Community Partnership Program

Request for proposals 2024-1

January, 2024

OHSU

Key dates

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

Published January, 2024.

Request for proposals information session	Wednesday, January 24, 2024, at 9 a.m.
Intent to apply deadline	Friday, February 9, 2024, at noon
Full proposal deadline	Friday, March 8, 2024, at noon
Notification of funding	Late May, 2024
Project preparation period	Begins immediately following funding notification
Distribution of funds	Distribution depends on 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.

Contact

For more information visit *www.ohsuknightcancer.com/community-grants* or contact us at KnightCancerCRO@ohsu.edu or 503-418-8077.

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About the Community Partnership Program

The OHSU Knight Cancer Institute created the Community Partnership Program (CPP) 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 and/or are working directly with populations facing cancer-related health disparities are highly encouraged.

Funding is available in three different tiers: Tier 1 (Define Need), Tier 2 (Develop and Pilot) and Tier 3 (Evaluate and Sustain). 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 and Guiding Principles

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. Through grantmaking, training/technical assistance and networking we aim to:

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

Addressing cancer-related health disparities

The Community Partnership Program highly encourages proposals that address cancer-related health disparities and increase equity for Oregon communities that have been historically disadvantaged and/or marginalized. Organizations that are led by and/or those that are committed to serving populations facing cancer health disparities are highly encouraged to apply.

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 Requirements

Individuals affiliated with community groups/organizations, schools, government bodies, health/medical clinics, health systems or businesses may apply. OHSU employees, students, divisions or departments are not eligible to apply. While the Community Partnership Program encourages collaboration between community organizations and experts in the field, funds are not intended to solely support the work of an individual who is not affiliated with a community organization.

Individuals affiliated with an academic institution or university are required to partner with a local community-based organization to ensure funds are invested into the target community. This partnership should include collaboration on proposal development and, if funded, the community partner should contribute to or lead project implementation.

The Community Partnership Program may limit the number of grants made to an organization in a single cycle or cumulatively. In addition, our Steering Committee may prioritize applications that propose a unique or innovative project, thereby reserving the right to deny the funding of proposals that duplicate or are similar in scope to other previously funded and/or proposed CPP projects.

Applicants from a previous cycle

Applicants who have previously submitted a proposal 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.

Submitting more than one proposal per cycle

Applicants are welcome to submit more than one proposal per cycle. However, each proposal should have clearly distinct objectives with no overlap. For example, two proposals with the same objectives proposed in two different geographic regions would not be eligible to move forward in the review process. Please consider your organizational capacity and strategy if submitting more than one proposal and contact us with any questions.

Current and past grantees

Organizations and individuals that previously received funding through the program must be in good standing per the terms of the associated award letter to submit any proposal.

An individual may only hold two active Community Partnership Program grants at the same 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 (Table 1).

An organization may receive a maximum of three grants in Tier 2 and Tier 3 for a single project/concept (e.g. two Tier 2 and one Tier 3 or vice versa) (Table 1).

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 a previously funded proposal. For the purposes of eligibility, this scenario counts as one project.

Table 1: Eligibility to Apply for Community Partnership Program

SCENARIO	ELIGIBLITY
Hold one active grant and want to continue same project.	If project ends by July 31, 2024*; eligible to apply for RFP 2024-1 with the continuation project starting Aug. 1, 2024.
Hold one active grant and want to develop a new project.	Eligible to submit a new proposal for a new project with new objectives in any upcoming RFP.
Hold two active grants and want to develop a new project currently funded project for another grant (see above for dates).	One project must end* before the next project start date or continue in order to apply.
Has received three grants in Tiers 2 or 3 for the same project concept and wants to apply for a continuation.	Not eligible to submit an application to continue the same project. An organization may receive a maximum of two Tier 2 or two Tier 3 grants for a single project/concept (i.e. three total in Tiers 2 and 3). Eligible to submit a new proposal for a new project with new objectives in any upcoming RFP.

*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 Guidance

Applicants are required to use the budget and justification template provided on the [How to Apply page](#) of our website. 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.

No more than 10% of the proposed budget may be allocated to support an OHSU collaboration (e.g., clinical care costs, evaluation support, academic collaborator, etc.).

The Community Partnership Program will provide up to an additional $500 per funded grant toward project-related translation/interpretation needs. Do not include this additional funding in the budget spreadsheet. Please indicate your interest in utilizing these additional funds in the "Translation Award Requested" fields provided on the proposal form. Requirements will apply.

Allowable expenses

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

- Personnel: Costs include both salary and fringe benefits (see restriction below in unallowable expenses).
- Consultant fees.
- Equipment: Defined as any item that has a useful life of over one year.
- Materials and supplies.
- Travel costs (excluding travel for CPP required trainings, which will be provided).
- Clinical care costs.
- Indirect costs: Include facilities and administration and/or overhead. Not to exceed 10% of the total budget (without an approved justification).

Unallowable expenses

Funds may not be used for:

- Applications from academic institutions - funds may not be used to support faculty salary (staff support is allowed).
- Debt reduction.
- Individual equipment items above $3,000 without a justification.
- Preparation, distribution, or use of materials to directly support or defeat proposed legislation.
- Project activities focused outside of Oregon.

