2018 Request for Applications
Stakeholder and Patient Engaged Research (SPER) Award

Stakeholder and patient engagement in research generates evidence that is more relevant and useful for real-world application, and facilitates both the dissemination and uptake of research findings.\(^1\) Patient-Centered Outcomes Research (PCOR) and comparative effectiveness research (CER) are approaches that emphasize engaging stakeholders throughout the research process, sound methodology, and timely implementation and dissemination of research results. With these new and different emphases, many investigators lack the infrastructure, partnerships and preliminary data to apply for funding opportunities in this area.

**Award:** Up to $100,000 for 12 months of direct costs. ICTR will not issue no-cost extensions for this award program; activities must be completed within 12 months.

**Goal:** The goal of this Stakeholder and Patient Engaged Research (SPER) RFA is to provide support for activities that will strengthen a competitive application for external funding for research requiring strong stakeholder engagement as a foundation for a successful application. This includes but is not limited to PCOR. New or previously unsuccessful applicants to PCOR funders are encouraged to apply.

Successful proposals to this RFA must provide rationale for the current gap in their program that precludes a successful extramural application. Examples of activities that would be responsive under this award include:

- Development of a strong stakeholder engagement strategy, including efforts to engage “hard to reach” populations (e.g., racial/ethnic minorities or those from rural areas).
- Collection of pilot data directed to a topic aligned with an external funder’s mission, using sound stakeholder engagement methodology.

**Deliverable:** Awardees will use the results of this award to submit an application to an external funder within 6 months of project end-date. Examples of external funders include but are not limited to the following:
  - PCORI: [http://www.pcori.org/funding-opportunities/funding-center](http://www.pcori.org/funding-opportunities/funding-center)
  - NIH: [https://grants.nih.gov/funding/index.htm](https://grants.nih.gov/funding/index.htm)

**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 Pilot RFA 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 SPER pilot grantees from past rounds are not eligible to re-apply for the ICTR SPER pilot 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>Mandatory Letter of Intent</td>
<td>Friday, January 5, 2018 (due 5 pm)</td>
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<td>Workshop (mandatory)</td>
<td>January 2018, specific dates TBA</td>
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<tr>
<td>Proposals due</td>
<td>Friday, March 9, 2018 (due 5 pm)</td>
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<td>Review Period</td>
<td>March-May 2018</td>
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<td>Awards Announced</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 Mandatory Letter of Intent:

1. PI Name, contact information, department
2. Title of your proposal
3. Specific aims and a brief overview of design and methods for this proposal
4. Indicate the stakeholders of this research project and how they will be involved in your research
5. Describe your plans for a future external funding submission and how this award will strengthen your application (indicate the potential RFA and research questions to address)
6. Names and roles of key personnel, including all community/stakeholder collaborators.
7. The LOI submission must include letters of support from your community/stakeholder collaborators as well as your academic collaborators.
a. 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.

b. 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.

c. 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 Information**
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.

**ICTR Resources for Stakeholder and Patient Engaged Research:** Please see the list of resources available to support writing strong applications listed 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.
- For the Narrative section of the application (item 6) 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 SPER 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.
   - Research aims and project design.
   - Who will be on your research team (including patients and stakeholders), what roles they will play, and what is your plan for patient/stakeholder engagement?
   - Why this ICTR funding is necessary to prepare you for a highly competitive submission for an external federal grant application.

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-sketch 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. 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 $100,000 for 12 months of direct support)**:

✓ 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.
✓ 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 (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 stakeholder/patient engagement.
- 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 project conduct (e.g., participant travel) are allowed.
- No-cost extensions will not be allowed for this funding mechanism.

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

b. **Rationale for Pilot Funding.** Please explain how this ICTR Stakeholder and Patient Engaged Research (SPER) award will increase the likelihood of submitting a highly competitive subsequent grant.
   - What specific gaps do you propose to fill with this funding (e.g., building stakeholder engagement, collecting pilot data)?
   - Are you collecting pilot data aligned with external funder’s mission, using sound stakeholder engagement methodology? Are you developing strong stakeholder engagement necessary for an external funding application?
c. **Background and Significance.**

d. **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 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)?

e. **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?

f. **Approach.** Describe the overall strategy, methodology, and analyses to accomplish the aims of this project. Include preliminary studies (if appropriate), research design, methodologies, analyses, potential problems and alternative strategies. Address how you will work to engage “hard to reach” populations. Address potential problems you may encounter and strategies for solving them. Address feasibility to achieve goals within 12 month time-frame. If collecting pilot data to support a PCORI/AHRQ PCOR/NIH application, note that within this application you should discuss the aims, research design, methodology, and analyses for the pilot work, not the ultimate PCORI/AHRQ PCOR/NIH application.

g. **Engagement Plan:** Describe the plan to engage patients and stakeholders meaningfully in the various phases of the proposed research (e.g., planning, conducting, disseminating). How will patients/stakeholders be identified and engaged in the research? Are the roles of patients/stakeholders significant, meaningful, and well described? Are the stakeholder roles likely to be effective? Is the research focused on questions that are of interest to patients and their caregivers (relevance to patients/stakeholders)? As you complete your engagement plan, consider the six PCORI Engagement Principles and refer to the [PCORI Engagement Rubric](#) for assistance. ICTR has many resources to assist researchers in crafting engagement plans, see the list of resources on the final page of this RFA.

h. **Future considerations–policy implications.** If applicable, please address how your research might inform/impact organizational or public policies. If you’d like assistance in 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.

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 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:** *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 indicates how you will address timeline and deadline issues/potential challenges with your collaborators and stakeholders.* This timeline and description does not count against your 6-page narrative described above. Are your proposed activities meaningful and feasible within the 12 month time-frame?

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

11. **Letters of collaboration/support:** Please include *signed* (can be electronic) letters of support (LOS) from your collaborators (academic collaborators and community partners and/or stakeholders)

   o Letters of Support 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.
   o 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).
   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.*

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

    Please submit your completed application to [capgrants@lists.wisc.edu](mailto: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](mailto:kjudge@wisc.edu)

    See list of **Resources for Applicants** on the next page
Resources for Applicants
2018 ICTR-CAP Stakeholder & Patient Engaged Research (SPER) RFA

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 information about how the HIP GWG works, see https://hip.wisc.edu/?q=hip-grant-writing-group
   - For information about joining the group, please email gwg@hip.wisc.edu

2. ICTR Resources for Stakeholder and Patient Engaged Research (SPER)
   - Consultations: Several ICTR-CAP partner programs are available to support patient and other stakeholder engagement across the translational research spectrum. For brief descriptions of these programs see the here. If you need help determining which program best fits your research needs, request a consult with ICTR-CAP Pilot Awards Manager, Kate Judge (kjudge@wisc.edu).
   - Online Tools and Toolkits on HIPxChange.
     - URL: https://www.hipxchange.org/StakeholderEngagementTools
   - UW ICTR Stakeholder Engagement Research Resources
     - URL: https://ictr.wisc.edu/stakeholder-engagement-resources/

3. Projects Funded in Previous Rounds
   - Descriptions of previous awards are available here.
   - URL: https://ictr.wisc.edu/funding/patient-and-stakeholder-engaged-research/

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/revew-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. What Populations are Considered “Hard to Reach” or lesser-studied?
   - See the PCORI list of “Hard to Reach” populations here

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