FY2018 Cancer Control (CaC):
Community Research Partnership Development Program

APPLICATION GUIDELINES

Background and Objective

We are pleased to announce that the UNM Comprehensive Cancer Center (UNMCCC) has committed funds to enhance academic-community partnered hypothesis-driven cancer control and population science research. The purpose of this funding opportunity is to support new or potential community research partnerships that will lead to effective interventions and improved cancer outcomes. The Cancer Control Program (CaC) Community Research Partnership Development Program recognizes that the reduction of cancer disparities and improved cancer outcomes in NM involves the rapid translation of research into clinical and public health practice. The awards will be used to help build capacity and engage communities and entities in NM around a cancer control research interest. These awards focus on building partnerships with entities external to the UNM and the UNM Comprehensive Cancer Center (NMSU, CNM, NM Dept of Health, Area Indian Health Board, Inc., NM - American Cancer Society, etc.), communities of patients, other community members, stakeholders, and researchers.

Translational research involves meaningful relationships between researchers and communities. Community Engaged Research (CEnR) establishes trust and knowledge exchange to ensure the practical relevance of research and appropriateness and quality of data, and to strengthen the capacity of researcher-community teams with complementary skills. Partnerships should generate better informed hypotheses, lead to the development of more efficacious and effective interventions that are sustainable, and enhance the translation of research results/guidelines/policies into practice in underserved populations in NM. These CaC Community Research Partnership Development Projects require a long-term commitment. Funding through this one-year award is dedicated to relationship building, exploration of shared areas of research interest, creation of partnership infrastructure, delineation of a specific research collaborations, and the development of a research project for an external grant proposal (preferably an NCI R03 or R21).

Research Objective

To partner with a community entity(s) (e.g., Navajo Nation, Area Indian Health Board, Inc., New Mexico Cancer Alliance, First Choice Health Systems, Inc.) on cancer control issues that are of mutual concern, including but not limited to:

- Primary prevention (e.g., risk reduction targeting tobacco use, sun and other environmental exposures, overweight/obesity, cancer susceptibility assessment/genomic testing)
- Improved early detection through cancer screening
• Improved cancer survival and survivorship (e.g., survivorship care transitioning, health promotion, minimizing late and long-term effects).

Priority will be given to projects that involve intra-programmatic and inter-programmatic collaborations and those that will lead to interventions to reduce cancer burden. We strongly encourage projects that use UNMCCC Shared Resources (http://cancer.unm.edu/research/shared-resources/) and provide training opportunities.

Eligibility

All members of the Cancer Control Research Program are eligible to apply.

Term of Funding

These awards are intended to provide funding for innovative projects that can be completed within 1 year – funding for a second year may be possible and will be contingent on productivity during the initial funding period and competition with new applications. The number and amount of awards will depend upon the quality of the proposals received and available funding. Expenditures may begin at any time after the official start date but generally all funds should be expended within one year of receipt. Successful applicants must produce a 1-2 page 6-month progress report as well as a 2-3 page final report within 30-days of completing the project.

Awards may be up to $15,000 each. Applicants must allocate a minimum of 35% percent of requested funds to the community partner(s). The project should include a co-PI who is based in the community. The number of projects awarded will depend on the availability of funds.

Key Dates

- Application Due Date: July 17, 2017
- Estimated Earliest Start Date: September 1, 2017

Allowable Costs

The award(s) should be used for research-related activities and cannot be used for faculty salary support or for the purchase of large equipment. Funding is available for salaries and fringe benefits of post-doctoral fellows, students, technicians, and other non-faculty project personnel costs. Community members and organizations will be compensated for work completed using an invoice payment method. No subcontracts are allowed. Laboratory supplies and other related research non-personnel expenses are appropriate with the exception of: travel to scientific meetings (local research travel is allowed); office furniture and equipment; and, computers.

Format

Proposals should be submitted in one PDF file and include the following items:

Application Components:

1. Cover letter that addresses the following aspects of the proposal:
a. Title of proposed research project and how it specifically relates to the aims of the CaC Program, and its potential significance or relevance to the field.
b. PI, co-investigators, and trainees’ involvement in UNM CaC activities.
c. Proposed study’s UNMCCC inter-programmatic and/or intra-programmatic collaborations.
d. Indicate from which NIH/NCI extramural support program(s) you will ultimately be seeking support, and why you anticipate that the research supported by this pilot grant will leverage external support. Include planned submission date(s) for the application.
e. How the project will include training of a doctoral student or postdoctoral fellow (if applicable).
f. Use of UNMCCC Shared Resources (if applicable).

2. **Face Page** (2 pages). Complete the application’s face page (see template *Application Face Page*) and be sure to include a 100 to 150 word abstract typed in 11-point Arial font.

3. **Narrative** (5-page limit). The research project narrative must include the following content: (1) Hypothesis (2) Specific Aims, (3) Background and Significance, (4) Research Plan

4. ½ page each, if applicable for Human Subjects or Vertebrate Animals

5. **Literature Cited** (No page limit).

6. **Biographical Sketches** (new NIH format) Provide complete bio-sketches in NIH specific format for all key personnel – including personal statement.

7. **Budget and Budget Justification.** The application must include a detailed budget and budget justification. The NIH version can be used: Form Page 4: Detailed Budget for Initial Budget Period: [http://grants.nih.gov/grants/funding/phs398/phs398.html](http://grants.nih.gov/grants/funding/phs398/phs398.html).