Resources and support

In addition to funding for projects, prospective applicants and grant recipients have access to a range of resources and support to enhance their success.

Prospective applicant resources

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

Information sessions

The Community Partnership Program team is available to share information about the program's mission, application process and resources available to all applicants and grantees. To learn more or request a meeting/presentation in your region or community, contact us.

Proposal development

We offer training resources to support applicants in developing their proposal. Participation in these web-based resources is highly encouraged for developing a competitive application. Visit the How to Apply page of our website to view trainings by tier. Applicant resources include but are not limited to:

ALL TIERS

- **CPP Request for Proposals (RFP) information session:** Briefly updates participants on new aspects of the RFP. Visit the How to Apply page of our website to register/view.
- **Project design and evaluation planning webinar:** Supports applicants through developing SMART goals, objectives and designing an evaluation plan appropriate for each tier.
- **Evaluation planning consultation:** Offers a meeting with an evaluation specialist to support applicants in developing objectives, deliverables, and an evaluation plan.

TIER 1

- Work plan and timeline
- Action planning toolkit

TIERS 2 AND 3

- **Application assistance webinars**
  - Planning guide
  - Finding evidence
  - Selecting an Evidence-Based Approach (EBA)
  - Adapting an EBA

TIER 3 ONLY

- **Data analysis support:** Tier 3 applicants should include plans for data analysis to complete or evaluate a project. If needed, this cost should be included in your proposed budget.

Notification of funding

All applicants will receive a funding status notification email along with the written feedback provided by their proposal's reviewers and administrative staff. Funded grantees will receive further information about the project preparation period requirements and their award letter. Grantees should NOT expect to receive funding at the time of notification. See the human subjects protection section below.

Funded grantee resources

Project preparation period activities

The project preparation period duration is an estimated six to eight weeks. This period is designed to assist grantees in successfully completing all applicable administrative and training requirements before the funded project begins. A travel award is provided to all funded grantees to support travel to/from required activities.

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.

Grantee orientation webinar: All grantees are required to participate in an introductory webinar to learn about grantee resources such as technical assistance activities, human subject protection processes, reporting requirements, etc.

Technical assistance

Evaluation planning: You will receive expert guidance to finalize your evaluation plan, select appropriate evaluation tools and develop a strategy for collecting and storing data, if applicable.

Human subjects protection: Distribution of funds is dependent on receiving human subjects protection approval and/or oversight by an Institutional Review Board (IRB) as needed. Grantees will receive project-specific technical support to determine whether their project is considered human subjects research. If determined research, grantees will receive support to submit all required documents for full IRB approval and should be prepared to actively participate in and commit effort to this process.

Skills-building workshops (optional): In collaboration with the Cancer Prevention and Control Research Network at OHSU, virtual modules from the Putting Public Health Evidence in Action training, developed by the National Cancer Institute (NCI) and the Centers for Disease Control and Prevention (CDC), are available to funded grantees. These modules aim to build capacity to implement and evaluate evidence-based approaches to address cancer issues. Additional trainings/ workshops will be offered to grantees throughout the project period. Specific topics will be determined based on grantee interest.

> **Note:**
> The approval process for human subjects research studies can take several months. Please prepare for a flexible start date in the event approvals are necessary.

Grant requirements

Networking and collaboration

The Community Partnership Program offers a range of opportunities to enhance community-building and collaboration throughout the funding period. Attendance at the Community Partnership Program Grantee Conference, planned for October 1-2, 2024, at Oregon State University in Corvallis, Oregon, is required. Conference registration and accommodation costs are covered by the Knight Cancer Institute.

Requirements to initiate grant payment

- Attend grantee orientation webinar.
- Return signed award letter and W-9.
- Finalize evaluation plan and submit a submit a CPP Research Determination Checklist or, if applicable, a Request for Institutional Review Board (IRB).
- If project is determined to be human subjects research, receive human subjects protection approvals from IRB. (Do not plan to start project activities prior to gaining IRB approval).

