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 2020.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP question and answer webinar</td>
<td>Wednesday, January 29, 2020, at 10 am</td>
</tr>
<tr>
<td>Intent to apply deadline</td>
<td>Monday, February 10, 2020, at noon</td>
</tr>
<tr>
<td>Full proposal deadline</td>
<td>Monday, March 9, 2020, at noon</td>
</tr>
<tr>
<td>Notification of funding</td>
<td>Late May 2020</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>January, 2021</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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Contact

For more information visit www.ohsknightcancer.com/community-grants or contact us at KnightCancerCRO@ohsu.edu or 503-494-8077.
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 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.

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 two Tier 3 grants for a single project/concept.
OHSU employees, students, divisions or departments are not eligible to apply. Projects proposing research that directly benefits OHSU or an OHSU affiliated individual/department are not eligible for funding.

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.

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.

**NEW for 2020-1:** 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 partner should contribute to or lead project implementation.

**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 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.
We require you to use the budget and justification template 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.

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.).

### 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).
- **Indirect costs:** Include facilities and administration and/or overhead. Not to exceed 10% of the total budget.
- **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.**

### Unallowable expenses

Funds may not be used for:

- **Project activities outside of Oregon.**
- **Equipment items above $3,000 without a justification.**
- **Preparation, distribution, or use of materials to directly support or defeat proposed legislation.**
- **Advancing an OHSU department’s research or programs.**
- **NEW 2020-1:** Applications from academic institutions - funds may not be used to support Faculty salary (staff support is allowed).
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 [applicant resources page](#) of our website to view trainings by Tier. Applicant resources include but are not limited to:

<table>
<thead>
<tr>
<th>ALL TIERS</th>
<th>TIER 1</th>
<th>TIER 2 AND 3</th>
<th>TIER 3 ONLY</th>
</tr>
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<tbody>
<tr>
<td>• CPP Request for Proposals live Q&amp;A webinar: Briefly updates participants on new aspects of the RFP and answers live questions.</td>
<td>• Work plan and timeline</td>
<td>• Application Assistance Webinars</td>
<td>• Data analysis support: Tier 3 applicants that collect data should include plans for data analysis to complete or evaluate a project. If needed, this cost should be included in your proposed budget.</td>
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<tr>
<td>• Project Design and Evaluation Planning webinar: Supports applicants through developing SMART goals, objectives and designing an evaluation plan appropriate for each tier.</td>
<td>• Action planning toolkit</td>
<td>• Planning guide</td>
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<tr>
<td>• Evaluation planning consultation: One hour with an evaluation specialist to support you in developing objectives, deliverables and an evaluation plan.</td>
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<td>• Finding Evidence</td>
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**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.
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 given 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, and overall expectations.

**Skills-building workshop:** This workshop is required for Tier 2 and 3 funded grantees. In collaboration with the Cancer Prevention and Control Research Network at OHSU, we host a half-day workshop, Putting Public Health Evidence in Action, that was developed by the National Cancer Institute (NCI) and the Centers for Disease Control and Prevention (CDC). The workshop aims to build capacity to implement and evaluate evidence-based approaches to address cancer issues.

- Anticipated training date: January 2021.

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 if 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.

Networking and collaboration

The Community Partnership Program offers a range of opportunities to enhance community-building and collaboration throughout the funding period. These resources include in-person, virtual and grantee-led activities. Attendance at the Community Partnership Program Grantee Conference, planned for spring 2021, is required. Conference registration and accommodation costs are 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 grantee orientation webinar.
- Return signed award letter and W-9.
- Finalize evaluation plan and submit a Request for Determination to OHSU or other 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 (spring 2021).
- Participate in mid-year check in with CPP staff (including a site visit if appropriate).
- Submit final project report 30 days after project end date. (Instructions will be provided.)
- Tiers 2 and 3 only: Participate in Putting Public Health Evidence in Action workshop, planned for January 2021.
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 Applicant Resources page of our website, or contact the Community Partnership Program for assistance.

<table>
<thead>
<tr>
<th>Tier 1: Define Need</th>
<th>Tier 2: Develop and Pilot</th>
<th>Tier 3: Evaluate and Sustain</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to $10,000</td>
<td>Up to $25,000</td>
<td>Up to $50,000</td>
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**Purpose:**

Tier 1: Define Need

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:**

Tier 2: Develop and Pilot

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:**

Tier 3: Evaluate and Sustain

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 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 a coalition to gain consensus on how to best 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 how a particular cancer issues 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 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

All Tier 2 proposals should include a pilot project that collects data on facilitators and barriers to implementation as well as preliminary outcome 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 grants should aim to evaluate the outcomes and potential impact of a 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
  - 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
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 frequently asked questions on our website.
   - Visit the How to Apply page of our website to:
     - Register for/view the live Q&A webinar on Wednesday, Jan. 29, 2020 at 10 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, contact us.

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


   - Review the example intent to apply form (Appendix 2) and prepare your responses.
   - Visit the How to Apply page of our website for instructions on submitting an intent to apply form.
   - Submit the online intent to apply form.

   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.


   - Prepare your proposal
     - Review the example proposal submission form and questions (Appendix 3).
     - 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, for example: [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 partners or collaborators, 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, contact us.

