



UW ICTR Dissemination & Implementation Research (D&I) Pilot Award 2022 Request for Applications (RFA)

GOAL OF THE D&I RESEARCH PILOT GRANT PROGRAM

This award program supports research that addresses how to best ensure that **evidence-based*** or **evidence-informed**** strategies / interventions / programs are **effectively** delivered in clinical and community health practice settings and impact policy. The successful grantee will use the results of this award to seek further extramural peer-reviewed funding for the research.

- **Dissemination Research** is the scientific study of targeted distribution of information and intervention materials to a specific public health or clinical practice audience. The intent is to understand how best to spread and sustain knowledge and the associated evidence-based interventions.
- **Implementation Research** is the scientific study of the use of strategies to adopt and integrate evidence-based health interventions into clinical and community settings in order to improve patient outcomes and benefit population health.

This Request for Applications (RFA) solicits proposals that will identify, develop, test, evaluate and/or refine *strategies to disseminate and/or implement* evidence-based or evidence-informed practices into public health, clinical practice, and community settings.

- Examples of evidence-based or evidence-informed **practices** include behavioral interventions; prevention, early detection, diagnostic, treatment and disease management interventions; and quality improvement programs.
- Examples of **appropriate projects** include evaluating the effectiveness of methods or strategies to implement or disseminate the program, reach and uptake of the program, (e.g., *feasibility* for the organizations offering the program and the individual participants, *fidelity* by the provider to the key elements that made the original intervention effective, *acceptability* of the program to stakeholders and program recipients, *adapting* an intervention to a new context, *maintenance* of the program by organizations, and *scale-up* of a program across organizations. An application does not need to address all of these metrics.

**Evidence-based practices are approaches to prevention or treatment that are validated by some form of documented scientific evidence. This includes findings established through controlled clinical studies, but other methods of establishing evidence are valid as well: registries of evidence-based interventions such as AHRQ, Cochran review, Guide to Community Preventive Services, Guide to Clinical Preventive Services; reported in peer-reviewed journals etc.*

***Evidence-informed practices use the best available research and practice knowledge to guide program design and implementation. This informed practice allows for innovation while incorporating the lessons learned from the existing research literature. Ideally, evidence-based and evidence-informed programs and practices should be responsive to cultural backgrounds, community values, and individual preferences. Adapted from: <https://www.childwelfare.gov/topics/management/practice-improvement/evidence/ebp/definitions/>*

Note: *If your research question involves a tool which has not been validated, or an intervention lacking data on efficacy, or if you are in the early stages of developing an intervention, please consider the ICTR Clinical & Community Outcomes Research (CCOR) Pilot RFA.*

UW ICTR Partners

School of Medicine and Public Health • School of Nursing • School of Pharmacy • School of Veterinary Medicine • College of Engineering • Marshfield Clinic



AWARD

Each award is for a maximum of **\$150,000** for up to **18 months** of direct cost support. No-cost extensions will NOT be allowed.

ELIGIBILITY OF PRINCIPAL INVESTIGATOR

- PI must be employed by UW-Madison (*either sole appointment, or joint-appointment with VA Hospital, UW Milwaukee*) or Marshfield Clinic.
- The PI of this project must meet the following **investigator eligibility criteria**:
 - Assistant, Associate or Full **Professor** (tenure track, CHS, or clinical) with well-developed plans for an independent research career. The results of this pilot should form a significant part of a subsequent externally-funded peer-reviewed research project.
 - Associate or Full Professors *must* show evidence of having previously been supported by external, peer-reviewed funding.
 - Full Professors are encouraged to identify and mentor less experienced investigators and describe specific and substantial roles for the mentee(s) on the research team.
 - Assistant, Associate or Senior **Scientists** with temporary or permanent PI status and an independent research career. Scientist applicants are required to provide the following *evidence of an independent research career*:
 - Associate or Senior Scientists must show evidence of previous external funding support, and are *encouraged to identify and mentor* less experienced investigators and describe specific and substantial roles for the mentee(s) on the research team.
 - All Scientist PI applicants must provide evidence that the proposed research represents an independent area of investigation. Include letters from the faculty supervisor and department chair or dean expressing strong support for this independence and an outline of the PI's proposed academic trajectory. *Letters will be reviewed as part of proposal package*. Additional instructions are included in section 4 of the Application Requirements (Biosketches for Key Personnel).
- Whereas residents, fellows, post-doctoral associates are **NOT** eligible to serve as PIs, they are eligible to serve as co-Investigators.
- **PIs or co-PIs can only apply to a single ICTR funding mechanism 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**.
- ICTR D&I awardees from past rounds are not eligible to re-apply for this funding mechanism unless there is evidence of successfully receiving external, peer-reviewed funding based on the previous award AND the previous award is closed.
- *If awarded*, research teams will be invited to participate in a 90- minute facilitated Collaboration Planning process as part of the [ICTR Team Science](#) initiatives.