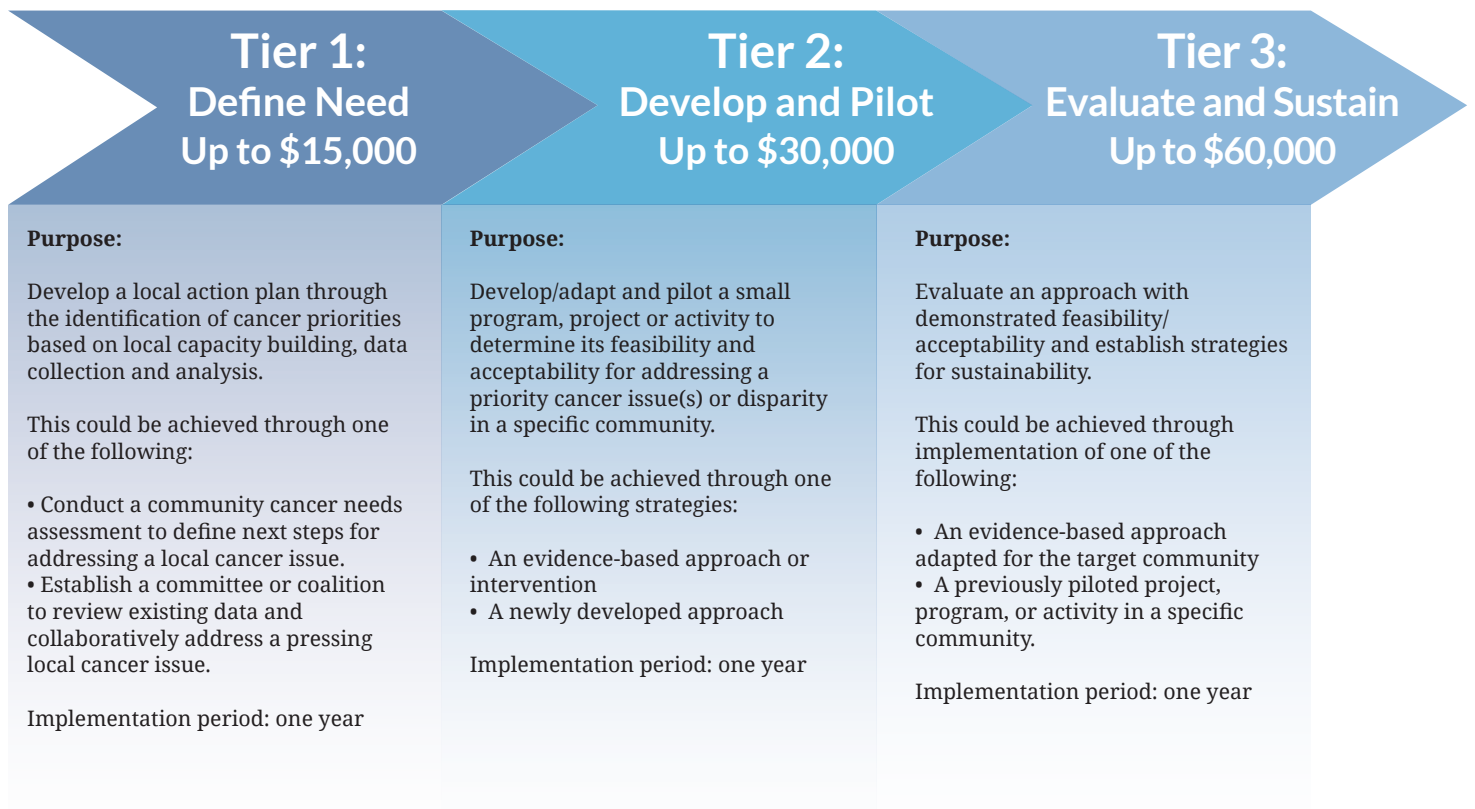## Grantee requirements for successful project completion

- Attend Community Partnership Program Grantee Conference (October 1-2, 2024).
- Participate in mid-year check in with CPP staff.
- Submit final project report 30 days after project end date. Instructions will be provided.

Grant tiers overview

The OHSU Knight Cancer Institute provides awards across three tiers. Use the information provided below to assist in tier selection. Applicants may apply for funding in any tier given they meet the requirements and can demonstrate eligibility. Applicants are highly encouraged to view the resources available on the How to Apply page of our website, or contact us with questions.

Tier 1:
Define Need
Up to $15,000

Tier 2:
Develop and Pilot
Up to $30,000

Tier 3:
Evaluate and Sustain
Up to $60,000

Purpose:

Develop a local action plan through the identification of cancer priorities based on local capacity building, data collection and analysis.

This could be achieved through one of the following:

• Conduct a community cancer needs assessment to define next steps for addressing a local cancer issue.
• Establish a committee or coalition to review existing data and collaboratively address a pressing local cancer issue.

Implementation period: one year

Purpose:

Develop/adapt and pilot a small program, project or activity to determine its feasibility and acceptability for addressing a priority cancer issue(s) or disparity in a specific community.

This could be achieved through one of the following strategies:

• An evidence-based approach or intervention
• A newly developed approach

Implementation period: one year

Purpose:

Evaluate an approach with demonstrated feasibility/ acceptability and establish strategies for sustainability.

This could be achieved through implementation of one of the following:

• An evidence-based approach adapted for the target community
• A previously piloted project, program, or activity in a specific community.

Implementation period: one year

Tier 1:
Define Need
Up to $15,000

Tier 1 grants offer initial funding to applicants to identify the most pressing cancer needs in their community through local data collection and analysis and/or coalition building.

Goal
The completion of a Tier 1 project should result in a defined set of cancer-related priorities and an action plan detailing strategies for addressing the pressing cancer issue(s) in their community.

Project examples
- Conduct a community cancer needs assessment. These projects should do one or more of the following:
  - Collect and assess baseline data on the selected local cancer issue.
  - Assess how a specific cancer topic(s) impacts an Oregon community.
  - Analysis of local data to define strengths, gaps, needs and opportunities specific to the cancer need and/or target population.

- Establish or expand the focus of an existing coalition to gain consensus on how best to address a local cancer issue. These projects should aim to do one or more of the following:
  - Build stakeholder and community capacity to prioritize local cancer needs
  - Establish local commitment to collectively act on a specific cancer topic.
  - Engage key stakeholders, including those individuals most affected by the issue(s), in cancer prevention and control planning efforts.

- Other data collection and/or needs prioritization effort using an established model or framework.

