P3RC Research Pilot Grant

Request for Proposals

ACADEMIC YEAR 2020-2021
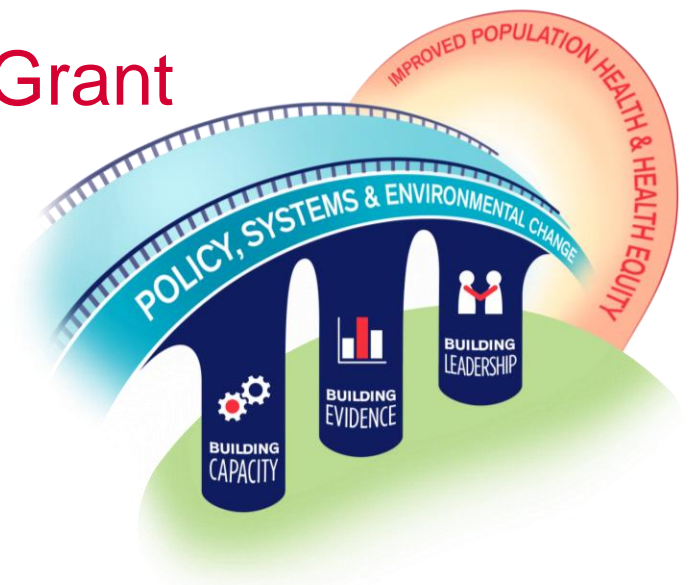
Contents

Overview Information

The Policy, Practice and Prevention Research Center (P3RC) builds and translates evidence and strengthens leadership capacity to advance policies and practices that improve population health and equity. The P3RC is pleased to announce the first P3RC Research Pilot Grant Request for Proposals (RFP) for policy, programs, systems, and environmental (PPSE) - oriented research projects.

Application Deadline for Summer 2020 Competition
Applications are due **August 31st, 2020 (11:59 PM CST)**.

Eligibility
For AY 20-21, eligibility for awards is limited to PIs who are at the Assistant professor rank or in the first two years of their appointment in SPH.

The PI must be a faculty member with 50% or more effort in the current academic year (teaching, clinical, and research) dedicated to the School of Public Health. Applicants must have a primary university appointment in the School of Public Health. Only one proposal per PI will be accepted.

Goals
The goal of the P3RC Research Pilot Grant RFP is to build and support PPSE-oriented research capacity within the School of Public Health. Awards will be judged according to their likelihood of leading to external (e.g., NIH, CDC) funding. Collaborative proposals with key personnel from more than one division are encouraged.

Types of Projects
Applications must have a PPSE focus. Investigators must also explain how the proposed research will facilitate future extramural funding.

Available Funding
We anticipate funding one $10,000 award in this award cycle. Matching funds or tangible support from relevant School of Public Health division(s) is strongly encouraged. Budget requests may include items necessary to strengthen an important area for the research enterprise. **Investigator salary is not an allowable cost. No indirect costs are allowed**.

Frequency
We expect to release a total of 2 to 3 RFPs by summer, 2022**.**

Reviews and Funding Disbursement
Each application will be reviewed by at least two individuals. Funding recommendations are made by the review committee, which includes members of the P3RC and content area-specific experts. Award decisions will be issued after review in September, 2020. The earliest expected start date is December 1, 2020.

Application Guidelines and Forms
Download application materials from: https://p3rc.uic.edu/pilot-research-grants/

P3RC Pilot Research Grant Funding Guidelines

Application Deadline: August 31st, 2020 at 11:59 PM (CST)

Applicants are expected to collate the documents listed under Page 4, Application Details into one PDF and save the file as PI applicant name_P3RCPilot_2020 and submit to Amber Uskali by 11:59 PM (CST) on the due date.

Eligibility

- **P.I. Eligibility:** *Assistant professor rank or in the first two years of a faculty appointment in SPH.* The PI must be a faculty member with 50% or more effort in the current academic year (teaching, clinical, and research) dedicated to the School of Public Health. Applicants must have a primary university appointment in the School of Public Health. Eligibility must be verified by the PI's academic home unit upon submission.
- **Project Eligibility:** Applications must have a PPSE focus. Applications are expected to generate pilot data/preliminary evidence to support external grant applications.
- **Number of Proposals:** Only one submission per PI is allowed in a given cycle.

Awards

This pilot grant will be awarded for a project period up to 12 months. The total amount available for this call is $10,000. Activities such as conducting preliminary research to inform study design, demonstrating feasibility of research protocols, pilot testing novel methodologies, exploring translational research methods in public health (all fields), or initiating new interdisciplinary research are encouraged. Please be mindful that the scope of the proposed research should be reasonable (i.e., not overly ambitious) in relation to the requested budget and available time frame.

Examples of funding uses include: data acquisition costs; new software; costs for graduate hourly research assistants; subject payments and recruitment costs; fees for development of intervention materials; and staff transportation costs for the research project.

Proposals will be scored using the NIH Scoring System, taking into account that the scope of proposed projects is not expected to be as broad or ambitious as a typical NIH application.

