



# Request for Proposals

## Overview: SPECIAL CALL

Community Partnership Program, cycle August 2020-2  
OHSU Knight Cancer Institute

---

DATE: August 2020 PRESENTED BY: MELISSA VARNUM, MPH

[Click here to view recording.](#)

and enter meeting password: KnightCPP1

# Agenda

- About the Community Partnership Program
- 2020-2 Request for Proposals: Special Call
- Eligibility
- Special Call priority areas
- Applicant resources
- Key dates



# Program Mission

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

## Support

- Oregon communities in understanding and addressing their most pressing cancer-related needs and cancer health disparities.

## Enhance

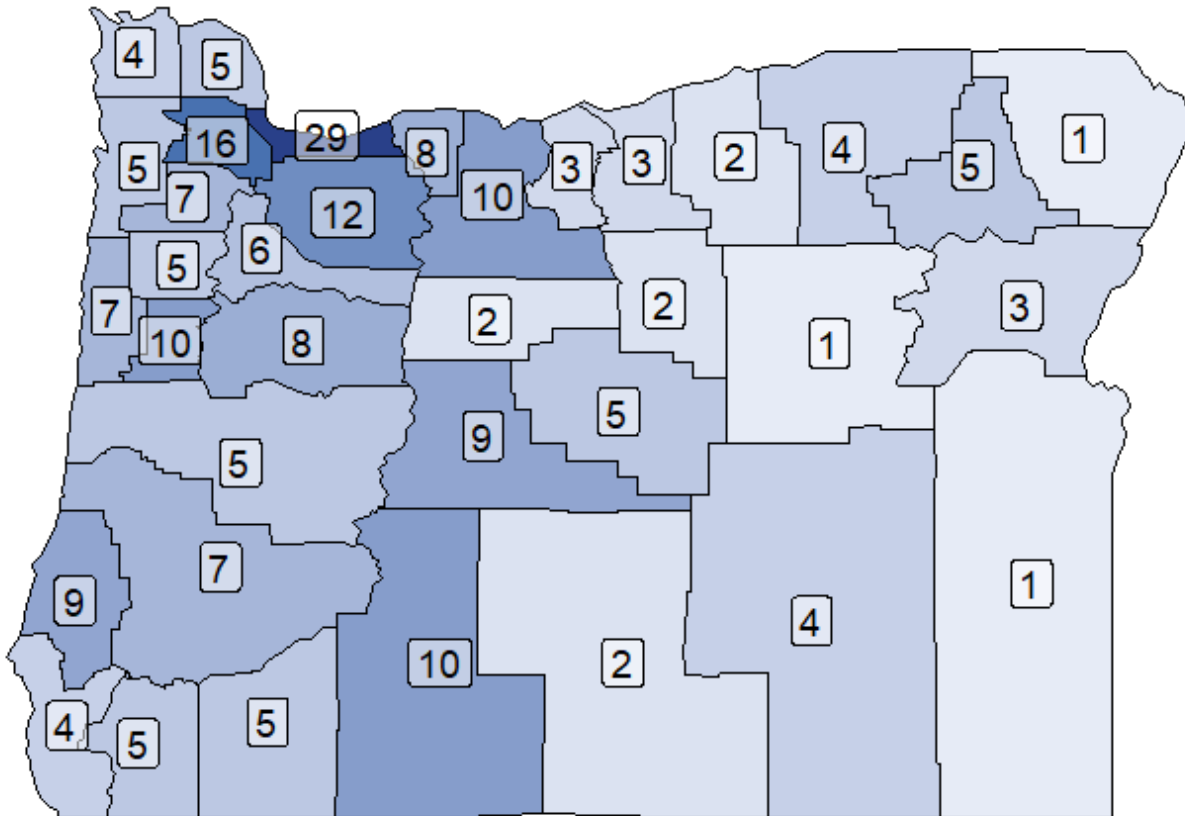
- Collaboration between Oregon communities and OHSU to address cancer in Oregon.

## Foster

- Skills and abilities of communities to enhance long-term sustainability.