UW ICTR Partners

School of Medicine and Public Health • School of Nursing • School of Pharmacy • School of Veterinary Medicine • College of Engineering • Marshfield Clinic



KEY DATES AND DEADLINES

Letter of Intent Due (mandatory)	January 14, 2022 (by 5 pm)
RFA Workshop (Mandatory)	TBA (week of Feb 7, 2022)
Full Proposal Due	March 11, 2022 (by 5 pm)
Review Period	March-May 2022
Awards Announced	June 2022
Earliest Project Start Date*	July 1, 2022

* **Contingency statement:** Support of projects that are scheduled to start on/after April 1, 2022, are contingent upon the successful renewal of grant support for the portfolio of translational research resources administered by the UW Institute for Clinical & Translational Research (ICTR).

LETTER OF INTENT (mandatory)

Due Friday, January 14, 2022 by 5 pm. Letters of Intent (LOIs) must be submitted as a **single PDF/Word document** to capgrants@lists.wisc.edu and/or Kate Judge at kjudge@wisc.edu. Note: The LOI is not used for ranking but will assist staff in identifying proposal reviewers.

The Letter of Intent - please include the following:

1. PI Name, contact information, department, and funding program to which you are applying.
2. Title of your proposal.
3. Names and roles of key personnel.
4. Specific aims and *brief* overview of research design and methods. Include enough detail to identify **both** scientific and design/methods reviewers.
5. Please indicate all contributors, collaborators and/or invested groups for this research project and how they will be involved in your research. For help identifying community partners/invested groups/stakeholders you may request an ICTR Community Academic Research Consultation here: <https://ictr.wisc.edu/consults/community-academic-research/>. You are expected to *consider* potential adopters* as stakeholders in your application. An adopter is the decision-maker from an organization (community or health system) that takes up an innovation and implements it to benefit its target group (e.g. community members, patients). For help identifying potential adopters contact the ICTR [Dissemination & Implementation \(D&I\) Launchpad](#) for a consultation.
6. Identify the **two special criteria** that your project will address (**see page 6 of this RFA*).
7. Letters of Support: The LOI submission **must include** letters of support from your community collaborators (e.g., stakeholders/invested groups) as well as your academic collaborators. Consider including a letter of support from your adopter organization.

UW ICTR Partners

School of Medicine and Public Health • School of Nursing • School of Pharmacy • School of Veterinary Medicine • College of Engineering • Marshfield Clinic



- If you are a scientist – include letters from your faculty supervisor and department chair or dean expressing strong support for this independent line of research and outlining the PIs proposed academic research trajectory.
- **Stakeholder engagement is critical to the success of D&I research projects.** Projects that will be implemented in clinical sites require *buy-in from the clinicians* who will be involved in implementation and data collection.
- At the letter of intent stage, support letters should confirm that collaborators have been in conversation with the research team about the project and are committed to being involved in the project. The letter of support that is required in the full application stage will require *much* greater detail.
- If you are collaborating with an ICTR-CAP Program or Affiliate – *you must have a letter of support from the Director of that program.*

MANDATORY WORKSHOP & CONSULTATION

PIs are REQUIRED to attend/view the workshop; research teams and collaborators are encouraged to view the workshop as well. All those who submit a Letter of Intent will receive a link to the 2022 RFA Workshop.

Mandatory Consultation: Potential applicants are also required to schedule a 60-minute consultation with the ICTR D&I Launchpad during the early stages of your proposal development to provide initial D&I research feedback for your project that could strengthen your proposal. During the mandatory consultation, D&I Launchpad will review your selected D&I model/framework and approach. Those who submit a Letter of Intent will be sent information about how to sign-up for your consultation. Questions? Email: di-launchpad@ictr.wisc.edu

APPLICATION REQUIREMENTS

The full application is due on **Friday, March 11, 2022 by 5 pm**. Note: Applicants who responded to a previous UW ICTR Pilot Award RFA but were NOT funded, must submit a **NEW** application responsive to this announcement.

