



UW ICTR Clinical & Community Outcomes Research (CCOR) Pilot Award 2021 Request for Applications (RFA)

GOAL OF THE CCOR PILOT GRANT PROGRAM

The goal of the *Clinical & Community Outcomes Research* (CCOR) Pilot Award is to support excellent, **community-partnered health research** that solves problems translating knowledge into improvements in **clinical practice, community programs** and **health policy**. This pilot award may also support the **development of interventions** that require individual, organizational, or system behavior change.

We welcome applications that address contemporary and/or emerging health crises related to COVID-19 and/or racial/ethnic disparities in health.

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.

We encourage applications for studies that meet the 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 outcomes?

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

AWARD

Each award is for a maximum of **\$75,000 for 12 months** of direct support.

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 have the following **investigator status**:
 - 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*:

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- 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 CCOR 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 may be invited to participate in a facilitated Collaboration Planning process as part of the [ICTR Team Science](#) initiatives.

KEY DATES AND DEADLINES

Letter of Intent Due (mandatory)	November 20, 2020 (by 5 pm)
RFA Workshop (Mandatory)	Asynchronous recording
Full Proposal Due	December 21, 2020 (by 5 pm)
Review Period	December-February, 2021
Awards Announced	March 2021
Earliest Project Start Date*	April 1, 2021

*UW ICTR Human Subjects Protections Officer Nichelle Cobb will consult with awardees on regulatory aspects of UW Institutional Review Board (IRB) submission to maximize likelihood of April 1, 2021 start-date.

LETTER OF INTENT (mandatory)

Due Friday, November 20, 2020 by 5 pm. Letters of Intent (LOIs) must be submitted as a **single PDF/Word document** to capgrants@lists.wisc.edu. The LOI is not used for ranking but will assist staff in identifying proposal reviewers.

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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. Description of the knowledge gap that your research will fill.
5. Specific aims and *brief* overview of research design and methods. Include enough detail to identify **both** scientific and design/methods reviewers.
6. Please indicate the stakeholders of this research project and how they will be involved in your research.
7. Identify the two special criteria* that your project will address (**see narrative instructions below*).
8. Letters of Support: The Letter of Intent *must include* letters of support from (a) community stakeholders/partners, (b) collaborators associated with the special criteria that you choose, and (c) *if you are a scientist, see the instruction below*.
 - LOI stage: Letters from all collaborators (community-based and academic) should confirm commitment to be involved in the project. If you are collaborating with an ICTR-CAP Program or Affiliate – *you must have a letter of support from the Director of that program*.
 - Application stage: Letters in the full application are expected to include much greater detail about the nature of the collaboration and the role of community/stakeholder partners.
 - 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 outline the PIs proposed academic research trajectory.

If you submit a letter of intent that is *more appropriate* for the *Basic/Clinical Translational Research Program*, we will redirect your application and will inform you within a week of receiving your Letter of Intent.

RFA WORKSHOP (mandatory)

PIs are REQUIRED to view a recorded workshop by December 1, 2020. 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 2021 RFA Workshop.

APPLICATION REQUIREMENTS

The full application is due on Monday, December 21, 2020 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
- Narrative: Maximum length of 6 pages, 11-point Arial font with ½” margins
- Templates for the Face Page, Abstracts and Budget are within the *2021 Application Forms* on the ICTR Funding Opportunities page.
- Submit the full application as a **single PDF/Word document** to capgrants@lists.wisc.edu or to kjudge@wisc.edu by 5 pm on December 21, 2020.

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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.
- ✓ 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 here:** <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, does this project address health disparities, etc.
- ✓ Even with “preliminary studies” there should be a strong statement regarding how the project will directly help the population involved and how that will actually happen.
- ✓ Knowledge gap. What gap will your proposed research address; what will your project results tell us that is not already known?
- ✓ Community collaborators. What was the involvement of the community collaborators in developing the research question? 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? Is there evidence that research addressing the health problem is sought by potential end-users? Consider involving adopters* (see definition below).
- ✓ 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?

**Definition of Adopter: The decision-maker from an organization (community or health system or other) that takes up an innovation and implements it to benefit its target group (e.g. community members, patients).*

4. **Biosketches for Key Personnel:** Please use the NIH Biosketch format with the “personal statement” section; an example can be found [here](#).

- ✓ **Scientist PI applicants:** 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.

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- ✓ For non-academic stakeholders, please submit resumes.

5. Budget (up to \$75,000 for 12 months of direct support) - Requirements

- ✓ Use the budget template which is bundled with the face page in the application materials.
- ✓ “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 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:

- 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>
- 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.
- 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
 - PIs proposing effort without salary support must provide documentation from your Department Chair *attesting to dedicated research time* for the proposed research
- **Indirect costs are *not* allowed.**
- 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.
- 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 should not exceed 6 pages and should address each of the following components (sections a-j below).

a. Specific Aims.

- ### b. Background and Significance.
- Even with “preliminary studies” there should be a strong statement regarding how the project will directly help the population involved and how that will happen. Describe the involvement of the community/stakeholders in developing the research question.