All Tier 1 projects should result in the development of an action plan identifying local community cancer priorities and defining strategies to pilot test as the next step for action (Tier 2). Grantees should include a plan for sharing assessment findings with key partners and stakeholders.

Who should apply?
Organizations that:
- Are committed to gaining a deeper understanding of a particular cancer issue and/or have a strong interest in improving the health outcomes of a specific Oregon community.
- Applicants must be dedicated to utilizing data to develop an action plan for future implementation and evaluation — even if the cancer topic of interest cannot yet be fully articulated.

No previous experience in cancer or community research is necessary for a Tier 1 application.

Program implementation time period: one year

Tier 2:
Develop and Pilot
Up to $30,000

Tier 2 grants invest in the development and preliminary testing of a small-scale pilot project to address a data-informed local cancer issue.

Goal

The completion of a Tier 2 project should result in preliminary data demonstrating the feasibility* and acceptability** of a selected approach or activity to improve a cancer-related outcome.

Feasibility: an assessment of the practicality of a proposed plan or approach prior to implementation.
**Acceptability:* assessment of the target audience's views/perceptions/experiences/feedback about the proposed plan or approach

Project examples

- Pilot test the feasibility and acceptability of a new cancer-related resource or an evidence-based approach. Projects may:
    - Select and/or adapt an evidence-based approach
      OR
    - Develop a new, innovative approach to improve a specific cancer outcome, which could include efforts to promote cancer clinical trials to underrepresented populations and/or communities.

All Tier 2 proposals should include a pilot project that collects data on factors that help projects succeed and barriers to implementation as well as preliminary outcomes data that can be used to support a Tier 3 proposal.

Who should apply?

Organizations that:
- Have defined the local cancer needs based on either a previous Tier 1 grant or other community needs assessment.
- Are committed to determining how appropriate a proposed approach is for addressing an identified need in a specific community.
- Are ready to develop the structure or framework to increase local capacity for a larger program implementation.

Program implementation time period: one year

Tier 3:
Evaluate and Sustain
Up to $60,000

Tier 3 grants should aim to evaluate the outcomes and potential impact of a previously piloted program through implementation of a project or activity on a larger scale and establish plans for sustainability. Tier 3 grants are intended to support expansion of programs or projects with demonstrated impact that are not already well-established or adequately funded at the local level.

Goal

The completion of a Tier 3 project should result in data that demonstrates the effectiveness of the approach in addressing a selected cancer issue in a specific community. The data should help to support the likelihood for the program/project to be sustained beyond the funding period through new funding, organizational support, and/or integration with a larger effort.

Project examples

- Evaluate an approach with demonstrated feasibility/acceptability and establish strategies for sustainability through implementation of one of the following:
  - An evidence-based intervention adapted for the target community
    OR
  - A previously pilot tested project or program

All Tier 3 projects are expected to implement in a sample large enough to determine impact of the selected approach in addressing a cancer-related issue, and include a plan to support short-and long-term sustainability of efforts.

Who should apply?

Organizations that:
- Have completed pilot testing of a program or approach to demonstrate its feasibility and acceptability to address a local cancer related need.
- Are prepared to implement the adapted approach, collect data, and conduct analyses on a large enough scale to determine effectiveness.
- Have demonstrated capacity and support to establish strategies and partnerships to enhance sustainability.

Program implementation time period: one year

Appendix 1
How to submit a proposal

Submitting a proposal to the Community Partnership Program is a three-step process. Use the following checklist to help you submit a competitive proposal:

1. Develop your project idea

❑ Review this RFP and the <u>Frequently Asked Questions page</u> of our website.
❑ Visit the <u>How to Apply page</u> of our website to:
  • Register for/view the RFP information session on Wednesday, January 24, 2024 at 9 a.m.
  • View the project design and evaluation webinar.
  • Download required templates: budget (all tiers) and project objectives (tiers 2 and 3 only).
❑ Develop your project concept including tier selection. To discuss your project with an OHSU Knight Cancer Institute staff member, <u>contact us.</u>

* Note: If you are 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 Friday, Feb. 9, 2024.

❑ Review the example <u>intent to apply form (Appendix 2)</u> and prepare your responses.
❑ Visit the <u>How to Apply page</u> of our website for instructions on submitting an intent to apply form.
❑ Submit the online intent to apply form.
❑ If requested, prepare for evaluation consultation by completing a draft work plan (Tier 1) or project objectives template (Tiers 2 and 3). For general questions about tier fit, project scope, application process, etc., <u>contact us</u> directly.

Note: Intent to apply forms are for administrative purposes only. Every submitted intent to apply form is invited to submit a full proposal. Program staff will contact you if there are any concerns.

3. Submit a proposal online by noon on Friday, March 8, 2024.
❑ Prepare your proposal
  • Review the example proposal submission form and questions <u>(Appendix 3).</u>
  • Prepare your responses to all questions in a Word document, adhering to word counts.
   • Format references using APA style.
   • Indicate reference numbers within proposal question text using brackets, e.g.: [1].
   • Reference numbers should correspond to full citations on a bibliography page.
❑ Prepare and compile your supplemental documents
  • Tier 2 and 3 only: project objectives and timeline (use template, two-page maximum).
  • Budget and justification (use template, two-page maximum).
  • Letters of support from from project partners or collaborators on your proposed project merged in a single PDF (no maximum).
  • Bibliography (APA format).

