



**ADVANCING A HEALTHIER
WISCONSIN ENDOWMENT**

**Pilot Grant Program for
Research in Early child Development to
Improve Resiliency and EQUiTY (REDIRECT)**

Request for Proposals:

Required letter of intent due September 21, 2018

Full proposal due to MCW Grants & Contracts Office

October 26, 2018

Administered by the Institute for Health & Equity with funding from the
Advancing a Healthier Wisconsin Endowment at the
Medical College of Wisconsin

Current draft 8/6/18

I. OVERVIEW

ABOUT THE ADVANCING A HEALTHIER WISCONSIN ENDOWMENT

The Advancing a Healthier Wisconsin (AHW) Endowment, stewarded by the Medical College of Wisconsin (MCW), works with partners to serve as a catalyst for positive change in the health of Wisconsin communities. The REDIRECT (Research in Early child Development to Improve Resiliency and EquiTy) project is funded through AHW's Research and Education Program (REP).

ABOUT THIS PILOT GRANT PROGRAM

REDIRECT is housed within the MCW Institute for Health & Equity (IHE), whose mission is to improve health and advance equity collaboratively in our communities and the world through interdisciplinary research, expert advice, and transformative educational and community programs. The Institute includes the Division of Biostatistics, the Center for Bioethics & Medical Humanities, the Division of Epidemiology, and the Division of Community Health. All four divisions are involved in REDIRECT. More information about the Institute for Health & Equity is available at: <https://www.mcw.edu/Institute-Health-Equity>. The IHE is partnering with the Center for Healthy Communities & Research in the Department of Family and Community Medicine in collaborative leadership of REDIRECT.

The REDIRECT project co-principal investigators are:

- ❖ **John Meurer, MD, MBA**, Professor and Director, Institute for Health & Equity
- ❖ **Laura Cassidy, MS, PhD**, Professor and Director of Epidemiology and PhD Public Community Health, Institute for Health & Equity
- ❖ **Staci Young, PhD**, Associate Professor and Director of Center for Healthy Communities and Research, Department of Family and Community Medicine

The IHE is requesting proposals for new projects for this pilot grant program. The overarching project goal for REDIRECT is to develop a framework and data system to study causes of disparities and protective factors like resiliency in families and communities, and to evaluate policies and interventions to optimize early child development in Milwaukee.

Pilot Project Proposals Should:

- ❖ Align with one of these REDIRECT aims:
 1. Examine the contributing factors to disparities, protective factors for resilience, and outcomes in Early Childhood Development (ECD) at individual, family, community, and/or societal levels
 2. Evaluate policies and/or develop community-engaged interventions to improve ECD outcomes.
- ❖ Demonstrate clear relevance and importance to children under age 5 and their families who reside in the City of Milwaukee;

- ❖ Encourage sustainable, authentic community-academic partnerships where appropriate; and
- ❖ Describe a plan for disseminating findings and continuing the research/project beyond the pilot grant, including how outcomes will be used to seek external funding or leveraged to expand promising projects.

Information Sessions:

Informal sessions will be held to provide information about REDIRECT and this RFA, and for networking opportunities with REDIRECT investigators and potential seed grant applicants. These sessions are optional, and both will cover the same content:

- Tuesday, August 28 2018, 12pm-1pm in the Alumni Center
- Monday, September 10 2018, 5pm-6pm in H1210-50

Please email Catherine Carter at ccarter@mcw.edu for more information if you are interested in attending.

BUDGET AND PROJECT TIME RANGE

Funding requests should not exceed a total of \$40,000 over an 18-month period. Project PIs must request funds each fiscal year which begins in July including available carry-forward funds. In this 2019 cycle, REDIRECT can fund up to 4 proposals. We anticipate similar pilot grant funding opportunities in 2020 and 2021.

II. PILOT GRANT PROGRAM SPECIFICS

GRANT SUBMISSION SCHEDULE

- ❖ **Required Letter of Intent Submission Deadline in REDCap (click [HERE](#) to access form):** Friday September 21, 2018 by 5:00pm CT
- ❖ **MCW Grants & Contracts Office (GCO) Submission Deadline in eBridge:** Friday, October 26, 2018 by 5:00pm CT
- ❖ **Application Deadline in REDCap:** Friday, November 2, 2018 by 5:00pm CT
- ❖ **Award Notification:** November 20, 2018
- ❖ **Funding Period:** 18 months from January 1, 2019 through June 30, 2020
- ❖ **Invoices:** Due to the primary department of the MCW PI every 2-3 months
- ❖ **Final Report Deadline:** July 31, 2020

PI AND CO-INVESTIGATOR ELIGIBILITY

Under AHW requirements, the principal investigator (PI) must be an MCW full-time or full professional effort faculty members. MCW adjunct and part-time faculty are not eligible to apply as a PI.