When completing the intent to apply and proposal submission forms, indicate the proposal is a resubmission in the fields provided.
The following is provided to help you prepare answers for the online intent to apply form. Visit the How to Apply page for instructions for submitting an application. Applicants must complete an online intent to apply form by noon Feb. 10, 2020. The intent to apply information is not binding. You will have the option to update 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 (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
- Business
- Governmental
- Hospital/clinic/health system
- Non-profit
- Academic institution/University
- Other

Applicants from academic institutions/universities: What community-based organization(s) or group(s) will you partner with? Describe the partnership and each organization's role in the proposal development/project implementation.

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.

PROPOSED PROJECT INFORMATION
Are you interested in a free one-hour evaluation consultation for assistance with objectives, deliverables and evaluation planning for this project? (Optional)
- Yes (you will be contacted by an OHSU evaluation specialist)
- No

Project title (title should 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 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. If applicable, please also describe the specific cancer-related health disparity the project will address. (70 words max)

PRIORIT TOPICS/COMMUNITIES
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’.

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?
- 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 presentation or information session
- Other: ______________________________

*Projects that provide cancer screenings should consider options for supporting all individuals who screen positive with resources for appropriate follow-up care.
All applicants must review and update their intent to apply questions and submit the full online proposal by noon Monday, March 9, 2020. (If you have submitted an intent to apply form and have not received an email with instructions for submitting your proposal by Friday, Feb. 14, 2020, 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.)

Did you and/or your team participate in any of the following technical assistance resources? Select all that apply.

- CPP Request for Proposal live Q&A webinar
- Project design and evaluation webinar
- Application assistance webinars (Tiers 2 and 3)
- Communication with Community Partnership Program staff

Have you, and/or anyone who will be on the project team, taken the live Putting Public Health Evidence in Action workshop? If yes, please list each attendee and the month/year they took part.

- Yes – please list each attendee and the month/year of the training: ______________________
- 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 specified’.

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 specified.
- 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 specified

F. Tribes
If the proposal specifically targets members of Oregon tribes, select those tribes. 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

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

G. Race focus
- American Indian/Alaskan Native
- Asian
- Black/African American
- Native Hawaiian/other Pacific Islander
- White/Caucasian
- Any race/Not specified
H. Ethnicity focus
- Hispanic or Latino
- Non-Hispanic or non-Latino
- Any ethnicity/Not specified

I. Target population(s)
If the proposed project targets individuals or groups from a specific population/community, specify below. If not, select Not specified.
- 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 specified
- 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: Define project need (450 words max).** The project summary should include:
   - What cancer-related topic and population do you want to learn more about and why?
   - In which geographic region will the project be focused?
   - Describe what strategy 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 vaccination rates among Hispanic/Latino youth ages 11-17 are significantly lower in comparison to Caucasian youth. We aim to conduct a community needs assessment to understand the knowledge, perceptions and barriers of HPV vaccination 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 screening rates among Hispanic/Latino residents in ____ County.

**Significance and impact**

**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 community(ies)? 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 applicant resources for guidance. Strong proposals should consider both types of the following data sources.
   - A primary source provides information you produce through engaging the community to learn more (surveys, focus groups, interviews, town hall meetings, etc.).
   - 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.

5. Describe the process for using collected data to guide action plan development. 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. *Describe 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.*

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 (optional but highly recommended)
Tier 1 review process

Tier 1 applications are reviewed by the CPP Steering Committee. Applications are reviewed based on the criteria below and additional considerations such as addressing a unique need or targeting an underserved community. The 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. These criteria categories are:

- Significance and impact
- Approach
- Project 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?

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?
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** (450 words max). This summary should serve as a high level overview of your proposal. The project summary should include:
   - What **cancer-related need or issue** are you aiming to address?
   - If applicable, what local population is this effort focused on and why?
   - In which geographic region will the project be focused?
   - Describe the strategy 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 you will use to determine success of this effort?
   - What are the short and long-term goal(s) of the project?

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 when possible.
   - 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).
   - Local data describing a local gap or need justifying this project.

### Target audience

**Target audience example for a colorectal cancer screening project:**

- **Target populations impacted by project activities:** Adults aged 50–75 in _____ County.
- **Target audiences engaged by project activities:** Medicaid patients aged 50–75 who have not received colorectal cancer screening, plus providers and community health workers.

4. Describe the target population affected by this issue, providing evidence to explain why this community was chosen for this project. Specify any cancer-related health disparities, including disparities related to race, ethnicity, socioeconomic status, gender identity, sexual orientation, geographic location and disability, if applicable. 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. 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 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, 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:
   - 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.).
   - 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)? Expand on the evaluation plan, including:
    - 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.)?
    - How will you define success for your project?
    - 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.
Outreach and engagement approach
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?

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.

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 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.

Supplemental documents for Tiers 2 and 3
- Upload budget and justification (required, using template provided on the How to Apply page of our website)
- Upload letters of support (optional but highly recommended)
- 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 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.

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

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 the identified cancer issue 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? 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 is it that the project’s long-term plans will 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 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? 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 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.
    • If there are equipment items costing more than $3,000, is the justification reasonable? (If proposing to purchase an equipment item costing more than $3,000, justification must be provided.)
    • Academic institution or university: funds may not be used to support Faculty salary.
    • 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.).