OPPORTUNITY GRANTS PROGRAM
APPLICATION GUIDELINES

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

OCTOBER 2017
Background
The Wisconsin Partnership Program promotes health research, education and policy development through its grant programs at the University of Wisconsin School of Medicine and Public Health. In collaboration with community-based organizations and faculty, the Partnership Program supports innovative health-improvement and disease-prevention initiatives seeking to reduce morbidity, mortality and systemic disparities in health. The Partnership Program is guided by its 2014-2019 Five-Year Plan, which describes the Partnership Program’s goals, objectives and grant-making strategies.

Goal and Description
Through the Opportunity Grants Program, which is designed to be strategic, flexible and timely, the Partnership Education and Research Committee (PERC) provides start-up funding in support of high-risk, high-profile, high-impact, state-of-the art education and research projects benefiting the health of the people of Wisconsin.

Opportunity Grants support groundbreaking research and education projects that fulfill two or more of the following criteria:
- have the potential to transform a field of study
- 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 in significant ways

Proposals must be highly innovative with potential to leverage additional funding sources and align with the desired outcomes of the Wisconsin Partnership Program’s 2014-2019 Five-Year Plan. Additionally, proposals must address specific knowledge gaps or scientific opportunities, advance novel research methods, or enhance the education of the future health workforce while paving the way to create healthier communities and advancing health equity. Proposals should describe not only how the project will improve the health of the people of Wisconsin, but also explain the path to translate discovery to application in the clinical setting and/or in communities.

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

Eligibility
A Principal Investigator (PI) is required and must be a UW School of Medicine and Public Health professor, associate professor, or senior or distinguished scientist. Assistant Professors are eligible if they are three or more years past their appointment start-date. The PI must have a salaried appointment of at least 50 percent in the School of Medicine and Public Health.

The project may include one or two Co-Principal Investigators (Co-PI) and any number of Collaborators. Co-PIs and 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. The Co-PIs will be expected to contribute to project oversight as well as drafting of manuscripts and progress reports, whereas Collaborators typically contribute specialized expertise to the project and have more narrowly defined roles than the PI and the Co-PIs.

Funding Scope and Duration
No more than three grants will be awarded by the PERC Executive Committee each year. Awards are typically $100,000 to $200,000 over two years. In exceptional cases, awards may be renewed once. 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.
Technical Assistance
Program staff 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/wpp
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

Preliminary Application Guidelines
Interested applicants must first consult with Partnership Program staff to address eligibility criteria, specific aims and approach and alignment with Wisconsin Partnership Program goals and with the objectives of the Opportunity Grants Program. Please email Eileen Smith (emsmith2@wisc.edu) and Tonya Mathison (tonya.mathison@wisc.edu) to schedule an in-person or telephone consultation.

Following the consultation, if there is mutual agreement to proceed with submission of a preliminary application, Partnership Program staff will email the Principal Investigator a link to the preliminary application forms.

The preliminary application is required and will be considered by the PERC Executive Committee for further development as a full application. Preliminary applications may be submitted at any time; however, the Executive Committee reserves the right to defer review for up to 120 days.

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

Project Abstract
The project abstract is an overview of the project, including the primary goal and the broad, long-term objectives and specific aims; the potential impact on health and/or health care; and details on the scope and significance of the health and/or health care issue being addressed. The abstract 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 and aligns with the goals of the Opportunity Grants Program, and why applying to the PERC New Investigator or Collaborative Health Sciences programs is not feasible.

The project abstract must be uploaded as a PDF with one-inch margins, a minimum 11-point Arial font and line spacing of no more than six lines per vertical inch. It cannot exceed two single-spaced pages. Footnotes and references are not included in the page limits.

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

Applicants invited by the PERC Executive Committee to submit a full application will receive a link to the application forms from the Wisconsin Partnership Program along with the submission timeline and requirements. In addition to providing general information on 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).

**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](#) and its alignment with the goals of the Opportunity Grants Program. Describe concisely the design and methods for achieving the stated goals. The abstract should be informative to other persons working in the same or related fields and understandable to a scientifically or technically literate reader. Avoid describing past accomplishments and the use of the first person. The proposal abstract must be uploaded as a PDF not exceeding one single-spaced page with one-inch margins using a minimum 11-point Arial font and line spacing of no more than six lines per vertical inch.

**Impact**

The impact statement describes how successful completion of this project will lead to improvements in or directly affect individual health, population health and/or health care in Wisconsin and beyond. This section should include details on the scope and significance of the health and/or health care issue being addressed. Applicants must provide a synopsis of the project in succinct and plain language without scientific and medical terminology that can be understood by a general, lay audience. The impact statement must be uploaded as a PDF not exceeding one single-spaced page with one-inch margins using a minimum 11-point Arial font and line spacing of no more than six lines per vertical inch.

**Narrative**

The narrative describes the project’s specific aims, significance, approaches and expected outcomes. It must be uploaded as a PDF not exceeding five single-spaced pages with one-inch margins and a minimum 11-point Arial font and line spacing of no more than six lines per vertical inch. 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 one single-spaced page with one-inch margins using a minimum 11-point Arial font and line spacing of no more than six lines per vertical inch.

- 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](#)
  - Describes the process by which successful execution of this research or education intervention could be translated into improved health of Wisconsin residents
  - Includes an explicit plan for evaluating and disseminating research outcomes or project results
  - Has the potential to improve health equity and/or reduce health disparities, if applicable
  - Provides opportunities for community engagement, if applicable
PERC Opportunity Grants Program – October 2017

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

**Biographical Information**

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

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

Ongoing research support

The PI’s biographical sketch must include the following details for each grant:

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

Co-PIs and Collaborators from state and local government agencies or community organizations may submit a resume in lieu of a biographical sketch. Resumes must include a personal statement addressing the skills the individual brings to the proposed project.

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

**Nonsupplanting Questionnaire**

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

Applicants will be required to complete the nonsupplanting questionnaire as part of the full application process. In addition to reviewing the responses on the nonsupplanting questionnaire, Partnership Program staff will examine WISDM and WISPER entries during technical reviews of full applications. The questionnaire is available for download on the online application, and should be completed, signed and uploaded for submission.
Grant recipients also must recertify annually that other funds for the proposed project have not become available or been declined. No grant can be awarded or retained if a determination of supplanting is made.

**Project Budget**

**General Information**
The maximum request is up to $200,000 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/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**
A budget justification narrative is required for purposes of describing in detail the major budget line items: salary and fringe benefits, travel, services, and supplies and other expenses. The narrative should provide specific information about why an expense is necessary to achieve the project’s goals and objectives. The budget narrative must be uploaded as a PDF with one-inch margins and a minimum 11-point Arial font.

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

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

Funds must be used for project-related costs:

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

Funds may not be used for:

- Entertainment
- Indirect overhead and administrative costs
- