



## UW ICTR Dissemination & Implementation Research (D&I) Pilot Award 2020 Request for Applications (RFA)

### GOAL OF THE D&I RESEARCH PILOT GRANT PROGRAM

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**Goal:** To support research that addresses how to best ensure that **evidence-based** 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.

This funding opportunity solicits grant applications that will identify, develop, test, evaluate and/or refine *strategies to disseminate and/or implement* evidence-based practices into public health, clinical practice, and community settings. Examples of evidence-based practices include behavioral interventions; prevention, early detection, diagnostic, treatment and disease management interventions; and quality improvement programs.

- **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<sup>i</sup>.
- **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<sup>ii</sup>.

Some examples of appropriate projects include evaluating the effectiveness of methods or strategies to implement or disseminate an evidence-based 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.

**Note:** If your research question involves a tool that hasn't 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.

### AWARD

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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 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*:
    - 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 (e.g., CCOR, SPER, D&I, CHER) 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 may be invited to participate in the ICTR-sponsored training *Building Trust Between Minorities and Researchers*.

## KEY DATES AND DEADLINES

Letter of Intent Due (mandatory)	January 15, 2020 (by 5 pm)
RFA Workshop (Mandatory)	January 23, 2020 (room 1306 HSLC)





Full Proposal Due	March 13, 2020 (by 5 pm)
Review Period	March-May 2020
Awards Announced	June 2020
Earliest Project Start Date	July 1 2020

**LETTER OF INTENT (mandatory)**

**Due Wednesday, January 15, 2020 by 5 pm.** Letters of Intent (LOIs) must be submitted as a single PDF/Word document to [capgrants@lists.wisc.edu](mailto:capgrants@lists.wisc.edu). 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. Identify the two special criteria\* that your project will address (*\*see page 6 of this RFA*).
6. Letters of Support: The LOI submission **must include** letters of support from your community/stakeholder collaborators as well as your academic collaborators.
  - o 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.
  - o **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.
  - o 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.
  - o 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**

A mandatory workshop will take place **January 23, 2020, 12:00-1:00, Health Sciences Learning Center (room 1306)**. PIs are REQUIRED to attend/view the workshop; research team and collaborators are welcome and encouraged to attend as well. Workshop will be live-streamed via this link: <http://live.videos.med.wisc.edu/> and will be posted on the *SMPH Video Library* here: <http://videos.med.wisc.edu/>





**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. 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](mailto:di-launchpad@ictr.wisc.edu)

## APPLICATION REQUIREMENTS

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The full application is due Wednesday, March 13, 2020 by 5 pm. 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 *2020 D&I Application Forms* on the ICTR Funding Opportunities page.
- Submit the full application as a **single PDF/Word document** to [capgrants@lists.wisc.edu](mailto:capgrants@lists.wisc.edu) by 5 pm on March 13, 2020. If you have any difficulties, please email [kjudge@wisc.edu](mailto:kjudge@wisc.edu)

### 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. Applicants are encouraged to find more information about D&I research, resources, potential models and evaluation frameworks on the [D&I webpage](#).
  - 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>
  - 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, etc.?





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- 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 partners/stakeholders 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 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 and an outline of the PI’s proposed academic trajectory must also be included.
  - ✓ For non-academic stakeholders, please submit resumes.
- 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.
  - ✓ “*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/wisconsin-partnership-program/grant-resources/#supplanting>

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 costs here:** <https://www.med.wisc.edu/media/medwiscedu/documents/service/wisconsin-partnership-program/grant-materials/Allowable-Unallowable-Expenses-Policy-CURRENT-Rev10.1.17.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.
- There is an expectation that a subset of award funds will support your community-based stakeholders.



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- 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**). Note: If you are **re**-submitting a proposal, please include a 1-page introduction responding to previous critiques; this will increase your allowed page limit to 7 maximum pages.
- 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 evidence-based 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).
  - 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. **Stakeholder Plan.** Please describe your 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 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?
- 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 Pop Health policy consultants Liz Feder ([Elizabeth.feder@wisc.edu](mailto:Elizabeth.feder@wisc.edu)) or Kristi Anderson ([klanderson23@wisc.edu](mailto:klanderson23@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 a 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 available 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:** Health disparities, rural health, social determinants of health, pediatrics, geriatrics, mental/behavioral health, substance abuse disorders. **We encourage applicants to consider the resources below to address targeted topic areas:**
  - o Project addresses a substantial disparity in Wisconsin as identified by the WPP-funded WCHQ 2019 Wisconsin Health Disparities Report. See the report and supplemental materials here: <https://www.hipxchange.org/WCHQDisparities>
  - o Proposal uses patient experience data from the [Depression in Young Adults](#) module and the [UW Health Experiences Research Network](#) (HERN). **This meets two special criteria:** ICTR-CAP collaboration plus Targeted Topic Area (mental health).
- **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 Foundation.

**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:** Earliest start-date for the award is July 1, 2020, 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. **Literature citations:** Please attach.
10. **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.
- o If you are collaborating with an ICTR-CAP Program or Affiliate – *you must have a letter of support from the Director of that program.*
  - o 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.





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- 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.

## 11. Do not include/attach appendices.



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## RESOURCES FOR APPLICANTS

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### 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](mailto:gwg@hip.wisc.edu)
- For more information about how the HIP GWG works, see <https://hip.wisc.edu/GrantWritingGroup>

### 2. Other D&I Grant Writing Resources

- Several resources, including an example of a successful ICTR D&I grant application, are available on the [UW ICTR D&I Grant Writing Resources](#) page.
- URL: <https://ictr.wisc.edu/dissemination-implementation-resources/>

### 3. Projects Funded in Previous Rounds

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

### 4. 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/>

### 5. Definitions and Key Terms

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

### 6. 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)

### 7. Web Portal for Dissemination of Tools and Toolkits: [HIPxChange](#)

- HIPxChange is a UW ICTR-CAP supported dissemination portal
- Assistance is available to create toolkits
- Email: [HIPxChange@hip.wisc.edu](mailto:HIPxChange@hip.wisc.edu) about creating a toolkit
- URL: <https://www.hipxchange.org/about>

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<sup>i</sup> <http://grants.nih.gov/grants/guide/pa-files/PAR-16-238.html>

<sup>ii</sup> <http://grants.nih.gov/grants/guide/pa-files/PAR-16-238.html>

#### \*\*Definitions

- **Purveyor** – An organization that spreads an innovation and markets it, and trains others to adopt and implement it. It provides technical assistance to maximize high fidelity implementation and sustainability
- **Adopter** – An organization (community or health system) that takes up an innovation and implements it to benefit its target group (e.g. community members, patients).
- **Implementer** – Those who implement the innovation within an organization
- **End-user** – The ultimate consumer of a finished innovation.

