Community Partnership Program

Request for proposals 2020-2 SPECIAL CALL

August 2020

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 August 2020.

RFP overview webinar	View on demand
Project design sessions:	30-minute project design consultations available 9 a.m. to 5 p.m. on: Thursday August 20, 2020 Thursday August 27, 2020 Thursday, September 3, 2020
Full proposal deadline	Monday, September 14, 2020, at noon
Notification of funding	Early October, 2020
Project preparation period	Begins immediately following funding notification
Distribution of funds	Distribution depends on administrative requirements including receipt of signed award agreement

> **This document contains information about a Community Partnership Program Special Call for a unique funding opportunity available only in this grant cycle.**

Contact

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

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About the Community Partnership Program

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.

Due to the immediate needs of Oregonians, this Special Call focuses on non-research projects related to the novel coronavirus (COVID-19) over a number of priority areas. As with standard calls, proposals that focus on addressing and/or working directly with populations facing health disparities are highly encouraged.

The purpose of this Special Call is to support community-driven COVID-19-related efforts. We are offering flexibility in project approach, design, proposed activities, and anticipated outcomes.

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 organization may receive a maximum of two Tier 3 grants for a single project/concept.

An individual may not hold more than 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).

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 this Special Call. In addition, our Steering Committee may prioritize applications that address social determinants of health or address geographic areas not covered in other proposals, thereby reserving the right to deny the funding of proposals that duplicate or are similar in scope to other proposed projects.

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 (merge these into one proposal). 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 two active Community Partnership Program grants is not eligible to submit a proposal to this Special Call, unless one project (inclusive of any no-cost extension) ends prior to the 2020-2 grant cycle start date of October 12, 2020 (Table 1).

Table 1: Eligibility to Apply for Community Partnership Program

SCENARIO	ELIGIBILITY
Hold one active grant (Community Action Model or Tiered 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 or continue a currently funded project	One project must end* before the next project start date in order to apply for another grant (see above for dates).

*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.

SPECIAL CALL

Special Call

Funding amount: Up to $15,000　　　**Project time period: Up to 12 months**

The Community Partnership Program is issuing a Special Call for proposals responding to community needs related to the novel coronavirus (COVID-19). Please review the following details to determine if your project qualifies.

This Special Call has three priority areas for funding. Proposals responding to each priority area will receive equal consideration for funding.
- 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: 1) may lead to an increased risk of COVID-19 infection and/or severe COVID-19 related illness, or 2) impact access to COVID-19 testing, treatment, and/or follow-up care
- Impacts of COVID-19 on populations and communities that can be disproportionally affected such as certain racial/ethnic groups (e.g. Black/African American, Latinx, Native American, Pacific Islander, other), refugees, immigrants, disabled, and/or rural communities

Project examples:

Projects could include activities such as:
- 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.

Human subjects protection

In order to fund and launch projects as quickly as possible, in this RFP the Community Partnership Program is not accepting applications for projects that require human subjects protection or Institutional Review Board (IRB) oversight. This means proposals should not include activities that would be considered "research" by an Institutional Review Board. An IRB defines research according to national laws they must follow to make sure investigators thoroughly protect their participants.

The U.S. Department of Health & Human Services defines research as, "A systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge."

Examples of activities that are likely to be considered research are:
- Projects that create and contribute to knowledge that applies beyond your organization, or beyond participants and community directly impacted by your project work
- Collection of personal health, medical information, or identifiable private data directly from individuals, including data from vulnerable groups (e.g. children, people who are incarcerated, pregnant people, etc.). This includes collecting or documenting any information that can also be linked back to each individual
- Use of surveys, questionnaires, interviews, focus groups, or other data collection methods from project participants
- Engagement of an academic researcher on the project team

Note: organizations may collect process or project measures in summary, such as the total number of people affected or that participated in the project. In some instances identifiable information may be collected from participants in order to implement the proposed project (e.g. name, contact information, etc.), but would not be reflected in the evaluation or shared publicly.

Please contact us to discuss if you are planning activities that may cover any of the above considerations.

Social determinants of health

The National Cancer Institute describes social determinants of health as:
Health disparities are differences in the incidence, prevalence, mortality, and burden of cancer and related adverse health conditions that exist among specific population groups. These population groups may be characterized by gender, age, race, ethnicity, education, income, social class, disability, geographic location, or sexual orientation.

Health equity is the attainment of the highest level of health for all people. Learn more: (https://www.healthypeople.gov/2020/about/foundation-health-measures/Disparities).

Health equity has two important strands: improving average health for all, and addressing avoidable inequalities in health. Social determinants of health (SDOH) are mostly responsible for health inequities – the unfair and avoidable factors in health status seen within and between countries. SDOH can be understood as conditions in which people are born, grow, live, work, and age, including the health system. These circumstances are shaped by the distribution of money, power, and resources at global, national, and local levels, which are themselves influenced by policy choices. Since these factors are avoidable, they can be addressed through a complement of activities that will reduce the burden of these factors and improve overall health.

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.

The Community Partnership Program acknowledges that the landscape for implementing public health projects is currently unpredictable. Submissions should address the feasibility of projects being executable under a range of public-health restrictions (for example, distance-based approaches may be most feasible in the face of uncertain public health guidelines for in-person activities).

