NEW INVESTIGATOR PROGRAM
2017 REQUEST FOR PROPOSALS
AND
APPLICATION GUIDELINES
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 Wisconsin 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 its purpose and grant-making strategies.

Goal and Description
Through the New Investigator Program, the Partnership Education and Research Committee (PERC) supports innovative research and education approaches that address Wisconsin’s public health issues and span the spectrum of basic, clinical, social/behavioral or population sciences. Proposals should advance scientific understanding and have the potential to improve population health or reduce health disparities through prevention, diagnosis, treatment, or cure of disease. Each proposal must describe the potential to improve the health of the people of Wisconsin and must clearly explain the steps necessary to translate discovery to application in the clinical setting and/or in communities. Evaluation of each proposal will be based on scientific merit and the potential impact on health, health care and/or health equity.

Eligibility
A Principal Investigator is required and must be a UW School of Medicine and Public Health assistant professor with a salaried appointment of at least 50 percent. The Principal Investigator is responsible and accountable for the conduct of the project as specified in the Memorandum of Understanding.

The Principal Investigator’s appointment start-date — as of January 1, 2018 — must be on or after the dates below.*

<table>
<thead>
<tr>
<th>Tenure Track</th>
<th>January 1, 2014 (within four years of start-date), plus tenure track extension, if applicable</th>
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<tbody>
<tr>
<td>Clinical Health Sciences (CHS)</td>
<td>January 1, 2012 (within six years of start-date)</td>
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<tr>
<td>Clinician-Teacher (CT)</td>
<td>January 1, 2012 (within six years of start-date)</td>
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*For questions about eligibility status, please contact Tonya Mathison at tonya.mathison@wisc.edu.

Applicants may submit only one preliminary application as Principal Investigator.

Faculty in all UW School of Medicine and Public Health departments, including basic sciences, are encouraged to apply.

Although Collaborators are not required, up to two may be included on the project. Collaborators typically contribute specialized expertise to the project and have more narrowly defined roles than the Principal Investigator. Collaborators may have an appointment at any UW System campus, Aurora Health Care, Marshfield Clinic, Gundersen Health System, the Medical College of Wisconsin, state and local government agencies or community organizations.
**Funding Scope and Duration**

The maximum award is $100,000 over two years. The level of effort of the Principal Investigator 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 five projects each cycle.

**Submission and Review Dates**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Details</th>
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<tbody>
<tr>
<td>Release Request for Proposals</td>
<td>May 10, 2017</td>
</tr>
<tr>
<td>Preliminary application deadline</td>
<td>June 14</td>
</tr>
<tr>
<td>Review preliminary applications</td>
<td>June-August</td>
</tr>
<tr>
<td>Notify applicants of status/Invite full applications</td>
<td>August 15</td>
</tr>
<tr>
<td>Full applicant information session*</td>
<td>August 30, 5-6PM**</td>
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<tr>
<td>Full application deadline</td>
<td>September 12</td>
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<tr>
<td>Review full applications</td>
<td>September-November</td>
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<tr>
<td>Notify applicants of status/Invite finalists for interviews</td>
<td>November 14</td>
</tr>
<tr>
<td>Interview finalists</td>
<td>December 11</td>
</tr>
<tr>
<td>Notify finalists of award decision</td>
<td>December 13</td>
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</tbody>
</table>

*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.

- **Wisconsin Partnership Program**
  4230 Health Sciences Learning Center
  med.wisc.edu/partnership
  wpp@hslc.wisc.edu
  608-265-8215

- **Tonya Mathison**, Administrative Manager
  tonya.mathison@wisc.edu ♦ 608-265-6688

- **Eileen Smith**, Assistant Dean and Director
  emsmith2@wisc.edu ♦ 608-262-2698

- **Mike Lauth**, CPA, Accountant
  mlauth@wisc.edu ♦ 608-265-8109

**Preliminary Application Guidelines**

A preliminary grant application is required and is due by 5 pm June 14, 2017. Applicants will receive notification of status and learn whether they are invited to submit a full application to PERC by August 15, 2017. Please see the above timeline for details.

To apply, go to [https://www.grantrequest.com/SID_5637?SA=SNA&FID=35042](https://www.grantrequest.com/SID_5637?SA=SNA&FID=35042). After creating an account, applicants will have access to the preliminary 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; and, details on the scope and significance of the health, health care and/or health equity issue being addressed. It also must indicate how the project addresses the mission, vision and at least one of the desired outcomes of the Wisconsin Partnership Program’s [2014-2019 Five-Year Plan](https://www.wisc.edu/partnership/5-year-plan). In addition, the project abstract must contain a brief paragraph that describes how successful completion of this project will advance the applicant’s career development.
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 Principal Investigator 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 relevant concluded research support. Biographical sketches in the preliminary application may not exceed five pages.

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 must be uploaded as a single PDF.

**Application Resubmission**

Applicants are limited to two submissions of the same proposal – an original and one resubmission. Applicants submitting a revision must respond to the reviewer comments related to the original application, specifically noting how the current proposal differs from the original submission.

Applicants who have submitted two versions of a proposal 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 invitation. Full applications are due by 5 pm September 12, 2017. Applicants invited to make an in-person presentation to the PERC will be notified by November 14, 2017.

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

**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 people 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 150 words.

**Impact**

The impact section describes how the outcomes of the project will lead to improvements in health, health care and/or health equity, in particular in the state of Wisconsin. This section should include details on the scope and significance of the health, health care and/or health equity issue being addressed. Applicants must provide a brief 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 150 words.

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

The narrative describes the specific aims, significance, approaches and expected outcomes of the project. 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.

