



Clinical & Translational Science Institute
of Southeast Wisconsin



Community Engagement

Community Engaged Research (CEnR) Seed Grant Program: Translational Focus

Request for Proposals ::: July 1, 2017

Jointly Administered by the
Community Engagement Core at the Medical College of Wisconsin
&
Clinical and Translational Science Institute of Southeast Wisconsin

Revised 7/5/2017, 8/28/2017

I. OVERVIEW

ABOUT THIS SEED GRANT PROGRAM

The Clinical and Translational Science Institute (CTSI) of Southeast Wisconsin and the Community Engagement (CE) Core at the Medical College of Wisconsin (MCW) jointly present a Request for Proposals (RFP) for new community-engaged research (CEnR) projects.

This funding program seeks to advance areas of mutual strategic interest for the CE Core and CTSI by encouraging early stage research that has the potential for future federal funding, and which directly addresses translational considerations that involve the community (i.e. T4). Projects should focus on one of the following priority areas:

- 1) Health Disparities Research**
- 2) Recruitment Strategies for Community Participation in Research (CPR)**

The CE Core is housed within MCW's Office of the Senior Associate Dean for Community Engagement and aims to more fully integrate the institution's community engagement mission throughout the campus and the community and support innovative CEnR including fostering community-academic partnerships to impact health equity and reduce social disparities across the state of Wisconsin. More information about the CE Core is available at: <http://www.mcw.edu/communityengagementcore>.

The CTSI of Southeast Wisconsin was founded in 2010 and comprises the BloodCenter of Wisconsin, Children's Hospital of Wisconsin, Milwaukee VA Medical Center, Froedtert Hospital, Marquette University, MCW, Milwaukee School of Engineering, and the University of Wisconsin – Milwaukee. Using innovative mechanisms, CTSI members work to translate research discoveries more quickly into preventive, diagnostic and therapeutic interventions for patients. Consortium members share resources, technology, knowledge and expertise to work towards those goals. The CTSI research portfolio includes more than 185 studies, with more than 47 collaborative research studies underway. Read more about the CTSI here: <https://ctsi.mcw.edu/>.

PURPOSE AND BACKGROUND OF THIS SEED GRANT PROGRAM

Advances in research and discovery, along with technological developments have resulted in marked improvements in health of the overall U.S. population. However, it is well documented in the literature that the health outcomes of minority and socio-economically disadvantaged populations remain at disproportionate levels as compared to other mainstream populations, particularly in chronic diseases and adverse health conditions. Numerous interrelated factors work together at multiple

levels, contributing to present disparities for minority and disadvantaged populations.

Contributing to this complex matrix that drives poorer health outcomes is the lack of engagement/involvement and participation by minority and socio-economically disadvantaged populations in research studies. However, it is evident that such collaborations are essential to efforts aimed at improving the health outcomes of these populations. Further, failure to involve these populations in research trials negatively impacts generalizability of findings.

Collaborations with community members may range from consent to research, to full engagement from the inception of the research project to dissemination of the research findings. Nevertheless, overall challenges remain in the engagement and recruitment/retention of study participants in these two populations. For a broader discussion of these issues, see <https://www.nimhd.nih.gov/about/overview/>.

Health Disparities research is essential in addressing such challenges, and moreover, determining the appropriate intervention strategies in addressing public health issues in these populations.

Thus, the purpose of this RFP is to encourage community engagement projects on topics around *Health Disparities and Recruitment Strategies for Community Participation in Research*, that are designed to stimulate researcher/community partnerships and collaborations in addressing research topics of interest to both parties that will lead to community member engagement/involvement, and moreover, participation in the studies towards improvements in the health outcomes in minority and socio-economically disadvantaged populations.

Ideal projects will:

- ❖ Demonstrate clear relevance and importance to the communities involved in the project;
- ❖ Use concrete community engagement methods throughout each phase of the project and, where appropriate, advance understanding about how community engagement can be done in complex research settings;
- ❖ Encourage sustainable, authentic community-academic partnerships and display genuine collaboration among academic and community co-PIs in all areas of the research design and implementation; and
- ❖ Outline a plan for disseminating research findings and continuing the research beyond the seed grant, including how what is learned (outcomes) will be used to seek external funding (e.g. NIH).