8. **Letter of Support from Community Partners.** The letter should include a statement about the community partner’s (community Co-PI), role and anticipated deliverables. Please note that community members and patients may be research participants.

9. Focus groups and individual interviews (but letters are not need from them).

**Application Process**

1. Proposals should be submitted electronically in one PDF by **July 17, 2017 at 5 PM** to: [UNMCC-PilotProgram@salud.unm.edu](mailto:UNMCC-PilotProgram@salud.unm.edu) Late applications will not be accepted but additional calls may be issued if there are insufficient applications for the first call.

2. Application narratives should not exceed 5 single-spaced, typewritten pages. Note that the face page, references, biographical sketches, and budgets are not included in this page limit. Additional supportive attachments are allowed, but they must be pertinent (i.e. protocols, IRB/IACUC approvals, letters of support, etc…).

   - Complete the face page in the template provided (*Application Face Page*).
   - The required font for the proposal is 11-point Arial.
   - Margins must be at least 0.50 inches wide on all four sides of each page.
   - Attach biographical sketches (new NIH format) for all key research personnel.
   - If available, please attach copies of the IRB approval and approved protocols for the project. All applicants are encouraged to submit IRB applications at the same time as the funding application due the potentially long time-line for IRB approval. Funds will not be released without IRB approval.
3. Incomplete proposals or those that exceed the page limits (not including attachments) will not be considered.

4. The applications will be reviewed by CaC Program Co-leaders and invited content-expert members as needed. Anonymous reviews will be made available to all applicants.

If the proposed research makes use of a UNMCCC Shared Resource, the applicant should include a letter of support from that unit. These can be letters, notes, or emails from the relevant Shared Resource Director. The indication/note can be brief but must make clear that the shared resource is willing to work with the investigator(s) on the proposed project.

**Application Review Process:**

Proposals for the Research Program Awards will be scored by a committee that includes CaC Program Co-leaders. All applications will be reviewed for specific scientific merit and for their appropriateness in meeting the scientific aims of the CaC Program.

The following twelve criteria will be considered in the review process:

1. Scientific and practical rationale
2. Technical soundness
3. Innovation
4. Potential for translation of research to the clinic or population via an intervention
5. Transdisciplinary interaction
6. Potential for reducing cancer incidence and mortality
7. Potential for improving survival time, survivorship and quality of life for patients (and/or family members) with cancer
8. Collaborative interactions with community members and other UNM CC members
9. Background, skills and commitment of community co-PI.
10. Appropriateness of the proposed budget and potential for future NCI or other NIH grant funding
11. Use of the UNM CC Shared Resources
12. Training activities

Each reviewer will assign a score of 1 (exceptional) to 9 (poor) for each of the standard NIH criteria, considering all of the above criteria.

If a proposed project lies outside the expertise of the Program Leaders or other Program members, an ad hoc external reviewer will be asked to review the application.

**Selection of Awardees**

The UNMCCC Research Program Leaders will make the selections, with final approval by the UNMCCC Senior Leadership, who will review recommendations from all Programs, assess in the context of broad Center goals, and insure lack of redundancy. Proposals with the best (i.e., lowest) mean priority scores will be considered for funding. Proposed budgets will be scrutinized and may be reduced at the discretion of the Program Leaders. The maximum award is $15,000 for one year. Funding for a second year may be possible and will be contingent on productivity during the initial funding period and competition with new applications.

**Award Management**
If awardees apply for and receive an additional year of funding, second year payments are contingent upon receipt of progress reports and publications and on their approval by the Program Leaders. The progress report at the end of the first year of funding will be a component of a new application for the second year of funding. *All funds must be spent within the 12-month period*; unused funds will be returned to the central Cancer Center budget for redistribution during the next budget cycle. If the Program Leaders terminate an award for non-compliance or non-performance, remaining balances will be returned to the Program Leaders for redistribution within the next award cycle.

**Change In Status Of Awardee**

Awards must remain solely with the designated awardee and cannot be transferred to any other personnel. If a recipient decides to discontinue his or her work in the CaC Program, the award will be terminated as described above, and unused funds will be returned to the UNMCCC. Likewise, if an investigator awardee changes institutions during the funding period, the award cannot be transferred and the remaining balance will be returned to the central UNMCCC budget.

**Expectations of Award Recipients**

Recipients of these awards are expected to actively participate in UNMCCC activities such as seminars, meetings, and retreats. Awardees will be expected to present their research findings at a CaC Program Update Meeting. All correspondence should be sent to UNMCC-PilotProgram@salud.unm.edu including:

- All required progress reports (6-month, and final), and all additional requests for updates for the CaC Program Leaders, Senior Leadership, and/or Administration.
- A financial accounting of project funds.
- Annual reports for up to 5 years of funding and publications (with PMCID numbers) resulting from the award.

Additionally, recipients are expected to appropriately acknowledge the pilot funding. *All material derived from the research supported by UNMCCC funding that is published or presented must carry a statement that credits the Cancer Center Support Grant P30CA118100 and Shared Resources, where appropriate.* Publications that cite the Cancer Center Support Grant funding will be included in progress reports to NCI.

Any questions about this pilot grant program should be directed to the CaC Program Leaders, Drs Linda Cook LCook@salud.unm.edu and Anita Kinney AYKinney@salud.unm.edu.