct costs for no longer than 12 months.

**Deliverable**:  The successful grantee will use pilot data to seek further, external peer-reviewed funding in support of a research career trajectory.  This award is not intended to support a project that is independent of an investigator's career path.

**Requirements:** This award targets early stage investigators focused on health disparities/inequities to provide experience in clinical and translational research in support of future career development, and provide preliminary data for subsequent funding mechanisms. Specifically, this pilot award program prioritizes support of **assistant professors** and **requires a mentored junior-senior collaboration** wherein the collaborators embrace an interdisciplinary approach to research and meaningful engagement of community partners & stakeholders.

Proposed research for this RFA must address **health disparities or health inequities** as defined below.

*Differences in the incidence, prevalence, mortality, burden of disease, and other adverse health conditions or outcomes that exist between population groups based on gender, age, race, ethnicity, socioeconomic status, geography, sexual orientation and identification, disability or special health care needs, or other categories. Most **health disparities** are also considered to be **health inequities** – disparities that are avoidable, unfair or unjust and(or) are the result of social or economic conditions or policies that occur among groups who have persistently experienced historical trauma, social disadvantage or discrimination, and systematically experience worse health or greater health risks than more advantaged social groups.*

***APPLICATIONS MUST CITE PUBLISHED EVIDENCE THAT THE HEALTH DISPARITY/INEQUITY IS RECOGNIZED BY STATE/FEDERAL AGENCIES AS SIGNIFICANT, AND WARRANTS INTERVENTION.***

Successful proposals to this RFA must provide rationale for the current gap in their program of research that precludes a successful extramural application, and how this junior-senior collaboration will alleviate this gap. Examples of activities that would be responsive under this award include:

- Collection of pilot data using sound methodology directed to a topic aligned with this RFA (health disparities) and an external funder's mission, including community/stakeholder engagement methods utilized throughout each phase of the project and, where appropriate, advance understanding about how community/stakeholder engagement can be accomplished in complex research settings.

- Proposed research must be translational in nature. Translational research is broadly defined to include the early steps necessary to develop new therapies from basic discoveries; the steps necessary to

establish real world efficacy; and the research needed to implement and disseminate improvements in clinical practice, health services, and/or policy.

**We encourage applications for studies that meet the new NIH definition of a clinical trial.** If your answer is yes to all 4 of the questions below, NIH considers your study to be a clinical trial.
1. Does the study involve human participants?
2. Are the participants prospectively assigned to an intervention?
3. Is the study designed to evaluate the effect of the intervention on the participants?
4. Is the effect that will be evaluated a health-related biomedical or behavioral outcome?

For more guidance on the NIH definition of a clinical trial see here: https://grants.nih.gov/policy/clinical-trials/definition.htm

**Eligibility of the Principal Investigator**

- PIs must be a UW-Madison faculty member at the **assistant professor** level (tenure track or CHS) with a sole or joint appointment (e.g., VA Hospital or UW Milwaukee), or a Marshfield Clinic investigator at comparable rank.
- A **senior co-investigator must be engaged** to ensure a mentored research experience and to connect the research team to relevant stakeholders.
- Whereas residents, fellows, and post-doctoral associates are **NOT** eligible to serve as PIs, they are eligible to serve as co-Investigators.
- Include only one Lead Applicant per proposal.
- **PIs or co-PIs can only apply to a single ICTR funding mechanism (e.g., CCOR, D&I, SPER) in a calendar year.** Investigators can be Key Personnel on another submission.
- Previous ICTR grant awardees are **not** eligible to receive a second ICTR award as PI or Co-PI if the previous award is **still active.**
- *NEW* If awarded, eligible interdisciplinary teams will be encouraged to participate in team science activities during the period of the pilot project as part of ICTR's initiative to optimize pilot team performance. The activities include pre- and post- pilot participation surveys; introduction to team science workshop; team meeting observations; and, team support activities.

**Important Dates**

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| **Mandatory Letter of Intent** | **Wednesday, January 16, 2019 (due 5 pm)** |
| **Workshop (mandatory)** | January 2019, specific dates TBA |
| **Proposals due** | **Wednesday, March 13, 2019 (due 5 pm)** |
| **Review Period** | March-May 2019 |
| **Awards Announced** | June 2019 |
| **Earliest Start Date** | July 1 2019 |

**Mandatory Letter of Intent: DUE WEDNESDAY, JANUARY 16, 2019**
Letters of Intent (LOIs) must be submitted as a single PDF/Word document to capgrants@lists.wisc.edu no later than 5:00 pm on Wednesday, January 16, 2019 The LOI is not used for ranking, but will assist staff in identifying proposal reviewers.

