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

OPPORTUNITY GRANTS PROGRAM
APPLICATION GUIDELINES

JANUARY 2015

Wisconsin Partnership Program
UNIVERSITY OF WISCONSIN
SCHOOL OF MEDICINE AND PUBLIC HEALTH
I. INTRODUCTION AND GENERAL INFORMATION

The Partnership Education and Research Committee (PERC) Opportunity Grants Program provides start-up funding in support of high-profile, innovative education and research projects benefiting the health of the people of Wisconsin.

Proposals should fulfill two or more of the following criteria:
- Represent a novel application of an established idea or approach
- Challenge traditional thought and practice
- Engage perspectives and approaches from nontraditional partners
- Benefit from an influx of funds to quickly advance the area

Proposals should align with the desired outcomes of the Wisconsin Partnership Program as described in the 2014–2019 Five-Year Plan (see framework on page 6). Proposals should be highly innovative and have the potential for leveraging existing or additional funding sources. They should also describe how the project will improve the health of the people of Wisconsin as well as explain the path to translate discovery to application in the clinical setting and/or in communities.

Proposals must address why applying to the PERC New Investigator or Collaborative Health Sciences programs is not feasible.

Proposals must focus on at least one of the following topics:
- Improving health outcomes and reducing health disparities
- Developing the future health workforce
- Creating healthier communities
- Addressing specific knowledge gaps

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 2014–2019 Five-Year Plan (see framework on page 6)
  - Describes the process by which successful execution of this research or education intervention could be translated into improved health of the people of Wisconsin
  - Includes an explicit plan for evaluating and disseminating research outcomes or project results
  - Provides opportunities for community engagement, if applicable
- The PI and Co-PI(s):
  - Have an established record of independent scholarship or have experience developing, administering or evaluating research or education programs

II. ELIGIBILITY REQUIREMENTS

A Principal Investigator (PI) is required and must be a UW School of Medicine and Public Health (SMPH) Tenure Track, CHS or Clinician-Teacher Assistant Professor, Associate Professor or Professor with a salaried appointment of 50% or greater in the SMPH.

The project may include up to two Co-Principal Investigators (Co-PI). The Co-PI(s) may have an appointment in the UW School of Medicine and Public Health, other UW-Madison schools or colleges, UW System campuses,
Aurora Health Care, Marshfield Clinic, Gundersen Health System, the Medical College of Wisconsin, state and local government agencies or community organizations.

The project may include any number of Collaborators. Collaborator(s) may have an appointment in the UW School of Medicine and Public Health, other UW-Madison schools or colleges, UW System campuses, Aurora Health Care, Marshfield Clinic, Gundersen Lutheran Health System, the Medical College of Wisconsin, state and local government agencies or community organizations.

III. SCOPE OF FUNDING

Awards are typically $50,000 to $100,000 over two years. In exceptional cases, awards may be renewed (limit of two renewals). The compensated appointment of the PI and Co-PI(s) individually cannot exceed 30% FTE annually and must be fully justified in the budget narrative. PERC anticipates funding up to five awards each year.

IV. TECHNICAL ASSISTANCE

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

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<tr>
<th>Wisconsin Partnership Program</th>
<th>Eileen Smith, Assistant Dean and Director</th>
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<tbody>
<tr>
<td>4230 Health Sciences Learning Center</td>
<td><a href="mailto:emsmith2@wisc.edu">emsmith2@wisc.edu</a> ♦ 608-262-2698</td>
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<tr>
<td><a href="med.wisc.edu/wpp">med.wisc.edu/wpp</a></td>
<td><a href="wpp@hslc.wisc.edu">wpp@hslc.wisc.edu</a></td>
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<th>Tonya Mathison, Administrative Manager</th>
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<td><a href="mailto:tlmathison@wisc.edu">tlmathison@wisc.edu</a> ♦ 608-265-6688</td>
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V. APPLICATION SUBMISSION AND REVIEW PROCESS

A. Preliminary Grant Application

A preliminary application is required and will undergo technical review by Wisconsin Partnership Program staff in consultation with PERC’s chair to ensure that the application requirements have been met. Eligible preliminary applications will be advanced for consideration by the PERC Executive Committee at its monthly meeting.

