COLLABORATIVE HEALTH SCIENCES PROGRAM
2019 REQUEST FOR PROPOSALS
AND
APPLICATION GUIDELINES
Background
The Wisconsin Partnership Program at the UW School of Medicine and Public Health is committed to improving health and health equity* in Wisconsin through investments in research, education and community partnerships. It was established at the University of Wisconsin School of Medicine and Public Health through a gift from Blue Cross Blue Shield United of Wisconsin as a result of its conversion to a stock insurance corporation.

In collaboration with faculty and community-based organizations, the Partnership Program supports health-improvement and disease-prevention initiatives seeking to reduce morbidity, mortality and systemic disparities in health. The Wisconsin Partnership Program’s vision, mission and values as well as its goals and grant-making strategies are described in the 2019-2024 Five-Year Plan.

*Health Equity: The Wisconsin Partnership Program defines health equity as the attainment of the highest level of health for all people. This requires addressing obstacles to health, such as poverty, discrimination and their consequences (including lack of access to good jobs with fair pay, quality education and housing, safe environments and health care.)

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 advancing health, health care and health equity* in Wisconsin and beyond.

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. This includes teams with two or more individuals who have collaborated in the past, e.g., partnered on grants or published papers together.

Proposals should be highly innovative and have the potential for leveraging additional funding sources. They should also describe how the project will improve health, health care and/or health equity* in Wisconsin 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 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 and health care practice

The PERC recognizes that projects may require the development of new infrastructure. However, the project focus must be to advance novel basic, clinical or educational research, not solely to establish or create the infrastructure. Proposals with a primary objective of developing infrastructure are not eligible.

Proposals will be evaluated based on the following criteria.

- The project:
  - Shows innovation and has outstanding merit
  - Advances the Wisconsin Partnership Program’s 2019-2024 Five-Year Plan framework
  - 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, health care, and/or health equity* in Wisconsin
  - Includes an explicit plan for evaluating and disseminating research outcomes or project results
  - Has a leveraging potential for extramural grant support
  - Describes community engagement efforts if it is the central component of overall project goal
- 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 leading and advancing the project as specified in the Memorandum of Understanding.

The project must have one or two Co-Principal Investigators (Co-PI) and may include a number of Collaborators consistent with the scope of the project. The Co-PIs and Collaborators may have an appointment at any UW System campus, Marshfield Clinic, Gundersen Health System, the Medical College of Wisconsin, Aurora Health Care, 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. Co-PIs may only participate on one CHSP application each funding cycle.
- 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.

- 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.

- Proposals with a primary objective of developing infrastructure are not eligible.
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

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Proposals released</td>
<td>March 14, 2019</td>
</tr>
<tr>
<td>Preliminary applications due</td>
<td>April 11</td>
</tr>
<tr>
<td>Preliminary applications reviewed</td>
<td>April-June</td>
</tr>
<tr>
<td>Invite full applications</td>
<td>June 11</td>
</tr>
<tr>
<td>Full applicant information session*</td>
<td>June 26, 5-6 pm, 3330 HSLC</td>
</tr>
<tr>
<td>Full applications due*</td>
<td>July 9</td>
</tr>
<tr>
<td>Full applications reviewed</td>
<td>July-September</td>
</tr>
<tr>
<td>Invite finalists for interviews</td>
<td>September 10</td>
</tr>
<tr>
<td>PERC interviews finalists*</td>
<td>October 14, 4201 HSLC</td>
</tr>
<tr>
<td>Notify finalists of award decisions</td>
<td>October 17</td>
</tr>
</tbody>
</table>
*By invitation only

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 during the applicable funding cycle, 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.

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

Debbie Wu, Sr. Financial Specialist
dfwu2@wisc.edu ♦ 608-265-8109
**Preliminary Application Guidelines**

A preliminary application is required and is due by 5 pm April 11, 2019. Applicants will receive notification of status and learn whether they are invited to submit a full application to PERC on June 11, 2019. Please see the timeline on page 3 for details.


If you've already started a preliminary application, access your application by logging-in via [https://www.GrantRequest.com/SID_5637?SA=AM](https://www.GrantRequest.com/SID_5637?SA=AM)

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

**Application Resubmission**

If the proposal is a resubmission (see page 3 for more information), provide the year the proposal was submitted and the highest stage of review to which it advanced – preliminary application, full application, or interview. Respond to the reviewer comments from the applicable funding cycle and describe in no more than 250 words how the current proposal differs from the original submission (enter in the online application text field).