Note: Additional supplemental documents are not accepted. If included, they will be deleted.

❑ Once final, submit the proposal responses and supplemental documents via the online submission form.

* 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, <u>contact us.</u>

When completing the intent to apply and proposal submission forms, indicate the proposal is a resubmission in the field provided.

Appendix 2 Intent to apply questions

The following is provided to help you prepare answers for the online intent to apply form. Visit the How to Apply page of our website for instructions to submit an application. Applicants must complete an online intent to apply form by **noon Friday, Feb. 9, 2024.** The intent to apply information is not binding. You will have the option of updating all information while submitting the full proposal. The information provided will allow 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).

APPLICANT AND ORGANIZATION PROFILE

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
- ❑ Academic institution/University
- ❑ Business
- ❑ Governmental
- ❑ Hospital/clinic/health system
- ❑ Non-profit
- ❑ Other

Note: Applicants affiliated with an academic institution or university are required to partner with a community-based organization to ensure funds are invested into the target community.

How many paid employees does your organization have? Please include all full or part-time employees.
- ❑ None
- ❑ Fewer than 10
- ❑ 10-25
- ❑ 26-50
- ❑ 51-100
- ❑ More than 100

PROPOSED PROJECT INFORMATION

Are you interested in a free evaluation consultation for assistance with objectives, deliverables and evaluation planning for this project? (Optional)
- ❑ Yes (See confirmation email for instructions.)
- ❑ No

Project title (title must reflect project's connection to cancer, 15 words max): _____

Grant tier
- ❑ Tier 1: Define Need
- ❑ Tier 2: Develop and Pilot
- ❑ Tier 3: Evaluate and Sustain

Is this a new project or a continuation of a previously funded Community Partnership Program project?
- ❑ New project
- ❑ Continuation of a previously funded project in the same tier
- ❑ Continuation of a previously funded project in a new tier

How many times has this particular proposal been submitted?
- ❑ First submission
- ❑ Second submission of a proposal that did not previously receive funding
- ❑ Third submission of a proposal that did not previously receive funding

Briefly describe the project including aims and how the project will address a cancer-related need or topic (150 words max). Also address:
- • Whether the project concept is an expansion of an existing service/offering or is entirely new.
- • A rationale for why the selected tier is appropriate for the project concept.
- • List the specific Oregon counties in which the project will occur or indicate if it will be Oregon-wide.
- • If applicable, describe the specific cancer-related health disparity the project will address.

PRIORITY TOPICS

Which priority topics/communities does your organization intend to focus on through this proposal? Select only those that will be specifically targeted. Otherwise, select Not applicable.

*Projects that provide cancer screenings should address options for supporting all individuals who screen positive with resources for appropriate follow-up care.

A. Cancer continuum (select all that apply)
- ❑ Prevention
- ❑ Screening/early detection*
- ❑ Survivorship (including treatment)

B. Specific cancer type(s): If a specific cancer is the sole or primary focus of the proposed project, indicate the cancer type(s) below. If proposed project is focused on cancer in general, select All cancers/Not applicable.

- ❑ All cancers/Not applicable
- ❑ Breast
- ❑ Colorectal
- ❑ Gynecological (cervical, ovarian, endometrial)
- ❑ Head & neck
- ❑ Hematologic
- ❑ Lung (not tobacco prevention/cessation)
- ❑ Male reproductive system (prostate, testicular)
- ❑ Pancreatic
- ❑ Sarcoma
- ❑ Skin/Melanoma
- ❑ Other: _____

C. Other cancer-related topic(s): If a cancer-related topic is the sole or primary focus of the proposed project, indicate the topic(s) below. Otherwise, select Not applicable.
- ❑ Diet/nutrition
- ❑ HPV prevention/vaccination
- ❑ Integrative/complementary/alternative medicine
- ❑ Patient navigation
- ❑ Physical activity
- ❑ Psychosocial support
- ❑ Tobacco prevention and/or cessation
- ❑ Not applicable
- ❑ Other: _____

How did you hear about this request for proposals?
- ❑ Community Partnership Program presentation or information session
- ❑ Community Partnership Program website
- ❑ Email from Community Partnership Program
- ❑ Referred by external organization (non-OHSU): _____
- ❑ Referred by OHSU employee: _____
- ❑ Social media (Facebook, Twitter, etc.)
- ❑ Other: _____

Appendix 3 Proposal questions

All applicants must review and update their intent to apply questions and submit the full online proposal by noon Friday, March 8, 2024. (If you have submitted an intent to apply form and have not received an email with instructions for submitting your proposal by Friday, February 16, 2024, please contact us.)

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

APPLICANT AND ORGANIZATION PROFILE
In the applicant profile section of the online portal, check that all contact information is still correct. This includes: primary contact name, job title, email address, phone number, organization name, department, full address, website, phone number, DBA/applying on behalf of (if applicable) and type of organization.

PROJECT INFORMATION
The responses in this section are used for planning and reporting only. They are not considered during the review process.