ABOUT THE ADVANCING A HEALTHIER WISCONSIN ENDOWMENT

The Advancing a Healthier Wisconsin (AHW) Endowment, stewarded by MCW, works with partners to serve as a catalyst for positive change in the health of Wisconsin communities. The CE Core is funded through AHW's Research and Education

Program (REP) and is a central, transformative resource that catalyzes and supports CEnR. In addition, the CTSI provides funds for this grant mechanism through a CTSI AHW REP parent award entitled "CTSI Mentored Clinical and Translational Research Training Program (KL2) & Pilot Collaborative Clinical and Translational Research Grants Program."

BUDGET AND TIMEFRAME

Funding requests should not exceed a total of \$50,000 over a maximum of a 16-month period. **No-cost extensions will not be granted.** To be considered for funding, applications are due in the MCW Grants and Contracts (via eBridge) by **Friday, September 15, 2017 at 11:59am CDT**. Additionally, all proposals must be complete and submitted via Red Cap (online system) by **Friday, September 22, 2017 at 5:00pm CDT**.

In this cycle, the CTSI and the CE Core together will fund one project. All applicants will initially submit one budget in the application process; however, should a project be recommended for funding, a split budget will be required within 10 business days of receiving notification that the project has been recommended for funding. This deadline is firm and necessary for administering the award; CE Core and CTSI staff will be available to assist with this request.

II. SEED GRANT PROGRAM SPECIFICS

GRANTS SCHEDULE OVERVIEW

- ❖ **Pre-Proposal Submission Deadline (through REDCap online application system):** Friday, August 4, 2017 at 5:00pm CDT
- ❖ **MCW Grants & Contracts Office (GCO) Submission Deadline:** Friday, September 15, 2017 at 11:59am CDT
- ❖ **Application Deadline:** Friday, September 22, 2017 at 5:00pm CDT
- ❖ **Award Notification:** January 2018
- ❖ **16-month Funding Period:** February 1, 2018 – May 31, 2019
- ❖ **Initial Progress Report Deadline:** July 31, 2018 at 5:00pm CDT
- ❖ **Mid Progress Report Deadline:** January 31, 2019 at 5:00pm CST
- ❖ **Final Report Deadline:** June 30, 2019 at 5:00pm CDT

ELIGIBILITY

Applicants are required to identify **two** co-principal investigators (co-PIs) from:

- 1) **The Medical College of Wisconsin.** All faculty PIs must have full-time or full professional effort status at MCW to be eligible to serve as principal investigators (PIs). This includes clinical/research faculty and research scientists/scholars.
 - ❖ For PIs with joint appointments, MCW must be the institution of primary appointment, i.e. has an account within MCW's employment platform (*Oracle*).
 - ❖ Adjunct and part-time faculty are not eligible to apply as a PI.

- ❖ Untenured Junior Investigators are encouraged to apply.
- ❖ All PIs must be CTSI Members. To become a member, please complete the [CTSI Membership Form](#).

AND

- 2) A Wisconsin-based community organization.** This includes nonprofit and healthcare organizations, hospitals, clinics, and local and/or tribal governments. The community co-PI **may not** have a primary appointment at MCW.

For the purpose of this RFP, defined as a non-profit, 501(c)(3) tax exempt organization or a government organization, including:

- ❖ health, social service, and other community-based organizations;
- ❖ faith-based organizations;
- ❖ state and local governments;
- ❖ scientific or professional associations, universities, schools;
- ❖ voluntary associations, foundations, civic and citizen groups; and,
- ❖ federally-recognized Indian tribal governments, tribes, or tribal organizations.

OR

- 3) A partner CTSI organization** including the BloodCenter of Wisconsin, Children's Hospital of Wisconsin, Froedtert Hospital, Marquette University, Milwaukee School of Engineering, University of Wisconsin-Milwaukee, and Milwaukee VA Medical Center.