Please note these application instructions:

- A complete application includes **items 1-11** below
- Please insert page numbers on the full application
- Templates for the Face Page, Abstracts and Budget are within the *2022 Application Forms* on the ICTR Funding Opportunities page.
- Narrative: Maximum length of 6 pages, 11-point Arial font with ½” margins
- **Submit the full application as a single PDF/Word document** to capgrants@lists.wisc.edu and/or to kjudge@wisc.edu by 5 pm on Friday, March 11, 2022.

UW ICTR Partners

School of Medicine and Public Health • School of Nursing • School of Pharmacy • School of Veterinary Medicine • College of Engineering • Marshfield Clinic



Full Application: Components (1-11)

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 and how the project will uniquely advance understanding of dissemination/implementation of the evidence base.
- Research aims and project design. The investigator should describe the theoretical model for D&I intervention research and the evaluation framework that will be used.
- 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 how (500 word maximum). **See Video on writing for community reviewers**

here: <https://videos.med.wisc.edu/videos/8470>

- Magnitude of the health problem. How many individuals are affected, what is the scope of this issue in the state, how are costs of health care impacted, does this project address health disparities, advance health equity, etc.?
- Goals and objectives. Describe the gap in knowledge that your proposed research addresses; what will your project results tell us about dissemination and implementation of this intervention/information/etc. that is not already known?
- Community/stakeholder collaborators. Who are the intended beneficiaries of this research and how will community members, contributors and/or invested groups be involved; what roles will they play? Do the community organizations have the capacity to implement the project?
- 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?

4. Biosketches for Key Personnel: Please use the new NIH biosketch format as described here:

<https://grants.nih.gov/grants/forms/biosketch.htm>

- ✓ **Special note for PI applicant with Scientist Job Title:** The Personal Statement of the NIH Biosketch must include detail on how the proposed research represents an independent area of investigation for the applicant. Letters from the faculty supervisor and department chair or dean expressing strong support for this independence; an outline of the PI's proposed academic trajectory must also be included.
- ✓ For **non-academic key personnel**, e.g., community members, contributors, or partners please submit resumes.

UW ICTR Partners

School of Medicine and Public Health • School of Nursing • School of Pharmacy • School of Veterinary Medicine • College of Engineering • Marshfield Clinic



5. Budget (up to \$150,000 for 18 months of direct support) - Requirements

- ✓ Use the budget template which is bundled with the face page in the application materials.
- ✓ Budget Justification is required (maximum 2 pages).
- ✓ Signed Non-Supplanting (NS) Questionnaire is required. Download NS form here:
<https://ictr.wisc.edu/documents/non-supplanting-questionnaire/>
- ✓ For more on our supplanting policy see here:
<https://www.med.wisc.edu/media/medwiscedu/documents/service/wisconsin-partnership-program/grant-materials/wpp-supplanting-policy-012020.pdf>

When creating your budget, please note the following parameters:

- **Indirect costs are *not* allowed.**
- There is an expectation that a subset of award funds will support your community-based collaborators, contributors, or partners. If not paying community-based individuals or groups, please justify why not.
- Investigator salary support is allowed, but clear justification of why it is necessary should be provided, e.g.,
 - Requested funds should be limited and used principally to directly support the research
 - Effort must be listed even when salary is donated
 - PIs proposing effort without salary support must provide documentation from your Department Chair *attesting to dedicated research time* for the proposed research
- “*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.
- Matching resources are encouraged and can be monetary or non-monetary. A letter of support is required that details matching resources.
- Funds are available for personnel, supplies and other allowable expenses including payments to your community collaborators and/or stakeholders.
- 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.
- 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.
- All activity under this award is subject to the University and Wisconsin Partnership Program (WPP) policies, please see WPP policy on allowable-unallowable expenses here:
<https://www.med.wisc.edu/media/medwiscedu/documents/service/wisconsin-partnership-program/grant-materials/allowable-unallowable-expenses-policy-1-1-20.pdf>
- Because ICTR is a NIH-funded Institute, pilot project budgets must follow the same rules/spending limitations as federal grants.