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- c. **Investigator.** Please explain how the PI and research team are especially suited to this project (i.e., expertise). If you are a junior investigator, explain how you and 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 has advanced your field (i.e., publications, external peer-reviewed funding, and/or sustained practice/program/policy change)?
- 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?
- e. **Approach.** Describe how the proposed project will be carried out, including a description of methods and analyses to be used to accomplish the specific aims of the project. Research design and methods should include preliminary studies, data and experience relevant to the application and design. 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. Are plans for the following justified in terms of the scientific goals and research strategy proposed: 1) protection of human subjects from research risks, and 2) inclusion of minorities and members of both sexes/genders, as well as the inclusion of children? Please provide sufficient detail for review as outlined by *ICTR Scientific Review Committee* here: <https://kb.wisc.edu/hsirbs/18844>.
- f. **Plans for Collaboration/Engagement:** Who are the stakeholders who will ultimately benefit from, or be affected by your research? Describe the involvement of the community/stakeholders in developing the research question. Please describe how your stakeholder/community partners are involved in your research, and what role they will play. **This funding opportunity requires meaningful engagement of relevant stakeholders and/or community partners.** Engaging adopters is encouraged but not required. For more information on engaging adopters, please see [Design for Dissemination](#). ICTR offers many resources for investigators related to planning stakeholder engagement (see [Stakeholder Engagement Resources](#) on the ICTR web portal). **For definitions and key terms**, see the side-bar of the ICTR Funding Opportunities page
- g. **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. Note: the sophistication of this plan should match the scope of your project and care should be taken for careful interpretation of results. This plan should be developed early in the process with your stakeholders. Consider a consultation with the [ICTR D&I Launchpad](#) on how you might get input from potential adopters at this stage in your research, and/or potential purveyors, implementers and end-users. Consider the feasibility of adoption and the potential of long-term sustainability and scale-up, after research is completed. For definitions and key terms, see the side-bar of the ICTR Funding Opportunities page.
- 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.

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- 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 Pop Health policy consultant Victoria Faust (vnfaust@wisc.edu). For definitions and key terms, see the side-bar of the ICTR Funding Opportunities page.
- j. **Special Criteria.** Applicants must address how they will incorporate **two** of the following special criteria in their research project.
- **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.
 - **UW-Madison - Marshfield collaboration:** The study involves collaboration between a UW-Madison faculty member/scientist and a Marshfield Clinic/Marshfield Clinic Research Institute investigator.
 - **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.
 - **UW-System school / UW Extension collaboration:** A collaboration between a UW-Madison/ Marshfield PI and another UW System investigator (<http://www.wisconsin.edu/campuses/>).
 - **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 UW ICTR Funding Opportunities webpage in the sidebar on Additional Requirements and Information)
 - 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.
 - **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
 - **Targeted Topic Area:** COVID-19 or contemporary and/or emerging health crises, racial/ethnic disparities in health, rural health disparities, social determinants of health, pediatrics, geriatrics, mental/behavioral health, substance abuse disorders. **Please be aware of the ICTR-WPP supported resources below related to some targeted topic areas.** In some cases, proposals using a resource below will meet the two special criteria requirement, e.g., ICTR-CAP collaboration plus Targeted Topic Area.
 - [WCHQ 2019 Wisconsin Health Disparities Report](#) identifies statewide racial/ethnic health disparities. Watch for the release of the 2020 report with a focus on rural/urban disparities on November 12, 2020. URL: <https://www.hipxchange.org/WCHQDisparities>
 - Patient experience data is available via [HealthExperiencesUSA](#) on the following health conditions: [Depression in Young Adults](#), [Cancer Risk that Runs in Families](#), [Traumatic Brain Injury](#) in Veterans. This data is available for use to support pilot grant proposals. URL: <https://www.healthexperiencesusa.org/topics>
 - [Neighborhood Health Partnership](#) (NHP) program delivers local health data to inspire action. Reports are available for many WI neighborhoods (zip codes) covering 27 health outcomes and care measures spanning the care continuum including wellness, prevention, risk factors for chronic diseases and chronic disease care. URL: <https://nhp.wisc.edu/>

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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. **Timeline:** Project must be completed within 12 months of start date. Please include a depiction of tasks to 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.** No Cost Extensions will not be allowed.
9. **Literature citations:** Please attach.
10. **Letters of collaboration/support:** Please include *signed* (can be electronic) letters of support (LOS) from your collaborators—including those associated with the special criteria that you choose.
 - 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).
 - If you are collaborating with an **ICTR-CAP Program or Affiliate** – *you must have a letter of support from the Director of that program.*
 - Consider getting a letter of support from adopter organizations (encouraged not required). A letter of support from adopter organization should comment on the feasibility of adoption or engagement.
11. **Do not include/attach appendices.**



RESOURCES FOR APPLICANTS

1. Grant Writing Group: Health Innovation Program (HIP)

- Numerous previous awardees have utilized the [HIP Grant Writing Group](#) (GWG)
- Applicants are encouraged to start the group as early as the Letter of Intent stage and continue with monthly feedback through full proposal submission.
- For more information on joining the group, please email gwg@hip.wisc.edu
- For more information about how the HIP GWG works, see <https://hip.wisc.edu/GrantWritingGroup>

2. Projects Funded in Previous Rounds

- Descriptions of previous awards are available on the ICTR Funding Opportunities page

3. ICTR-CAP Review Process and Criteria

- Information about the ICTR-CAP Review Process and Review Criteria are available [here](#).
- URL: <https://ictr.wisc.edu/documents/review-process-for-community-engaged-research/>

4. Definitions and Key Terms

- For *Definitions and Key Terms* see the side-bar of the ICTR Funding Opportunities page
- Also see definitions per Wisconsin Partnership Program:
<https://www.med.wisc.edu/media/medwiscedu/documents/service/wisconsin-partnership-program/grant-materials/wpp-definitions.pdf>

5. 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)

Questions? Contact Kate Judge at kjudge@wisc.edu