According to MCW policy, the MCW PI will be primarily responsible for ensuring compliance with the scientific, safety, and ethical responsibilities of the grant award. The MCW PI will have the additional expectation of managing the award through the MCW internal eBridge system and through their department. The MCW PI will be responsible for all grant reporting and fiscal management, and will be the main contact for budget and reporting management.

Faculty at other universities or colleges and leaders at community agencies may serve as co-investigators.

Currently funded REDIRECT faculty cannot be funded partners on a proposal; however, funded Biostatistics faculty and staff can help with study design and data analysis.

BUDGET GUIDELINES

- ❖ Faculty salary must abide by [the FY18 Executive Level II \(\\$189,600\) salary cap](#). The "request for salary cap" function needs to be requested in eBridge during the pre-submission state prior to submitting your proposal to GCO for review.
- ❖ If the percent effort in the grant budget does not match the salary requested, a [cost-sharing form](#) must be completed before funds can be dispersed
- ❖ All personnel support must be justified and the specific project roles outlined in the budget justification in the full proposal.
- ❖ AHW funding cannot be used as "bridge funding" for lapsed grants from any extramural source and is intended to be used for new projects.
- ❖ No cost extensions are NOT allowed. Projects must end by 6/30/20.

ALLOWABLE EXPENSES

AHW funds can only be used for direct project-specific expenses. The indirect costs of administrative and facility fees are not allowed. Direct costs must be identified in the application proposal. Costs that have NOT been identified and approved through the application process must be requested as a budget revision prior to being incurred or the cost is considered unallowable.

Examples of eligible expenses include:

- ❖ Salary and benefits for personnel directly involved in the project
- ❖ Direct expenses including, but not limited to, supplies, equipment, travel, mileage, etc.

More information on allowable expenses can be found in the AHW [Research and Education Program Funded Project Toolbox](#) and in the [Research and Education Award Administration Manual](#).

FUNDING RESTRICTIONS

Please review the detailed list of [Direct, Indirect, and Unallowable Costs](#) available at the AHW Endowment Website.

Funds may **not** be used for:

- ❖ Indirect costs, such as ongoing operating expenses of routine functions and principal programs
- ❖ Entertainment or alcoholic beverages
- ❖ Lobbying
- ❖ Stipends (please note that participant incentives are allowed)
- ❖ Reimbursement solely for patient care or clinical service delivery

SUPPLANTING CRITERIA

The March 28, 2000 Order of the Commissioner of Insurance requires that the AHW Endowment Funds “may not be used to supplant funds or resources that are available from other sources.” The MCW Consortium is required to report annually on “whether the Funds are supplanting resources otherwise available.” MCW must report annually the basis for the “determination that the application of the Funds does not supplant other resources that may be available to accomplish the same purposes.”

Applicants are required to complete and submit the AHW Non-Supplanting Attestation with the full proposal.

III. APPLICATION PROCESS

REQUIRED LETTER OF INTENT

Interested applicants are required to submit a letter of intent (LOI) for this funding opportunity. While required to plan proposal reviews, LOIs are not competitive. LOIs are due by September 21 by 5:00pm CT. All LOIs must be submitted online through REDCap. [Click here to access the LOI form online.](#)

In the letter of intent form, you will be asked to include:

1. MCW PI name, title, department, address, phone, email
2. Project title
3. Alignment with one of REDIRECT aims
 - a. Examine the contributing factors to disparities, protective factors for resilience, and outcomes in Early Childhood Development (ECD) at individual, family, community, and/or societal levels
 - b. Evaluate policies and/or develop community-engaged interventions to improve ECD outcomes;
4. Project objectives
5. Project Description
6. Academic or community partner agencies (if applicable)
7. Notify us if you request a 1-2 hour biostatistical consultation for study design advice **between September 24 and October 19, 2018**. The consultation is funded by the AHW REDIRECT project.

FULL PROPOSAL SUBMISSION

All applications must be submitted online through MCW eBridge and must be received by the MCW Grants & Contracts Office by **October 26, 2018**. Some departments have earlier deadlines for obtaining departmental approval prior to submission to GCO.

