Community Partnership Program
Request for proposals 2017-1
January 2017
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.

Published January 19, 2017

<table>
<thead>
<tr>
<th>Key dates</th>
<th>Jan. 19, 2017</th>
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</thead>
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<tr>
<td>Application assistance webinar</td>
<td>Jan. 26, 2017</td>
</tr>
<tr>
<td>Project design and evaluation webinar</td>
<td>Feb. 2, 2017</td>
</tr>
<tr>
<td>Intent to apply deadline</td>
<td>Feb. 8, 2017, at noon</td>
</tr>
<tr>
<td>Full proposal deadline</td>
<td>March 8, 2017, at noon</td>
</tr>
<tr>
<td>Notification of funding</td>
<td>Late May 2017</td>
</tr>
<tr>
<td>Project preparation period</td>
<td>Begins immediately following funding notification</td>
</tr>
<tr>
<td>Putting Public Health Evidence in Action workshop</td>
<td>July 2017</td>
</tr>
<tr>
<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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</tbody>
</table>

For more information visit [www.ohsuknightcancer.com/community-grants](http://www.ohsuknightcancer.com/community-grants) or contact us at [KnightCancerCRO@ohsu.edu](mailto:KnightCancerCRO@ohsu.edu) or 503-494-1617, option 6.
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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.

Addressing cancer-related health disparities

The Community Partnership Program encourages proposals that address cancer-related health disparities. As defined by the National Cancer Institute, cancer-related health disparities are adverse differences among specific population groups in cancer incidence (new cases), cancer prevalence (all existing cases), cancer death (mortality), cancer survivorship, and burden of cancer or related health conditions. By supporting communities who aim to eliminate cancer-related health disparities, the Community Partnership Program can help reduce the disproportionate impact of cancer. Proposals that use evidence-based approaches to address cancer-related health disparities, including disparities related to race, ethnicity, socioeconomic status, gender identity, sexual orientation, geographic location and disability are highly encouraged. Supporting resources are available on our website.

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 times. 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.

<table>
<thead>
<tr>
<th>SCENARIO</th>
<th>END DATE</th>
<th>ELIGIBLE TO APPLY FOR:</th>
<th>EARLIEST PROJECT START DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hold one active grant, and want to continue project</td>
<td>Project ends by July 31, 2017*</td>
<td>RFP 2017-1 (released Jan. 2017)</td>
<td>Aug. 1, 2017</td>
</tr>
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<table>
<thead>
<tr>
<th>SCENARIO</th>
<th>ELIGIBILITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hold one active grant, and want to develop a new project</td>
<td>Eligible to submit a new proposal, for a new project with new objectives in any upcoming RFP</td>
</tr>
<tr>
<td>Hold two active grants, and want to develop a new project or continue a currently funded project</td>
<td>One project must end before the next start date before applying for another grant (see above for dates)</td>
</tr>
<tr>
<td>Held a previously funded grant, which is no longer active, and want to continue that project or develop a brand new project</td>
<td>If the project is complete and in good standing, you may apply to continue this project through any RFP</td>
</tr>
</tbody>
</table>

*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.

Budget

A budget and justification template is provided. If proposed work is part of a larger project, the submitted budget should only account for expenses required to complete the scope of work detailed in the proposal. Budgets should not exceed the maximum amount for the selected tier, and must be appropriate for the proposed work. All included budget items must be:

- Reasonable – is the expense necessary to carry out the proposed project activities?
- Allocable – if this expense supports other projects/programs, is the requested amount a reasonable proportion?
- Allowable – is the expense allowed as outlined below?
Allowable Expenses

Funds may be used for the following types of expenses provided they are directly attributable to the proposed project:

• Personnel
  - Personnel costs include both salary and fringe benefits
• Indirect costs
  - Indirect costs include facilities and administration and/or overhead
  - Not to exceed 10% of the total budget
• Consultant fees
• Equipment
  - Equipment is defined as any item that has a useful life of over one year
  - See below for restrictions on equipment expenses
• Materials and supplies
• Travel costs
• Clinical care costs

Unallowable Expenses

Funds may not be used for the following purposes:

• Preparation, distribution, or use of materials to directly support or defeat proposed legislation
• Equipment items above $3,000
  - If proposing to purchase an equipment item above $3,000, justification must be provided
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 or request an information session in your community, contact us.

**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](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 six to eight 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 time frame: July 2017
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 2018. Conference costs will be covered by the Knight Cancer Institute.

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

**Grantee requirements to initiate grant payment**

- Attend kickoff 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 (July 2017).
- Attend Community Partnership Program Grantee Conference (spring 2018).
- 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 the application assistance webinar (see page 7) 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 approaches

**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.

To qualify, proposed projects must meet one or more of the following criteria:

- 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.

