2018 Request for Applications
Dissemination & Implementation (D&I) Research Award Program

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.

Award: Up to $150,000 for up to 18 months of direct cost support. No Cost Extensions will NOT be allowed.

Deliverable: The successful grantee will use the results of this award to seek further extramural peer-reviewed funding for the research.

Important Timeline Information: Earliest start-date for the award is July 1, 2018. Due to constraints of our funding cycle, project accounts cannot extend beyond March 2020 and no cost extensions will NOT be allowed. Activities must be completed by March 2020. Please plan the scope and timeline for this project accordingly.

Dissemination Research is the scientific study of targeted distribution of information and intervention materials to a specific public health or clinical practice audience. The intent is to understand how best to spread and sustain knowledge and the associated evidence-based interventions.

Implementation Research is the scientific study of the use of strategies to adopt and integrate evidence-based health interventions into clinical and community settings in order to improve patient outcomes and benefit population health.

This funding opportunity solicits grant applications that will identify, develop, test, evaluate and/or refine strategies to disseminate and 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; quality improvement programs.

Some examples of appropriate projects include evaluating the effectiveness of methods to disseminate the program, reach and uptake of the program, 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, 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 effectiveness, or if you are in the early stages of developing an intervention, please consider the ICTR Clinical & Community Outcomes Research (CCOR) Pilot RFA.

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 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 D&I awardees from past rounds are not eligible to re-apply for the ICTR D&I 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, eligible interdisciplinary teams may be invited to participate in interventions and evaluations during the period of the pilot project and/or beyond as part of ICTR’s new “Optimizing Team Science (OTS)” initiative.

## Important Dates

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<td>Workshop (mandatory)</td>
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**Mandatory Letter of Intent: DUE FRIDAY, JANUARY 5, 2018**

Letters of Intent (LOIs) must be submitted as a single PDF/Word document to capgrants@lists.wisc.edu no later than 5:00 pm on Friday, January 5, 2018. The LOI is not 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. Specific aims, brief overview of research design and methods.
4. Describe your plans for a future external funding submission – indicate the potential RFA and research questions to address.
5. Names and roles of key personnel, including all community/stakeholder collaborators.
6. The two special criteria that your project will address.
7. Letters of Support: The LOI submission must include letters of support from your community/stakeholder collaborators as well as your academic collaborators.
If you are a scientist – include letters from your faculty supervisor and department chair or dean expressing strong support for this independent line of research and outlining the PIs proposed academic research trajectory.

Stakeholder engagement is critical to the success of D&I research projects. Projects that will be implemented in clinical sites require *buy-in from the clinicians* who will be involved in implementation and data collection.

At the letter of intent stage, support letters should confirm that collaborators have been in conversation with the research team about the project and are committed to being involved in the project. The letter of support that is required in the full application stage will require *much* greater detail.

If you are collaborating with an ICTR-CAP Program or Affiliate – *you must have a letter of support from the Director of that program.*

**Mandatory Grant Workshop & Consultation**
A mandatory workshop will take place in January 2018 at a date and location TBA. Every research team submitting a Letter of Intent will be notified as soon as possible about the scheduled date and time for this workshop. PIs are REQUIRED to attend/view the workshop; research team members and collaborators are welcome and encouraged to attend as well.

**Mandatory Consultation:** Potential applicants are also required to schedule a consultation with the ICTR D&I resource. You may either sign up for your consultation when you attend the mandatory workshop, or email Kim Kies, ICTR D&I Researcher, kim.kies@wisc.edu to schedule your consultation.

Additional resources are provided on the final page of this RFA.

**Application Requirements: DUE FRIDAY, MARCH 9, 2018**
- All applications should be submitted as a single PDF/Word document to capgrants@lists.wisc.edu no later than 5:00 pm on Friday, March 9. Please email kjudge@wisc.edu if you have any difficulties.
- For the Narrative section (item 6) of the application use 11-point Arial font with 1/2-inch margins.
- Please include page numbers on your completed application.
- **Face Page, Abstract Templates and Budget Template** are provided within the 2018 D&I application forms on the ICTR Funding Opportunities page.
- A complete application includes items 1-12 below.

