2016 Request for Applications
Clinical & Community Outcomes Research Pilot Awards

**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.**
- The PI of this project must have the following investigator status:
  - Assistant, Associate or Full Professor (tenure track, CHS, or clinical). Senior investigators must show evidence of having a history of securing external, peer-reviewed funding.
  - Associate or Senior Scientists. Scientist applicants must have a letter from their Department Chair indicating support for an individual and independent research track for applicant; letters will be reviewed as part of proposal package.
  - Marshfield investigator equivalent of the above-mentioned positions.
- Be employed by UW-Madison or Marshfield Clinic (either sole or joint-appointment).
- Have applied for ICTR membership ([www.ictr.wisc.edu/ictrmember](http://www.ictr.wisc.edu/ictrmember)).
- Have well-developed plans for a research career. The results of this pilot should form a significant part of a subsequent externally-funded peer-reviewed research project.
- Pilot grantees from past rounds are not eligible to re-apply unless they have shown evidence of successfully receiving external, peer-reviewed funding first.
- Previous ICTR pilot grant awardees are not eligible to receive a second pilot award as PI or Co-PI if the previous award is still active.
- PIs or co-PIs can only apply to a single ICTR Pilot RFA in a calendar year.

**Important Dates**
- Mandatory Letter of Intent Friday, January 15, 2016
- Workshop (mandatory) RFA Primer posted on SMPH Video Library December 15, 2015
- **Proposals due** Friday, March 18, 2016
- Review Period March-May 2016
- Awards Announced June 2016
- Earliest Start Date July 1, 2016
Mandatory Letter of Intent (LOI): DUE FRIDAY, JANUARY 15, 2016
All LOIs should be submitted as a single PDF/Word document to capgrants@lists.wisc.edu no later than 11:59 pm on Friday, January 15th.

The LOI will not be used for ranking, but will assist staff in identifying reviewers for the proposal. 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. Please include the following information in your letter:

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 – a letter from your Chair indicating support for this independent area of investigation.
   o 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.
   o 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.

Mandatory Grant Workshop
A primer for this RFA will be available on the SMPH Video Library on December 15, 2015. PIs are strongly encouraged to view this workshop, research team members and collaborators are welcomed and encouraged to view as well.

Application Requirements: DUE FRIDAY, MARCH 18, 2016
All applications should be submitted as a single PDF/Word document to capgrants@lists.wisc.edu no later than 11:59 pm on Friday, March 18th. The narrative section of the application (#6a-j) should be written in 11 point Arial font with 1/2-inch margins.

1. Face Page -- Clinical & Community Outcomes Research Pilot Award
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-sketch format with the “personal statement” section; an example can be found [here](#) or a template for your use.

5. **Budget (up to $75,000 for 12-months of direct support)**:

- Download the budget page [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 1 page).
- 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. (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. **Definition** of stakeholder and other key terms.
   
   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
   
   h. **Next Steps:** What is the next step in your research project trajectory and what are your plans for acquiring 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 link here.
   
   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 one of the ICTR CAP programs or affiliates in the design, implementation and/or evaluation stages of the proposed research. Here is a list of ICTR CAP programs and affiliate programs.

• **Science of Community Engagement**: One of the specific aims for the proposed research evaluates different approaches to community engagement. For definition of “science of community engagement” and other key terms, please follow this link.

• **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. 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 Friday, March 18, 2016 at 11:59 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.

**Important Definitions & Key Terms**

**List and description of ICTR CAP Programs and Affiliates** (for collaboration purposes)

**Overview of the full review process**

**Scientific merit review criteria**
External Community Review Committee review criteria
Non-supplanting form
Grantee Expectations