REQUEST FOR APPLICATIONS

KEY DATES:

Letter of Intent: LOIs must be received by 12 PM on Wednesday, January 8, 2020
Grant Training*: Monday, January 13 & Tuesday, January 14, 2020 in Seattle
*In order to apply for a grant, you MUST attend the two-day grant training. For grant training information and to RSVP, please contact Craig Dee at 206-667-2456 or cdee@fredhutch.org, or Michael Soto at 206-667-7143 or msoto@fredhutch.org.
Submission Deadline: Applications must be received by 12 PM on Friday, February 14, 2020.
Notification of Award: Awardees will be notified the week of March 2, 2020.
Grant Period: Grant periods are for up to one year; unexpended carry-forward funds may be available for a longer period.

ISSUED BY: Fred Hutchinson Cancer Research Center (Fred Hutch). The mission of Fred Hutch is the elimination of cancer and related diseases as causes of human suffering and death.

PURPOSE: Fred Hutch is inviting applications for innovative projects to address and potentially improve cancer health disparities among underserved populations in Washington State. Cancer health disparities are adverse differences between certain population groups in cancer measures such as incidence (new cases), prevalence (all existing cases), morbidity (cancer-related health complications), mortality (deaths), survivorship and quality of life after cancer treatment, burden of cancer or related health conditions, screening rates, and stage at diagnosis. Potential projects may include: (1) identifying unmet need(s) within a defined community, (2) exploring or testing solutions to health disparities issues, (3) increasing the understanding of factors that influence the health of diverse, racial, ethnic, and underserved communities. For an overview of cancer health disparities in the Consortium's Catchment Area, please see the [2019 Community Health Needs Assessment](#).

The purpose of this grant opportunity is to strengthen relationships between the Fred Hutch/University of Washington (UW) Cancer Consortium's outreach and research programs with diverse racial, ethnic and underserved communities in Washington State. The integration of these entities can enhance each organization's abilities to plan, develop, disseminate and evaluate culturally appropriate, evidence-informed programs that are tailored to meet the specific needs and expectations of diverse, racial, ethnic, and underserved communities.

To meet the goal of this funding opportunity, community-based organizations (CBOs) will work with a Fred Hutch/UW mentor to: (1) develop a grant proposal to address an identified need in the community, (2) identify, adapt and implement an intervention strategy to address the identified need, and (3) maintain partnerships/collaborative activities with key partners in alignment with research priorities.

BACKGROUND: The funding for these grants is supported by Fred Hutch. The intent of these efforts is to demonstrate that integration of community education and outreach will enhance NCI's and the Fred Hutch/University of Washington Cancer Consortium's understanding of how

to best reach and educate diverse communities about cancer related issues, and foster collaborations and engagement with academic and community partners in the identification, development, and dissemination of tailored, culturally appropriate, evidence-informed resources and strategies that are responsive to the communities' needs.

Successful interventions will contribute to the evidence base of interventions that enhance patient/individual decision-making, activate cancer prevention/control behaviors and treatment adherence, increase involvement of diverse racial, ethnic, and underserved communities in cancer and AIDS/HIV research, and ultimately reduce health disparities. Special consideration will be given to applications that address cancer health disparities found within the 2019 Community Health Needs Assessment.

ELIGIBILITY REQUIREMENTS: Non-profit and 501(c)3 organizations or groups located in Washington State are eligible to apply. Services must be provided in Washington or serve residents in Washington. Applicants must have experience working with/in diverse racial, ethnic and underserved communities in some aspect of cancer or AIDS/HIV or some other health related education activities.

FUNDING: Projects may ask for up to $10,000. Indirect costs, (facilities and administrative (F&A) costs), if applicable, should be no more than 10% and should be included in the $10,000 budget. Projects should be proposed for up to one year. At the discretion of reviewers, award amounts may be decreased. Awards pursuant to this RFA are contingent upon the availability of funds and the receipt of a sufficient number of meritorious requests. In the event that no applications are considered meritorious, the RFA will be reissued.

APPLICATION PACKAGE: Applications should be prepared in Arial font, size 11. All requests must include the following:

- *Cover Letter* – a request for the grant with the following information:
  o Title of proposed project;
  o Name of organization's project leader;
  o Name of Fred Hutch/UW mentor;
  o Names of any collaborators;
  o Amount of the requested grant.