In the online proposal form, review and/or update the information you provided for the following questions during the 'intent to apply' phase. (See full list of questions in Appendix 2.)
- Project title (title should reflect project's connection to cancer, 15 words max.)
- Grant tier
- Proposal submission status

Funding amount requested: $ _____(Amount requested cannot exceed the maximum funding amount per tier.)

Are you interested in utilizing the additional available funds ($500 max.) for project-related translation/interpretation needs? (Restrictions will apply.)
- ❑ Yes
  - If yes, provide amount and a description of how funds will be used (language, types of materials/events, audience, etc.)
- ❑ No

PRIORITY TOPICS/COMMUNITIES
Which priority topics/communities do you intend to focus on through this proposal? Select only those that will be specifically targeted. Otherwise, select Not applicable.

Review intent to apply answers to ensure they apply to final submission:

A. Cancer continuum

B. Specific cancer type(s)

C. Other cancer-related topics

D. Geography: In which geographic areas will your project take place? (Funds restricted to efforts within Oregon.)
- ❑ Urban
- ❑ Rural
- ❑ Both

E. Target counties

If your project targets participants in specific counties, select the counties below. If open to anyone in Oregon and/or is a statewide effort, select Oregon wide/Not applicable.

- ❏ 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
- ❏ Yamhill
- ❏ Oregon wide/Not applicable

F. Tribes

If the proposal specifically targets members of Oregon tribes, select those tribes. Otherwise select Not applicable.

- ❏ 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 applicable

If the proposed project targets individuals or groups of a specific race and/or ethnicity, specify below. If not, select Any race/Not applicable.

G. Race focus

- ❏ American Indian/Alaskan Native
- ❏ Asian
- ❏ Black/African American
- ❏ Native Hawaiian/other Pacific Islander
- ❏ White/Caucasian
- ❏ Any race/Not applicable
- ❏ Other: _____

H. Ethnicity focus

- ❏ Hispanic or Latino
- ❏ Non-Hispanic or non-Latino
- ❏ Any ethnicity/Not applicable

I. Target population(s)

If the proposed project targets individuals or groups from a specific population/community, specify below. If not, select Not applicable.

- ❏ Age, seniors/elders (ages 65+)
- ❏ Age, youth (ages 0-17)
- ❏ Cancer patients/survivors
- ❏ Caregivers
- ❏ Immigrants and refugees
- ❏ LGBTQ (lesbian, gay, bisexual, transgender, queer)
- ❏ Persons with disabilities (impairment, activity limitation, participation restrictions)
- ❏ Veterans
- ❏ Not applicable
- ❏ Other: _____

Appendix 3A Tier 1 proposal questions and review criteria

The following questions will be evaluated during the review process.
- 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.

Project Description

1. **Summarize your proposed Tier 1 project. This will be used as a summary of the full proposal at select points during the review process (450 words max.) Include:**
- What cancer-related topic and population do you want to learn more about and why? Include a brief summary of the "problem" and the proposal's "goal" to address the problem.
- In which geographic region will the project be focused?
- Describe what strategy, method, or approach you will use to prioritize local cancer needs to create an action plan (needs assessment, coalition building)? If known, include the data collection methods you will use (not required).
- What are the short and long-term goals of the project?

For example: In_____ County, HPV immunization rates among Hispanic/Latino youth ages 11-17 are significantly lower in comparison to white youth. We aim to conduct a community needs assessment to understand the knowledge, perceptions and barriers of HPV immunization among Hispanic/Latino residents in_____County. We will collaborate with the local health department to gain local data, conduct key informant interviews with parents ages 21+ and survey local Hispanic/Latino youth. The short-term goal is to identify priority topics for community education and to support our selection of an evidence-based approach for future implementation. Ultimately, we aim to develop a culturally appropriate approach for increasing local HPV immunization rates among Hispanic/Latino residents in_____County.

Significance and impact

Answers to narrative questions are limited to 250 words each unless otherwise specified.

Target population
2. Describe the community or population(s) targeted by this project. Consider those both directly and indirectly affected by the selected cancer issue. Describe any current experience working with this community, if applicable.

Impact
3. If successful, what potential benefit will this project bring to the target communities? How will this effort fill a gap in knowledge?

Approach

Methodology
4. To best determine local cancer needs, describe the types of data you will collect and from which sources the data will come. See the How to Apply page of our website for guidance. Strong proposals should consider both types of the following data sources.
- A secondary source provides information you can glean from an existing resource such as a website (such as Census.gov or State Cancer Profiles: statecancerprofiles.cancer.gov/) or a local county health department. Secondary sources are typically listed first because that is where your research will begin.
- A primary source provides information you produce through engaging the community to learn more (surveys, focus groups, interviews, town hall meetings, etc.).

5. Describe the process for using collected data to guide action plan development. Note: Tier 1 action plans will be submitted to CPP at the end of the grant period.

Outreach and engagement approach
6. How will the target population(s) and/or key stakeholders described in question 2 be identified and engaged in this effort? Consider the community's social and cultural preferences in your response.

Evaluation
7. How will you determine success of this effort?

Sustainability
8. Sharing what you learned is key to gaining community buy-in. Describe your plan for sharing results with others who can potentially contribute to or support the next phase of this effort. Consider how this project will help prepare your organization to apply for either a Tier 2 grant from the Community Partnership Program or to pursue other opportunities.