The PERC Executive Committee will review the content of each preliminary application to determine if it warrants further development as a full application. Evaluation of preliminary applications will be based on scientific or educational merit, innovation, program objectives, alignment with the mission, vision and at least one of the desired outcomes of the Wisconsin Partnership Program 2014 – 2019 Five-Year Plan (see framework on page 6), qualifications of the PI and Co-PI(s), if applicable, and opportunities for leveraging. The Executive Committee will make the final decision on invitations to submit full applications.

Applicants will be notified within 60 days of submitting a preliminary application on whether they have been invited to submit a full application.

B. Full Grant Application

Applicants invited to submit a full application will receive a link to the full application from the Wisconsin Partnership Program along with the submission timeline and requirements. Program staff will review each full application to ensure that the application requirements, including a nonsupplanting review, have been met. Any
application which does not comply with the submission requirements will not be reviewed and the applicant will be notified.

As part of its review, the PERC Executive Committee may consult with one or two content experts within the University of Wisconsin. Members of the PERC Executive Committee will meet to discuss the full application and make the final decision on awards. Additional information may be requested. Applicants may be required to personally present an overview to the committee. The Executive Committee will consider the project’s scientific or educational merit, proposal design, evaluation plan, qualifications of the PI and Co-PI(s), if applicable, alignment with the mission, vision and at least one of the desired outcomes of the Wisconsin Partnership Program 2014 – 2019 Five-Year Plan (see framework on page 6) and its relevance and potential impact on health and/or health care in Wisconsin.

Decisions of the PERC Executive Committee are final and cannot be appealed. Award decisions will be reported to the full committee before the applicant is notified.

VI. PRELIMINARY GRANT APPLICATION GUIDELINES

A preliminary application is required and will be considered by the PERC Executive Committee for further development as a full application.

The preliminary application is accessible at https://wpp.med.wisc.edu/percpreopp/ Instructions are provided on the website after obtaining a unique username and password to access the application forms. All items in the left navigation (i.e., table of contents) are required unless otherwise indicated in the application guidelines. In addition to providing general information on the project, the preliminary application includes the following components:

A. Project Abstract

Provide an overview of the project, including the primary goal and the anticipated impact on health outcomes. The overview should also contain a brief (2-3 sentences) description of how successful completion of this project will affect individual health, population health and/or health care. It must also indicate how the project addresses the mission, vision and at least one of the desired outcomes of the Wisconsin Partnership Program 2014 – 2019 Five-Year Plan (see framework on page 6). The applicant must also address why applying to the PERC New Investigator or Collaborative Health Sciences programs is not feasible.

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

B. NIH Biographical Sketch/Resume for PI, Co-PI(s) and Collaborator(s)

Provide a NIH-style biographical sketch for the PI, Co-PI(s) and Collaborator(s) in the new format required by NIH (i.e., including the following sections: A. Personal Statement, B. Positions and Honors, C. Contributions to Science and D. Research Support). Research support must include all ongoing grants and relevant concluded grants.

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

Please be aware that applicants invited to submit full applications will be required to submit an amended biographical sketch including an additional section unique to the Wisconsin Partnership Program, E. Pending
Research Support, which is used as part of a technical review for nonsupplanting. See page 6 for more information.

The NIH biographical sketch(es)/resume(s) must be uploaded as a single PDF.

**VII. FULL GRANT APPLICATION GUIDELINES**

**Applicants must be invited by the PERC Executive Committee to submit a full application.** The link to the full application will be provided to the Principal Investigator in the letter of invitation from the Wisconsin Partnership Program.

