Community Partnership Program
Request for proposals 2016-2
July 2016
This document outlines the information needed by a prospective applicant to submit a proposal to the Community Partnership Program. Please read the entire document and contact us with any questions or comments.

For more information visit:

www.ohsuknightcancer.com/community-grants or contact us at KnightCancerCRO@ohsu.edu or 503 494-1617, option 6.

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<th>Key dates</th>
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<td>Project design and evaluation webinar</td>
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<td>Intent to apply deadline</td>
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<td>Full proposal deadline</td>
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<td>Notification of funding</td>
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<td>Putting Public Health Evidence into Action</td>
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<td>Distribution of funds</td>
<td>Distribution depends on several administrative requirements, including those related to human subjects protection. Approval from an Institutional Review Board (IRB) will be necessary for projects that are determined to be human subjects research, and may take several months.</td>
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The OHSU Knight Cancer Institute created the Community Partnership Program to support the development of sustainable collaborations with Oregon communities to address community-identified cancer needs. Grants will fund projects anywhere along the cancer continuum from prevention and early detection to survivorship. Proposals that focus on addressing cancer-related health disparities are highly encouraged.

Funding is available in three different tiers: Tier 1 (Early Stage), Tier 2 (Developmental) and Tier 3 (Program Advancement). These tiers provide the framework and resources to build projects over time while allowing for funding opportunities to be open to as wide a variety of applicants as possible.

**Mission**

The mission of the Community Partnership Program is to work hand in hand with Oregon communities as allies in the Knight Cancer Institute's efforts to end cancer as we know it. We will:

- Support Oregon communities in identifying and addressing their most pressing cancer-related needs.
- Enhance collaboration between Oregon communities and OHSU to address cancer in Oregon.
- Foster the skills and abilities of communities to ensure their efforts to address cancer in their communities are sustainable long-term.

**Eligibility**

Individuals affiliated with community groups/organizations, schools, government bodies, health/medical clinics, health systems or businesses may apply. An individual may not hold more than two active Community Partnership Program grants at the same time. The Community Partnership Program may limit the number of grants made to an organization in a single cycle or cumulatively.

OHSU employees, students, divisions or departments are not eligible to apply. If an OHSU representative is interested in this program, please contact us to learn more about opportunities for participation.

**Applicants from a previous cycle**

Applicants who have previously submitted a proposal to the program and did not receive funding are encouraged to resubmit a proposal up to a maximum of two resubmissions. Please see resubmission instructions in Appendix 1.

**Current and past grantees**

An individual with an active grant may submit a new proposal, with new objectives, to continue development of the same project if the current funding period (inclusive of any no-cost extension) ends prior to the next cycle start date (Table 1). A new grant cannot be used to complete the same objectives described in the previously funded proposal. For the purposes of eligibility, this scenario counts as one project.

An individual may only hold a maximum of two active grants at a given time. An individual with one active grant may submit a new proposal, with new objectives to develop a new and different project. If funded, this counts as a second project, and the individual is not eligible to apply for another grant until one project is completed.

Organizations that previously received funding through the program must be in good standing per the terms of the previous award letter to submit any proposal.
A project end date is inclusive of any no-cost extension. A project that anticipates needing a no-cost extension that would extend the grant period beyond the next cycle start date will not be eligible to apply to that cycle’s RFP.

**Contact Information**

For questions or more information, email KnightCancerCRO@ohsu.edu or call 503-494-617, option 6.
In addition to funding for projects, prospective applicants and grant recipients will have access to a range of resources and support to enhance success.

**Prospective applicant resources**

The optional resources described below aim to support applicants in preparing strong proposals.

**Information sessions**

Throughout the year, the Community Partnership Program team will be traveling across Oregon to share information about the program's mission, application process and resources available to all applicants and grantees. To learn more and register for an information session, visit our [website](http://www.ohsuknightcancer.com/community-grants).

**Proposal development**

**Webinars:**

- **Application assistance webinar:** Guides participants through RFP documents, tiered grant model, discusses resources available, and provides an opportunity for Q&A.
- **Project design and evaluation planning:** Guides participants through defining project goals and objectives, and selecting data collection tools, if applicable.

**Evaluation consultation:** Applicants are invited to receive one hour of evaluation consultation to help develop objectives, deliverables and an evaluation plan for their proposal.