**Please include the following information in your Letter of Intent:**
1. Title of proposed research project.

2. Name, address, telephone number, email address, and UW-Madison/Marshfield Clinic affiliation of the Lead Applicant.

3. Names of other key personnel crucial to the design and conduct of the study.

4. Participating institutions, including identification of key stakeholders/community partners

5.  Letter of support (LOS) from the **research mentor**. The LOS should indicate a commitment to assist in the research and career development of the awardee, and explain the mentor expertise in the topic and/or health disparities research, as well as potential for future funding in the proposed area of research.

6.  Letter of support (LOS) from **stakeholders/collaborators** to confirm that the *investigators have been in conversation with collaborators (academic and non-academic)* about the project and are committed to being involved in the project. Note: The letters of support required in the full application stage will require greater detail.

7.  A **brief description** of the proposed research or project activities with enough detail to determine project feasibility, programmatic relevance related to health disparities and equity, and to identify proposal reviewers.

The LOI should be submitted as a single document (word or pdf) no later than 5:00 on Wednesday, January 16, 2019.

**Mandatory Grant Workshop**
A mandatory workshop will take place in January 2019 at a date and location TBA. Every research team submitting a Letter of Intent will be notified of the date/location for this workshop. PIs are **REQUIRED** to either attend or view a recording of the workshop; research team members and collaborators are welcome and encouraged to attend as well.

**Application Requirements: DUE WEDNESDAY, MARCH 13, 2019**
o   All applications should be submitted as a **single PDF/Word document** to capgrants@lists.wisc.edu no later than 5:00 pm on Wednesday, March 13. Please email kjudge@wisc.edu if you have any difficulties.
o   For the **Narrative** section (item 6) of the application use **11- point Arial** font with **1/2-inch** margins.
o   Please include **page numbers** on your completed application
o   **Face Page, Abstract Templates and Budget Template** are provided within the 2019 CHER Application Forms on the ICTR Funding Opportunities page.
o   **A complete application includes items 1-12 below.**

1.  **Face Page**

2.  **Scientific Abstract:** Provide a concise description of the proposed research written for scientific audiences. 500 word maximum.  Your scientific abstract must include:

    ✓ Scientific rationale supporting your proposed research, including evidence that this health disparity/inequity is recognized by state/federal agencies as significant and warranting intervention

    ✓ Specific hypothesis or hypotheses to be tested.

    ✓ Research aims and project design.

    ✓ How the project uniquely advances our understanding of the topic being addressed.

    ✓ Next steps for this stream of research, including potential funders who have identified your research topic as a health priority.

3.  **Community Abstract**: The community abstract is an opportunity to express to our community reviewers how you anticipate that this project can, in the long-term, impact the health of Wisconsin residents.  It should *not* be a reiteration of the Scientific Abstract but **instead** should *tell a story* that addresses the importance of this research, whose lives will ultimately be improved, and why (500 word maximum).

    **See video on writing for community reviewers:**  https://videos.med.wisc.edu/videos/8470

Your community abstract must include:

- ✓ Magnitude of the health issue. How many individuals are affected, what is the scope of this issue in the state, how are costs of health care impacted, etc.?  Include the  rationale for this health disparity/inequity research in Wisconsin

- ✓ Knowledge gap.  What gap will your proposed research address; what will your project results tell us that is not already known?

- ✓ Community collaborators.  Who are the stakeholders of this research project, how will they be involved in your research, what roles will they play?  Is the involvement meaningful? For investigations at the *very* early stages, engagement can be more limited to an initial conversation with a stakeholder about the applicability of the question to daily practice.

- ✓ Longer-term policy implications of your research.  How might your research inform/impact organizational or public policies?

- ✓ Potential impact of this stream of research.  How will this project, in the context of your larger research career, improve health in Wisconsin?  Will the study translate new and existing findings into improvements in clinical practice, community health and/or policy?

4. **Biosketches for Key Personnel:** Please use the NIH bio-sketch format with the "personal statement" section; an example can be found **here**.

  - ✓ Please submit resumes for non-academic stakeholders.

5. **Budget (up to $50,000 for 12 months of direct support)**:

- ✓ **Budget template is bundled with the face page in the application materials**. Please note that *"months of effort" for each key personnel must be listed*, even if no money is being requested to support their work under this pilot program.
- ✓ Budget Justification also required (maximum 2 pages).
- ✓ Download and complete the Non-Supplanting Letter and Questionnaire here (also available on the side-bar of the funding opportunities page).   Please scan necessary signatures.

When creating your budget, please note the following parameters:

- Funds are available for personnel, supplies and other allowable expenses including payments to your community collaborators and/or stakeholders.  Because ICTR is a NIH-funded Institute, pilot budgets must follow the same rules/spending limitations as federal grants.

- Funding of education per se is *not* allowed under this program. However, tuition remission can be included for students who are budgeted to be paid as UW research or project assistants, whose efforts are integral to the research endeavor.