Application Materials

Application materials for the current competition are available on the P3RC Pilot RFP website https://p3rc.uic.edu/pilot-research-grants/.

Application Format
Please adhere to the following guidelines:
- **File format:** Submit all sections and forms as a single PDF document.
- **Headers and Footers:** Include a header or footer with the PI's last name. Consecutively number pages.
- **Spacing and Margins:** Single spacing with margins no less than 0.5 inches on all sides.
- **Font**: 11-point Arial font (Figures, charts, tables, and footnotes, may use a smaller font size, but must be readily legible when viewed at 100%).

Application Details
Applications must include the following components to be considered for funding:
- Cover Page/Application Information
- Abstract
- Research Plan (4 pages)
- References Cited
- Human Subjects
- Biographical Sketches
- Letters of Support (if applicable)
- Budget and Justification Narrative

Abstract: The abstract should not exceed 30 lines when formatted with Size 11 Arial Font on 0.5 margins.

Research Plan (4-page limit): The research plan must have three components:
- **A. Specific Aims.** (1/2 page recommended, 1-page limit) State the specific aims of the proposed work concisely, and link these aims to long-term research goals that will be achieved through extramurally funded research. Describe the expected outcomes and impact of the proposed research on public health.
- **B. Research Strategy**
  - **Significance.** Briefly explain the importance of the PPSE problem or critical barrier to progress that the proposed project addresses.
  - **Innovation.** Briefly explain how the application challenges and seeks to shift current research or practice paradigms. Describe any novel aspects of the research question or approach.
  - **Approach.** Describe, briefly, the methodologic approach to be used to accomplish the specific aims of the project. Include preliminary work, if appropriate.
- **C. Future Research and Extramural Funding.** Explain how the proposed pilot research will facilitate the development of a future research agenda and extramural funding.

References Cited: List of citations.

Human Subjects: For applications that involve human subjects or animals, include a section on human subjects protection and inclusion of women, minorities, and children. IRB approval must be obtained for all projects (including those limited to secondary data analysis) before funds are released but is not required to submit an application. **Prior to funding, a copy of all applicable Institutional Review Board (IRB) approval must be forwarded to Amber Uskali at adimasc2@uic.edu.**

For applications that do not involve human subjects, specimens, or data, include a statement that this section is not applicable.

Biographical Sketches (NIH format): Limit to key personnel. Each biosketch should include a personal statement outlining the individual's expertise, roles and responsibilities on the study (5-page limit). Download the current NIH biosketch template and sample from http://grants.nih.gov/grants/forms/biosketch.htm.

Letters of Support: If applicable, provide letters that describe commitments from collaborators and/or access to resources (community partnerships, data, laboratory services/equipment, bio-repository, etc.) needed to implement the project as described in the research plan.

Budget and Justification Narrative: Each application requires an appropriate budget with justification for up to a 12-month period. Budget requests may include support for data collection, data analysis or other justified items as necessary to strengthen an important area for the research enterprise. **Matching funds or tangible support from relevant Division(s) is encouraged.**

> Allowable/Unallowable Costs
> - Graduate hourly research assistant costs, including fringe, are allowed.
> - Travel for research-related activities is allowed.
> - Investigator salary is not allowed.
> - Tuition remission is not allowed.
> - Conference travel for the purpose of professional meetings is not allowed.
> - **Indirect costs are excluded.**

Budget Format: Download and complete the Budget Worksheet from the P3RC Pilot RFP website. For donated effort, list the percent effort committed to the project, and leave the salary and fringe columns blank. Describe any matching funds in the justification.

Justification Narrative (2-page limit): Provide a justification describing personnel and project costs. If matching funds will be used, describe the source of funds, amount, and how the funds will be used to support the project. A template is available on the P3RC Pilot RFP website.

Submission Process
Submit proposals to Amber Uskali at adimasc2@uic.edu by **August 31, 2020, at 11:59 PM CST.** All documents must be compiled in a single PDF file.

How to Make One PDF from Your Documents
1. Produce each of your files (cover page, research plan, biosketch, budget, etc.) in Microsoft Word.
2. Convert each file to a PDF document by using one of the following methods:
   a. Select File>Save As Adobe PDF.
   b. Select File>Print and select PDF from the list of printers (if available).
   c. Scan and save as PDF (for documents with signatures, such as the cover page and letters of support).
3. Save all PDF files to a central location.
4. Open Adobe Acrobat professional software. Assemble the PDFs into one document by selecting File>Create>Combine Files into a single PDF. Select Add Files and select the saved PDF documents. Prior to combining files, re-order the documents in the dialogue

window and select Combine Files. After the combined document is created, save the file with a new file name.