**Data analysis:** Applicants undertaking any data analysis in order to complete or evaluate a project may choose to use our list of data analysis resources. These are typically fee-based services, with rates varying based on organization. If needed, this cost should be included in your proposed budget.

Participation in these resources is voluntary and not factored in during our review process. To learn more and register for the resources above, visit the [applicant resources page on our website](http://www.ohsuknightcancer.com/community-grants).

**Grantee support**

The following resources and assistance are available to organizations that receive project funding:

**Project preparation period activities**

The project preparation period is designed to assist grantees in successfully completing applicable administrative requirements before the funded project begins. The duration of this period is an estimated 6-8 weeks. Distribution of funds is dependent on receiving human subjects protection oversight (IRB approval), as needed, which may delay project implementation.

**Award letters:** Award letters will be distributed during the project preparation period. Grantees are required to return award letters with an authorized signature and submit a current W-9.

**Kick-off webinar:** All grantees are required to participate in an introductory webinar to learn about grantee activities, such as technical assistance activities, human subject protection processes and reporting requirements.

**Skills-building workshop:** This workshop is required for all grantees, Tiers 1-3. In collaboration with the Cancer Prevention and Control Research Network at OHSU, prospective applicants and current grantees are invited to attend a one-day workshop: “Putting Public Health Evidence in Action.” This workshop, developed by the National Institutes for Health (NIH) and the Centers for Disease Control and Prevention (CDC) aims to build capacity to select, adapt and implement evidence-based approaches to address public health issues.

*Expected date: Dec. 9, 2016 subject to change*
Technical assistance:

- **Human subjects protection:** Some projects may require human subjects protection oversight by an Institutional Review Board (IRB). Grantees will receive technical support to determine if their project is considered human subjects research. If so, grantees will also be given support to complete the required documents for IRB approval, and should be prepared to actively participate in and commit effort to this process. Note: the human subjects protection approval process can take several months. Please ensure that the impact of a potential delay in project implementation is considered carefully by the grantee’s organization in the project planning phase. Grantees should not expect to receive their funds upon grant notifications.

- **Evaluation planning:** During this period, you may receive guidance to finalize your evaluation plan, select appropriate evaluation tools, and develop a plan for collecting and storing data, if applicable.

**Networking and reporting**

**Networking:** The Community Partnership Program will offer a range of opportunities to enhance community-building and collaboration throughout the funding period. These resources include in-person, virtual and grantee-led activities. Grantees are required to attend the Community Partnership Program Grantee Conference planned for spring 2017. Travel and accommodations will be funded by the Knight Cancer Institute.

**Reporting requirements:** Grantees will receive the reporting guidelines during the project preparation period. Project progress reports are due within 30 days of the project’s end date.

**Grantee requirements to initiate grant payment**

- Attend kick-off webinar
- Send signed award letters and W-9
- Finalize evaluation plan
- If project is determined to be human subjects research, receive Human Subjects Protection approvals from OHSU or other Institutional Review Board (IRB) *(Do not plan activities prior to gaining approvals.)*

**Grantee requirements for successful project completion**

- Participate in “Putting Public Health Evidence in Action” workshop (December, 2016)
- Attend Community Partnership Program Grantee Conference (Spring 2017)
- Submit Final Project Report 30 days after project end date, or request a no-cost extension
The OHSU Knight Cancer Institute provides awards across three tiers, described below. Use the information provided below to assist in tier selection. Applicants are also encouraged to join one of our application webinars (see page 6) or contact the Community Partnership Program for assistance.

**Tier 1:**
$10,000

**Purpose**
Engage stakeholders and/or community around a common cancer interest and increase a community’s capacity to address cancer-related needs

**Examples**
- Complete a needs assessment
- Establish a committee to address local cancer issue
- Develop a framework for a cancer prevention program plan

**Tier 2:**
$25,000

**Purpose**
Support the development of emerging community collaborations and required infrastructure, design and pilot project plan based on needs assessment/framework of program, and test evidence-based models

**Examples**
- Pilot studies to support the development of a larger intervention or program implementation
- Test education programs or adapt tools designed to build program planning
- Build evaluation capacity within the community

**Tier 3:**
$50,000

**Purpose**
Implement, adapt and/or expand community level projects and programs based on evaluation, and establish plans for building on success and sustainability

**Examples**
- Implement previously tested projects/programs
- Evaluate and disseminate outcomes
- Scale evidence-based intervention across broader population
Tier 1: Early Stage

Up to $10,000

Tier 1 grants offer initial funding to applicants interested in identifying a pressing cancer-related need that can be addressed through a community-based effort.