- **Indirect costs are *not* allowed.**

- Investigator salary support is allowed, but *clear justification* of why it is necessary should be provided

  - ➢ Requested funds should be limited and used principally to directly support the research
  - ➢ Effort must be reported even when salary is donated. Note: PIs proposing effort without salary support must provide documentation from your Department Chair attesting to dedicated research time for the proposed research.

- Only travel funds *necessary for study conduct* (e.g., participant travel) are allowed.

- Equipment that is essential for the study, and is not otherwise available, may be requested, but large equipment expenditures are strongly discouraged.

- Matching resources are encouraged and can be monetary or non-monetary. A letter of support is *required* that details matching resources.

6. **Narrative**: The narrative <u>should not exceed 6 pages</u> and should address each of the following components

   a) **Specific Aims.** Describe concisely and realistically the goals of the proposed project and summarize the expected outcome(s), including the impact the proposed research will exert on the research fields involved. Include broad, long-term goals; specific objectives and hypotheses to be tested; summarize expected outcomes; and describe impact on the research field. If the proposed work is part of a larger project, describe how the proposed work relates to the larger project.

   b) **Rationale for Funding.** Please explain how this award will facilitate the career development of the early investigator and increase the likelihood of submitting a highly competitive grant application for external funding on the topic of health disparities/health inequities. Describe briefly (2-4 sentences) the relationship of the anticipated work outcomes to the applicant's future career development.

   c) **Significance.** Describe the state of existing knowledge, including literature citations and highlights of relevant data; provide a rationale for the proposed research; explain gaps the project intends to fill; and the potential contribution to the scientific field(s) and public health. Describe how the proposed work specifically addresses the mechanism of the health disparity or how the work will impact the health of the specific population group experiencing the inequity in Wisconsin. ***APPLICATIONS MUST CITE PUBLISHED EVIDENCE THAT THE HEALTH DISPARITY/INEQUITY IS RECOGNIZED BY STATE/FEDERAL AGENCIES AS SIGNIFICANT, AND WARRANTS INTERVENTION.***

   d) **Investigator.** Explain how the PI and research team are especially suited to this project. Explain how you and your research team have the appropriate experience, training and **mentoring capacity**. Describe the mentor's pertinent record of accomplishments in this field (i.e., publications, external peer-reviewed funding, and/or other impact).

   e) **Environment**. Will the environment in which the work will be done contribute to the probably of success? Will the project benefit from unique features of the scientific environment, subject populations, or collaborative arrangements?

   f) **Approach.** Describe how the proposed project will be carried out. Research design and methods should include preliminary studies, data and experience relevant to the application and design, a description of methods and analyses to be used to accomplish the specific aims of the project. Discuss the way in which the data will be collected, analyzed and interpreted. If proposing a new methodology, explain why it represents an improvement over existing ones. Discuss potential difficulties and limitations, how these will be overcome or mitigated, and next steps. Describe the mentoring plan for the junior-senior collaboration.

   g) **Plans for Collaboration/Engagement.** Who are the stakeholders who will ultimately benefit from, or be affected by your research? Please describe how your stakeholders are involved in your research, and what role they will play in the proposed project. Describe the collaborative nature of the project, including interdisciplinary approaches, and when relevant, the engagement of community partners. Include a plan for disseminating project results to/with your stakeholders. When discussing your stakeholders/collaborators, please identify any UW ICTR resources (e.g., Community Academic Partnerships, Biostatistics, Office of Clinical Trials) or partners (e.g., UW Collaborative Center for Health Equity, Marshfield Clinic Research Foundation) anticipated to contribute to this proposed project, and/or serve as mechanisms/pathways for disseminating your findings. For a definition of stakeholder and other key terms, see here.

   h) **Dissemination plan.** Please include a plan that addresses how and when your project results will be disseminated *to/with* your stakeholder/community partner and/or other specific clinical practice,

community or policy audiences.  **This plan should be developed early in the process with your stakeholders**. Note: the sophistication of this plan should match the scope of your project and care should be taken for careful interpretation of results.  For guidance on developing your plan, request a consultation with [ICTR D&I Launchpad](#). For definitions and key terms, see the side-bar of the ICTR Funding Opportunities page.

i) **Next Steps.** What is the next step in your research project trajectory and what are your plans for acquiring funding? Please note that an expectation of this program is that the research team must have plans to apply for external, peer-reviewed funding.

j) **Future considerations–policy implications.**  If applicable, please address how your research might inform/impact organizational or public policies.  If you'd like assistance assessing the policy implications of your research, schedule a consultation with the Project Director for the [Evidence-Based Health Policy Project](#), Sam Austin, via phone: 262-6404 or email [svaustin@wisc.edu](mailto:svaustin@wisc.edu). For definitions and key terms, see the side-bar of the ICTR Funding Opportunities page.

k) **Special Criteria.** This application automatically meets two ICTR-CAP Special Criteria (health disparities/inequities and junior-senior mentorship).