In addition to providing general information on the project, the full application includes the following components:

**A. Abstract/Relevance**

The first and major component of this section is the **Proposal Abstract.** It is meant to serve as 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 2014 – 2019 Five-Year Plan, see framework on page 6). Describe concisely the design and methods for achieving the stated goals. This section 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 second component of this section is **Relevance.** Describe how successful completion of this project will affect individual health, population health and/or health care. In this section, you must provide a brief synopsis in succinct and plain language without scientific and medical terminology that can be **understood by a general, lay audience.**

The proposal abstract and relevance together must be uploaded as a PDF not exceeding one single-spaced page with one-inch margins using a minimum 11-point font.

**B. Narrative**

Provide a description of the project, including the specific aims, significance, approaches and expected outcomes. The proposal narrative must be uploaded as a PDF not exceeding five single-spaced pages with one-inch margins using a minimum 11-point font. The following items are not included in the page limits: footnotes, references and up to three tables and/or figures. Tables and figures should be inserted after the narrative.

**C. NIH Biographical Sketch/Resume for PI, Co-PI(s) and Collaborator(s)**

Provide a NIH-style biographical sketch for the PI, Co-PI(s) and Collaborator(s) in the new format required by NIH (i.e., including the following sections: A. Personal Statement, B. Positions and Honors, C. Contributions to Science and D. Research Support). As a requirement for the full application, the biographical sketch must be amended to include an additional section unique to the Wisconsin Partnership Program, E. Pending Research Support, which is used as part of a technical review for nonsupplanting. The Wisconsin Partnership Program’s requirements for the Research Support and Pending Research Support sections are detailed below. Biographical sketches may not exceed six pages.
Research Support must include all ongoing grants with the following details for each grant:
- UW account number (from WISDM) and name of Principal Investigator
- Funding source/granting agency and related account 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 University of Wisconsin faculty (this information helps avoid conflicts of interest in identifying potential expert reviewers)
- Total amount of award and direct costs for current year
- Statement on relationship and overlap of the project to the Opportunity Grant application

Pending Research Support must include all pending proposals with the following details for each proposal:
- UW proposal 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
- Dates of support for proposed project
- Key personnel who are University of Wisconsin faculty (this information helps avoid conflicts of interest in identifying potential expert reviewers)
- Total amount if awarded
- Statement on relationship and overlap of the project to the Opportunity Grant application

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

The NIH biographical sketch(es)/resume(s) must be uploaded as a single PDF.

D. Project Budget

1. General Information
   a. The maximum request is between $50,000 and $100,000 to be expended over one year.
   b. 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 goal(s);
      - reflect the activities/tasks listed in the proposal; and
      - explain the sources and amounts of any cost sharing funds, i.e., cash match.
   c. Requests should be made by expense type (salary, fringe benefits, travel, supplies, etc.). Provide sufficient detail for individuals unfamiliar with the project so they can accurately review the proposal.
   d. Budget narrative: A budget justification narrative is required for purposes of describing in detail the major budget line items: salary, fringe benefits, travel, equipment, supplies, consultants/contracts and other costs. The narrative should provide the specifics of why an expense is necessary to achieve the goal(s) and objective(s) of the project.
   e. Cash match cost sharing: Provide details of all other sources of cost sharing, which should include internal or external cash match.
2. **Use of Funds**

   a. **Guidelines for allowable/unallowable expenses** are available for review on the Wisconsin Partnership Program website.

   b. Funds must be used for project-related costs:
      - The compensated appointment of the PI and Co-PI(s) individually cannot exceed 30% FTE annually and must be fully justified in the budget narrative.
      - Support staff expenses such as salaries and benefits or graduate student tuition
      - Supplies
      - Services
      - Participant support costs
      - Equipment – defined as items costing more than $5,000 and more than two years useful life. Maximum amount allowed is $50,000.
      - Travel
      - Consultant and contractual services

   c. Funds may not be used for:
      - Entertainment
      - Indirect overhead costs
      - Lobbying
      - IRB fees (see page 8)
      - Supplanting (see page 7)

E. **Non-supplanting**

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 by clicking the instructions button.