They can be used to:

- Collect and assess baseline data on local cancer issues
- Assess how specific cancer topics impact target Oregon communities
- Conduct a needs assessment to identify local gaps and opportunities related to priority cancer issues
- Build stakeholder and community capacity to establish local commitment around a cancer topic for which there is common interest
- Engage key stakeholders in cancer prevention and control planning efforts
- Work with community partners to develop a project plan, based on needs assessment and/or local evidence

Who should apply?

Organizations dedicated to gaining a deeper understanding of a particular cancer need in their community and interested in developing the first stages of a project plan and evaluation — even if the cancer topic of interest cannot yet be fully articulated.

Example projects

- Conduct a needs assessment of a target population to better understand their unique needs to develop a customized program
- Establish a team of local stakeholders to develop a community-based program to prevent cancer
- Develop a targeted registry to collect local cancer data

Program implementation time period: **one year. Note: Grantees may complete projects early in order to be eligible for the next funding cycle.**
**Tier 2: Developmental**

**Up to $25,000**

Tier 2 grants invest in the development and maturation of collaborations and may also support the development of a small-scale project to be evaluated. We encourage selection and/or adaptation of evidence-based approaches.

They can be used to:

- Conduct a feasibility or small pilot study to test the effectiveness of a cancer-related resource or evidence-based approach
- Fund focus groups, strategic planning, in-depth interviews, surveys or other information-gathering tools to assist in the design and adaptation of a cancer-related resource or evidence-based approach
- Utilize project development tools designed to build project implementation and evaluation capacity within the community

**Who should apply?**

Organizations that:

- Have a specific interest in developing a cancer-related project or adapting a cancer-related evidence-based approach based on an existing needs assessment or similar tool
- Want to test feasibility, impact or efficacy of a new project/intervention to address an identified need
- Want to train key stakeholders to prepare for a larger program proposal

**Example projects**

- Design and evaluate a program for increasing access to cancer care in underserved areas
- Conduct a small study to determine efficacy of an evidence-based approach or a new approach for improving screening rates
- Train key stakeholders to learn a project implementation and evaluation tool that may be useful for developing plans to address their cancer topic
- Conduct a feasibility study to adapt an outreach plan to serve communities using an evidence-based approach

Program implementation time period: **one year**
Tier 3: Program Advancement

Up to $50,000

Tier 3 grants will allow established community collaborations and programs to build on previous implementation and evaluation activities aiming to address a defined cancer-related issue. We encourage selection and/or adaptation of evidence-based approaches.

They can be used to:

- Implement and evaluate an adapted evidence-based approach (intervention and/or program) to improve effectiveness of intended outcomes.
- Evaluate a tested intervention or program to assess efficacy of program adaptation.
- Expand an existing program to reach new target populations or address additional cancer topics.
- Expand collaborations with partners to enhance impact and outcomes and ensure sustainability of efforts.

Who should apply?

Organizations that:

- Have identified a specific cancer-related issue.
- Have initially tested a program or intervention and can provide references to demonstrate its feasibility and/or preliminary efficacy.
- Are ready to implement an adapted program or evidence-based approach.
- Want to expand the project in content, audience or region and are able to describe a plan for sustaining their program in future years.

Examples projects/programs

- Partner with a local agency to implement an adapted evidence-based cancer-screening program and evaluate for an increase in patient screening rates.
- Adapt a previously tested and/or evidence-based cancer survivorship program to serve needs of local Latina/Hispanic populations.
- Expand a previously tested and/or evidence-based program to reach participants in surrounding counties.

Program implementation time period: one year
Appendices

Appendix 1. How to submit a proposal

Submitting a proposal to the Community Partnership Program is a six-step process. Please use this proposal submission checklist to help you submit a competitive proposal:

1. Develop your project idea
   - Read this RFP and the online frequently asked questions for supplemental information.
   - Select the tier that best fits your project. If you are unsure or would like to discuss your project with an OHSU Knight staff member, please contact us.
   - Register for optional resources: application assistance webinar on July 20, 2016 and program design and evaluation webinar on July 28, 2016. After these dates, recordings of the webinars will be available on our website.