UW ICTR Partners

School of Medicine and Public Health • School of Nursing • School of Pharmacy • School of Veterinary Medicine • College of Engineering • Marshfield Clinic



6. **Narrative:** The narrative should not exceed 6 pages and should address each of the following components (**sections a-k below**).
- a. **Specific Aims.** Each proposal will include specific D&I aims.
 - b. **Background and Significance.** When writing this section, applicants should address the following:
 - What is the estimated public health benefit of the research?
 - Identify the care or quality gap, e.g., do the existing data on public health and patient needs justify dissemination and implementation? Define the problem from the customer (end user) perspective.
 - How will knowledge about dissemination and implementation be advanced, if the aims of the proposed project are achieved?
 - How will potential adopters be able to determine the applicability of the results to their setting?
 - c. **Investigator.** Please explain how the PI and research team are especially suited to this project (i.e., their expertise). If you are a junior investigator, explain how you/your research team have the appropriate experience, training and mentoring. If you are a more established PI, have you demonstrated an ongoing record of accomplishments that have advanced your field (i.e., publications, external peer-reviewed funding, and/or sustained practice/program/policy change)? Is there evidence of dissemination and implementation research expertise as part of the team?
 - d. **Environment.** Will the scientific environment in which the work will be done contribute to the probability of success? Will the project benefit from unique features of the scientific environment, subject populations, or collaborative arrangements? This should include both the academic environment AND that of your stakeholder(s).
 - e. **Approach.** Describe the overall strategy, methodology, and analyses to accomplish the specific aims of the project. Include preliminary studies, if appropriate. Please provide sufficient detail for review as outlined by *ICTR Scientific Review Committee* here: <https://kb.wisc.edu/hsirbs/18844>.
 - Identify and describe the program/ treatment/intervention to be implemented. Be sure to provide sufficient detail on the intervention itself and on the evidence base for the intervention with reference to the publications providing evidence on the effectiveness of the intervention.
 - Describe the [conceptual framework/theory/model](#) that informs the design and the outcomes being tested (i.e., the D&I model that will be used).
 - Describe the setting for your implementation research, including readiness and capacity to implement the intervention
 - Describe the implementation strategies you will use. [For a compilation of implementation strategies, see here.](#)
 - Identify potential barriers to implementation in a real-world setting and consider alternative strategies to address them (feasibility and contingency).

UW ICTR Partners

School of Medicine and Public Health • School of Nursing • School of Pharmacy • School of Veterinary Medicine • College of Engineering • Marshfield Clinic



- Describe key indicators to be measured, and how they correspond to your framework and implementation aims. Explain how you will collect and analyze your data.
- f. **Plans for Collaboration/Engagement.** Please describe your community partners/invested groups/stakeholders. Stakeholders include all entities that are engaged in the production, implementation, or dissemination of the program, as well as the target group that receives the program – Purveyors, Adopters, Implementers, End-users.* Describe your relationship with your partners/stakeholder(s) and describe their role in the program dissemination or implementation, and in advising and/or collaborating on the research. When writing this section, applicants should address each of the following:
- Identify key stakeholders and provide evidence that this research is relevant to and sought out by community partners/stakeholders.
 - What experience with the intervention or with similar interventions do your stakeholders have? What experience do they have working with your research team?
 - Explain how you will engage with your stakeholders throughout the research project.
 - Describe roles and responsibilities for the research team and stakeholder groups. For example, if you are studying the implementation of a shared decision-making tool, describe the role of the Primary Care Providers in the research activities as well as in the use of the tool with their patients.
 - Describe how resources will be shared.
 - Assess barriers to dissemination/ implementation in the specific setting addressed by this research project.
- g. **Scalability and Sustainability:** Please include a plan for how dissemination/implementation efforts will continue, particularly in the context of stakeholder involvement, after the research funding is completed. When writing this section, applicants should consider the following:
- What factors influence the long-term implementation of effective innovations?
 - What is the existing individual, organizational, or community capacity to adopt and implement effective innovations and how do organizational, political, and social processes affect the dissemination of effective innovations? When lacking, how can capacity be enhanced and how should capacity be measured?
 - What types of training, technical assistance, and coaching effectively support adoption and implementation in specific practice settings?
 - How will the tools and materials from your project be disseminated?
 - What are your ideas/plans for funding and other resources that are needed for scale-up and sustainability?