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 sign up and learn more. Applicant resources include but are not limited to:

PROPOSAL DEVELOPMENT RESOURCES

- CPP Request for Proposals overview webinar: Briefly updates participants on aspects of the RFP.
- Project design sessions: Individual 30 minute sessions with an evaluation specialist to support you in developing project concepts.
- CPP support: we are available to answer specific questions by email or telephone. Please contact us at any time.

Notification of funding

All applicants will receive a funding status notification email along with the written feedback provided by their proposal's reviewers. Funded grantees will receive further information about the project preparation period requirements and their award letter.

Fundeed grantee resources

Project preparation period activities

The project preparation period duration is an estimated two to four weeks. This period is designed to assist grantees in successfully completing all applicable administrative requirements before the funded project begins.

Award letters: Award letters will be distributed early in 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, reporting requirements, and overall expectations.

Technical assistance

Project design planning: If you would like to discuss refining a funded project plan or adapting to new public health guidance issued at any time during the implementation of your project, contact us to set up a consultation.

Networking and collaboration

The Community Partnership Program offers a range of opportunities to enhance community-building and collaboration throughout the funding period. Details will be provided during the orientation webinar.

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.

Grantee requirements for successful project completion

- Participate in mid-year check in with CPP staff
- Submit final project report 30 days after project end date. (Instructions will be provided.)

Budget guidance

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 of the funding opportunity 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.
- Clinical care costs.
- Consultant fees.
- Equipment: Defined as any item that has a useful life of over one year.
- Materials and supplies.
- Travel 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.
- Research involving human subjects.
- Advancing an OHSU department's research or programs.
- Applications from academic institutions: funds may not be used to support Faculty salary (staff support is allowed).

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 frequently asked questions on our website.
   ❑ Visit the How to Apply page of our website to:
     - View the RFP overview webinar
     - Request a project design session: 30-minute consultations available 9 a.m. to 5 p.m. on: August 20, 2020, August 27, 2020, September 3, 2020 (other dates available on request).
     - Download the required budget template

2. Submit a proposal online by noon on Monday, Sept. 14, 2020.
   ❑ 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 (optional)
     - Indicate reference numbers within question text using brackets, for example: [1].
     - Reference numbers should correspond to full citations on a bibliography page.
   ❑ Prepare and compile supplemental documents
     - Budget and justification (use template, two-page maximum)
     - Optional:
       - 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.

Appendix 2 Proposal description

The following is provided to help you prepare answers for the proposal submission form. Visit the How to Apply page for instructions for submitting an application.

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.

Note: Program staff will contact you if any issues are identified with your proposal. Otherwise, all will be reviewed for funding potential.

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.

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: _____

PROPOSED PROJECT INFORMATION

Project title (title should reflect project's connection to COVID-19, 15 words max):

Grant type: Select 'Special Call' from the options below (tiered grants are not being accepted at this time).
- ❏ Tier 1 (not available)
- ❏ Tier 2 (not available)
- ❏ Tier 3 (not available)
- ❏ Special Call: COVID-19

Select the primary focus area addressed in this project
- ❏ 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: 1) may lead to an increased risk of COVID-19 infection and/or severe COVID-19 related illness, or 2) impact access to testing, treatment, and/or follow-up care
- ❏ Impacts of COVID-19 on populations and communities that can be disproportionally affected such as certain racial/ethnic groups (e.g. Black/African American, LatinX, Native American, Pacific Islander, other), refugees, immigrants, disabled, and/or rural communities

Funding amount requested: $ _____ (Amount requested cannot exceed $15,000.)

PRIORITY 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)
- ❏ Not applicable

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: _____

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

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

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 3 Proposal narrative questions

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.
- Reminder: proposals should not include research activities involving human subjects.

Project description

1. Summarize your proposed project need (450 words max). The project summary should include:
   - What COVID-19-related priority area do you want to address and why?
   - In which geographic region will the project be focused?
   - Describe what strategy or approach you will use to prioritize local needs related to COVID-19.
   - What are the goals of the project?

   For example: In _____ and _____ counties, it is very difficult for migrant workers, predominantly Hispanic/Latinx adults, to follow COVID-19 health guidance in their work environment. We aim to distribute culturally appropriate educational materials, already developed by the CDC and local organizations, to migrant workers. We will also provide the materials/resources needed to implement the guidance, such as _____, _____ and _____.

Significance and impact

Target population
2. Describe the community or population(s) targeted by this project. Consider those both directly and indirectly affected by COVID-19. Describe any current experience working with this community, if applicable.

Impact
3. If successful, what potential benefit will this project bring to the target communit(ies)? Please describe the expected outcomes that will be a result of this project.

Approach

Methods
4. What methods will you employ to achieve your outcome(s)?

Outreach and engagement approach

5. 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

6. How will you determine success of this effort?

Project team

7. 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.

*No human subjects research

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.

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

Supplemental documents
- Upload budget and justification (use template provided on the How to Apply page of our website)
- Upload letters of support (optional but highly recommended)
- Upload references (optional)

Appendix 4 Review process and criteria

Applications are assigned to multiple reviewers who are representatives of community organizations and OHSU. 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 efforts.

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 effectively addressing the given issue?

Significance and impact
If the goals of the project are achieved, how will the focus 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?

Project team
Does the organization and team demonstrate adequate capacity and resources to successfully complete this project? Is this organization uniquely qualified to reach the focus 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? 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.).

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