- *Organization Summary* – (limit to 1 page) Let us know who you are, and your organizational capacity related to the grant topic. Include the following:
  o Mission statement
  o Expertise, qualifications and relevant prior experience of your organization
  o Current programs and major accomplishments
  o Productive collaborations/partnerships that will enable the achievement of the grant
  o Number of paid staff, volunteers, resources, etc.

- *Project Abstract* (limit to 1500 characters) include the following:
  o Project title
  o Purpose of the project

- o Description of key activities
- o Summary of evaluation methods
- o Expected outcomes

- *Project Proposal* – This is the core of the application. It is where you describe the details of your project in depth. This should include:

1) Title (Maximum 140 characters) – Give your project a short and descriptive title. This is what we will be using to refer to your project.

2) Introduction (limit to 1 page) – This section provides preliminary information. Describe how the proposed project addresses an identified need in the community or addresses a health disparity in the community. Why is this the best population or community to work with? Describe the population to be served in detail and provide statistics specific to the population to be served to describe the evidence of risk/need in your service area. Be sure to properly cite the sources for any literature you get information from in the "References" section.

3) Goals and Objectives (limit to ½ page) – What research question does your organization want to answer? What is your hypothesis? What is your goal and objectives/specific aims for the project? (No more than one goal.) A project goal should have at least one, but no more than three objectives/specific aims. Be sure that objectives are SMART: Specific, Measurable, Attainable, Realistic and Time-sensitive. Think about who will be responsible for completing each objective. List the estimated number of individuals to be served by each objective.

4) Collaboration (limit to ½ page) – Describe the roles and responsibilities of the project lead, key personnel, and all organizations or entities participating in the planning, implementation, and evaluation of the project, including the Fred Hutch mentor. Explain how the collaboration enhances/strengthens capacity for each entity. Why these entities are best suited to carry out the project and accomplish the goals and objectives listed? What are their anticipated contributions? (Letters from collaborative partners are welcome.)

5) Methods (limit to 2 pages) – Describe the methods that will be used to implement your project. At minimum, the proposal must address:
   - o *Setting.* Where will the project take place? Who will be served by the project?
   - o *Recruitment.* How will you identify and recruit people to participate in your project?
   - o *Design.* Please describe the type of design (e.g., pre-test, post-test, randomized controlled trial, quasi-experimental trials) that will be used in your study. The potential designs will be discussed in the workshop.
   - o *Evaluation.* What is your strategy for evaluating the project and feasibility of your work? What is your research question? How will you measure it? What are the

measurement tools you will use? How will your information be collected? How will the information be managed?

- o *Outcomes of the Project* (minimum of 1 outcome). Describe the outcomes of your project. These must be aligned with your project's objective(s), activities, and they must be measurable. How will you communicate your project's findings to others?

6) <u>Sustainability and/or potential for future funding</u> (limit to ½ page) – What resources will be needed to sustain the effort over time? How will resources to sustain the project be secured after the funding period? Did you establish evidence that could support a larger grant application? What efforts will you take to communicate this project to leadership at the organization to ensure buy-in?

7) <u>Timeline</u> (limit to ½ page) - Describe a timeline with key benchmarks for success. Make sure that the objective(s) is/are on the timeline.

8) <u>References</u> – Be sure to cite the sources for any literature you use in your proposal. References can be listed on a page after the five-page limit for your proposal.

- *Budget* – all requests must include a detailed budget and justification.
  <u>Allowable costs include</u>:
  - o Personnel costs: Salaries, if requested, must be for personnel related to this project only and not the work of the applicant organization. The rate(s) (including $/hour and total number of hours estimated) requested should be those normally paid by the organization to similar categories of staff, including fringe benefits where applicable.
  - o Supplies: The need for supplies should be explained and all amounts based on current actual costs. Please note that funds for supplies are not intended for the purchase of furniture or office equipment.
  - o Travel: Local travel costs directly related to the project.
  - o Additional costs associated with the conduct of the project should be justified.
  - o Associated costs to be covered by the organization, another grant, or provided in-kind by community partners should be delineated as such.

  <u>The following costs *are not* allowable</u>:
  - o Individual patient care.
  - o Budget deficits or debt reduction.
  - o Core programming.
  - o Contributions to fundraising events/campaigns/drives, etc.
  - o Political campaigns or lobbying.
  - o New construction or renovations or purchase of land or buildings.
  - o Existing programs or activities.
  - o Activities being supported by another grant.