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 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 the research is important. 500 word maximum. Your community abstract must include:
o 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.?

o 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?

o 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?

o Longer-term policy implications of your research. How might your research inform/impact organizational or public policies?

o 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-sketch format with the “personal statement” section; an example can be found [here](#)).

   o **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.

   o Please submit resumes for non-academic stakeholders.

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

   o Budget template is bundled with the face page in the application materials. 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.

   o Budget justification (maximum 2 pages).

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

   o Download and complete the [Non-Supplanting Letter and Questionnaire](#) here (also available on the side-bar of the funding opportunities page). Please scan necessary signatures.

   When creating your budget, please note the following parameters:

   - There is an expectation that a subset of award funds will support your community-based stakeholders.
   - Funds are available for personnel, supplies and other allowable expenses. 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 (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 a specific aim to: Assess market demand for the intervention and develop a customer value statement in consultation (collaboration) with the ICTR Dissemination and Implementation Program.

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.
   - 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. 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. **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:
   o What factors influence the long-term implementation of effective innovations?
   o What is the existing individual, organizational, or community capacity to 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?
   o What types of training, technical assistance, and coaching effectively support implementation in specific practice settings?
   o How will the tools and materials from your project be disseminated?

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.** Please address how your research can inform/impact organizational or public policies. 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. 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.
   o **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.
   o **UW-Madison - Marshfield collaboration:** The study involves collaboration between a UW-Madison PI and a Marshfield Clinic clinician or Marshfield Clinic Research Foundation staff member.
   o **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.
   o **UW System/UW Extension collaboration.**
   o **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.
     o See the **Directory of ICTR-CAP Programs/Affiliate Programs available on the UW ICTR Funding Opportunities webpage (in the section on Additional Requirements and Information)**
     o 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.**
   o **Science of Community Engagement:** One of the specific aims for the proposed research evaluates different approaches to stakeholder engagement. For definitions and key terms, see the side-bar of the ICTR Funding Opportunities page.
   o **Targeted topic area:** Translation of an evidence-based program in/with a targeted population (i.e., health disparities, pediatrics, geriatrics). Examples include translation of an evidence-based program that was designed with a minority population in one community and is being brought to a minority community in Wisconsin OR it can be an evidence-based program designed without minority representation/input that is now being investigated with minority participation and input.
   o **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. This statement does not count against your 6-page narrative described above.
   - 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).
   - If specific metrics will not be sufficiently 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.
   - If you are not 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. **Team Science.** In recognition of the importance of team science, please address the following aspects of your project:
   - whether and how the team brings together techniques and insights from different fields to address the research objective(s) in ways that would not be possible within a single discipline;
   - how each member of the team will contribute to and benefit from the pilot project (e.g., investigators, trainees, research staff, community collaborators);
   - whether or how the overall research program of the team moves in a new direction.

9. **Timeline:** Earliest start-date for the award is July 1, 2018, and activities must be completed by March 2020. Due to constraints of our funding cycle, project accounts cannot extend beyond March 2020 and no cost extensions will NOT be allowed. **Please plan the scope and timeline for this project accordingly.** 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.

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

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

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

    Please submit your completed application to capgrants@lists.wisc.edu
    No later than Friday, March 9, 2018 at 5:00 pm.
    If you have questions about the RFA, please contact Kate Judge at kjudge@wisc.edu

See list of Resources for Applicants on next page
1. UW Health Innovation Program (HIP) Grant Writing Group
   - 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/?q=hip-grant-writing-group

2. 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 here.
   - URL: https://ictr.wisc.edu/funding/dissemination-implementation-research-award-program/

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)
   - URL: https://ictr.wisc.edu/funding-opportunities/

6. Directory of ICTR-CAP Programs/Affiliate Programs
   - For a directory of ICTR-CAP programs and affiliates, see the side-bar of the ICTR Funding Opportunities page (Additional Requirements and Information)
   - URL: https://ictr.wisc.edu/funding-opportunities/

7. Web Portal for Dissemination of Tools and Toolkits: HIPxChange
   - HIPxChange is a UW ICTR-CAP supported dissemination portal
   - Assistance available to create toolkits in an easy and streamlined manner
   - Valuable addition when publishing intervention protocols and submitting manuscripts
   - Email: HIPxChange@hip.wisc.edu about creating a toolkit
   - URL: https://www.hipxchange.org/about

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