* A complete list of definitions and key terms is available on the side-bar of the ICTR Funding Opportunities webpage under Additional Requirements and Information. URL: <https://ictr.wisc.edu/funding-opportunities/>

UW ICTR Partners

School of Medicine and Public Health • School of Nursing • School of Pharmacy • School of Veterinary Medicine • College of Engineering • Marshfield Clinic



- h. **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.
- i. **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, please contact UW Population Health Institute health policy consultants Victoria Faust, Liz Feder, and/or Wajiha Akhtar at uwphi@med.wisc.edu.
- j. **Addressing Health Disparities/Health Equity:** Discuss how your research proposal addresses health disparities/inequities in the state of Wisconsin, either in the current proposal or in subsequent proposals. If your proposal does not address health disparities/inequities please justify. For assistance considering your project through an equity lens, please see the list of ICTR-affiliated health equity resources in the appendix at the end of this RFA. For the purposes of this RFA, see this definition of health disparities and health inequities:
- 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 (see [reference here](#)).
- k. **Special Criteria.** Applicants must address how they will incorporate **two** of the following special criteria in their research project.
- i. **New Junior-Senior Investigator collaboration:** The project involves a **new** partnership between a junior investigator (the PI) and a senior investigator. A new partnership refers to one between two investigators who have not co-authored a manuscript. The junior investigator is expected to be the Principal Investigator of the project.
 - ii. **UW-Madison - Marshfield collaboration:** The study involves collaboration between a UW-Madison faculty member/scientist and a Marshfield Clinic/Marshfield Clinic Research Institute (MCRI) investigator. MCRI offers resources to support rural research. For more on MCRI resources contact Bob Greenlee at greenlee.robert@marshfieldresearch.org.
 - iii. **Interdisciplinary collaboration:** The project involves collaboration between/among faculty from different UW-Madison schools/colleges. To be considered interdisciplinary for the purposes of this grant program, it *cannot* be between/among departments within the same UW-Madison school/college.
 - iv. **UW-System school / UW Division Extension collaboration:** A collaboration between a UW-Madison/Marshfield PI and another UW System investigator (<http://www.wisconsin.edu/campuses/>). For more on UW Division of Extension resources contact Kristin Litzelman at litzelman@wisc.edu.

UW ICTR Partners

School of Medicine and Public Health • School of Nursing • School of Pharmacy • School of Veterinary Medicine • College of Engineering • Marshfield Clinic



- v. **ICTR-CAP collaboration:** The PI and/or research team works with an ICTR-CAP Program/Affiliate in the design, implementation and/or evaluation stages of the proposed research.
 - See the *Directory of ICTR-CAP Programs/Affiliate Programs* on the sidebar of the UW [ICTR Funding Opportunities](#) webpage, a link is also provided in the appendix at the end of this RFA.
 - For help identifying a potential ICTR-CAP program partner for your research, request ICTR Community Academic Research Consultation here: <https://ictr.wisc.edu/consults/community-academic-research/>.
 - If using this category to meet a special criteria requirement, you must have a letter of support from the Director of the ICTR-CAP Program or Affiliate.
- vi. **Science of Community Engagement:** One of the specific aims for the proposed research will evaluate different approaches to stakeholder engagement. For definition of “science of community engagement” and other key terms, see the definition of key terms on the side-bar of the ICTR Funding Opportunities page.
- vii. **Dissemination of UW and/or Marshfield research:** Dissemination of an evidence-based finding, program, intervention, etc. that originated from research conducted at the University of Wisconsin-Madison or the Marshfield Clinic Research Institute.
- viii. **Topic Areas:** Topic areas include contemporary and/or emerging health crises, racial/ethnic disparities in health, rural health disparities, social determinants of health, mental/behavioral health, and substance use disorders. In addition, projects involving pediatric or geriatric populations meet this “topic area” special criteria. If your project focuses on COVID-19 please be sure to describe how this proposal would translate to a subsequent larger grant application. **Note:** In some cases, proposals using an ICTR-CAP resource will meet the two special criteria requirement, e.g., ICTR-CAP collaboration plus Topic Area. **See examples in table below.**