To qualify, proposed projects must meet one or more of the following criteria:

- Conduct a feasibility or small pilot study to test the effectiveness of a cancer-related resource or evidence-based approach.
- Select an established cancer-related resource or evidence-based approach to adapt for your community through focus groups, strategic planning, in-depth interviews, surveys or other information-gathering tools.
- Utilize data collection methods to design and implement a cancer-related policy.*
- 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.
- Conduct an impact assessment and develop policy to address a cancer health disparity.

Program implementation time period: one year

* Funds may not be used for the preparation, distribution or use of materials to directly support or defeat proposed legislation.
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 implementation of evidence-based approaches.

To qualify, proposed projects must meet one or more of the following criteria:

- 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.
- Evaluate impact of a cancer-related policy and/or expand policy to benefit a larger population.*

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 Latino/Hispanic populations.
- Expand a previously tested and/or evidence-based program to reach participants in surrounding counties.
- Evaluate impact of a cancer-related policy change on target community to support expansion in content area or population.

Program implementation time period: one year

* Funds may not be used for the preparation, distribution or use of materials to directly support or defeat proposed legislation.
Appendices

Appendix 1. How to submit a proposal

Submitting a proposal to the Community Partnership Program is a seven-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 Cancer Institute staff member, please contact us.
   - Register for optional resources:
     - Application assistance webinar on Jan. 26, 2017, and program design and evaluation webinar on Feb. 2, 2017. After these dates, recordings of the webinars will be available on our website.
     - Request an optional one-hour consultation with our evaluation team to receive assistance with objectives, deliverables and an evaluation plan.
   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 Wednesday, Feb 8, 2017.
   - 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. Feb. 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).
   - 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.

4. Prepare your project objectives and timeline (two-page maximum).
   - Download the project objectives and timeline template from the How to Apply page on our website. Include the following:
     - SMART objectives.
       - Tier 1: Provide one to two objectives.
       - Tiers 2 and 3: Provide three to five 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).
       - Tier 1: Provide one to two measures per outcome.
       - Tiers 2 and 3: Provide two to three measures per outcome.
     - A timeline stating how and when key activities will be implemented and evaluated.

5. Prepare your budget (two-page maximum).
   - Download the budget and justification template from the How to Apply page on our website. Follow these budget preparation instructions:
     - If the 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.
       - Equipment items above $3,000 are not allowed unless justification is provided.
     - Facilities and administration indirect or overhead costs may be included as up to 10 percent of the total budget.

6. 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)
• Bibliography (references)
• Letters of support from partners or collaborators
• Budget and justification (two-page maximum)
  Note: Extra supplemental documents will be deleted and will not be included in the review process.

7. Submit the online form by noon on Wednesday, March 8, 2017.

Resubmission instructions for previously unfunded proposals
Applicants whose previous proposal did 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 also located on the How to Apply page on our website.

Applicants must complete an online intent to apply form by noon on Feb. 8, 2017. 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

Proposal submission status
☐ New project ☐ Previously funded project in a new 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. If applicable, please also describe the specific cancer-related health disparity the project will address. (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.)
☐ Community Partnership Program information session
☐ Other: __________________________________________________________________________________________
Appendix 3. Example proposal submission form

All applicants must complete an online proposal submission form by noon on March 8, 2017. 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., Feb. 9, 2017, 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. If applicable, please also describe the specific cancer-related health disparity the project will address.

(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
- Anal
- Breast
- Cervical
- Colorectal
- Gastrointestinal
- Genitourinary
- Gynecological
- Head and neck
- Hematologic
- Liver
- Lung
- Oral
- Osteosarcoma
- Ovarian
- Pancreatic
- Penile
- Prostate
- Sarcoma
- Skin/melanoma
- Spinal cord
- Testicular
- Throat
- Thyroid
- Other: __________

Other topic(s)
- Diet/nutrition
- HPV prevention/vaccination
- Integrative/complementary/alternative medicine
- Lymphedema
- Navigation
- Obesity prevention
- Psychosocial support
- Physical activity
- Tobacco prevention and/or 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 your project is open to participants from specific counties, please indicate which counties here. If open to anyone, select “Not specified.”
- □ Baker
- □ Benton
- □ Clackamas
- □ Clatsop
- □ Columbia
- □ Coos
- □ Crook
- □ Curry
- □ Deschutes
- □ Douglas
- □ Gilliam
- □ Grant
- □ Harney
- □ Hood River
- □ Jackson
- □ Jefferson
- □ Josephine
- □ Klamath
- □ Lake
- □ Lane
- □ Lincoln
- □ Malheur
- □ Marion
- □ Morrow
- □ Multnomah
- □ Polk
- □ Sherman
- □ Tillamook
- □ Umatilla
- □ Union
- □ Wallowa
- □ Wasco
- □ Washington
- □ Wheeler
- □ Not specified