Please note: According to MCW corporate policy, the MCW PI will be primarily responsible for ensuring compliance with the scientific, safety, and ethical responsibilities of the grant award. The MCW PI will have the additional expectation of managing the award through the MCW internal eBridge system and through their department. The MCW PI will be responsible for all grant reporting and fiscal management, and will be the main contact for budget and reporting management.

BUDGET GUIDELINES

- ❖ For budgetary purposes, a single MCW full-time, full professional effort faculty member must be designated as the primary awardee (the PI).
- ❖ Faculty salary must abide by [the FY15 Executive Level II \(\\$183,300\) salary cap](#) if the total support requested is at or under \$25,000. Any faculty salary support budgeted for this grant that exceeds \$25,000 must abide by the FY14 Executive Level II salary cap (\$181,500). The "request for salary cap" function needs be requested in eBridge during the pre-submission state prior to submitting your proposal to GCO for review.
- ❖ If the % effort on the grant does not match the salary requested, a [cost-sharing form](#) must be completed before funds can be dispersed.

- ❖ A minimum of 5% effort is required for each of the co-PIs and all co-PIs must be fully vested in the project in both spirit and practice, and contribute actively on the project. It is possible – and encouraged – for PIs to seek institutional/department cost-sharing to support all or a portion of this or other effort, thereby leaving more funds available for other research expenses. In these cases, cost-sharing commitment documentation from the institution and/or department is required.
- ❖ Additional personnel may serve as co-investigators, significant contributors, essential study personnel, etc. All personnel support must be justified and their specific project roles outlined in the budget justification during the full proposal stage.
- ❖ AHW funding cannot be used as “bridge funding” for lapsed grants from any extramural source and is intended to be used for new projects.

ALLOWABLE EXPENSES

AHW Funds can only be used for **direct project-specific expenses**. Direct costs must be identified in the application proposal. Costs that have NOT been identified and approved through the application process must be requested as a re-budget prior to being incurred or the cost is considered unallowable.

Examples of eligible expenses include:

- ❖ Salary and benefits for personnel directly involved in the project
- ❖ Direct expenses including, but not limited to, supplies, equipment, travel, mileage, etc.

FUNDING RESTRICTIONS

Please review the detailed list of [Direct, Indirect, and Unallowable Costs](#) available at the AWH Endowment Website.

Funds may **not** be used for:

- ❖ Indirect costs, such as ongoing operating expenses of routine functions and principal programs
- ❖ Entertainment or alcoholic beverages
- ❖ Lobbying
- ❖ Stipends (Note: Participant/research subject incentives are allowed)
- ❖ Reimbursement solely for patient care or clinical service delivery
- ❖ Supplanting (see Supplanting Criteria below)

SUPLANTING CRITERIA

The March 28, 2000 Order of the Commissioner of Insurance requires that the AHW Endowment funds (the Funds) “may not be used to supplant funds or resources that are available from other sources.” The MCW Consortium is required to report annually on “whether the Funds are supplanting resources otherwise available.” MCW must report annually the basis for the “determination that the application of the Funds does not supplant other resources that may be available to accomplish the same purposes.”

Applicants are required to complete and submit the AHW Non-Supplanting Attestation form as part of the application process.

III. APPLICATION PROCESS

PRE-PROPOSAL SUBMISSION

Interested applicants are **required** to submit a pre-proposal for this funding opportunity. While required, pre-proposals are non-competitive. **Pre-proposal submissions are due Friday, August 4, 2017 at 5:00pm CDT.** Feedback will be sent to applicants on or around Wednesday, August 16, 2017.

All pre-proposals must be submitted online through REDCap. [Click here to access the pre-proposal form online.](#)

URL: <https://redcap.mcw.edu/surveys/?s=K3FA39PMEN>

A sample Pre-Proposal REDCap Submission Form is provided at the end of this RFP for your reference.