Note: If you are considering resubmitting a proposal that did not receive funding in an earlier cycle, see the resubmission instructions below.

2. Submit an online intent to apply form by noon on Monday, Aug. 8, 2016.
   - Review the example intent to apply form example (Appendix 2). The intent to apply submission is for administrative purposes only.
   - Submit an intent to apply form. We will then send you a unique proposal submission link.
     - The online form requires cookies, JavaScript and pop-ups to be enabled on the browser.
     - If you have submitted an intent to apply form and have not received an email with a link to the proposal submission form by 5 p.m. Aug. 9, please contact us.
     - All are invited to submit a full proposal. Program staff will contact you if any issues arise.

3. Prepare your proposal
   - Review the example proposal submission form and questions (Appendix 3).
   - Request an optional one hour consultation with our evaluation team to receive assistance with objectives, deliverables and an evaluation plan: email knightcancercro@ohsu.edu.
   - Prepare your answers to copy and paste into the online proposal submission form. The online proposal submission form will not save complex formatting such as bibliographic reference numbers or data displayed in tables. Refer to the following formatting guidelines:
     - Bibliography: Indicate reference numbers using brackets, e.g.: [1]. Format references using APA style.
     - Data tables: In free-text fields, please provide data in a non-table format. If a data table is to be included, insert a maximum of one page in the supplemental documents titled “Supplemental data tables,” referencing the question that the data supports.
     - Download the project objectives and timeline template from the How to Apply page on our website.

4. Prepare your budget
   - Download the budget and justification template from the How to Apply page on our website. Follow these budget preparation instructions:
     - If proposed work is part of a larger project, budget should only account for expenses required to complete the scope of work in the proposal.
     - Budgets should not exceed the maximum amount for the selected tier.
     - Budgets must be appropriate for the proposed work.
     - Include direct costs that are reasonable for the scope of work such as personnel, consultants, equipment, supplies, travel, clinical services, etc.
     - Facilities and administration, indirect or overhead costs may be included up to 10 percent of the total budget.

5. Prepare your supplemental documents
   Compile supporting documents and merge them into a single Adobe PDF file, titled “Tier#-OrgName-ProjectTitle-supplement,” in the following order:
   - Cover sheet: Include organization name, project title, tier
   - Project objectives and timeline (two-page maximum)
   - Data tables (Optional): Any supplemental data tables (one-page maximum)
   - Budget and justification
   - Bibliography (references)
   - Letters of support from partners or collaborators

6. Submit the online form by noon on Tuesday, Sept. 6, 2016.

Resubmission instructions for previously unfunded proposals

Applicants whose proposal do not receive funding may resubmit up to two additional times. Each application will be reviewed as a new submission. Applicants should consider reviewer feedback on the previous proposal and use it to help strengthen their new submission. Specific responses to previous reviewer comments should not be provided. For questions about resubmission or to discuss feedback received from a previous proposal submission, contact us.

When completing the intent to apply and proposal submission forms, indicate the proposal is a resubmission in the fields provided.
Appendix 2. Example intent to apply form

The following is provided to help you prepare answers for the online intent to apply form. The online form is located on the How to Apply page on our website.

Applicants must complete an online intent to apply form by noon on Aug. 8, 2016. Do not print this form to submit. This form is not binding and will not be reviewed alongside the subsequent proposal. The information that it contains allows staff to estimate the potential workload and prepare for the review process. Note: Program staff will contact you if any issues are identified with your intent to apply form. Otherwise, all are invited to submit a full proposal using the proposal submission form (see example in Appendix 3).

CONTACT INFORMATION

Primary contact name, job title, email address, phone number

Organization name, department, full address, website, phone number, DBA/applying on behalf of

Type of organization
- Business
- Governmental
- Hospital/clinic/health system
- Nonprofit
- University
- Other

PROPOSED PROJECT DESCRIPTION

Project’s working title (title should reflect project’s connection to cancer, 15 words max.)

Grant tier
- Tier 1: Early Stage
- Tier 2: Developmental
- Tier 3: Program Advancement

Will this be a resubmission of a proposal that did not receive funding in a previous cycle?
- Yes
- No

Briefly describe the project, including aims. (Note: project summary should include a brief explanation of how the project will address a cancer-related need or topic. 70 words max.)