EBRIDGE FUNDING PROPOSAL SMARTFORM GUIDANCE

- General Proposal Information
 - Question 3.0 Type of Program – select “Research”
 - Question 5.0 Sponsor – select “AHW-Research and Education Program”
 - Question 6.0 Type of Organization – select “Internal”
 - Question 6.2 Internal organization – select “AHW-Research and Education Program”
 - Question 10.0 Centers/Institutes – select “Institute for Health and Equity”
- Proposal Attachments
 - Question 2.1 Sponsor Application – Please create and upload a single PDF file of the REDIRECT pilot grant application forms and documents.

Once the FP has been institutionally approved, i.e. moved to the state of Pending Sponsor Decision, the online REDCap application must be completed and submitted.

Full proposals are due by **November 2, 2018** by 5:00pm CT via the online REDCap application system available [HERE](#).

FULL PROPOSAL REQUIREMENTS

To be considered for funding, the full narrative proposal must include the following components:

1. **Cover Page of LOI info:** see above
2. **Narrative** (maximum 4 pages; at least 0.5 in. margins; minimum 11-point font; pdf format) to include:
 - I. **Specific Aims:** With which REDIRECT aim (above) does the proposal align?
 - II. **Project Objectives:** What issue will be addressed? What gap in knowledge will your project address? How well are the objectives aligned with the REDIRECT specific aim? Please note, a focus on children under age 5 years and their families residing in the city of Milwaukee is required; comparisons to other communities are acceptable.
 - III. **Background:** Provide context and background information on the issue. Describe preliminary studies or any relevant experience you have in understanding or studying the proposed early childhood development issue. Explain why this topic is relevant to the community where the research will be done.
 - IV. **Impact and Significance:** Explain the project's expected early childhood development and community health impact. How will the community benefit from the result of your project? Who will benefit? What will be scientific significance?
 - V. **AHW Five-Year Plan:** How does the project align with AHW's five-year plan to create systemic and sustainable change? For more information on the five-year plan, see: <https://www.mcw.edu/FileLibrary/Groups/PublicCommunityHealth/Consortium/FiveYearPlan/ThirdFiveYearPlanWEB1.pdf> .
 - VI. **Project Design, Research Methods, Key Outcome Measures, and Feasibility:** What type of study design (e.g., focus groups, cross-sectional surveys, evaluation before and after an intervention, etc.)? What research methods will you use and how is the proposed approach suited for this project? What are the outcomes and processes being measured? Describe study participant recruitment, if applicable. How will data be collected and analyzed? Are the overall strategy, methods, and analyses reasonable and appropriate to accomplish the objectives of the project? Address any human subject protections and potential risk to study participants, including plan for IRB submission.

Please note that funding is contingent upon MCW institutional approvals for the use of human subjects. Awards funded by AHW must ensure that human participants are protected during the collection of information from award participants and/or the publication or dissemination of award results. The PI of an award must: 1. Ensure appropriate training and ongoing education necessary to protect the rights and welfare of human participants before and during the award, including maintaining compliance with all human subject policies, regulations, and reporting requirements. 2. **Obtain IRB approval** through a Human Research Protection Program at MCW, the Veterans Administration, or Children's Hospital of Wisconsin **prior to the award commencing**.

- VII. Community Collaboration:** A community collaboration is not required but may be beneficial. If applicable, describe your collaboration or partnership. Show how the partners have relevant and meaningful roles on the project and are able to fulfill their project goals collaboratively. If this is a new collaboration, describe how the collaboration started and how each member became involved in this project.
- VIII. Subsequent Steps for Sustainability:** Describe your dissemination plan. How do you intend to disseminate your pilot project findings to both academic and community audiences? How will community efforts (if applicable) and benefits on this project be sustained? What is the likelihood that this proposal's early-stage results will lead to future extramural grant funding? Will the findings result in long-term policies, programs, or information that are helpful to the community?
3. **References:** maximum 2 pages in addition to narrative 4-page limit.
 4. **Activities Timeline:** Please provide information on major tasks, products, and timeline in 3-6 month increments, not to exceed 18 months. Please use the template included in the application system (maximum 1 page; minimum 10 point font).
 5. **Biosketches of PI and Other Key Personnel:** NIH format but only 2 pages or 2-page CV or resume in Word Doc or PDF format. Maximum 8 pages for all personnel.
 6. **Budget & Budget Justification:** Provide a detailed budget table **by fiscal year** using AHW template, and maximum 3-page narrative justification.
 7. **Letters of Commitment or Support:** Please provide letters of support from community or MCW stakeholders (maximum 1-page each). Letters should describe specific details of collaboration, commitment, or support. Upload to application system as PDF document(s). Maximum of **three** letters allowed.

