Goal: 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.

Award: Up to $75,000 for 12-months of direct support.

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.

Eligibility of the Principal Investigator:

- PI must be employed by UW-Madison (either sole appointment, or joint-appointment with VA Hospital, UW Milwaukee), or is employed by 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 and co-PIs must have applied for ICTR membership (www.ictr.wisc.edu/ictrmember) before submission of the grant application on March 13, 2017. We also highly encourage co-investigators and key scientific personnel to apply for membership.
- PIs or co-PIs can only apply to a single ICTR funding mechanism (e.g., CCOR, SPER, D&I) 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
  - The previous award is closed

**Important Dates**

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<th>Event</th>
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<tr>
<td>Mandatory Letter of Intent</td>
<td>Wednesday, January 11, 2017 (due 5 pm)</td>
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<tr>
<td>Workshop (mandatory)</td>
<td>2017 ICTR-CAP Pilot Grant RFA Overview (SMPH Video Library)</td>
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<tr>
<td>Proposals due</td>
<td>Monday, March 13, 2017 (due 5 pm)</td>
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<tr>
<td>Review Period</td>
<td>March-May 2017</td>
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<td>Awards Announced</td>
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<td>Earliest Start Date</td>
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**Please note:** Funding scheduled to start after July 1, 2017, is contingent upon the successful renewal of the NIH Clinical and Translational Science Award.

**Mandatory Letter of Intent:** **DUE WEDNESDAY, JANUARY 11, 2017**

All LOIs should be submitted as a single PDF/Word document to capgrants@lists.wisc.edu by Wednesday, January 11, 2017. The LOI will **not** be used for ranking, but will assist staff in identifying proposal reviewers.

Please include the following information in your Letter of Intent:
1. PI Name, contact information, department, and funding program you are applying to.
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, **brief** overview of research design and methods.
6. Please indicate the stakeholders of this research project and how they will be involved in your research.
7. The two special criteria that your project will address (see page 4-5 of this RFA).
8. Letters of Support. The LOI submission **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 being 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 - The letters of support required 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.

**Mandatory Grant Workshop**
PIs are **REQUIRED** to view this online 2017 ICTR-CAP Pilot Grant RFA Overview by January 20, 2017. Research team members and collaborators are encouraged to view this overview as well. Please notify Pilot Awards Manager, Kate
Judge, at kjudge@wisc.edu once you’ve completed this requirement. This will provide an opportunity to schedule further consultation if needed.

**Application Requirements: DUE MONDAY, MARCH 13, 2017**

All applications should be submitted as a single PDF/Word document to capgrants@lists.wisc.edu no later than 5:00 pm on Monday, March 13th. The narrative section of the application (#6a-j) should be written in 11 point Arial font with 1/2-inch margins.

1. **Face Page** ([download here])

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 provides you with an opportunity to express to a community-audience 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. Your community abstract must include:
   - Magnitude of the health issue. How many individuals are affected, what is the scope of this issue in the state, how are costs of health care impacted, etc.?
   - Knowledge gap. What gap will your proposed research address; what will your project results tell us that is not already known?
   - Community collaborators. Who are the stakeholders of this research project and how will they be involved in your research, what roles will they play? For investigations at the very early stages, engagement can be more limited to an initial conversation with a stakeholder about the applicability of the question to daily practice.
   - Longer-term policy implications of your research. How might your research inform/impact organizational or public policies?
   - Potential impact of this stream of research. How will this project, in the context of your larger research career, improve health in Wisconsin?

4. **Biosketches for key personnel** (please use the NIH bio-sketchn format with the “personal statement” section; an example can be found [here](#)).
   - **Scientist PI applicants:** The Personal Statement of the new format NIH Biosketch must include detail on how the proposed research represents an independent area of investigation for the applicant. Also 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.
   - Please submit resumes for non-academic stakeholders.

5. **Budget** (up to $75,000 for 12-months of direct support):
✓ Budget template is bundled with the face page (download here). Please note that “months of effort” for each key personnel must be listed, even if no money is being requested to support their work under this pilot program.

✓ Budget justification (maximum 2 pages).

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

✓ Download and complete the Non-Supplanting Letter and Questionnaire here. Please scan necessary signatures.

When creating your budget, please note the following parameters:

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

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

- Indirect costs are not allowed.

- Investigator salary 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 and effort must be reported even when salary is donated.

- 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.

6. **Narrative**: The narrative should not exceed 6 pages and should address each of the following components. (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**.

   b. **Background and Significance**.

   c. **Investigator**. Please explain how the PI and research team are especially suited to this project. 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**. Include preliminary studies, research design, methodologies, analyses, potential problems and alternative strategies.

   f. **Plans for Collaboration/Engagement**: Who are the stakeholders who will ultimately benefit from, or be affected by your research? Please describe how your stakeholders are involved in your research, and what role they will play. For a definition of stakeholder and other key terms, see here. ICTR offers many resources for investigators on stakeholder engagement. For more information visit the ICTR webpage on Stakeholder Engagement in Translational Research.

   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. This plan should be developed early in the process with your stakeholders. Note: the
sophistication of this plan should match the scope of your project and care should be taken for careful interpretation of results. For definition of “dissemination” and other key terms, please see here. For guidance on developing your plan, contact ICTR Dissemination & Implementation Program Manager, Melody Bockenfeld at bockenfeld@wisc.edu.

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. For definition of “policy” and other key terms, please see here. If you’d like assistance assessing the policy implications of your research, schedule a consultation with the Project Director for the Evidence-Based Health Policy Project, Sam Austin, via phone: 262-6404 or email svaustin@wisc.edu.

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 clinician or Marshfield Clinic Research Foundation staff member.

   - **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:** ([http://www.wisconsin.edu/campuses/](http://www.wisconsin.edu/campuses/)). The collaboration must be between a UW-Madison/Marshfield PI and another UW System investigator.

   - **ICTR-CAP collaboration:** The PI and/or research team works with one of the ICTR-CAP programs or affiliates in the design, implementation and/or evaluation stages of the proposed research. For a complete list of eligible programs see [ICTR-CAP Programs and Affiliate Programs](http://www.wisconsin.edu/campuses/). 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 evaluates different approaches to stakeholder engagement. For definition of “science of community engagement” and other key terms, please see here.

   - **Targeted topic area:** Health disparities, pediatrics, geriatrics.

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 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. A 6-month no-cost extension is available if warranted and well-justified.

9. **Literature citations**: Please attach.

10. **Letters of collaboration/support**: Please include signed (can be electronic) letters of support from your collaborators—including those 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 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.

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

   Please submit your completed application to capgrants@lists.wisc.edu no later than Monday, March 13, 2017 at 5:00 pm.
   If you have questions about the RFA, please contact Kate Judge at kjudge@wisc.edu

**Information for all applicants**: The following links provide you with important information about the ICTR CAP award program and processes.

- Definitions and Key Terms
- ICTR-CAP Programs and Affiliates
- ICTR-CAP Review Process and Review Criteria
- Research Grant Terms & Conditions
- Previous Funded Awards