Cancer focus
- All cancers
- Specific cancers
- Other topic

Specific cancers (list):

Other topic(s) (list):

Target geography
- Urban
- Rural
- Both

How did you hear about this request for proposal?
- Email from Community Partnership Program
- Referred by OHSU employee:
- Referred by external organization (non-OHSU):
- Community Partnership Program website
- Social media (Facebook, Twitter, etc.)
- In-person information session
- Other:
Appendix 3. Example proposal submission form

All applicants must complete an online proposal submission form by noon Sept. 6, 2016. If you have submitted an intent to apply form and have not received an email with a link to the proposal submission form by 5 p.m. Aug. 9, 2016, please contact us.

The required information includes demographic information, answers to proposal questions and supplemental documents saved as a PDF. Please have the following information available when completing the online proposal submission form.

CONTACT INFORMATION

Primary contact name, job title, email address, phone number

Organization name, department, full address, website, phone number, DBA/applying on behalf of

Type of organization
- Business
- Governmental
- Hospital/clinic/health system
- Nonprofit
- University
- Other

PROJECT DESCRIPTION

The following information will be used for planning and reporting purposes only. It will not be considered during the review process.

Project title (title should reflect project’s connection to cancer, 15 words max.)

Grant tier
- Tier 1: Early Stage
- Tier 2: Developmental
- Tier 3: Program Advancement

Funding amount requested:

Proposal submission status:
- New project
- Previously funded project in a new tier
- Previously funded project in the same tier
- First resubmission of a proposal that did not previously receive funding
- Second resubmission of a proposal that did not previously receive funding

Briefly describe the project, including aims. (70 words max.)

Note: If funded, the project description provided will be used in media and communications materials.

PROPOSED TOPIC

Cancer focus
- All cancers
- Specific cancers
- Other topic

Specific cancers
- Breast
- Cervical
- Colorectal
- Gastrointestinal
- Genitourinary
- Gynecological
- Head and neck
- Hematologic
- Liver
- Lung
- Oral
- Osteosarcoma
- Ovarian
- Pancreatic
- Prostate
- Sarcoma
- Skin/Melanoma
- Spinal cord
- Testicular
- Throat
- Thyroid
- Other:

Other topic(s)
- Diet/nutrition
- Integrative/complementary/alternative medicine
- Lymphedema
- Navigation
- Obesity
- Physical activity
- Tobacco cessation
- Not applicable
- Other:

Cancer continuum (select all that apply)
- Prevention
- Screening/early detection
- Survivorship (including treatment)
DEMOGRAPHIC QUESTIONS

Geography (Funds restricted to efforts within Oregon)

☐ Urban  ☐ Rural  ☐ Both

Geographic focus of project

☐ Oregon-wide  ☐ Specific geographic focus

Target counties, if any

☐ Baker  ☐ Benton  ☐ Clackamas  ☐ Clatsop  ☐ Columbia  ☐ Coos  ☐ Crook  ☐ Curry  ☐ Deschutes  ☐ Douglas  ☐ Gilliam  ☐ Grant  ☐ Harney  ☐ Hood River  ☐ Jackson  ☐ Jefferson  ☐ Josephine  ☐ Klamath  ☐ Lake  ☐ Lane  ☐ Lincoln  ☐ Linn  ☐ Malheur  ☐ Marion  ☐ Morrow  ☐ Multnomah  ☐ Polk  ☐ Sherman  ☐ Tillamook  ☐ Umatilla  ☐ Union  ☐ Wallowa  ☐ Wasco  ☐ Washington  ☐ Wheeler

If the proposal specifically targets an ethnicity, race, sex, age or other demographic then indicate those that apply. Otherwise select “Not specified.”

Ethnicity focus

☐ Hispanic or Latino  ☐ Non-hispanic white  ☐ Not specified

Race focus

☐ American Indian/Alaskan Native  ☐ Asian  ☐ Black/African American  ☐ Native Hawaiian/Other Pacific Islander  ☐ White/Caucasian  ☐ Not specified

If the proposal specifically targets members of Oregon tribes, select all that apply. Otherwise select "Not specified."

☐ Burns Paiute Tribe  ☐ Grande Ronde Tribes  ☐ Coos, Siuslaw and Lower Umpqua Tribes  ☐ Siletz Tribes  ☐ Coquille Tribe  ☐ Warm Springs Tribes  ☐ Cow Creek Band of Umpqua  ☐ Not specified

Sex focus

☐ Female  ☐ Male  ☐ Transgender  ☐ Not specified

Do you plan to target any unique populations? Select all that apply.