FULL PROPOSAL SUBMISSION

A link to the online application system (REDCap) where the full proposal needs to be submitted will be sent via email with pre-proposal submission feedback on or around August 16, 2017. We strongly encourage collaboration on the process of proposal writing between the co-PIs.

All applications must be routed through eBridge and must be received by the MCW Grants & Contracts Office (GCO) no later than 5 business days before the submission deadline for this RFP. Different departments may have different deadlines for obtaining departmental approvals prior to receipt by the GCO. Please note: indicate AHW-Research and Education Program as Sponsor.

Full proposals are due by **Friday, September 22, 2017 at 5:00pm CDT** via the online application system (REDCap.)

FULL PROPOSAL REQUIREMENTS

To be considered for funding, the full proposal must include the following:

1. **Cover Page with Abstract:** Please use the template included in the application system. Abstract maximum is 300 words.
2. **Narrative** (6 pages maximum*, single-spaced, PDF) to include:
 - ❖ **Specific Aims:** What is your research question? What are the hypotheses or research goals?
 - ❖ **Background and Significance:** What health issue will be addressed? What gap in knowledge will your project address? Describe any relevant experience you have in understanding or studying the proposed health issue. In what zip codes will this project be conducted? Describe how this research project got started explaining why this topic is relevant to the community where the research will be conducted.
 - ❖ **Community:** Describe your community engagement process. How are community stakeholders affected by your project? How will community stakeholders be involved in project design and implementation, and dissemination of findings? How will the community benefit from the result of your project? Who will benefit? How will the anticipated results of your project help to improve the health of people in the community?
 - ❖ **Partnership:** Describe your partnership. Show how the community and academic partners have relevant and meaningful roles on the project and are able to fulfill their research collaboratively. If this is a new partnership, describe how the partnership started and how each member became involved in this project. Why is the partnership necessary to achieve the goals of this project?
 - ❖ **Project Design and Methods:** What type of research project is this (e.g. cross-sectional, longitudinal; survey; bio-specimen, etc.)? What research methods will you use and how is the proposed method suited for this project? What are the outcomes and processes being measured? How will data be collected and analyzed? Describe study participant recruitment, if applicable. Address any human subject protections issues and potential risk to study participants, including plan for IRB submission.
 - ❖ **Next Steps:** Describe your dissemination plan. How do you intend to disseminate your pilot project findings to both academic and community audiences? How will the results of this study be used to continue this line of research, including potential for securing additional funding? How will community efforts and benefits on this project be sustained?
 - ❖ **Literature Cited (not included in page limit)**

3. **Activities Timeline:** Please provide an overview of activities by quarter, not to exceed 16 months. Please use the template included in the application system.
4. **Bio sketches, resumes, or CVs:** Allowance of one document per investigator, limit of 5 pages per document in Word Doc or PDF format.
5. **Budget & Budget Justification:** Templates are included in the application system. Separate budget justifications must be completed by each co-PI. Additional Instructions are included on the templates.
6. **Letters of Support:** Please provide letters of support (LOS) from community or MCW stakeholders. For MCW Co-PI, a LOS is required from the MCW Dept. Chair. From a non-MCW Co-PI, a LOS from the Institutional Official (or equivalent) is required. Letters should describe specific details of collaboration or commitment. Upload to application system as PDF document(s). Maximum of **five** letters allowed.
7. Signed **Non-Supplanting Attestation form.** The co-PIs, all co-Investigators, any partnering organizations, and any additional investigators named on the project are required to complete and submit an AHW Non-Supplanting Attestation Form. For more information, please see page 5 of this RFP.

*Please note: The six page limit applies only to the narrative portion of the application and does not include the Cover Page, Literature Cited, Activities Timeline, Biosketches/Resumes, Budget and Budget Justification, Letters of Commitment, or Non-Supplanting Attestation form.