# Potential Impact in Oregon

Funded projects have impacted all 36 Oregon counties



**\$3.6 Million**

Funded 128 grants  
in 10 grant cycles

**81%**

Percent of grants  
Focused in rural Oregon

Maps represents proposed impact by county

# Types of proposals we typically receive

## **Specific cancer type(s)**

- Colorectal
- Breast
- Lung
- Skin/Melanoma

*\* If focused on all cancers or a topic that is related to multiple types of cancer – select All cancers/Not applicable*

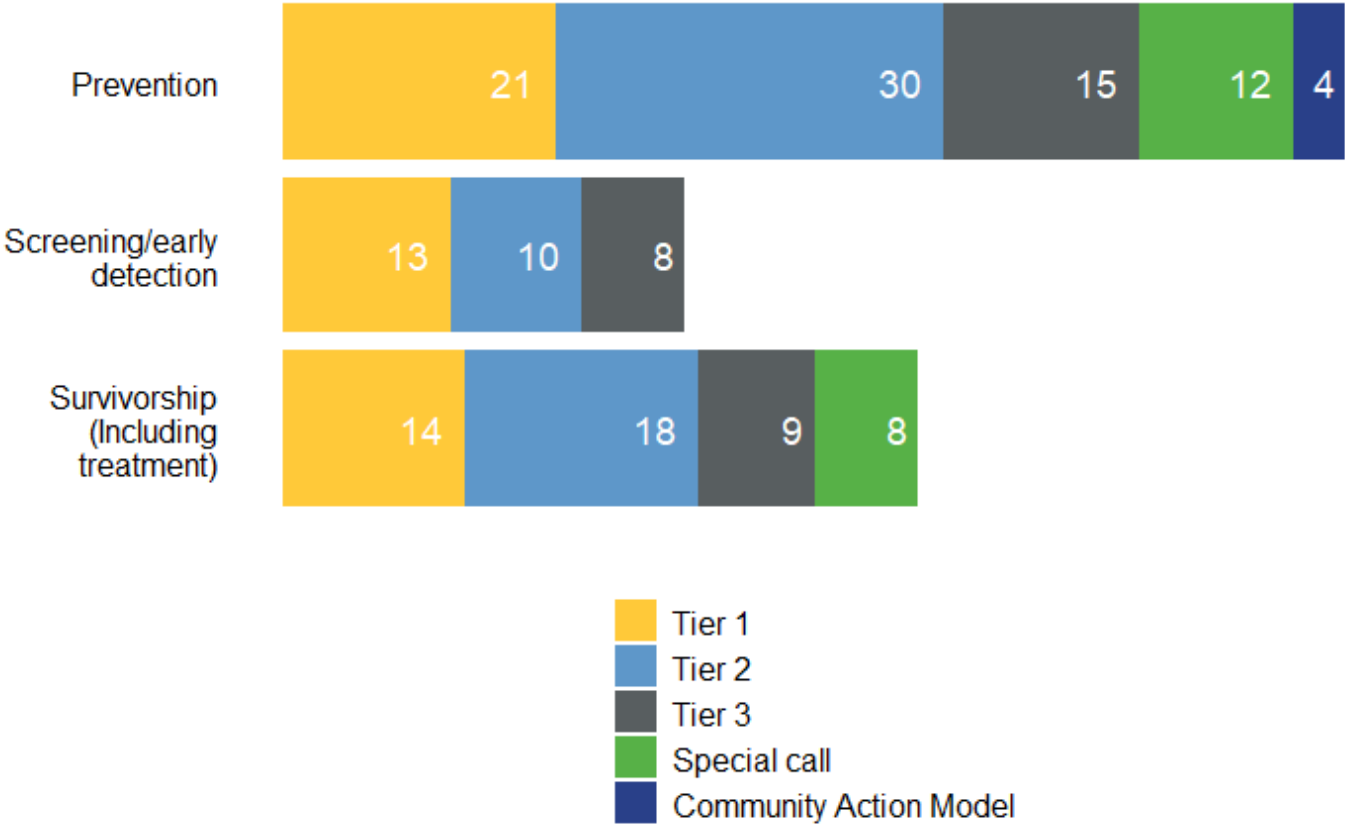
## **Other cancer-related topics:**

- Tobacco cessation and/or prevention
- HPV vaccination/prevention
- Diet/nutrition
- Physical activity
- Patient navigation