Tribes
If the proposal specifically targets members of Oregon tribes, select all that apply. Otherwise select “Not specified.”
- □ Burns Paiute Tribe
- □ Coos, Siuslaw and Lower Umpqua Tribes
- □ Coquille Tribe
- □ Cow Creek Band of Umpqua
- □ Grande Ronde Tribes
- □ Klamath Tribes
- □ Siletz Tribes
- □ Umatilla Tribes
- □ Warm Springs Tribes
- □ Not specified

Race/Ethnicity
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
- □ Not specified

Race focus
- □ American Indian/Alaskan Native
- □ Asian
- □ Black/African American
- □ Native Hawaiian/other Pacific Islander
- □ White/Caucasian
- □ Not specified

Gender focus
If the proposal specifically targets a particular gender, select as applicable. Otherwise, select “Not specified.”
- □ Female
- □ Male
- □ Transgender
- □ Not specified

Age focus
If the proposal specifically targets a particular age group, select as applicable. Otherwise, select “Not specified.”
- □ Pediatric/adolescents (ages 0–17)
- □ AYA (adolescents and young adults with cancer)
- □ Adults (ages 18–64)
- □ Seniors/elders (ages 65+)
- □ Not specified

Do you plan to target any specific populations? Select all that apply.
- □ Cancer survivors
- □ Families (parents, caregivers and/or siblings)
- □ Immigrants and refugees
- □ Incarcerated men and women
- □ Key stakeholders
- □ LGBTQ (lesbian, gay, bisexual, transgender, queer)
- □ 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
- □ Patients
- □ Persons living in rural communities
- □ Persons who are overweight/obese
- □ Persons who use drugs
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- Persons who use tobacco
- Persons with chronic illness (non-cancer)
- Persons with disabilities (impairment, activity limitation, participation restrictions)
- Pregnant women
- Professionals (providers, teachers)
- Veterans
- Not specified
- Other

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 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.
- 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 (450 words max).

2. If this is a continuation of a current or previously funded Community Partnership Program project, address the following (450 words max.):
   - Succinctly provide the aims and objectives of your most recent grant and describe how these objectives were met.
   - Include results from your project, such as enrollment and/or outcomes data, and describe how these data have built your capacity for and/or led you to this next phase of your project. If complete results are not yet available, provide preliminary or interim data when possible.
   - Describe how the proposed project is separate from and builds upon your previous work.

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 cancer-related health disparities related to this issue, including disparities related to race, ethnicity, socioeconomic status, gender identity, sexual orientation, geographic location and disability, 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, plus providers and community health workers.

Impact

5. If successful, how might 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 and insert with supplemental documents:
   - 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 on 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 (450 words max).
2. If this is a continuation of a current or previously funded Community Partnership Program project, address the following (450 words max):
   - Succinctly provide the aims and objectives of your most recent grant and describe how these objectives were met.
   - Include results from your project, such as enrollment and/or outcomes data, and describe how these data have built your capacity for and/or led you to this next phase of your project. If complete results are not yet available, provide preliminary or interim data when possible.
   - Describe how the proposed project is separate from and builds upon your previous work.

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, providing evidence to explain why this target population was chosen for this project. Include any cancer-related health disparities, including disparities related to race, ethnicity, socioeconomic status, gender identity, sexual orientation, geographic location and disability, 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 and insert with supplemental documents:
   - 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.

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 12 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 (e.g., 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 the proposed project is dependent on 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? Do 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:** How well does the proposed project meet one (or more) of the criteria for the selected tier?
- Tier 1
  - 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
- Tier 2
  - Conduct a feasibility or small pilot study to test the effectiveness of a cancer-related resource or evidence-based approach
  - Select an established cancer-related resource or evidence-based approach and adapt for your community through focus groups, strategic planning, in-depth interviews, surveys or other information-gathering tools
  - Utilize data collection methods to design and implement a cancer-related policy
  - Utilize project development tools designed to build project implementation and evaluation capacity within the community
• Tier 3
  - 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
  - Evaluate impact of a cancer-related policy and/or expand policy to benefit a larger population

**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?
  - Tiers 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**
Are there any large discrepancies between outlined project activities and the proposed budget? Are all cost considerations necessary to execute the proposed project included and adequate?

Are all included budget items:

- Reasonable – is the expense necessary to carry out the proposed project activities?
- Allocable – if this expense supports other projects/programs, is the requested amount a reasonable proportion?
- Allowable – is the expense allowed? Funds may not be used for the following purposes:
  - Preparation, distribution, or use of materials to directly support or defeat proposed legislation
  - Equipment items above $3,000
    - If proposing to purchase an equipment item above $3,000, justification must be provided

**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.
OHSU is an equal opportunity, affirmative action institution.

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