IV. REVIEW PROCESS & CRITERIA

A review committee of representatives from both the local community and MCW will review using the 9-point rating scale drawn from the National Institutes of Health and will provide recommendations for funding to the governing committee. All applications will be scored based on the following criteria:

- ❖ **Community Impact.** Does the project demonstrate community engagement or collaboration in how it addresses the health issue or disparity of importance to a community in Milwaukee? Does the project show the potential to lead to a longer-term research or evaluation project, including additional funding, which may ultimately lead to advances/best practices that contribute to health improvements in the community?
- ❖ **Scientific Significance.** Does the project address an important problem or a critical barrier to progress in the field? Does the project have a clear and focused research question with aim(s), hypotheses, and measurable objectives? Is there a strong scientific premise for the project? If the aims of the project are

achieved, how will scientific knowledge, technical capability, and/or clinical practice be improved? How will successful completion of the aims change the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field?

- ❖ **Investigator(s).** Are the PIs, collaborators, and other researchers well-suited to the project? If Early Stage Investigators or New Investigators, or in the early stages of independent careers, do they have appropriate experience and training? If established, have they demonstrated an ongoing record of accomplishments that have advanced their field(s)? Do the investigators have complementary and integrated expertise; are their leadership approach, governance and organizational structure appropriate for the project?
- ❖ **Innovation.** Does the application challenge and seek to shift current research or clinical practice paradigms by utilizing novel theoretical concepts, approaches or methodologies, instrumentation, or interventions? Are the concepts, approaches or methods, instrumentation, or interventions novel to one field of research or novel in a broad sense? Is a refinement, improvement, or new application of theoretical concepts, approaches or methodologies, instrumentation, or interventions proposed? Does the approach target a community level issue that has not been well addressed in prior research?
- ❖ **Approach & Feasibility.** Are the overall strategy, methods, and analyses well-reasoned and appropriate to accomplish the specific aims of the project? Have the investigators presented strategies to ensure a robust and unbiased approach, as appropriate for the work proposed? Are potential problems, alternative strategies, and benchmarks for success presented? If the project involves clinical research, are the plans for 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, justified in terms of the scientific goals and research strategy proposed? Does the community partner have the capacity to perform this research, are they prepared to recruit the number of participants specified? Does the community partner have appropriately trained staff to perform this work?
- ❖ **Environment.** Will the scientific environment in which the work will be done contribute to the probability of success? Are the institutional support, equipment and other physical resources available to the investigators adequate for the project proposed? Will the project benefit from unique features of the scientific environment, subject populations, or collaborative arrangements? Does the community co-PI have adequate buy-in from the non-profit's leadership to perform this work? Does the community non-profit have a history of supporting and effectively performing community engaged research? Does the community non-profit have adequate equipment and technology to perform this work (e.g. access to computers, internet, staff trained on data entry tasks, staff with CITI training, etc.)
- ❖ **Community Collaboration:** Are the roles of the partners appropriate and relevant? Does this project enhance collaboration among entities with similar or complementary goals? Is there clear evidence that the community was involved in identifying the health issues and study methods? Does the project outline a

plan that shows genuine collaboration between the community and the academic researchers in all aspects of design, implementation, and dissemination? Is the organization respected and valued by the target population? Is the project culturally competent?

- ❖ **Budget and Timeline.** Is the requested budget appropriate for this project? Is the proposed timeline feasible and attainable for this project?

V. POST-AWARD REQUIREMENTS

This grant program requires the following post-award expectations:

- ❖ Acquire required regulatory approvals (supplanting review, IRB/IACUC/IBC, etc.). Funds will be available after approvals have been acquired.
- ❖ Comply with all HIPPA requirements
- ❖ Submit Cost-Sharing Forms for MCW faculty if applicable (if not submitted with the initial application)
- ❖ Submit developed CEnR tools (e.g. community tailored recruitment tools, etc.) and project dissemination materials to the CE Repository
- ❖ Present project at the CE Core's Community Engagement Week or similar events (2018 and/or 2019) and agree to review Seed Grant applications in future funding cycle
- ❖ Submit an initial progress report including description of work accomplished and related budget expenditures
- ❖ Submit a mid-progress report including description of work accomplished and related budget expenditures
- ❖ Submit a final report within 30 days of project's end including project results, lessons learned, any publications and extramural funding applications applied for and/or received, and next steps
- ❖ Submit a draft of preliminary specific aims for a NIH or other extramural application based on this project
- ❖ Respond to annual requests for project results and outcomes information **for up to five years** after the grant period ends