Project team
9. Describe project team members (personnel, volunteers or other community members) and their roles on this project. If applicable, define any partners (organization or individuals) and/or key stakeholders and their role on or contribution to this project. If the proposed project is dependent on partner involvement, **please demonstrate their commitment with letters of support.**

Note: Applicants affiliated with an academic institution or university are required to partner with a community-based organization to ensure funds are invested into the target community. If you are affiliated with an academic institution or university, please also address the following:

- Which community organization will you partner with?
- What will the community organization's primary role be?
  - Collaborative research
  - Financial
  - Formal relationship
  - In-kind (networking/information exchange)
  - In-kind (personnel)
  - In-kind (service/equipment)
  - Joint program sponsorship
- Describe this partner's proposed contribution to the project.

10. What additional resources, if any, are available to support this project?

Supplemental documents for Tier 1
- Upload budget and justification (use template provided on the How to Apply page of our website)
- Upload letters of support from external partners listed in questions 9 (highly recommended if project is a collaboration. Note: Participant and/or beneficiary testimonials are not to be included and will be deleted.)
- Upload bibliography (optional)

Tier 1 review process

Tier 1 applications undergo an administrative review process. Applications are reviewed based on the criteria below and additional considerations such as addressing a unique need or targeting an underrepresented community. 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. The CPP Steering Committee reserves the right to prioritize unique or innovative projects, thereby reserving the right to deny funding to proposals that duplicate or are similar to proposed/already funded efforts.

TIER 1 REVIEW CRITERIA

Criteria are provided to reviewers in categories, which are considered together to help reviewers assign an overall score for the proposal. The criteria categories are:
- Significance and impact
- Approach
- Organization and team

Overall impact

Based on all elements of the proposal, what is the potential that the proposed project will result in a local action plan supporting them to effectively address the given cancer issue?

Significance and impact

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

Approach

Are the activities and strategies appropriate for engaging the proposed target audiences and adequate to accomplish the goals of the project? Does this project reasonably prepare the applicant to apply for either a Tier 2 grant or another opportunity?

Organization and project team

Does the organization and team demonstrate adequate capacity and resources to successfully complete this project and develop an action plan? Is this organization uniquely qualified to reach the target population and implement the proposed project? If the applicant is from an academic institution or university, do they adequately demonstrate a collaborative partnership with a community organization?

Budget

Is the budget request adequate and in alignment with the proposed activities?

Budget administrative checks

Are all included budget items allowable? See **p.7** for allowable/unallowable expenses.

Appendix 3B
Tiers 2 and
3 proposal
questions
and review
criteria

The following questions will be evaluated during the review process.
- 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.

Project description

1. **Summarize your Tier 2 or 3 proposed project.** While some projects may address multiple health issues in a population, funds are intended to specifically address **cancer-related issues** This summary should serve as a high-level overview of your proposal **(450 words max.) This will be used as a summary of the full proposal at select points during the review process.** Include:
- What cancer-related need or issue are you aiming to address? Include a brief summary of the "problem" and the proposal's "goal."
- In which geographic region will the project be focused?
- If applicable, specify any cancer-related health disparities, including disparities related to race, ethnicity, socioeconomic status, gender identity, sexual orientation, geographic location and disability.
  How will this effort aim to address these disparities?
- Describe the strategy, method, or approach you will use to address the specific cancer-related issue. Clarify if it is a new approach, an existing evidence-based intervention, and/or a coalition driven activity.
- What data collection methods will you use to determine success of this effort?
- What are the short and long-term goals of the project, including sustainability plans?

2. If this proposal aims to build upon 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 if/how these objectives were met.
- Include results from your project, such as process and/or outcomes data, and describe how this has built your capacity for progressing to the next phase of this project. If complete results are not yet available, provide preliminary or interim data.
- Describe how this proposed project is separate from and builds upon your previous work.

Significance and impact

Local issue

3. Describe the cancer-related need or 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:
- Published studies and reports of similar projects or programs demonstrating positive impact.
- Collection of initial data (e.g. a community needs assessment).
- Data describing a local gap or need justifying this project.

Target audience

Target population vs. target audience — example for a colorectal cancer screening project:

- **Target population (who will be <u>impacted</u> by project activities):** adults aged 50–75 in Blanks County.
- **Target audiences (who will be <u>engaged</u> by project activities):** Medicaid patients aged 50–75 who have not received colorectal cancer screening, plus providers and community health workers.

Answers to narrative questions are limited to 250 words each unless otherwise specified.

4. Describe the target population affected by this issue, providing evidence to explain why this community was chosen for this project. Include how you plan to involve members from the target population in the project design.

5. Describe any distinct target audiences (eight maximum) who will be engaged by the work of this project.

Impact

6. How will this project support or advance existing or previous efforts towards addressing the identified cancer-related need in your community?

Approach

Grant tier

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

8. Upload a completed project objectives and timeline template found on the How to Apply page on our website, addressing the following (two pages maximum):
- Three to five SMART objectives.
- The key activities directly linked to each objective.
- The anticipated outcomes for each objective (consider outcomes for your organization and for individual participants.)
- Two to three measures for each outcome.
- A timeline stating how and when key activities will be implemented and evaluated.