8. **Signed Non-Supplanting Attestation Form:** The PI, all co-Investigators, and all sub-contracted organizations are required to complete and submit an [AHW Non-Supplanting Attestation Form](#).
9. **Cost-Sharing Form** (if applicable): MCW faculty whose percent effort does not match their salary requests on the budget must submit a completed cost-sharing form before funds will be dispersed. Also provide information on any other leveraged support.

IV. REVIEW PROCESS & CRITERIA

REVIEW PROCESS

A review committee of MCW REDIRECT project faculty and staff will score the applications using the NIH 9-point rating scale. A summary of the review will be provided to the proposal PI. AHW staff will review the proposals for adherence to AHW rules. The MCW Controller will review for non-supplanting.

All applications will be scored based on the following criteria:

- ❖ **Overall Impact:** Does the project show the potential to lead to a longer-term research or evaluation project, including additional funding, which may ultimately lead to advances and best practices that contribute to child developmental, family resiliency, and other health improvements in the community?
- ❖ **Scientific Significance:** Does the project address an important problem or a critical barrier to progress in the field of early childhood development? Does the project have a clear and focused research question that aligns with a REDIRECT aim including hypotheses and measurable objectives? Is there a strong scientific premise for the project? If the aims of the project are achieved, how will scientific knowledge, technical capability, clinical practice, referral protocols, or engagement in support services be improved? How will successful completion of the aims change the concepts, methods, technologies, treatments, services, or preventive interventions that drive this field?
- ❖ **Investigators and Expertise:** Are the PIs, collaborators, and other researchers well-suited to the project? If junior investigators, do they have appropriate experience and training? If established investigators, have they demonstrated an ongoing record of accomplishments that have advanced their field? Do the investigators have complementary and integrated expertise? Are their leadership approach, governance and organizational structure appropriate for the project?
- ❖ **Innovation:** Does the application challenge and seek to shift current research, clinical, or community practice paradigms by using novel

theoretical concepts, approaches, methods, instrumentation, or interventions? Does the approach target a community level issue that has not been well addressed in prior research?

- ❖ **Approach and Feasibility:** Are the overall strategy, methods, and analyses well-reasoned and appropriate to accomplish the aim and objectives of the project? Have the investigators presented strategies to ensure a robust and unbiased approach, as appropriate for the work proposed? Are potential problems, alternative strategies, and benchmarks for success presented? If applicable, do the community partners have the capacity to perform this research? Do the community partners have appropriately trained staff to perform this work? Please note that funding is contingent upon MCW institutional approvals (including IRB) for the use of human subjects.
- ❖ **Environment and Fiscal Agent Commitment:** Will the scientific environment in which the work will be done contribute to the probability of success? Are the institutional support, equipment and other physical resources available to the investigators adequate for the project proposed? Will the project benefit from unique features of the scientific environment, participating communities, or collaborative arrangements? If applicable, do the community partners have adequate buy-in from leadership to perform this work? Do the community partners have a history of supporting and effectively performing community engaged research? Do the community partners have adequate equipment and technology to perform this work (e.g. access to computers, internet, staff trained on data entry tasks, staff with CITI training, etc.)
- ❖ **Community Collaboration (if applicable):** Are the roles of the partners appropriate and relevant? Does this project enhance collaboration among entities with similar or complementary goals? Is there clear evidence that the community was involved in identifying the issues and study methods? Does the project outline a plan that shows genuine collaboration between the community and the academic researchers in design and planned implementation and dissemination? Is the organization respected and valued by the target population? Is the project culturally humble?

V. POST-AWARD REQUIREMENTS

This grant program requires the following post-award expectations:

- ❖ Acquire required regulatory approvals, e.g., MCW supplanting review and IRB approval. Funds will be available after approvals have been received.
- ❖ Comply with all HIPAA requirements
- ❖ Submit a final report due within 30 days of the end of the project. Use the AHW Word document and Excel workbook available [here](#) to report project progress, lessons learned, leveraged funding, publications, presentations, and collaborations, and next steps.

- ❖ Present the project at the REDIRECT annual conference or similar events in 2019 and/or 2020

- ❖ Review REDIRECT pilot grant applications in 2020 or 2021

- ❖ Respond to AHW annual requests for project results and outcomes information **for up to five years** after the grant ends