- ***Letter(s) of Support*** – Letter(s) of support from your collaborator(s) stating their contribution and commitment to your project are welcome. The goals of a letter of support are to:
  o Specify what the partner will contribute to the project.
  o Convince the reviewer that the partner will fulfill the request.
  o Lend credibility to your proposal.

  A letter of support should:
  o Be written from the point of view of your partner.
  o Be printed on institutional letter head and signed by the partner.
  o Be addressed to the project lead/principal investigator of the proposal or to the granting agency (Fred Hutch).
  o Address any specific guideline set forth by the funding agency.

SPECIAL REQUIREMENTS:

1) <u>Academic Mentor:</u> Applicant organizations will be matched with an academic mentor. The mentor is an employee or affiliate of Fred Hutchinson/University of Washington Cancer Consortium who has the skills and abilities to aid you in conceptualizing your project and preparing your grant application. Mentors will be available in the afternoons of the workshop sessions.

   Mentors will be available to applicants as needed for a maximum of 1 hour a week (until applications are due). The following is a list of appropriate topics for collaboration with your mentor: translating your project idea into a research question; guidance through the development of a research protocol, and familiarization with health research procedures (such as data collection and analysis).

2) <u>Institutional Review Board:</u> Funded applications/projects collecting information from human participants need to be reviewed and approved by the Fred Hutch institutional review board (IRB) prior to implementation. This committee is charged with protecting the rights of human subjects. Proposals selected for funding will work closely with project staff to prepare the necessary paperwork for IRB. In addition, any staff working on the project will need to go through Human Subjects Training (available online). This process should begin promptly after receiving notification of award and prior to implementation. Projects may begin fieldwork once they have received IRB approval.

3) <u>Payment:</u> Grant recipients will be asked to submit an invoice for 75% of their grant award after they receive IRB approval. The remaining 25% of the grant award should be invoiced at the time of final report submission. Invoices will be paid within 30 days of receipt.

4) <u>Final Report:</u> All grant recipients are required to submit a final report to Fred Hutch within 30 days of the completion of the funding period. The report should be in the form

of an executive summary (2-3 pages in length), outlining the project's context/background, methodology, evaluation findings and implications for future work/research. It should provide enough information for a busy decision-maker to get a basic understanding of the project and its relevance to health disparities research in diverse, racial, ethnic, and underserved communities. A template will be provided.

REVIEW CRITERIA: All complete applications will be reviewed by a peer review panel. The committee reserves the right to request additional information from applicants if deemed necessary. Reviewers will consider the following:

1) <u>Significance</u>: This includes what you wrote in your Introduction and the Goals and Objectives sections. Does the program address the needs identified in the service area?
2) <u>Investigators</u>: This includes what you wrote in your Organizational Summary and Collaboration section. Does the organization, project lead and his/her team have the expertise to effectively implement all aspects of the project? Is the organization respected and valued by the target population? Is it culturally relevant? Does the project enhance collaborations among organizations with similar or complementary goals? Is the organization working with a Fred Hutch mentor? Are the roles of the partners appropriate and relevant?
3) <u>Approach</u>: This includes what you wrote in the Methods section. How likely is it that the objectives and activities will be achieved within the scope of the funded project? Is the project well planned? Are they using the most appropriate evidence-based or evidence-informed interventions for the stated goals and objectives? Does the project have a sufficient and documented plan to evaluate program impact? Is the budget appropriate and realistic? Does the budget justification explain in detail the reasoning and need for the costs associated with the project?
4) <u>Overall Impact</u>: This includes what you wrote in the Sustainability section. Will the implemented project have a substantial impact on the population selected? Is the project likely to be sustained? Or, does the project serve as a pilot, establishing knowledge for a larger grant application? Are partnerships likely to be sustained beyond the funding period? Is the impact likely or have the potential to be long-term?

GRANT CONTACTS: If you have inquiries, please contact Craig Dee at 206-667-2456 (e-mail at cdee@fredhutch.org), or Michael Soto at 206-667-7143 (e-mail at msoto@fredhutch.org).

SUBMISSION OF REQUESTS: Applicants are encouraged to submit requests electronically as an e-mail attachment to enddisparities@fredhutch.org.