**Proposal Review Criteria**

Include a statement addressing the proposal review criteria listed below. This statement must be uploaded as a PDF not exceeding two single-spaced pages with one-inch margins and a minimum 11-point Arial font.

**Primary Review Criteria:** All applicants are required to address the primary review 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](#).
- Appears feasible with high likelihood for acquisition or application of useful data.
- Has the potential to advance the career development of the applicant.
- Describes the process by which successful execution of this research or education intervention could be translated into improved health of Wisconsin residents. This includes a clear plan for disseminating results.

**Secondary Review Criteria:** If applicable, applicants must address one or more of these criteria. The project:

- Has a leveraging potential and is likely to lead to extramural grant support.
- Has the potential to improve health equity and/or reduce health disparities.
- Enhances interdisciplinary research or education and fosters collaborations among basic, clinical, social/behavioral and/or population scientists.
- Provides opportunities for community engagement.

**UW School of Medicine and Public Health Department Chair Nomination Letter**

The application must include a nomination letter from the Principal Investigator’s UW School of Medicine and Public Health department chair. In addition to describing the applicant’s (PI) qualifications, the letter is required to:

- Provide evidence of compensated protected time for this project, and
- Address departmental support and resources, such as facilities or other appropriate resources, for the successful applicant.

There is no limit on the number of nominations from each department chair.

The nomination letter must be uploaded as a PDF. There is no page limit for the letter.

**Start-up Funding**

The application must provide an overview of start-up funds provided by the UW School of Medicine and Public Health, the Principal Investigator’s department, the UW-Madison Graduate School or other sources, if applicable. This information is reviewed during the technical review to ensure nonsupplanting. See page 6 for more information on supplanting.
Biographical Information
Full applications must include biographical sketches for the Principal Investigator and Collaborators in the current format required by NIH, which includes a personal statement, positions and honors, contributions to science and research support.

For the Principal Investigator, research support must include additional information listed below on all ongoing grants and pending grants as well as relevant concluded grants. This information is reviewed during the technical review to ensure nonsupplanting. See page 6 for more information on supplanting.

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 New Investigator Program 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 New Investigator Program application

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 to allow for inclusion of the above requirements, must be uploaded as a single PDF.

Letters of Commitment
Applicants must include letters of commitment from the 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.

Project Budget
General Information
The maximum request is up to $100,000 to be expended over two 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 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.) and should provide sufficient detail for individuals unfamiliar with the project. The project budget must include a list of all other sources of internal or external cash-match.

**Budget Narrative**
A budget justification narrative is required for purposes of describing the major budget line items: salary and fringe benefits, travel, services, and supplies and other expenses. The narrative should provide the 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 on the Wisconsin Partnership Program website.

The budget should include at least five percent of the Principal Investigator’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’s salary and fringe benefits, details about the funding sources and amount are required.

Funds must be used for project-related costs:
- Principal Investigator 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 or contractual services
- Supplies and other expenses, such as participant support costs and equipment. Equipment is defined as items costing more than $5,000 and with more than two years of useful life. The maximum amount allowed is $50,000.

Funds may not be used for:
- Entertainment
- Indirect overhead and administrative costs
- Lobbying
- Institutional Review Board fees (on page 8)
- Supplanting (below)

**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 responses on the questionnaire, Wisconsin 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 if a determination of supplanting is made.

**Compliance**
Information about compliance requirements is on pages 8 and 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 of the same proposal – an original and one resubmission. Applicants submitting a revision must respond in detail to the reviewer comments related to the original application, specifically noting 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.

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 advisory to the full committee and includes PERC members, will review the content of each preliminary application to determine if it warrants further development as a full application. This review is based on scientific or educational merit, program objectives and alignment with the mission, vision and at least one of the desired outcomes of the Partnership Program’s 2014-2019 Five-Year Plan. The Executive Committee will provide the results to the PERC for review and approval.

Applicants will be notified by August 15, 2017, whether they are being invited to submit a full application. For proposals that are not advanced to the full application stage, notification will include a brief explanation from the Executive Committee. More extensive comments are provided at the full application stage.

Full Application

Technical Review
Partnership Program staff will review each full application to ensure that the 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 the PERC and includes UW faculty and community representatives, will review the full applications. Each full application will be reviewed by two reviewers – assigned based on the
content and objectives of the proposal – 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 will review and score the assigned applications based on scientific or educational merit, proposal design, evaluation plan, the Principal Investigator’s qualifications 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 Partnership Program’s 2014-2019 Five-Year Plan and its relevance and potential impact on health in Wisconsin.

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

Applicants will be informed by November 14, 2017 on whether they are being invited to make an in-person presentation to the PERC. A summary of the reviewers’ comments will be provided to each applicant.

**PERC Review**
The top-ranked candidates will make in-person presentations to the PERC on December 11, 2017. The presentations typically take place between 5 and 7 pm. **No exceptions to this date will be made.**

The PERC will make the final determination of awards based on rank, program objectives and alignment with the mission, vision and at least one of the desired outcomes of the Partnership Program’s 2014-2019 Five-Year Plan. The PERC’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 among major budget categories (salary and fringe benefits, travel, services and supplies and other expenses) that exceeds 10 percent of the total project budget must be approved by the Wisconsin Partnership Program.

By applying to the New Investigator 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; and
- 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 committees. The 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 before the project begins.

• **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 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 an FSR and a nonsupplanting questionnaire, are due no later than 30 days after the end of each 12-month period. Final reports, including an FSR and a nonsupplanting questionnaire, are due no later than 90 days after the project 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 require 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 UW School of Medicine and Public Health through the Wisconsin Partnership Program.”

**Additional Requirements**
The PERC reserves the right to negotiate additional requirements concerning conditions for support.