☐ Age group, specific (infants and toddlers, children, teens, adolescents, young adults, elders/aging)
☐ Immigrants and refugees
☐ Incarcerated men and women
☐ Families
☐ Low socioeconomic status, including, but not limited to: living at or below federal poverty level, low educational attainment, low employment levels, limited access to health care/health insurance, limited access to food and shelter
☐ Persons with obesity
☐ Patients
☐ Persons with chronic illness (Non-cancer)
☐ Persons who use drugs
☐ Persons with disabilities (impairment, activity limitation, participation restrictions)
☐ Pregnant women
☐ Professionals (providers, teachers)
☐ Sex/gender (lesbian, gay, bisexual, transgender, queer)
☐ Cancer survivors
☐ Veterans
☐ Other ____________________________________________
☐ Not specified
The following questions will solely be used to determine conflicts of interest during the proposal review process. Please include specific organization and/or individual names.

List names of all non-OHSU individuals or organizations that will partner or consult with on this project (six maximum): ____________________________

List names of all OHSU individuals or organizations that will partner or consult on this project (six maximum): ____________________________

PROPOSAL QUESTIONS

The following questions are evaluated during the review process. Please review the following instructions before completing proposal questions:

• Limit answers to a maximum of 250 words per numbered question/answer field unless otherwise specified. Answers with responses exceeding 250 words will be truncated after submission.
• Both questions and answers will be provided to reviewers.
• If a question is not applicable, write N/A.

PROPOSAL QUESTIONS: TIER 1

Project description

1. Briefly summarize your proposed project. Project summary should include a brief explanation of how the project will address a cancer-related need or topic. While some projects may address multiple health issues in a population, funds are intended to specifically address cancer-related issues.

2. If this is a continuation of a current or previously funded Community Partnership Program project, address the following (450 words max.):
   • Provide the aims and objectives of your most recent grant and describe how these objectives were met.
   • Summarize your previous project’s efforts, including any successes, challenges and preliminary data.
   • Describe how the proposed project is separate from your previous work, demonstrating your capacity and preparedness to continue to the next phase of this project.

Significance and impact

Local issue

3. Explain the need for this project in the selected community and state the rationale for investigating this cancer-related topic. Include data on any health disparities related to this issue, if applicable.

Audience

4. Describe the distinct target audiences (eight maximum) who will be engaged through the work of this project. Example: For a colorectal cancer education and screening project, target audiences might include Medicaid patients in Blanks County aged 50-75 who have not received colorectal cancer screening, providers, and community health workers.

Impact

5. If successful, how may the community benefit or potentially benefit from this effort in the future?

Approach

Grant tier

6. Provide rationale for the grant tier chosen and why it is the best fit for this project.

7. Using the project objectives and timeline template found on the How to Apply page on our website, address the following:
   • Two to three SMART objectives
   • The key activities directly linked to each objective
   • The anticipated outcomes for each objective (consider outcomes for your organization, as well as for individual participants)
   • One to two measures for each outcome
   • A timeline stating how and when key activities will be implemented and evaluated

Methodology

8. Describe the proposed activities for each audience that will be used to achieve the stated goals and objectives.

Outreach and engagement approach

9. Describe the outreach strategies or tactics that will be utilized to reach and engage the target audience(s).

Evaluation

10. Describe the evaluation plan and how the impact or success of this effort will be measured. The plan could include:
   • Evaluation tools that will be utilized/adapted/developed to measure desired outcomes (e.g., surveys, focus group guides, questionnaires, interviews)
• Population data that will be collected, if applicable
• Types of data that will be collected
• Plan for collecting, storing and using the data

Sustainability
11. How will this project help prepare your organization to apply for a Tier 2 grant from the Community Partnership Program or to pursue other funding opportunities?

Organization and team

Organization
12. Describe your organization. What is its mission?
13. Describe your organization’s interest and/or experience in addressing cancer in your local community.

Partners/project team
14. Describe project team members (personnel, volunteers or other community members) and their roles on this project.
15. Will you partner with other community organizations and/or key stakeholders? If so, what is their role or contribution to this project? If the proposed project is dependent upon partner involvement, please demonstrate their commitment with letters of support.

