COLLABORATIVE HEALTH SCIENCES PROGRAM
2017 REQUEST FOR PROPOSALS
AND
APPLICATION GUIDELINES

UNIVERSITY OF WISCONSIN SCHOOL OF MEDICINE AND PUBLIC HEALTH
PARTNERSHIP EDUCATION AND RESEARCH COMMITTEE
Background

The Wisconsin Partnership Program promotes health research, education, innovation and policy development through its grant programs at the University of Wisconsin School of Medicine and Public Health. In collaboration with community-based organizations and faculty, the Partnership Program supports health-improvement and disease-prevention initiatives seeking to reduce morbidity, mortality and systemic disparities in health. The Partnership Program is guided by its 2014-2019 Five-Year Plan, which describes the Partnership Program’s goals, objectives and grant-making strategies.

Goal and Description

Through the Collaborative Health Sciences Program (CHSP), the Partnership Education and Research Committee (PERC) supports novel ideas and new approaches to interdisciplinary research or education benefiting the health of Wisconsin residents.

Proposals must be led by a collaborative team from two or more of the following disciplines: basic, clinical, social/behavioral and/or population sciences. Teams with a history of collaboration must explore a new direction. Proposals should be highly innovative and have the potential for leveraging current or additional funding sources. They should also describe how the project will improve the health of Wisconsin residents as well as explain the path to translate discovery to application in the clinical setting and/or in communities. At least one of the following topics must be addressed.

- Etiology, pathogenesis and mechanism of disease – including studies with direct application to treatment or prevention of injury or disease, health promotion and/or biological basis for health disparities
- Clinical knowledge, improved diagnosis or disease management
- Health policy or health care delivery issues, such as quality and cost of care, access to care, health disparities, and public and community health interventions
- Innovative training and development of future health and health care professionals and/or biomedical scientists to better address statewide health needs

Proposals will be evaluated based on the following criteria.

- The project:
  - Shows innovation and has outstanding merit
  - Advances the mission, vision and at least one of the desired outcomes of the Wisconsin Partnership Program’s 2014-2019 Five-Year Plan
  - Enhances interdisciplinary research or education, and fosters collaborations among two or more of the following disciplines: basic, clinical, social/behavioral and/or population sciences
  - Describes the process by which successful execution of this research or education intervention could be translated into improved health of Wisconsin residents
  - Includes an explicit plan for evaluating and disseminating research outcomes or project results
  - Provides opportunities for community engagement, if applicable

- The Principal Investigator and Co-Principal Investigators:
  - Have an established record of independent scholarship or experience developing, administering or evaluating research or education programs
Eligibility

A Principal Investigator (PI) is required and must be a UW School of Medicine and Public Health professor, associate professor, senior scientist or distinguished scientist with a salaried appointment of at least 50 percent. The PI must have demonstrated experience leading a research or educational project. The PI is responsible and accountable for the conduct of the project as specified in the Memorandum of Understanding.

The project must have one or two Co-Principal Investigators (Co-PI). The Co-PIs may have an appointment at any UW System campus (including the UW School of Medicine and Public Health), Aurora Health Care, Marshfield Clinic, Gundersen Health System, the Medical College of Wisconsin, state and local government agencies or community organizations. The Co-PIs will be expected to contribute to project oversight as well as drafting of manuscripts and progress reports.

- As the primary collaborative team for the CHSP proposal, the PI and the Co-PIs are limited to serving in either capacity on one application each funding cycle. For example, a PI on an application cannot also participate as a Co-PI on another application.

- In accordance with the goal of the CHSP, the team must include two or more of the following disciplines: basic, clinical, social/behavioral and/or population sciences.

- Teams with a history of collaboration must explore a new direction and describe in the application how this project differs from previous collaborative efforts.