The required application components below do **not** count against your 6 page narrative.

7. **Impact Statement.** Please respond to **ONE of the three** following questions regarding impact that is best aligned with your research question:

   a. Identify the specific metrics that you will use to identify the effects of your research on health outcomes (including physical, mental, and/or social), or the effects of your research on specific, well-established **determinants of health** (PI must be able to justify determinants chosen).

   b. If specific metrics will not be measured in your pilot, describe the metrics that you will use to identify the effects of your **subsequent research** on health outcomes or on specific, well-established determinants of health.

   c. If you are not be able to measure specific health outcomes directly**, describe other possible impacts of this pilot or subsequent research**, where **impact is defined as**:  any permanent new or revised structures, policies, or processes in the delivery of health care services or community health programs that are the result of this project/collaboration.

8. **Team Science.** In recognition of the importance of team science, please address the following aspects of your project:

   o whether and how the team brings together techniques and insights from different fields to address the research objective(s) in ways that would not be possible within a single discipline;

   o how each member of the team will contribute to and benefit from the pilot project (e.g., investigators, trainees, research staff, community collaborators);

   o whether and how the overall research program of the team moves in a new direction as a result of the proposed work.

9. **Timeline**: Project must be completed within **12** months of start date.  Please include a depiction of what tasks will be completed during which months and *a narrative that addresses how you will address timeline and deadline issues/potential challenges with your community and faculty collaborators*. A 6-month no-cost extension is available if warranted and well-justified.

10. **Literature citations**: Please attach.

11. **Letters of collaboration/support:** Please include *signed* (can be electronic) letters of support (LOS) from your collaborators.

- Collaborator letters should both indicate support for the project, and should fully describe the role that they will play in the research and how they intend to use the results of this project towards practice, program or policy change.
- Provide a LOS from **community partners** outlining their commitment to the research and their specific, meaningful role in the project. For guidance on letters of support from community partners, and planning for stakeholder engagement, see this guide developed by the Wisconsin Network for Research Support (WINRS).
- **Mentor LOS**: A letter of commitment from the mentor directing the proposed research describing mentoring, support, and collaboration. (Letter must include explicit plans for mentor-mentee interactions, and manuscript assistance and review; mentors must also briefly describe accordance of their research portfolio with the proposed research, and a brief description of their mentoring history.

12. **Do not include/attach appendices.**

**Please submit your completed application to** capgrants@lists.wisc.edu
**No later than Wednesday, March 13, 2019 at 5:00 pm.**
**If you have questions about the RFA, please contact Kate Judge at kjudge@wisc.edu**

See list of **Resources for Applicants** on next page

**Resources for Applicants**
**2019 ICTR Collaborative Health Equity Research RFA**

1. **Grant Writing Group: UW Health Innovation Program (HIP)**
   o Numerous previous awardees have utilized the HIP Grant Writing Group (GWG)
   o Applicants are encouraged to start the group as early as the Letter of Intent stage and continue with monthly feedback through full proposal submission.
   o For more information on joining the group, **please email gwg@hip.wisc.edu**
   o For more information about how the HIP GWG works, see https://hip.wisc.edu/?q=hip-grant-writing-group

2. **Reference Articles**
   o Thabane et al. (2010). A tutorial on pilot studies: the what, why and how. *BMC Medical Research Methodology.* 10(1):1-10.
   o Arain et al. (2010). What is a pilot or feasibility study? A review of current practice and editorial policy. *BMC Medical Research Methodology.* 10(67):1-7.
   o Kistin & Silverstein. (2010). Pilot studies: A critical but potentially misused component of interventional research. *JAMA.* 314(15):1561-1562.

3. **Projects Funded in Previous Rounds**
   o Descriptions of previous awards are available here.
   o URL: https://ictr.wisc.edu/documents/summaries-of-uw-ictr-collaborative-health-equity-research-cher-pilot-grants-2017/

4. **ICTR-CAP Review Process and Criteria**
   o Information about the ICTR-CAP Review Process and Review Criteria are available here.
   o URL: https://ictr.wisc.edu/documents/review-process-for-community-engaged-research/

5. **Definitions and Key Terms**
   o For definitions and key terms, see the side-bar of the ICTR Funding Opportunities page (Additional Requirements and Information)
   o URL: https://ictr.wisc.edu/funding-opportunities/

6. **Directory of ICTR-CAP Programs/Affiliate Programs**
   o For a directory of ICTR-CAP programs and affiliates, see the side-bar of the ICTR Funding Opportunities page (Additional Requirements and Information)
   o URL: https://ictr.wisc.edu/funding-opportunities/

If you have questions about the RFA, please contact ICTR-CAP Pilot Awards Manager,
Kate Judge at kjudge@wisc.edu