PROPOSAL QUESTIONS: TIERS 2 AND 3

Project description
1. Briefly summarize your proposed project. Project summary should include a brief explanation of how the project will address a cancer-related need or topic. While some projects may address multiple health issues in a population, funds are intended to specifically address cancer-related issues.
2. If this is a continuation of a current or previously funded Community Partnership Program project, address the following (450 words max.):
   • Provide the aims and objectives of your most recent grant and describe how these objectives were met.
   • Summarize your previous project’s efforts, including any successes, challenges and preliminary data.
   • Describe how the proposed project is separate from your previous work, demonstrating your capacity and preparedness to continue to the next phase of this project.

Significance and impact

Local issue
3. Describe the cancer-related concern this project addresses and explain the need for this project in your community. Describe any evidence that informed your decision to focus on this issue. Evidence might include:
   • Studies and reports of similar projects
   • Collection of initial data (such as in a needs assessment)

Target audience
4. Describe the target population affected by this issue, including: race/ethnicity, gender, age and socioeconomic status. Provide evidence to explain why this target population was chosen for this project, including any cancer-related health disparities if applicable.
5. Describe any distinct target audiences (eight maximum) who will be engaged by the work of this project.

Impact
6. What is the overall (short and/or long term) goal for addressing the identified cancer-related need, and how will your project impact this goal? Please be specific in how your project will impact cancer-related outcomes such as reduction in cancer risk, improvement in quality of life, etc. – quantify the potential impact if/when possible. If successful, do you expect that the project will continue as is, broaden in scope or change in approach?

Approach

Grant tier
7. Provide rationale for the grant tier chosen and why it is the best fit for this project.
8. Using the project objectives and timeline template found on the How to Apply page on our website, address the following:
   • Three to five SMART objectives
   • The key activities directly linked to each objective
   • The anticipated outcomes for each objective (consider outcomes for your organization, as well as, for individual participants)
   • Two to three measures for each outcome
   • A timeline stating how and when key activities will be implemented and evaluated

Target audience vs. target population example – For a colorectal cancer education and screening project:
Target population: adults aged 50-75 in Blanks County.
Target audiences that would be engaged in project activities: Medicaid patients aged 50-75 who have not received colorectal cancer screening, providers and community health workers.
Methodology
9. Describe the proposed activities per audience that will be used to achieve the stated goals and objectives (350 words max). Include information on:
   • Continuum focus: prevention, screening or survivorship (including treatment)
   • Setting in which the project activities will occur
   • Frequency of the proposed activities and/or how much of the intervention each target audience will receive in order to achieve stated outcomes (Examples include: one weekly education session for six months for providers, two trainings over twelve months for community health workers, etc.).
   • Use of existing or newly developed tools (education materials, curricula, brochures, fact sheets, mailings, etc.)
   • If using an evidence-based approach, briefly summarize the evidence supporting the selected approach, why this approach is appropriate for your population and potential adaptation as needed to meet your community’s needs.

Outreach and engagement approach
10. Describe the outreach strategies or tactics that will be utilized to reach and engage the target audience(s).
11. What barriers do you anticipate in reaching the target audience(s) or implementing the project and how will they be addressed?

Evaluation
12. How will you measure the impact or success of this effort? Describe the evaluation plan, including:
   • The evaluation tools that will be utilized/adapted/developed to measure desired outcomes (surveys, focus group guides, questionnaires, interview guides, etc.)
   • Population data that will be collected, if applicable
   • Types of data that will be collected
   • Plan for collecting, storing and using the data

Sustainability
13. After the grant period ends, how will you sustain the program if successful? Include specific information about plans for securing additional funding sources in support of these efforts.
14. What are the biggest challenges to sustainability and how will these challenges be addressed?

Organization and team
Organization
15. Describe your organization. What is its mission?
16. What are the organization’s current goals and recent achievements? How will this project help you meet the existing mission and goals of your organization?
17. Briefly describe the qualifications of your organization to successfully carry out this project. Examples include expertise, previous experience or related achievements, or existing resources that can be leveraged.

Partners/project team
18. Describe project team members (the personnel, volunteers or other community members) and their roles on this project.
19. Tier 3 only: Describe how key personnel are qualified to fulfill their role (i.e., experience and expertise to do the proposed work). (Tier 2: Enter "N/A").
20. Will you partner with other community organizations and/or key stakeholders? If so, what is their role or contribution to this project? If proposed project is dependent upon partner involvement, please demonstrate their commitment with letters of support.
Appendix 4. Review process and criteria

REVIEW PROCESS
As an academic research institution, OHSU follows the National Institutes of Health (NIH) review model. All proposals are assigned to multiple reviewers who are both cancer-related content experts and representatives of community organizations and OHSU. Reviewers must recuse themselves from reviewing proposals submitted by organizations with which they collaborate and/or have existing relationships that present a real or perceived conflict of interest.