The project may include any number of Collaborators. Collaborators may have an appointment at any UW System campus (including the UW School of Medicine and Public Health), Aurora Health Care, Marshfield Clinic, Gundersen Health System, the Medical College of Wisconsin, state and local government agencies or community organizations. Collaborators typically contribute specialized expertise to the project and have more narrowly defined roles than the PI and the Co-PIs. Therefore, Collaborators may be involved in more than one CHSP application each funding cycle.

Funding Scope and Duration

The maximum award is $600,000 over three years. The level of effort of the PI and Co-PIs individually should be between five and 30 percent of full-time equivalent (FTE) compensation and must be fully justified in the budget narrative. The PERC anticipates funding up to three projects each cycle.

Submission and Review Dates

Request for Proposals released March 14, 2017
Preliminary applications due April 18
Preliminary applications reviewed April-June
Invite full applications June 13
Full applicant orientation session* June 28, 5-6 p.m. **
Full applications due* July 11
Full applications reviewed July-September
Invite finalists for interviews September 12
PERC interviews finalists* October 9
Notify finalists of award decisions October 12

*By invitation only
**Harting-Mullins Conference Room, 4201 HSLC
**Technical Assistance**

Partnership Program staff members are available to answer questions about the application submission and review process, applicant eligibility, budget categories and program priorities.

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**Preliminary Application Guidelines**

A preliminary application is required and is due by 5 p.m. April 18, 2017. Applicants will be notified by June 13, 2017, if they are being invited by PERC to submit a full application.

The preliminary application is available on the Wisconsin Partnership Program website. After creating an account, applicants will have access to the application forms and instructions. In addition to providing general information about the project, the preliminary application includes the following components.

**Project Abstract**

The project abstract is an overview of the project, including the primary goal and the broad, long-term objectives and specific aims; the potential impact on health and/or health care; and, details on the scope and significance of the health and/or health care issue being addressed. It also must indicate how the project addresses the mission, vision and at least one of the desired outcomes of the Partnership Program’s 2014-2019 Five-Year Plan. In addition, the project abstract must explicitly address the following eligibility requirements.

- The team must include at least two of the following disciplines: basic, clinical, social/behavioral and/or population sciences.
- Teams with a history of collaboration must explore a new direction, and describe in the application how this project differs from previous collaborative efforts.

The project abstract must be uploaded as a PDF with one-inch margins and a minimum 11-point Arial font. It cannot exceed two-single-spaced pages. Footnotes and references are not included in the page limits.

**Biographical Information**

Preliminary applications must include a biographical sketch for the PI, Co-PIs and Collaborators in the current format required by the National Institutes of Health (NIH), including a personal statement, positions and honors, contributions to science, and ongoing and pending research support.

Co-PIs and Collaborators from state and local government agencies or community organizations may submit a resume of up to five pages in lieu of a biographical sketch.

Biographical sketches and resumes, each up to five pages in length, must be uploaded as a single PDF.
**Application Resubmission**

Applicants are limited to two submissions – an original and one resubmission – of the same proposal. Applicants submitting a revision must respond to the reviewer comments provided by the Partnership Program at the conclusion of the applicable funding cycle, paying particular attention to how the current proposal differs from the original submission.

Applicants who have submitted two versions of an application and have not been successful may submit a new application. It must be substantially different in content and scope with more significant differences than are normally encountered in a revised application.

**Full Application Guidelines**

*Applicants must be invited by the PERC to submit a full application.* The Principal Investigator will receive a link to the full application in the letter of invitation. **Full applications are due by 5 p.m. July 11, 2017.** Applicants invited to make an in-person presentation to PERC will be notified on **September 12, 2017.**

In addition to providing general information about the project, the full application includes the following components.