EXAMPLES	Two Special Criteria	
	ICTR-CAP Program	Topic Area
Research Resource 2019 & 2020 WCHQ Health Disparities Reports. See more here: https://www.hipxchange.org/WCHQDisparities	Health Innovation Program (HIP)	WI Health Disparities
Patient experience data is available to support pilot grant proposals related to depression in young adults, TBI in veterans and more. See more here: https://www.healthexperiencesusa.org/topics	Health Experiences Research Network (HERN)	Mental Health Disparities
Wisconsin ZIP-code level data covering 27 health outcome and care measures spanning the care continuum including wellness, prevention, risk factors for chronic diseases and chronic disease care. More info and sample reports here: https://nhp.wisc.edu/reports	Neighborhood Health Partnerships (NHP) program	WI Health Disparities

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:
1. Identify the specific metrics that you will use to assess the impacts 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 (see [reference here](#)).
 2. 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.

UW ICTR Partners

School of Medicine and Public Health • School of Nursing • School of Pharmacy • School of Veterinary Medicine • College of Engineering • Marshfield Clinic



3. 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. **Timeline:** Earliest start-date for the award is July 1, 2022, and projects must be completed within 18 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*. This timeline and description does not count against your 6-page narrative described above.

9. **Collaboration Plan - Please describe the following:**
 - The team decision making process for the scientific direction and research plan
 - The distribution of responsibilities and work processes
 - The meeting frequency and modality
 - The method of asynchronous communication (email use; document sharing)
 - Task and project management
 - Process of budget allocation among the collaborators

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

11. **Letters of collaboration/support:** Please include *signed* (can be electronic) letters of support from all of your collaborators/implementation sites - including those collaborators who are associated with the special criteria that you choose.
 - If you are collaborating with an ICTR-CAP Program or Affiliate – *you must have a letter of support from the Director of that program*.
 - Collaborator letters should indicate support for the project; describe the role that they will play in the research; and how they intend to use the results of this project towards program, practice or policy change.
 - 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).
 - Must include a letter of support from **an organization that would purchase or implement the intervention**, letter should describe the potential impact the intervention will have on the organization, and indicate that based on collaborator’s understanding of what it takes to implement the intervention, and if the implementation is successful, they would consider sustaining the intervention beyond the study period.

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



Appendices – Supplemental Information

Advancing Health Equity: For assistance considering your project through a health equity lens, please consider the list of programs below. As members of the ICTR-CAP federation of programs, they stand ready to offer consultations on potential ICTR pilot grant applications. If you'd like help thinking through which program to contact, request an ICTR-CAP consultation here:

<https://ictr.wisc.edu/consults/community-academic-research/>

Program	Home	Leadership	Brief Description
Cancer Health Disparities Initiative (CHDI)	Carbone Cancer Center	Earlise Ward, Program Lead	CHDI's mission is to reduce the burden of cancer and cancer health disparities within minority and underrepresented communities through impactful population science research, community outreach, and meaningful engagement across Wisconsin. CHDI strives to improve open communication between patients, providers, and support systems while promoting increased research recruitment and mentoring programs for underrepresented populations in rural and urban communities across the state. See program flyer here . URL: chdi.wisc.edu Email: chdi@uwcarbone.wisc.edu
Center for Urban Population Health (CUPH)	UW Madison, UW Milwaukee, Aurora Research Institute	Kristen Malecki, Director; David Frazer, Associate Director	CUPH seeks to advance population health research and education to improve the health of urban communities. We want to be a destination where researchers can lead innovative, community-connected population health research and education. URL: www.cuph.org Email: David Frazer at dfrazer@wisc.edu
Collaborative Center for Health Equity (CCHHE)	ICTR	Dorothy Farrar Edwards, Director; Susan Passmore, Assistant Director	CCHHE provides individual consultation, educational programs and support regarding community engagement and health equity for researcher and research teams. URL: https://ictr.wisc.edu/cche/ Email: cche@ictr.wisc.edu or contact Caitlin Scott at cscott8@wisc.edu
Community-Academic Aging Research Network (CAARN)	UW SMPH	Jane Mahoney, Director	CAARN brings together academic researchers and community partners to conduct clinical and dissemination research related to healthy aging. CAARN has expertise in health equity research in rural areas and with African American older adults with chronic conditions. URL: https://caarn.wisc.edu/ Email: caarn@medicine.wisc.edu
Community Advisors on Research Design and Strategies (CARDS®)	School of Nursing	Barb King, Faculty Advisor	CARDS® members draw on their lived experiences to offer researchers actionable feedback on a wide range of project plans and materials. The CARDS® bring valuable perspectives from diverse racial, socioeconomic, and educational backgrounds. CARDS is a program of the Wisconsin Network for Research Support (WINRS). See program flyer here . URL: https://winrs.nursing.wisc.edu/services/cards/ Email: Contact Kat Phelps at kephelps@wisc.edu (608-263-8425)
Center for Community Engagement and Health Partnerships (CCEHP)	SMPH – Milwaukee Office	Gina Green-Harris, Director	CCEHP provides equity and inclusion recruitment science training to investigators with an interest in equity research. CCEHP uses an asset-based model (reference here) to work with investigators to use a resilience lens and partner with underrepresented communities and stakeholders for innovative research ideas. URL: (coming soon) Email: Contact Gina Green-Harris at greenharris@wisc.edu (414-219-5083)
Institute for Research on Poverty (IRP)	College of Letters & Science	Katherine Magnuson, Director; Hilary Shager, Associate Director	IRP supports research around health inequities, interaction of health and poverty, and social determinants of health. In addition, IRP research and analysis projects focus on health care access, cost, financing, health system performance, quality — in short: What works? Who benefits? Who pays? URL: https://www.irp.wisc.edu/ Email: irpweb@ssc.wisc.edu