Methodology

> **Use questions 9 and 10 to further describe the detail provided in your project objectives template.**

9. Describe the proposed activities per audience that will be used to achieve the stated goals and objectives **(350 words max.)** Include information on:
- 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 (e.g. one weekly education session for six months for providers, two trainings over 12 months for community health workers, etc.).
- If proposing cancer screening, describe plans for connecting individuals who screen positive to resources for appropriate follow-up care.
- If proposing a newly developed approach or activity, use data to justify how this is most appropriate due to limited existing efforts.
- If implementing or adapting an evidence-based approach, briefly summarize the evidence supporting selection of this approach, why this approach is appropriate for your population and, if applicable, how it will be adapted to meet your community's needs.

Evaluation

10. How will you measure the impact or success of the activities described in your project objectives template **(450 words max.)**? Describe the evaluation plan, including:
- How will you define success for your project?
- What outcomes are you evaluating for (e.g. demonstrated feasibility, measured acceptability, increase in knowledge, increased understanding of local cancer-related needs, increased number of screenings, etc.)?
- Describe your plan for collecting, storing and using the data referenced on your project objectives template. Explain your rationale for each.
- **Tier 3 only:** Describe your plans for analyzing and reporting the data/findings.

11. What outreach strategies or tactics will be utilized to reach and engage the target audience(s)? How will you ensure the approach is socially and culturally appropriate for the community?

12. What barriers do you anticipate in reaching the target audience(s) or implementing the project and how will they be addressed?

Sustainability or next steps

13. What strategies do you intend to use to support future expansion or sustainability of this effort if successful? (E.g. Plans for securing additional funding, leadership/local buy-in, etc.)

14. What are the biggest challenges to sustainability and how will these challenges be addressed?

Organization and team

Organization

15. Describe your organization's current goals and recent achievements. How will this project help you meet the existing mission and goals of your organization? If the project addresses a cancer-related health disparity, how is your organization uniquely qualified to reach the target population and implement the proposed project?

Partners/project team

16. Describe project team members (the personnel, volunteers or other community members), their roles on this project, and their qualifications to successfully carry out this project. Examples include expertise, previous experience or related achievements, or existing resources that can be leveraged.

Note: Applicants affiliated with an academic institution or university are required to partner with a community-based organization to ensure funds are invested into the target community. If you are affiliated with an academic institution or university, please also address the following:

- Which community organization will you partner with?
- What will the community organization's primary role be?
  - Collaborative research
  - Financial
  - Formal relationship
  - In-kind (networking/information exchange)
  - In-kind (personnel)
  - In-kind (service/equipment)
  - Joint program sponsorship
- Describe this partner's proposed contribution to the project.

17. Define which community organization(s) and/or key stakeholder(s) you will partner with, and describe each organization's role or contribution to the project. If the proposed project is dependent on external partner involvement, please demonstrate their commitment with letters of support.

Supplemental documents for Tiers 2 and 3
  - Note: The objectives/timeline template is a required supplemental document, but is uploaded as your response to question 8.
  - Upload budget and justification (required, using template provided on the How to Apply page of our website)
  - Upload letters of support from external partners listed in question 17 (at least one required; additional letters are optional but highly recommended. Note: Participant/beneficiary testimonials or general letters of recommendation are not to be included and will be deleted.)
- Upload bibliography/references (optional)

Tiers 2 and 3 review process

As an academic research institution, OHSU follows the National Institutes of Health (NIH) review model. Tier 2 and 3 proposals are assigned to multiple reviewers who are cancer-related content experts or representatives of community organizations and/or 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.

The Community Partnership Program Steering Committee reserves the right to prioritize unique or innovative projects, thereby reserving the right to deny funding to proposals that duplicate or are similar to proposed/already funded efforts.

TIERS 2 AND 3 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

Overall impact
Based on all elements of the proposal, what is the potential that the proposed project will have an impact on the identified cancer issue in the target community? Do the applicants describe cancer-related health disparities that their effort will address? *Note: Addressing health disparities is not a requirement of this RFP, but is highly encouraged.*

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? 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?

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 the objectives for the selected tier?

Methodology: Are the activities appropriate for the proposed target audiences and adequate to accomplish the goals and objectives of the project? Is an evidence-based approach used to address the cancer-related problem or is there sufficient rationale and justification for development of a new approach?

- If proposing a project that provides cancer screening, are there adequate plans for connecting individuals who screen positive to resources for appropriate follow-up care?

Outreach and engagement approach: Are the outreach strategies and tactics appropriate to reach and engage the target audience(s)? Are the barriers and mitigation plan 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? 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? Is the organization in which the applicant is from uniquely qualified to reach the target population and implement the proposed project? Will the project benefit from support, resources and unique features of the organization, community and/or collaborative arrangements? If the applicant is from an academic institution or university, do they adequately demonstrate a collaborative partnership with a community organization?

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 project partners other than the applying organization?

- Applicants from academic institutions or universities: Have applicants demonstrated partnership with a community-based organization in the planning and implementation of the proposed project?
- **Tier 3 only:** Have applicants demonstrated a pattern of accomplishments that prepare them to execute the proposed project?

Budget

Is the budget request adequate and in alignment with the proposed project activities?

Budget administrative checks

Are all included budget items allowable? See for allowable/unallowable expenses.

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