**Proposal Abstract and Impact**

**Abstract**

The abstract is a succinct and accurate description of the proposed work when separated from the application. State the application’s broad, long-term objectives and specific aims, making reference to the health relatedness of the project (i.e., alignment with mission, vision and at least one of the desired outcomes of the Wisconsin Partnership Program’s [2014-2019 Five-Year Plan](#)). Describe concisely the design and methods for achieving the stated goals. The abstract should be informative to other persons working in the same or related fields and understandable to a scientifically or technically literate reader. Avoid describing past accomplishments and the use of the first person. The maximum length of the abstract is 500 words (enter in online application text field).

**Impact**

The impact statement describes how successful completion of this project will lead to improvements in or directly affect individual health, population health and/or health care, in particular in Wisconsin. This section should include details on the scope and significance of the health and/or health care issue being addressed. Applicants must provide a synopsis of the project in succinct and plain language without scientific and medical terminology that can be understood by a general, lay audience. The maximum length of the impact section is 500 words (enter in online application text field).

The review panel will assess the project’s potential impact on health in Wisconsin.

**Narrative**

The narrative describes the project’s specific aims, significance, approaches and expected outcomes. It must be uploaded as a PDF not exceeding five single-spaced pages with one-inch margins and a minimum 11-point Arial font. Footnotes, references and up to three tables and/or figures are not included in the page limit. Tables and figures should be inserted after the narrative.
**Biographical Information**

Full applications must include biographical sketches for the PI, Co-PIs and Collaborators in the [current format required by NIH](#), including a personal statement, positions and honors, contributions to science and ongoing and pending research support.

For the Principal Investigator, research support must include additional required information listed below on all ongoing grants and pending grants as well as relevant concluded grants. This section of the biographical sketch is used during the technical review for nonsupplanting. See below for more information on nonsupplanting.

**Ongoing research support**

The PI’s biographical sketch must include the following details for each grant:
- UW project number (from WISDM) and name of Principal Investigator
- Funding source/granting agency and related award number
- Title of project (or subproject)
- Major goals of the project, individual’s role and percent effort
- Dates of support for approved project
- Key personnel who are UW System faculty (helps avoid reviewer conflict of interest)
- Total amount of award and direct costs for current year
- Statement on relationship and overlap of the project to the CHSP application

**Pending research support**

The PI’s biographical sketch must include the following details for each proposal:
- UW proposal number (MSN number from WISPER) and name of Principal Investigator
- Funding source/granting agency
- Title of project (or subproject)
- Major goals of the project, individual’s role and percent effort
- Key personnel who are UW System faculty (helps avoid reviewer conflict of interest)
- Total amount and duration
- Statement on relationship and overlap of the project to the CHSP application

Co-PIs and Collaborators from state and local government agencies or community organizations may submit a resume in lieu of a biographical sketch.

Biographical sketches and resumes, each up to seven pages in length, must be uploaded as a single PDF.

**Nonsupplanting Questionnaire**

Supplanting means to replace, to take the place of, or to supersede. The Wisconsin Partnership Program prohibits any funds from being awarded that will supplant funds or resources otherwise available to applicants from other sources for the proposed project. Examples are provided in the full application.

Applicants will be required to complete the nonsupplanting questionnaire as part of the full application process. In addition to reviewing the responses on the nonsupplanting questionnaire, Partnership Program staff will examine WISDM and WISPER entries during technical reviews of full applications.

Grant recipients also must recertify annually that other funds for the proposed project have not become available or been declined. No grant can be awarded or retained if a determination of supplanting is made.
Project Budget

General Information
The maximum request is up to $600,000 to be expended over three years. Using the budget template provided, the project budget should clearly indicate how the grant funds will be spent. Expenditures must:

- be fully justified, reasonable and clearly related to the project’s goals;
- reflect the activities/tasks listed in the proposal; and
- explain the sources and amounts of any cash match cost sharing funds.

Requests should be made by expense type (salary and fringe benefits, travel, supplies, etc.). Provide sufficient detail for individuals unfamiliar with the project so they can accurately review the proposal. The project budget must include a list of all other sources of internal or external cash-match.

