Collaborative Health Sciences Program

Request for Proposals and Application Guidelines

November 2021
Background
The Wisconsin Partnership Program at the UW School of Medicine and Public Health is committed to improving health, health care and health equity in Wisconsin through investments in research, education and community partnerships. It was established at the UW 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 and the distribution of the proceeds from the sale of company to the two Wisconsin medical schools. Consequently, WPP has a significant endowment to carry out its work for the benefit of the people of Wisconsin by addressing many of the health challenges facing the state.

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.

Goal and Description
Through the Collaborative Health Sciences Program (CHSP), the Partnership Education and Research Committee (PERC) supports interdisciplinary team science to advance novel research or education approaches that bring together different disciplines to target complex health problems while advancing health, health care or 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 or health equity in Wisconsin as well as explain the path to translate discovery to application in the clinical setting or in communities. At least one of the following topics must be addressed.

- Etiology, pathogenesis and mechanism of disease – including discovery studies with short- and long-term goals aimed at 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, such as quality and cost of care, access to care, health equity, 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.

Review Criteria
Collaborative Health Sciences grants are up to $600,000 over three years. Proposals will be evaluated based on the following criteria.

- The project:
  - Shows innovation and has outstanding rigor and 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 project positively impacts or translates to improved health or health care or to a reduction in health disparities in Wisconsin

- Describes specific metrics to benchmark progress toward stated goals and objectives

- Describes plans 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:

- Each has an established record of independent scholarship or experience developing, administering or evaluating research or education programs

- Together are a synergistic team with each bringing expertise central to advance project goals

**Eligibility**

A **Principal Investigator** (PI) is required with a salaried appointment of at least 50 percent as professor, associate professor, or academic staff with permanent PI status in the UW School of Medicine and Public Health. 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 PI may only participate on one CHSP application each funding cycle.

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.

- **Co-Principal Investigators** will be considered key personnel 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.

**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 5 and 20 percent of full-time equivalent (FTE) compensation and must be fully justified in the budget narrative. The PERC anticipates funding up to three projects this cycle.

**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.
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>November 10, 2021</td>
</tr>
<tr>
<td>Preliminary applications due</td>
<td>December 16, 2021</td>
</tr>
<tr>
<td>Preliminary applications reviewed</td>
<td>December 2021-February 2022</td>
</tr>
<tr>
<td>Invite full applications</td>
<td>February 15, 2022</td>
</tr>
<tr>
<td>Full applicant information session*</td>
<td>March 1, 2021 (4:30-5:30 pm)</td>
</tr>
<tr>
<td>Full applications due*</td>
<td>March 16, 2022</td>
</tr>
<tr>
<td>Full applications reviewed</td>
<td>March-May 2022</td>
</tr>
<tr>
<td>Invite finalists for interviews</td>
<td>May 10, 2022</td>
</tr>
<tr>
<td>PERC interviews finalists*</td>
<td>June 13, 2022</td>
</tr>
<tr>
<td>Notify finalists of award decisions</td>
<td>June 17, 2022</td>
</tr>
<tr>
<td>Earliest project start date</td>
<td>August 1, 2022</td>
</tr>
</tbody>
</table>

*By invitation only

Preliminary Application Guidelines

A preliminary application is required and is due by 11:59 pm December 16, 2021.

The preliminary application is available in Fluxx: [https://wpp.fluxx.io/](https://wpp.fluxx.io/). New users must register by completing the “Education and Research Registration Form” under “Create your Profile.” Once reviewed by our team, new users will receive an email with their username and temporary password with instructions to reset their password. Email wpp@hslc.wisc.edu with questions regarding Fluxx.

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

Project Abstract

The project abstract provides an overview of the project, including the primary goal, the broader long-term objectives, specific aims, and a description of how the project advances the goals of the Collaborative Health Sciences Program. 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 font. Footnotes, references and up to three tables and/or figures are not included in the page limit and should be inserted after the project abstract.

Application Resubmission (if applicable)

A response to the reviewer comments is only required if the proposal is a resubmission of a preliminary or full application from a prior funding cycle (see page 2 for more information). Provide in the respective text field and in no more than 200 words: the year the original proposal was submitted, the highest stage of review to which the proposal advanced (either preliminary application, full application, or interview), a response to the reviewer comments from the applicable funding cycle, and a description of how the current proposal differs from the original submission.
Biographical Information
Preliminary applications must include a biographical sketch for the Principal Investigator, Co-PIs and Collaborators in NIH format, including a personal statement, positions, scientific appointments and honors, and contributions to science. 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 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 the Wisconsin Partnership Program terms and conditions for more information. Indicate whether the preliminary application includes proprietary and/or confidential information, and using the form provided, identify and request confidentiality for any trade secrets or proprietary information.

Full Application Guidelines
Only applicants invited by the PERC may submit a full application. The Principal Investigator will receive a link to the full application in the invitation. Full applications are due by 11:59 pm March 16, 2022.

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

Abstract
The abstract is a succinct and accurate description of the proposed project. The abstract must state the application’s broad, long-term objectives and specific aims, design and methods for achieving the stated project goals, and alignment with the goals of the Collaborative Health Sciences Program. 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 people 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 abstract must be uploaded as a PDF not exceeding one single-spaced page with one-inch margins and a minimum 11-point font. Footnotes and references are not included in the page limit and should be inserted after the abstract.

Impact Statement
The impact statement describes how the outcomes of the project will lead to improvements in health, health care and/or health equity, particularly in the state of Wisconsin. This section should include details on the scope and significance of the health 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 impact statement must be uploaded as a PDF not exceeding one single-spaced page with one-inch margins and a minimum 11-point font. Footnotes and references are not included in the page limit and should be inserted after the impact statement.