Each proposal is evaluated by two to three reviewers. Each reviewer submits an overall score and comments based on defined criteria. These scores are given equal weight and averaged to give each proposal a preliminary score. In general, the top half of proposals are discussed during a review meeting at which final scores are submitted by the full panel of reviewers. Proposals are then ranked based on their average final score.

REVIEW CRITERIA
Criteria are provided to reviewers in categories, which are considered together to help reviewers assign an overall score for the proposal. These criteria categories are:

- Significance and impact
- Approach
- Organization and team

Reviewers will see the budget proposal, but will not consider it in the overall score.

Overall impact
Based on all elements of the proposal, what is the potential that the proposed project will have an impact on cancer burden in the target community?

If this is a continuation of a current or previously funded Community Partnership Program grant:

- Were the original project aims and objectives met? Does preliminary data suggest the project has had an impact on the target population?
- Does the applicant demonstrate their capacity to continue the project’s efforts?
- Are the proposed project’s aims and objectives separate from the applicant’s previous grant?

Significance and impact

**Local issue:** Does the project address an important cancer-related need or a critical barrier to progress toward addressing a cancer-related problem?

- Tier 1: Is there a compelling rational for the selection of the project?
- Tiers 2 and 3: Was sufficient evidence used to help select the intervention or project?

**Target audience:** Is the target population/target audience(s) chosen for this project appropriate for the topic? Do the applicants describe cancer-related health disparities for the target population? Note to reviewers: Addressing health disparities is not a requirement of this RFP, but is encouraged.

**Objectives:** How relevant are the project objectives, activities, outcomes and measures for the proposed project? Are the objectives reasonable given the grant period?

**Impact:** If the goals of the project are achieved, how will the community benefit or potentially benefit in the future?

- Tier 3 only: How will successful completion of the project change cancer-related programs and services in the community? How likely are the stated long-term plans for the project to impact the issue and/or target population?

Approach

**Grant tier:** Is the chosen tier an appropriate fit for the project?

**Methodology:** Are the activities appropriate for given audiences to accomplish the goals and objectives of the project? Is an evidence-based approach used to address the cancer-related problem or will evidence be developed to support future evaluation of a given approach?

**Outreach and engagement approach:** Are the outreach strategies and tactics appropriate to reach and engage the target audience(s)? Are the barriers and mitigation plans well-reasoned?

**Evaluation:** Is the evaluation plan well-reasoned and appropriate to measure whether the project will be successful in achieving goals and objectives? Is there an appropriate plan for collecting and storing data, if applicable?
Sustainability: Are the barriers to sustainability identified?
Tier 1: Does this project prepare the applicant to apply for either a Tier 2 grant or other funding opportunities?
Tier 2 and 3: Is there a well-reasoned plan for sustaining all or some portion of the project beyond OHSU Knight Cancer Institute funding?

Organization and team

Organization: Does the proposed project fit well with the lead organization’s mission and goals? Will the organization in which the applicant is from contribute to the probability of success? Will the project benefit from support, resources and unique features of the organization, community and/or collaborative arrangements?

Partners/project team: Are the lead applicant, organization, collaborators and other key personnel well-suited to the project? For projects with multiple team members and/or community building, do the team members have complementary and integrated expertise and/or is the leadership approach, governance and organizational structure appropriate for the project? Are there adequate letters of support from any partners other than the applying organization?
Tier 3 only: Have applicants demonstrated a pattern of accomplishments that prepare them to execute the proposed project?

Budget
Do the key team members have adequate room in their respective workloads for their described roles on the project? Do key personnel who are not supported by the project funds, but who play an important role on the project, have support from their employer, if applicable, to spend adequate time working on this project? Are other cost considerations necessary to execute the proposed project included and adequate?

NOTIFICATION OF FUNDING
Applicants will be notified of the outcome and will receive their proposal’s written feedback provided by the reviewers. Applicants who receive funding notification will then receive further information about an award letter. See the project preparation period for more information.