Many proposed projects focus on a specific community, population or demographic

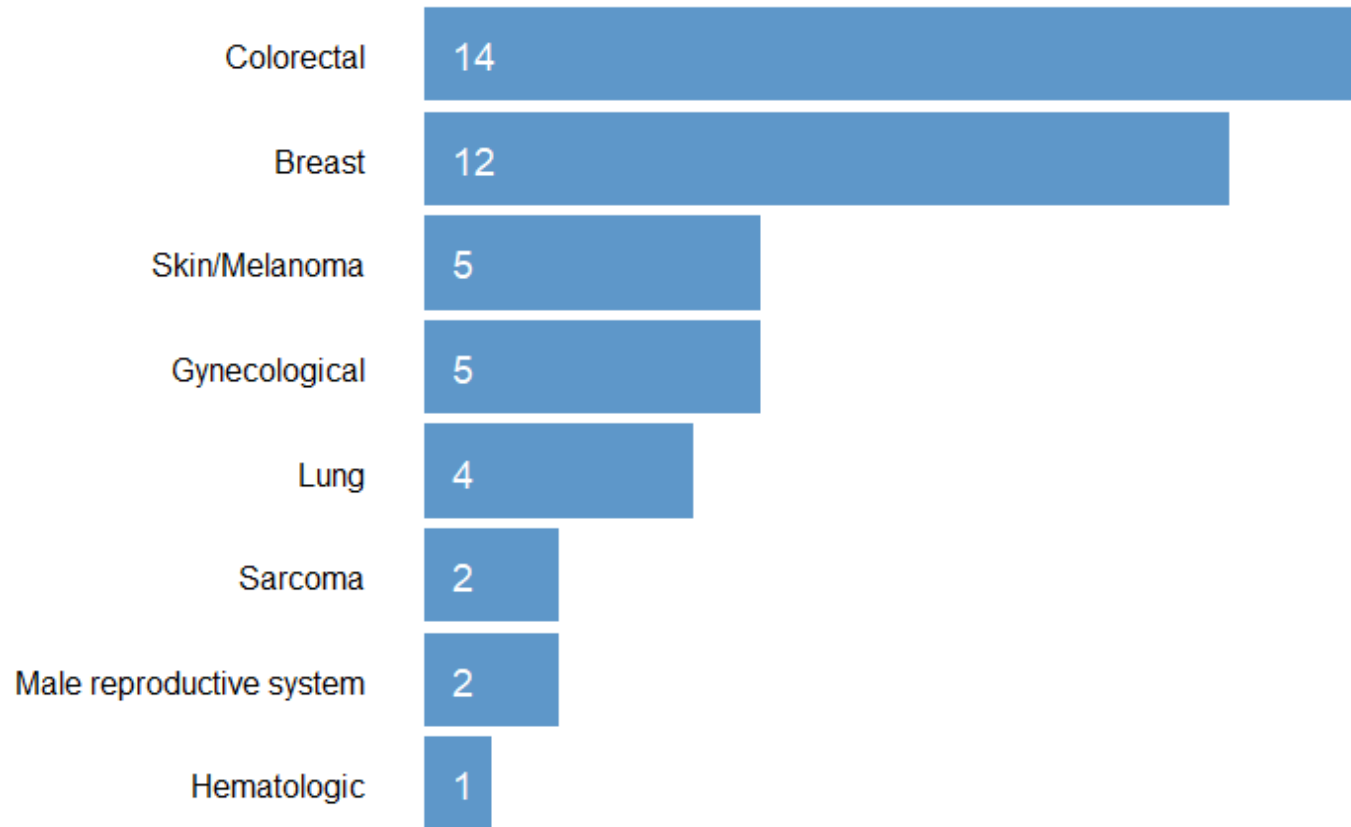
# Continuum and Tier

Funded projects span the cancer continuum



# Cancer Type

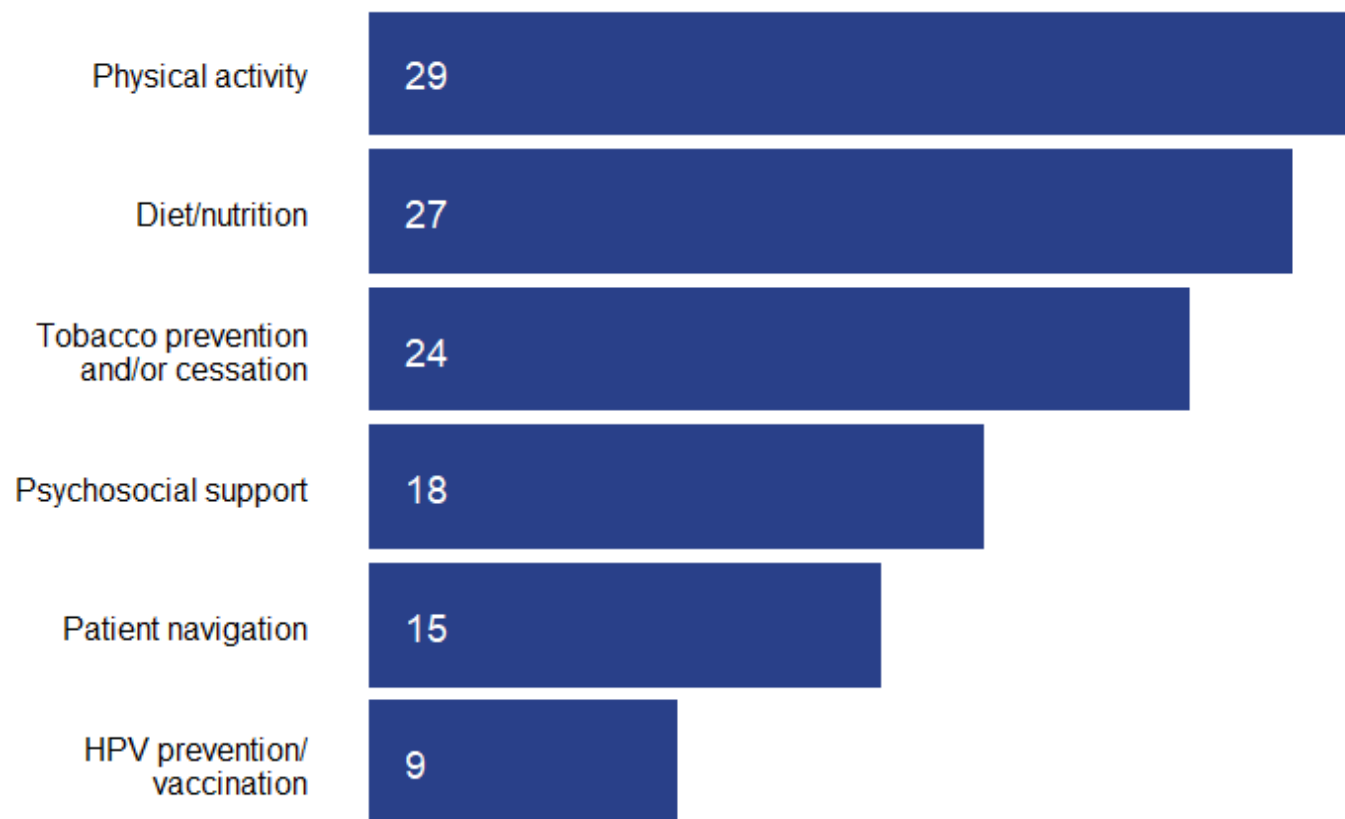
39 proposals focus on specific cancers





# Cancer Topic

95 projects focus on at least one cancer topic



# Request for Proposals – SPECIAL CALL

August 2020-2

# SPECIAL CALL

## Funding amount: up to \$15,000

- Seeking proposals responding to community needs related to the novel coronavirus (COVID-19)
- Three priority areas for funding, each to receive equal consideration for funding

### Priority areas:

- Impacts of COVID-19 and its intersection with cancer, such as impacts on cancer prevention, screening, and/or survivorship (including treatment)
- Impacts of COVID-19 in relation to social determinants of health, including factors that:
  - may lead to an increased risk of COVID-19 infection and/or severe COVID-19 related illness, or
  - impact access to testing, treatment, and/or follow-up care
- Impacts of COVID-19 on populations and communities that can be disproportionately affected such as certain racial/ethnic groups (e.g. Black/African American, LatinX, American Indian/ Alaskan Native, Pacific Islander, other), refugees, immigrants, disabled, and/or rural communities

# SPECIAL CALL

## **Project examples:**

- COVID-19 testing or activities that facilitate testing
- Education or outreach
- Logistical/programmatic support
- Transportation or services that improve access to care

## **Who should apply?**

Organizations that:

- Are committed to addressing a particular COVID-19-related issue in an Oregon community.
- Have a strong interest in improving the health outcomes of a specific Oregon population impacted by social determinants of health.