UW ICTR Partners

School of Medicine and Public Health • School of Nursing • School of Pharmacy • School of Veterinary Medicine • College of Engineering • Marshfield Clinic



Program	Home	Leadership	Brief Description
Marshfield Clinic Research Institute (MCRI) - Community Research	Marshfield Clinic Research Institute (MCRI)	Bob Greenlee & Florence Becot, Co-Leads ICTR Community & Collaboration	The community research core at MCRI includes the Center for Clinical Epidemiology and Population Health, and the National Farm Medicine Center. MCRI can support population-based research with an emphasis on rural areas via several population cohorts, consultation on navigating the rural research landscape, and connections with communities in rural Wisconsin. Additional MCRI centers include the Center for Oral and Systemic Health, the Center for Precision Medicine Research, the Clinical Research Center, and the Cancer Care and Research Center. URL: https://www.marshfieldresearch.org/ Email: Bob Greenlee & Florence Becot at greenlee.robert@marshfieldresearch.org ; becot.florence@marshfieldresearch.org .
Population Health Institute (PHI)	SMPH	Sheri Johnson, Director	The UW Population Health Institute advances health and well-being for all by developing and evaluating interventions and promoting evidence-based approaches to policy and practice at the local, state, and national levels. The Institute works across the full spectrum of factors that contribute to health equity. URL: https://uwphi.pophealth.wisc.edu/ Email: Wajiha Akhtar wakhtar@wisc.edu and/or UWPHI@med.wisc.edu
Office of Community Health (OCH)	Department of Family Medicine & Community Health	Jennifer Edgoose, Director; Shelly Shaw, Associate Director	OCH designs or facilitates programs in partnership with communities, patients, learners, our faculty, and our academic and health system partners. We prioritize projects in collaboration with the communities we serve, as well as with DFMCH faculty and leadership. See more on community health projects here . URL: https://www.fammed.wisc.edu/community/och/ Email: communityhealth@fammed.wisc.edu

