2019 Request for Applications
Clinical & Community Outcomes Research (CCOR) Pilot Award

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.

We encourage applications for studies that meet the new NIH definition of a clinical trial. If your answer is yes to all 4 of the questions below, NIH considers your study to be a clinical trial.

1. Does the study involve human participants?
2. Are the participants prospectively assigned to an intervention?
3. Is the study designed to evaluate the effect of the intervention on the participants?
4. Is the effect that will be evaluated a health-related biomedical or behavioral outcomes?

For more guidance on the NIH definition of a clinical trial see here: https://grants.nih.gov/policy/clinical-trials/definition.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...
promposal 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 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 AND
  - The previous award is closed
- *NEW* If awarded, eligible interdisciplinary teams will be encouraged to participate in team science activities during the period of the pilot project as part of ICTR’s initiative to optimize pilot team performance. The activities include pre- and post- pilot participation surveys; introduction to team science workshop; team meeting observations; and, team support activities.

Important Dates

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory Letter of Intent</td>
<td>Wednesday, January 16, 2019 (due 5 pm)</td>
</tr>
<tr>
<td>Workshop (mandatory)</td>
<td>January 2019, specific dates TBA</td>
</tr>
<tr>
<td>Proposals due</td>
<td>Wednesday, March 13, 2019 (due 5 pm)</td>
</tr>
<tr>
<td>Review Period</td>
<td>March-May 2019</td>
</tr>
<tr>
<td>Awards Announced</td>
<td>June 2019</td>
</tr>
<tr>
<td>Earliest Start Date</td>
<td>July 1, 2019</td>
</tr>
</tbody>
</table>

Mandatory Letter of Intent: DUE WEDNESDAY, JANUARY 16, 2019

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 Wednesday, January 16, 2019. 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 to which you are applying.
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 be 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**

A mandatory workshop will take place in January 2019 at a date and location TBA. Every research team submitting a Letter of Intent will be notified of the date/location for this workshop. PIs are REQUIRED to attend/view the workshop; research team members and collaborators are welcome and encouraged to attend as well.

**Application Requirements: DUE WEDNESDAY, MARCH 13, 2019**

- All applications should be submitted as a single PDF/Word document to capgrants@lists.wisc.edu no later than 5:00 pm on Wednesday, March 13. 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 2019 CCOR 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.
   - 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 is an opportunity to express to our community reviewers how you anticipate that this project can, in the long-term, impact the health of Wisconsin residents. It should **not** be a reiteration of the Scientific Abstract but **instead** should **tell a story** that addresses the importance of this research, whose lives will ultimately be improved, and why (500 word maximum).

   **See Video on writing for community reviewers:** [https://videos.med.wisc.edu/videos/8470](https://videos.med.wisc.edu/videos/8470)

   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, how will they be involved in your research, what roles will they play? Is the involvement meaningful? 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? Will the study translate new and existing findings into improvements in clinical practice, community health and/or policy?

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. Letters from the faculty supervisor and department chair or dean expressing strong support for this independence and an outline of the PI’s proposed academic trajectory must also be included.

   ✓ 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 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 also required (maximum 2 pages).

   ✓ 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:**

   - 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 support is allowed, but *clear justification* of why it is necessary should be provided

     - Requested funds should be limited and used principally to directly support the research

     - Effort must be reported even when salary is donated. Note: PIs proposing effort without salary support must provide documentation from your Department Chair attesting to dedicated research time for the proposed research.

   - Only travel funds *necessary for study conduct* (e.g., participant travel) are allowed.

   - Equipment that is essential for the study, and is not otherwise available, may be requested, but large equipment expenditures are strongly discouraged.

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

6. **Narrative:** The narrative should not exceed 6 pages and should address each of the following components (sections a-j below). Note: If you are re-submitting a proposal, please include a 1-page introduction responding to previous critiques; this will increase your allowed page limit to 7 maximum pages.

   a. **Specific Aims.**

   b. **Background and Significance.**

   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 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/community partners are involved in your research, and what role they will play. **This funding opportunity requires meaningful engagement of relevant stakeholders and/or community partners.** ICTR offers many resources for investigators related to planning stakeholder engagement (see Stakeholder Engagement Resources on the ICTR web portal). For definitions and key terms, see the side-bar of the ICTR Funding Opportunities page.