A budget justification narrative is required for purposes of describing in detail the major budget line items: salary and fringe benefits, travel, services, and supplies and other expenses. The narrative should provide specific information about why an expense is necessary to achieve the project’s goals and objectives. The budget narrative must be uploaded as a PDF with one-inch margins and a minimum 11-point Arial font.

Use of Funds
Guidelines for allowable/unallowable expenses are available for review on the Wisconsin Partnership Program website.

The budget should include at least five percent of the Principal Investigator and Co-PI’s full-time equivalent (FTE) compensation, but it may not include more than 30 percent. If cash-match funding is being used to cover the Principal Investigator and/or Co-PI’s salary and fringe benefits, details about the funding sources and amount are required.

Funds must be used for project-related costs:
- PI and Co-PI salary support not to exceed NIH salary limitations
- Support staff expenses, such as salaries and benefits or graduate student tuition
- Travel
- Services, such as consultant and contractual services
- Supplies and other expenses, such as participant support costs and equipment. Equipment is defined as items costing more than $5,000 with more than two years useful life. The maximum amount allowed is $50,000.

Funds may not be used for:
- Entertainment
- Indirect overhead and administrative costs
- Lobbying
- IRB fees (on page 9)
- Supplanting (on page 5)

Compliance
Information about compliance requirements is on page 9.
Trade Secret and Proprietary Information
The PERC is required to operate in accordance with Wisconsin’s open meetings and public records laws. Under the public records law, applications or certain portions of them may be considered public records subject to release upon request. Applicants should identify and request confidentiality for any trade secrets and/or proprietary information in their applications.

Application Resubmission
Applicants are limited to two submissions – an original and one resubmission – of the same proposal. Applicants submitting a revision must respond to the reviewer comments provided by the Wisconsin Partnership Program at the conclusion of the applicable funding cycle, paying particular attention to how the current proposal differs from the original submission.

Applicants who have submitted two versions of an application and have not been successful may submit a new application. It must be substantially different in content and scope with more significant differences than are normally encountered in a revised application.

Letters of Commitment
Applicants must include letters of commitment from the Co-PIs and Collaborators showing evidence of the collaboration with specific details about how they/their organizations will be involved or support the project. The letters must be uploaded as a single PDF.

Optional Materials
Reprints or other materials, such as consent forms or laboratory methods, may be submitted for use by the reviewers at their discretion. Optional materials should not be used to circumvent the narrative page limits. These materials must be uploaded as a single PDF.

Review Process

Preliminary Application

Technical Review
Partnership Program staff will review each preliminary application to ensure that all application requirements, including eligibility, are met. Preliminary applications that do not comply with the submission requirements will not be reviewed, and the applicant will be notified.

Content Review
The PERC Executive Committee, which is made up of members of PERC and advises the full committee, will review the content of each preliminary application to determine if it warrants further development as a full application. This review will be based on PERC program objectives, alignment with the mission, vision and at least one of the desired outcomes of the Wisconsin Partnership Program’s 2014-2019 Five-Year Plan, innovation, quality of the collaboration and opportunities for leveraging. The Executive Committee will provide the results to PERC for review and approval. Applicants invited to submit full applications will be notified on June 13, 2017.
Full Application

Technical Review
Partnership Program staff will review each full application to ensure that all application requirements, including nonsupplanting, are met. Applications that do not comply with the submission requirements will not be reviewed, and the applicant will be notified.

Content Review
The review panel, which is advisory to PERC and includes UW faculty and community representatives, will review the full applications. Each full application will be reviewed by two reviewers who are University of Wisconsin faculty with expertise in biomedical research, health services research, community-based population health research and/or education. The faculty experts – assigned based on the content and objectives of the proposal – will review and score the assigned proposals based on scientific or educational merit, proposal design, evaluation plan, qualifications of the PI and Co-PIs and potential impact on health and/or health care.