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 and specific metrics to benchmark progress toward the stated goals and objectives. The narrative must be uploaded as a PDF not
exceeding five single-spaced pages with one-inch margins and a minimum 11-point font. Footnotes, references and up to three tables and/or figures are not included in the page limit and should be inserted after the narrative.

**Application Resubmission (if applicable)**
A response to the reviewer comments is only required if the proposal is a resubmission of a full application from a prior funding cycle (see page 2 for more information). Provide in the respective text field and in no more than 200 words: the year the original proposal was submitted, the highest stage of review to which the proposal advanced (either full application or interview), a response to the reviewer comments from the applicable funding cycle, and a description of how the current proposal differs from the original submission.

**Project Timeline and Metrics**
Using the required Gantt chart template, list each project aim and related activities to benchmark progress toward stated goals and objectives.

**Project Budget**
Using the required budget template, 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
- explain the sources and amounts of any cash match or cost sharing funds

Requests should be made by expense type (salary and fringe benefits, services, travel, supplies, etc.) and should provide sufficient detail for individuals unfamiliar with the project.

**Budget Justification**
A budget justification 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 justification 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 and Collaborators, even if uncompensated. The budget justification must be uploaded as a PDF with one-inch margins and a minimum 11-point font.

**Allowable and Unallowable Expenses**
Guidelines for allowable/unallowable expenses are available for review on the Wisconsin Partnership Program website.

The budget must include at least five percent of the Principal Investigator’s full-time equivalent (FTE) compensation, but it may not include more than 20 percent. If cash-match or cost-share funding is being used to cover salary and fringe benefits, details about the funding sources and amount are required.
Allowable and Unallowable Expenses (continued)
Funds must be used for project-related costs:
- Principal Investigator and Co-PI salary support not to exceed NIH salary limitations
- Support staff expenses, such as salaries and fringe 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 with more than two years of useful life. The maximum amount allowed for equipment is $50,000.

Funds may not be used for:
- Pre-award costs
- Indirect overhead and administrative costs
- Lobbying
- Institutional Review Board fees (for more information, see terms and conditions)
- Supplanting (for more information, see terms and conditions)

Biographical Information
Full applications must include a biographical sketch for the Principal Investigator, Co-PIs and Collaborators in NIH format, including a personal statement, positions, scientific appointments and honors, and contributions to science. 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 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.

Letters of Support
Applicants may include letters from individuals or groups other than the Co-PIs and Collaborators (letters of commitment are required from them) to demonstrate support for 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 are limited to no more than 10 pages and should not be used to circumvent the narrative page limits. These materials must be uploaded as a single PDF.

Compliance
Indicate whether the project requires approval by the Animal Care and Use Committee, the Madison Campus Biological Safety Committee, UW-Madison Institutional Review Board, and/or the University Radiation Safety Committee. See the Wisconsin Partnership Program terms and conditions for more information.

Nonsupplanting Questionnaire
Complete the nonsupplanting questionnaire by responding to the questions and providing explanations as necessary. See page 8 for more information on supplanting.
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 the Wisconsin Partnership Program terms and conditions for more information. Indicate whether the full application includes proprietary and/or confidential information, and using the form provided, identify and request confidentiality for any trade secrets or proprietary information.

Review Process

Preliminary Application

Technical Review
Partnership Program staff will review each preliminary application to ensure that all requirements 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, project feasibility, interdisciplinary collaboration, and alignment with the goals of the Collaborative Health Sciences Program. The Executive Committee will provide the results to the PERC for review and approval.

Applicants will be notified by February 15, 2022 whether they are being invited to submit a full application. The notification will include brief de-identified comments from the reviewers. 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 all requirements 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. In addition, each full application will be reviewed by one or two community representatives. The faculty content experts and community representatives will independently review and score assigned applications based on the review criteria on pages 1 and 2. The review panel will discuss the applications and provide a ranked list to the PERC along with a written critique of each proposal. PERC will select the finalists for interviews.

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

Applicants will be informed by May 10, 2022 on whether they are being invited to make an in-person presentation to the PERC. The de-identified reviewers’ comments will be provided to each applicant.
PERC Review
The top-ranked candidates selected by PERC will make in-person presentations to the committee on June 13, 2022. The presentations typically take place between 4:30 and 7 pm. No exceptions to this date will be made.

The PERC will make a final determination of awards based on rank and alignment with the goals of the Collaborative Health Sciences Program. Applicants will be notified of whether they are selected for a grant award no later than June 17, 2022. The committee’s decisions are final and cannot be appealed.

Supplanting Review
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.

PERC’s award decisions are conditional on a review of nonsupplanting by the Wisconsin Partnership Program Finance Associate Director in consultation with the UW School of Medicine and Public Health Senior Associate Dean for Finance and the Wisconsin Partnership Program Director. If a determination is made that supplanting will occur, the Principal Investigator and the PERC will be notified. PERC will take action in compliance with WPP’s nonsupplanting policy. The committee’s decisions are final and cannot be appealed.

Applicants selected for awards by PERC are required to provide the following information for review by the Wisconsin Partnership Program:
- An up-to-date nonsupplanting questionnaire
- Principal Investigator’s Other Support information in NIH format with the following sections: Project/Proposals by status: Active, Pending and Completed; In-Kind Contributions; and Overlap.

Terms and Conditions
By applying for a Wisconsin Partnership Program grant, applicants agree to the Partnership Program’s terms and conditions.

Technical Assistance
For more information or assistance, please contact:

Tonya Mathison, Administrative Manager  Jon Thomas, Finance Associate Director
tonya.mathison@wisc.edu • 608-265-6688  thomas38@wisc.edu • 608-265-2284