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 guidance on developing your plan, request a consultation with the ICTR D&I Launchpad. For definitions and key terms, see the side-bar of the ICTR Funding Opportunities page.

h. **Next Steps:** What is the next step in your research project trajectory and what are your plans for acquiring funding? Please note that an expectation of this program is that the research team must have plans to apply for external, peer-reviewed funding.

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

- **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/). 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 an ICTR-CAP Program/Affiliate in the design, implementation and/or evaluation stages of the proposed research.

  - See the Directory of ICTR-CAP Programs/Affiliate Programs available on the UW ICTR Funding Opportunities webpage (in the sidebar on Additional Requirements and Information)
If using this category to meet a special criteria requirement, you must have a letter of support from the Director of the ICTR-CAP Program or Affiliate.

- **Science of Community Engagement:** One of the specific aims for the proposed research will evaluate different approaches to stakeholder engagement. For definition of “science of community engagement” and other key terms, see the definition of key terms on the side-bar of the ICTR Funding Opportunities page

- **Targeted topic area:** Health disparities, pediatrics, geriatrics, mental/behavioral health, substance abuse disorders

- **NEW this year:** Proposals using the depression patient experience data via the [UW Health Experiences Research Network](https://uwhern.wisc.edu) (HERN) meet these two special criteria: ICTR-CAP collaboration plus Targeted Topic Area (mental health). You’re invited to attend a workshop describing this opportunity on Thursday, December 13, 2018, 12:00-1:00, room 1306 HSLC.

The required application components below do not count against your 6 page narrative.

7. **Impact Statement.** Please respond to ONE of the three following questions regarding impact that is best aligned with your research question:

   a. Identify the specific metrics that you will use to identify the effects of your research on health outcomes (including physical, mental, and/or social), or the effects of your research on specific, well-established determinants of health (PI must be able to justify determinants chosen).

   b. If specific metrics will not be measured in your pilot, describe the metrics that you will use to identify the effects of your subsequent research on health outcomes or on specific, well-established determinants of health.

   c. If you are not be able to measure specific health outcomes directly, describe other possible impacts of this pilot or subsequent research, where impact is defined as: any permanent new or revised structures, policies, or processes in the delivery of health care services or community health programs that are the result of this project/collaboration.

8. **Team Science.** In recognition of the importance of team science, please address the following aspects of your project:

   o 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;
   
o how each member of the team will contribute to and benefit from the pilot project (e.g., investigators, trainees, research staff, community collaborators);
   
o whether and how the overall research program of the team moves in a new direction as a result of the proposed work.

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 addresses how you will address timeline and deadline issues/potential challenges with your community and faculty collaborators. A 6-month no-cost extension is available if warranted and well-justified.

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

11. **Letters of collaboration/support:** Please include signed (can be electronic) letters of support (LOS) from your collaborators—including those associated with the special criteria that you choose.

   o 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.

   o Provide a LOS from community partners outlining their commitment to the research and their specific, meaningful role in the project. 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
No later than Wednesday, March 13, 2019 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. **Grant Writing Group: Health Innovation Program (HIP)**
   - Numerous previous awardees have utilized the [HIP Grant Writing Group](gwg@hip.wisc.edu)
   - 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](https://hip.wisc.edu/?q=hip-grant-writing-group)

2. **Reference Articles**

3. **Projects Funded in Previous Rounds**
   - Descriptions of previous awards are available here
   - URL: [https://ictr.wisc.edu/funding/clinical-community-outcomes-research-pilot-award/](https://ictr.wisc.edu/funding/clinical-community-outcomes-research-pilot-award/)

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/](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/](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/](https://ictr.wisc.edu/funding-opportunities/)

If you have questions about the RFA, please contact ICTR-CAP Pilot Awards Manager, Kate Judge at kjudge@wisc.edu