**No previous experience in cancer or public health is necessary.  
Funding may be used to support the expansion of existing COVID-19-related efforts that address at least one of the identified priority areas.**

# Eligibility

- Individuals affiliated with community groups/organizations, schools, government bodies, health/medical clinics, health systems or businesses
- Applicants from academic institutions/universities are required to partner with a local community-based organization
- CPP may limit number of grants to an organization, and may prioritize applications addressing social determinants of health or geographic areas not covered in other proposals

## Ineligible:

- OHSU employees, students, divisions, or departments
- Individuals not associated with a community organization
- Grantees (individuals) with two active grants
- Projects focused or organizations based outside of Oregon
- Projects proposing research that directly benefits OHSU or an OHSU affiliated individual/department

# Human Subjects Protection

- Not accepting proposals that would be considered research by an Institutional Review Board (IRB)
- **Research**: A systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge
- Examples of research activities provided in RFP
- Contact us with any questions

# Steps to Apply

## 1. Develop Project Idea

- Review RFP, FAQ, download the required budget templates, and utilize applicant resources
- Request a project design session: 30 minutes consultations available on Aug. 20, Aug. 27, Sept. 3
  - Sign up on Applicant Resources page of CPP website
- Contact us if you need assistance project scope or other questions.

## 2. Submit Online Proposal

- Complete online form by **noon on Monday, Sept. 14, 2020**
- Supporting documents
  - Budget and justification – *required, use template, two page max.*
  - Letters of support – *optional, recommended*
  - Bibliography (APA style) - *optional*

**Note: Additional supplemental documents are not accepted. If included, they will be deleted for the review process.**

# Example Forms and Templates

## Application question guides in RFP:

- Appendix 2: Proposed topic and demographics
- Appendix 3: Proposal questions (narrative)
  - *Follow max. word counts for each question*
  - *Answer all questions to ensure competitive proposal*

## Required template (on website):

- Budget and justification

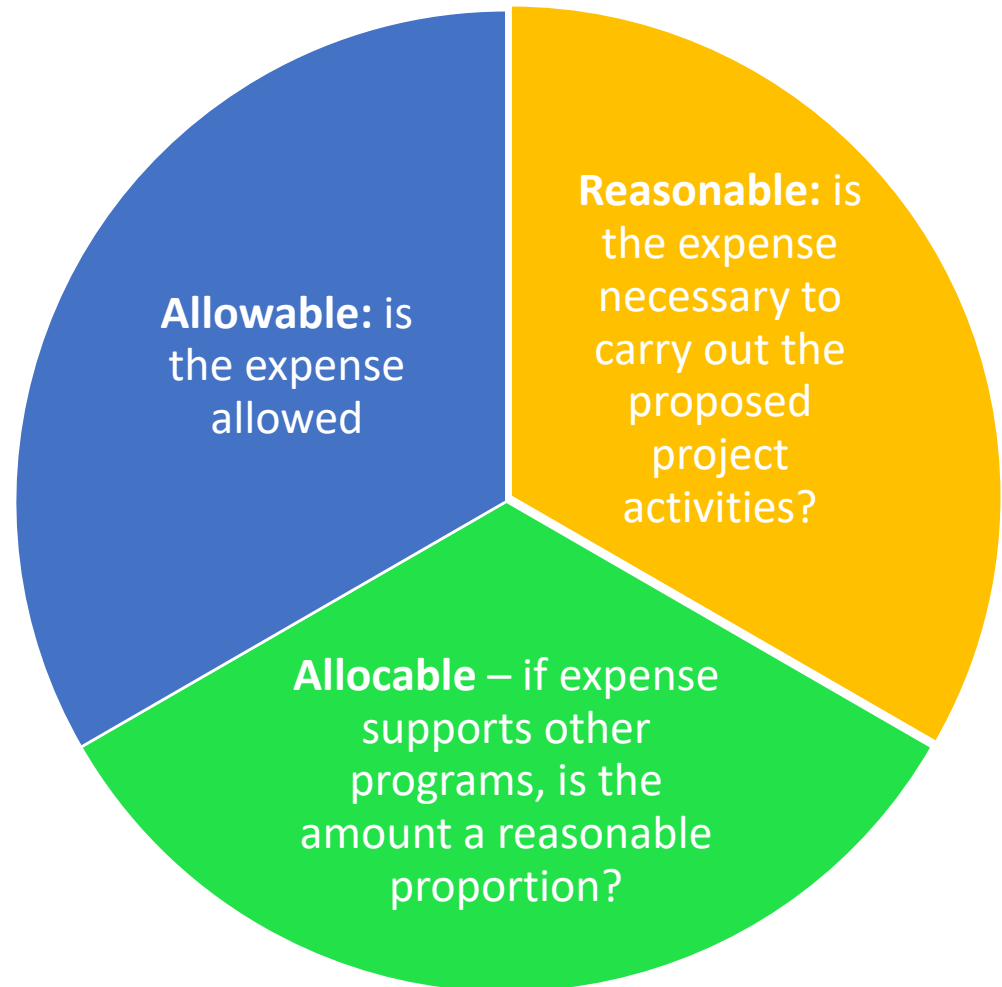
*Reminder: all proposals are online submissions*