VI. DEFINITIONS

Community: 1. a group of individuals organized into a unit or manifesting some unifying trait or common interest; (Institute of Medicine, 2003). 2. community need not be defined solely by geography. It can refer to a group that self-identifies by age, ethnicity, gender, sexual orientation, special interest, faith, life experience, disability, illness, or health condition. It can refer to a common interest or cause, a sense of identification or shared emotional connection, shared values or norms, mutual influence, common interest, or commitment to meeting a shared need. (CCPH Board of Directors, 2005)

Community Engagement: the process of working collaboratively with and through groups of people affiliated by geographic proximity, special interest, or similar situations to address issues affecting the well-being of those people. It is a powerful vehicle for

bringing about environmental and behavioral change that will improve the health of the community and its members. It often involves partnerships and coalitions that help mobilize resources and influence systems, change relationships among partners, and serve as catalysts for changing policies, programs, and practices (Center for Disease Control and Prevention [CDC], 1997, p. 90).

Community Engaged Research/Community Engagement in Research (CErR): CErR is a process of inclusive participation that supports mutual respect of values, strategies, and actions for authentic partnership of people affiliated with or self-identified by geographic proximity, special interest, or similar situations to address issues affecting the well-being of the community of focus. (Ahmed & Palermo, 2008)

Community Based Participatory Research (CBPR): a collaborative approach to research that equitably involves all partners in the research process and recognizes the unique strengths that each brings. CBPR begins with a research topic of importance to the community and has the aim of combining knowledge with action and achieving social change. (W.K. Kellogg Community Health Scholars Program, 2001)

Community Outreach: the ways faculty, staff, and students collaborate with external groups in mutually beneficial partnerships that are grounded in scholarship and consistent with the role and mission of their professional appointment. (Adapted from CU-Boulder Council of Deans, February 16, 2010; <http://outreach.colorado.edu/about/outreach-definition>)

Community Partner: for the purpose of this RFP, defined as a non-profit, 501(c)(3) tax exempt organization or a government organization, including:

- ❖ health, social service, and other community-based organizations;
- ❖ faith-based organizations;
- ❖ state and local governments;
- ❖ scientific or professional associations, universities, schools;
- ❖ voluntary associations, foundations, civic and citizen groups; and,
- ❖ federally-recognized Indian tribal governments, tribes, or tribal organizations.

From Advancing a Healthier Wisconsin <http://www.mcw.edu/Advancing-Healthier-WI-Endowment/Apply-for-Funding/HWPP/Application-Resources.htm>

Community Service: is co-curricular or extra-curricular—it's something you do apart from or in addition to your academic or professional duties. You may enjoy helping others and want to volunteer in the local community on your own. (Adapted from <http://www.eiu.edu/volunteer/defservice.php>)

PROGRAM CO-CHAIRS

Syed M. Ahmed, MD, MPH, DrPH, FAAFP

MCW Senior Associate Dean for Community Engagement
Director, MCW Community Engagement Core
Professor, MCW Department of Family and Community Medicine
Professor, MCW Institute for Health and Equity
Director, CTSI Collaboration/Engagement Domain

Reza Shaker, MD

MCW Senior Associate Dean and Director, Clinical and Translational Science Institute
Joseph E. Geenen Professor and Chief, MCW Division of Gastroenterology and Hepatology

PROGRAM STAFF

- **Orsolya Garrison, DrPH, MPH ::** CTSI, MCW
- **Christine Zeller, MA ::** CTSI, MCW
- **Zeno Franco, PhD ::** Community Engagement Core, MCW
- **David Nelson, PhD, MS ::** Community Engagement Core, MCW
- **Lauren O'Brien, MPH ::** Community Engagement Core, MCW
- **Sarah O'Connor, MS ::** Community Engagement Core, MCW