All applicants will be required to answer the Non-supplanting Questionnaire as part of the full application process. As part of the technical review of the full application related to non-supplanting, all entries in WISDM and WISPER are consulted.

As an ongoing check against supplanting, grant recipients will be asked to recertify that other funds for the proposed project have not become available or been declined. This recertification will take place on an annual basis.

No grant can be awarded or expended if a determination of supplanting is made.

F. **Compliance** See pages 8 and 9 for details on compliance requirements.

G. **Trade Secret and Proprietary Information**

The PERC is required to operate in accordance with both the Wisconsin open meetings and public records laws. Under the public records law, applications funded by the PERC are considered public records and may be subject to public release. Applicants must request confidentiality of any trade secrets and/or proprietary information in their applications.
H. Letters of Commitment

Applicants must include letters of commitment from the Co-PI(s) and Collaborator(s) showing evidence of the collaboration with specific details on how they/their organizations will be involved or support the project. The letter(s) must be uploaded as a PDF.

I. 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.

VIII. GRANT AWARD PROCESS

A. Memorandum of Understanding

The SMPH will negotiate the terms of each grant and will enter into a Memorandum of Understanding with successful applicants prior to the distribution of any funds. Successful applicants will participate in project and fiscal monitoring activities as defined and delineated in the contract terms and conditions.

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 prior to entering into an agreement with award recipients. Rebudgeting between major budget categories (personnel, supplies, travel, equipment, contracts) in excess of 10% of the total project budget must be approved by the director of the Wisconsin Partnership Program.

By applying to the PERC Opportunity Grants 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 Executive Committee’s sole, unrestricted right to reject any or all applications submitted in response to this Request for Applications.

B. Successful applicants will be required to provide the Wisconsin Partnership Program with documentation of approval by the appropriate following committees:

1. Institutional Review Board

All 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 Institutional Review Board (IRB). Documentation of an IRB review will be required before funds are disbursed.

IRB fees for PERC projects are waived and should not be included in the project budget.

2. Animal Care and Use Committee

All approved projects using animals in research for any purpose must be reviewed by the Animal Care and Use Committee (ACUC). Documentation of an ACUC review will be required before funds are disbursed.
3. **University Radiation Safety Committee**

If the use of radioactive materials or equipment that produces radiation is essential for accomplishing the proposed activities in this project, authorization to use radionuclides must be secured from the University Radiation Safety Committee prior to the initiation of the project. Documentation of URSC approval must be provided before funds are disbursed.

4. **Institutional Biosafety Committee**

If the proposed activities involve the use of biological materials, the activities must be reviewed by the Institutional Biosafety Committee prior to initiation of the project. Documentation of Office of Biological Safety approval must be provided before funds are disbursed.

C. **Successful applicants will also be required to provide the Wisconsin Partnership Program with the following:**

1. **Progress, Financial and Nonsupplanting Reports**

The Wisconsin Partnership Program requires written interim progress reports and financial status reports (FSRs), on forms provided by the Wisconsin Partnership Program. Interim progress reports, including a Financial Status Report and a Nonsupplanting Questionnaire, are due no later than 30 days after the end of each 12-month period. Final reports, including a Financial Status Report and a Nonsupplanting Questionnaire, are due no later than 90 days after the end of the project.

2. **Health Insurance Portability and Accountability Act (HIPAA)**

The HIPAA privacy rules are a set of federal regulations protecting the privacy of an individual’s health information used in clinical practice, research and operations of health care facilities. The privacy rule applies to the use or disclosure of protected health information for research purposes and requires a number of actions and documentation.

3. **Intellectual Property Agreement**

An Intellectual Property Agreement may be required for inventions, discoveries or copyrightable material developed as a result of a project. The PI’s attestation on the Opportunity Grants Program grant application indicates knowledge of and agreement with UW-Madison Patent Policies as outlined in the university’s “Patent Policies and Procedures” manual.

D. **Acknowledgement of Funding**

Fund recipients must acknowledge the Wisconsin Partnership Program in any press 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.”