# Budget

- **Use budget and justification template**
- Only account for expenses required to complete the proposed project
- Include “other support” if have additional funding to support this effort
- Do not exceed grant amount

All included budget items must be:



# Budget: Allowable

- **Personnel**
  - Includes both salary and fringe benefits (see exception in unallowable)
- **Indirect costs**
  - 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**
- **Clinical care costs**

Note: no more than 10% of total budget may be allocated to support an OHSU collaboration

# Budget: Unallowable

Funds may not be used for the following purposes:

- Projects activities outside of Oregon
- Preparation, distribution, or use of materials to directly support or defeat proposed legislation
- Advancing an OHSU department's research or programs
- Research involving human subjects
- Equipment items above \$3,000
  - Justification must be provided
- Applications from academic institutions – funds may not be used to support Faculty salary (staff support is allowed)

# We highly encourage proposals that:

- We encourage organizations to apply that are led by and/or committed to serving communities facing health disparities
- Aim to address health disparities, including:
  - race
  - ethnicity
  - socioeconomic status
  - gender identity
  - sexual orientation
  - geographic location
  - disability

# Review Process

- Reviewed by representatives from community organizations and OHSU

## **Review criteria categories:**

- Significance and impact
- Approach
- Organization and team
- Additional considerations:
  - Does the proposal address an identified COVID-19 priority area?
  - Does proposal address a unique need or target an underserved community?

# Applicant Resources

## Community Programs

### Understanding Cancer in Oregon

### Community Partnership Program Grants

[Community Action Model](#)

[Grant Tiers](#)

[How to Apply](#)

[Frequently Asked Questions](#)

[Staff](#)

[Funded Projects](#)

[Applicant Resources](#)

[Grantee Resources](#)

### Cancer Research Advocates

### Focus Areas

### Clinical Collaborations

## Applicant Resources



We offer a variety of resources to help applicants craft strong proposals.

Immediately below are resources for all Tiered Grants. See more resources by opening the sections below.

# Key Dates

- **Ongoing**
  - OPEN: project design sessions prior to submission (request on Applicant Resources page)
- **Monday, September 14, 2020 by noon**
  - Submit the proposal and supplemental documents in the online portal
- **Early October, 2020**
  - Funding decisions announced
- **Monday, October 12, 2020**
  - Project start date

# Questions?

Community Partnership Program website:

<http://www.ohsu.edu/xd/health/services/cancer/outreach-programs/community-grants/index.cfm>

## Contact us!

**Email:** [knightcancercro@ohsu.edu](mailto:knightcancercro@ohsu.edu)

**Phone:** 503-418-8077

**Melissa Varnum**

[varnum@ohsu.edu](mailto:varnum@ohsu.edu)

541-728-0665