In addition, each full application will be reviewed and scored by one or two community representatives who will consider the proposal’s alignment with the mission, vision and at least one of the desired outcomes of the Wisconsin Partnership Program’s 2014-2019 Five-Year Plan and its relevance and potential impact on health in Wisconsin.

The review panel will meet to discuss the proposals and will provide a ranked list to the PERC along with a written critique of each proposal.

PERC Review
The top-ranked candidates will make in-person presentations to the PERC on October 9, 2017. The presentations typically take place between 5 and 7 p.m. No exceptions will be made.

The PERC will make a final determination of awards based on rank, alignment with the mission, vision and at least one of the desired outcomes of the Wisconsin Partnership Program’s 2014-2019 Five-Year Plan, innovation, quality of the collaboration and opportunities for leveraging. The committee’s decisions are final and cannot be appealed.

Grant Award Process

Memorandum of Understanding
The UW School of Medicine and Public Health will negotiate the terms of each grant and will enter into a Memorandum of Understanding (MOU) with grantees before funds are distributed. Grantees will participate in project and fiscal monitoring activities outlined in the MOU. The Principal Investigator will have ultimate authority over and responsibility for the project.

The PERC reserves the right to establish award amounts and to authorize budget items, program goals and other terms of the proposal before entering into an agreement with award recipients. Rebudgeting between major budget categories (salary and fringe benefits, travel, services, and supplies and other expenses) in excess of ten percent of the total project budget must be approved by the Partnership Program.
By applying to the PERC Collaborative Health Sciences Program, applicants agree and consent – without reservation, substitution or limitation – to each of the following.

- Application submission requirements and rules
- Proposal review methods, process, criteria and scoring
- The PERC’s sole, unrestricted right to reject any or all applications submitted in response to this Request for Proposals

Successful applicants must provide the Wisconsin Partnership Program with documentation of approval by the appropriate following committees. This documentation will be required before funds are disbursed.

- **Institutional Review Board (IRB):** Approved projects using human subjects in research for any purpose other than as individuals enrolled in a class or program must be reviewed by the IRB. IRB fees for PERC-funded projects are waived and should not be included in the project budget.
- **Animal Care and Use Committee (ACUC):** Approved projects using animals in research for any purpose must be reviewed by the ACUC.
- **University Radiation Safety Committee (URSC):** If the use of radioactive materials or equipment that produces radiation is essential for accomplishing the proposed activities in the project, authorization to use radionuclides must be secured from the URSC prior to the initiation of the project.
- **Institutional Biosafety Committee:** If the proposed activities involve the use of biological materials, the activities must be reviewed by the Institutional Biosafety Committee before the project begins.

Successful applicants also must provide the Wisconsin Partnership Program with the following.

- **Progress, Financial and Nonsupplanting Reports:** Grantees must submit written interim progress reports and financial status reports (FSR) on forms provided by the Wisconsin Partnership Program. Interim progress reports, including a FSR and a nonsupplanting questionnaire, are due no later than 30 days after the end of each 12-month period. Final reports, including a FSR and a nonsupplanting questionnaire, are due no later than 90 days after the project ends. Grantees will also be expected to respond to a limited number of evaluation requests from the Wisconsin Partnership Program regarding project results and outcomes for at least two years after the grant period ends.
- **Health Insurance Portability and Accountability Act (HIPAA):** The federal HIPAA privacy rules protect the privacy of a person’s health information used in clinical practice, research and operations of health care facilities. The rules apply to the use or disclosure of protected health information for research purposes and requires several actions and documentation.
- **Intellectual Property Agreement:** An intellectual property agreement may be required for inventions, discoveries or copyrightable material developed as a result of a project.

**Acknowledgement of Funding**

Award recipients must acknowledge the Wisconsin Partnership Program in news releases, articles or other means of publicizing this project or its results with the following language: “Funding for this project was provided by the Wisconsin Partnership Program at the UW School of Medicine and Public Health.”