Additional Health Equity Research Resources (selected): ICTR and Beyond

- **UW SMPH Center for Health Disparities Research (CHDR).** The CHDR seeks to examine how a person’s environment and social conditions impact health down to the molecular level. CHDR researchers aim to identify new therapies, precision medicine approaches and other interventions. See more [here](#). Leadership includes center director, Dr. [Amy Kind](#), and deputy directors Drs. [Barbara Bendlin](#) and [Andrea Gilmore-Bykovskyi](#).
- **Culturally Confident Engagement for Translational Research: A Building Trust Curriculum.** This ICTR training is specifically for Wisconsin-based researchers and research team members to strengthen their capacity to effectively recruit and retain participants typically underrepresented in research. See here for more information: <https://ictr.wisc.edu/cche-building-trust/>
- **Making Racial Equity Real in Research: The Greenlining Institute:** <https://greenlining.org/wp-content/uploads/2020/10/Greenlining-Making-Racial-Equity-Real-2020.pdf>
- **Neighborhood Health Reports:** The ICTR-CAP [Neighborhood Health Partnerships](#) (NHP) program can provide ZIP code-level data on 27 health outcome and care measures to complement existing community knowledge and experiences in these pursuits. Below is a list of reports available. For more information email nhp@hip.wisc.edu.
 - **Neighborhood Health Reports:** Detailed information about a zip code’s performance on one measure.
 - **Health Measure Summary Reports:** Snapshot of a zip code’s performance on most measures.
 - **Diabetes Profile Reports:** Snapshot of a zip code’s performance on all available diabetes measures and detailed information for each measure.

UW ICTR Partners

School of Medicine and Public Health • School of Nursing • School of Pharmacy • School of Veterinary Medicine • College of Engineering • Marshfield Clinic



- **Rural Health Information Hub:** <https://www.ruralhealthinfo.org/>
- **UW SMPH Population Health Institute Health Equity Resources:** <https://uwphi.pophealth.wisc.edu/match/match-health-equity-initiatives/>
- **Wisconsin Health Disparities Reports:** The [Wisconsin Collaborative for Healthcare Quality](#) (WCHQ), in collaboration with the UW Health Innovation Program (HIP) developed the *2019 Wisconsin Health Disparities Report* and the *2020 Wisconsin Health Disparities Report: Rural and Urban Populations* to identify where disparities in health outcomes and care exist in Wisconsin and to help inform and accelerate programs that are working to eliminate disparities. Access both disparities reports via HIPxChange at this URL: <https://www.hipxchange.org/WCHQDisparities>. **Questions?** Contact Lauren Bednarz at lauren.bednarz@wisc.edu.
- **Wisconsin Partnership Program (WPP): Health Equity Resources.** See here: <https://www.med.wisc.edu/wisconsin-partnership-program/health-equity-resources/>
- **Selected Reference Articles**
 - “On Racism: A New Standard For Publishing On Racial Health Inequities,” Health Affairs Blog, July 2, 2020. <https://www.healthaffairs.org/doi/10.1377/hblog20200630.939347/full/>
 - David R. Williams, Valerie Purdie-Vaughns; **Needed Interventions to Reduce Racial/Ethnic Disparities in Health.** *J Health Polit Policy Law* 1 August 2016; 41 (4): 627–651. doi: <https://doi.org/10.1215/03616878-3620857>
 - Merlin Chowkwanyun, Adolph L. Reed, Jr.; **Racial Health Disparities and Covid-19 — Caution and Context.** *N Engl J Med* 2020; 383:201-203. <https://www.nejm.org/doi/full/10.1056/NEJMp2012910>

ADDITIONAL RESOURCES FOR APPLICANTS TO THIS RFA

1. **ICTR D&I Launchpad:** In addition to consultation on grant applications, check out the Designing for Dissemination (D4D) tools on the ICTR D&I Launchpad webpage: <https://ictr.wisc.edu/dissemination-implementation-launchpad/>
2. **Definitions and Key Terms:** See the side-bar of the [ICTR Funding Opportunities](#) page (Additional Requirements and Information)
3. **Directory of ICTR-CAP Programs/Affiliate Programs:** For a *Directory of ICTR-CAP Programs/Affiliate Programs* see the side-bar of the [ICTR Funding Opportunities](#) page (Additional Requirements and Information)
4. **Grant Writing Group: UW Health Innovation Program**
 - Numerous previous awardees have utilized the [HIP Grant Writing Group](#) (GWG). For information about how the HIP GWG works, see <https://hip.wisc.edu/GrantWritingGroup>. For information about joining the group, please email gwg@hip.wisc.edu
5. **ICTR-CAP Review Process:** See the side-bar of the [ICTR Funding Opportunities](#) page
6. **Projects Funded in Previous Rounds:** Descriptions of previous awards are available on the [ICTR Funding Opportunities](#) pages

UW ICTR Partners

School of Medicine and Public Health • School of Nursing • School of Pharmacy • School of Veterinary Medicine • College of Engineering • Marshfield Clinic