Review and Selection Criteria

The objective of the P3RC Pilot Research grants is to build and support SPH's PPSE research capacity and increase the likelihood of maximizing independent research grant funding in the future. As a result, applications are reviewed both for scientific and technical merit, as well as for likelihood that the proposed work will contribute to acquisition of extramural funding. Applications must, in particular, make a compelling case that the proposed activities are feasible to fully accomplish within the defined project period and that they will strategically enhance the likelihood of obtaining extramural funding. The NIH scoring system (score range 1-9) will be used to evaluate the following aspects of the proposal:

- **Significance.** Does the project address an important PPSE-related problem or a critical barrier to progress in the field? If the aims of the project are achieved, how will scientific knowledge, technical capability, and/or practice be improved either directly or indirectly (through future research that is informed or made possible by the current project)? How will successful completion of the aims directly or indirectly change the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field?
- **Innovation.** Does the application challenge and seek to shift current research or practice paradigms by utilizing novel theoretical concepts, approaches or methodologies, instrumentation, or interventions? Are the concepts, approaches or methodologies, instrumentation, or interventions novel to one field of research or novel in a broad sense? Is a refinement, improvement, or new application of theoretical concepts, approaches or methodologies, instrumentation, or interventions proposed?
- **Approach.** Are the overall strategy, methodology, and analyses well-reasoned and appropriate to accomplish the specific aims of the project? Are potential problems, alternative strategies, and benchmarks for success presented? If the project is in the early stages of development, will the strategy establish feasibility and will particularly risky aspects be managed? If the project involves clinical research, are the plans for 1) protection of human subjects from research risks, and 2) inclusion of minorities and members of both sexes/genders, as well as the inclusion of children, justified in terms of the scientific goals and research strategy proposed?
- **Protections for Human Subjects.** For research that involves human subjects but does not involve one of the six categories of research that are exempt under 45 CFR Part 46, the committee will evaluate the justification for involvement of human subjects and the proposed protections from research risk relating to their participation according to the following five review criteria: 1) risk to subjects, 2) adequacy of protection against risks, 3) potential benefits to the subjects and others, 4) importance of the knowledge to be gained, and 5) data and safety monitoring for clinical trials.
- **Likelihood of Contributing to Acquisition of Extramural Funding.** Is the need for the proposed research to precede an extramural funding application clear? Will the results of the study be sufficient and appropriate as preliminary data?

Overall Impact. Reviewers will provide an overall impact/priority score to reflect their assessment of the likelihood that the study will contribute to acquisition of extramural funding and the advancement of a research agenda that ultimately exerts a sustained, powerful influence on the research field(s) involved.

Proposals will be scored using the NIH Scoring System.
https://grants.nih.gov/grants/peer/guidelines_general/scoring_system_and_procedure.pdf

Overall Impact or Criterion Strength	Score	Descriptor
High	1	Exceptional
	2	Outstanding
	3	Excellent
Medium	4	Very Good
	5	Good
	6	Satisfactory
Low	7	Fair
	8	Marginal
	9	Poor

Special Considerations

- **COVID-19 Implications on Proposal Planning:** Applicants are encouraged to consider how the COVID-19 pandemic could potentially impact their proposed research. However, in view of the uncertainty of the future status of the pandemic and responses to it, any pandemic-related provisions or contingency plans do not need to be addressed in proposals. Applications will be reviewed and evaluated independent of any potential pandemic-related feasibility concerns.

  If selected provisionally for funding, applicants may be asked to address pertinent feasibility issues prior to issuance of an award. However, maximum flexibility will be afforded to potential awardees to pursue their proposed research with whatever accommodations or modifications may be necessary.

Awards

Award Decisions
Funding decisions for the Aug 31, 2020 deadline are expected in September 2020. Funds will be disbursed after all required approvals (IRB) are obtained to begin project activities with the earliest start date of December 1, 2020.

Prior to Awarding Funds
The following documents must be submitted to Amber Uskali (adimasc2@uic.edu) prior to the transfer of funds for awarded projects.
- IRB Approvals/Clearances or IACUC Approval.
- A brief bio, project abstract and photo to be posted on the UIC P3RC website.

Post Award Requirements
- Awardees will be required to submit a brief progress report by March 1, 2021 for reporting to the P3RC funding agency.
- Awardees must create one public-facing product, such as a research or policy brief, fact sheet, tool, etc. Design services for this product will be provided by the P3RC. Example products can be found [here](#) under Action Learning Briefs, Reports, or Research Briefs.
- Awardees must participate in the creation of one project blog post for the P3RC website.
- Requests for no-cost extensions must be submitted in writing 30 days prior to the end of the 12-month grant period with a completed interim progress report.
- At the conclusion of the award, a written final progress and expenditure report must be submitted. The final progress report may take the form of an external grant proposal.
- Submission of the resulting extramural grant must be through the UIC School of Public Health (cannot be administered in another college or department).
- The awardee will be required to provide information about students or trainees, publications, collaborations, and future grants related to the pilot project.
- The Policy, Practice and Prevention Research Center must be acknowledged in all publications derived from this award.
- Any unexpended funds must be returned.

Grant Conditions
Grantees are expected to disseminate their findings.

Program Contacts

Scientific/Research Contact:	**Lisa Powell, PhD**, powelll@uic.edu Distinguished Professor and Director, Health Policy and Administration Director, Policy, Practice and Prevention Research Center
Grants Management Contact:	**Amber Uskali, MPH** adimasc2@uic.edu Assistant Director, Policy, Practice and Prevention Research Center