**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 Partnership Program’s 2019-2024 Five-Year Plan framework. 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 and cannot exceed two single-spaced pages with one-inch margins and a minimum 11-point Arial font. 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 relevant concluded 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.

**Designation of Confidential and Proprietary Information**

The Wisconsin Partnership Program is required to operate in accordance with Wisconsin’s public records and open meetings laws. See page 10 for more information.
Using the form provided, indicate whether the preliminary application includes proprietary and/or confidential information, and identify and request confidentiality for any trade secrets or proprietary information in the preliminary 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 pm July 9, 2019. Applicants invited to make an in-person presentation to PERC will be notified on September 10, 2019.

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

**Project Summary**

Describe in 125 words or less the overall goal and potential impact of the project in plain language without scientific and medical terminology that can be understood by a general, lay audience (enter in online application text field).

**Application Resubmission**

If the proposal is a resubmission (see page 3 for more information) of a prior full application, provide the year the proposal was submitted. Respond to the reviewer comments from the applicable funding cycle and describe in no more than 250 words how the current proposal differs from the original submission (enter in the online application text field).

**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 the Wisconsin Partnership Program’s [2019-2024 Five-Year Plan](#) framework) and alignment with the goals of the Collaborative Health Sciences Program. Describe concisely the design and methods for achieving the stated goals. In addition, the 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 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 one single-spaced page with one-inch margins using a minimum 11-point Arial font.

**Impact Statement**

The impact statement describes how outcomes of this 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 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 one single-spaced page with one-inch margins using a minimum 11-point Arial font.

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. This should include details of data analysis that address rigor and reproducibility. The narrative 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.

Project Budget

General Information
The maximum request is up to $600,000 to be expended over three years. Using the template provided, upload the project budget as an Excel spreadsheet. The 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.

Budget Narrative
The budget justification narrative describes 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. It must also describe the roles and responsibilities of the PI, Co-PIs, Collaborators and key personnel, even if uncompensated. 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 pages 9 and 10)
- Supplanting (on page 7)

**Biographical Information**
Full applications must include a biographical sketch 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 relevant concluded 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.

**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.

**Nonsupplanting**
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.

**Nonsupplanting Questionnaire**
Applicants are required to complete the nonsupplanting questionnaire as part of the application process. The Principal Investigator and Co-PIs must complete and sign the Nonsupplanting Questionnaire, then upload as a PDF.

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.

**Active Grants and Pending Proposals**
For the *Principal Investigator* and the *Co-Principal Investigators*, upload a list of all active grants and all pending proposals. The lists for each individual (the PI & each Co-PI) must be combined and uploaded as a single PDF. The lists must include the following required details.

**Active grants:**
- UW project number (from WISDM) and name of Principal Investigator
- Funding source/granting agency and related award number
- Title of project (or subproject)
- Overall goal and specific aims 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 grant application

**Pending proposals:**
- UW proposal number (MSN number from WISPER) and name of Principal Investigator
- Funding source/granting agency
- Title of project (or subproject)
- Overall goal and specific aims 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 grant application

As part of the technical review for nonsupplanting, Partnership Program staff will review the above information along with WISDM and WISPER entries.

**Compliance**
Information about compliance requirements is on pages 9 and 10.

**Designation of Confidential and Proprietary Information**
The Wisconsin Partnership Program is required to operate in accordance with Wisconsin’s public records and open meetings laws. See page 10 for more information.

Using the form provided, indicate whether the full application includes proprietary and/or confidential information, and identify and request confidentiality for any trade secrets or proprietary information in the full 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 will be based on PERC program objectives, alignment with the Wisconsin Partnership Program’s [2019-2024 Five-Year Plan](#) framework, 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 11, 2019**.

**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, health care and/or health equity.*

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 Wisconsin Partnership Program’s 2019-2024 Five-Year Plan framework 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 14, 2019. The presentations typically take place between 4:30 and 7 pm. No exceptions will be made.

The PERC will make a final determination of awards based on rank, alignment with the Wisconsin Partnership Program’s 2019-2024 Five-Year Plan framework, 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 award 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.

**Wisconsin Open Meetings and Public Records Notice**
The Wisconsin Partnership Program is required to operate in accordance with Wisconsin’s public records and open meetings laws. The Wisconsin Partnership Program’s governance committee meetings are open to the public. Information shared in these meetings may also be subject to release.

Under the public records law, applications for funding may be considered public records subject to release upon request. As part of the preliminary and full application processes, applicants will be asked to indicate whether the application includes proprietary and/or confidential information and to identify and request confidentiality for any trade secrets or proprietary information in the application. Grantees will also be asked to identify and request confidentiality of such information in each annual progress report.

**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.”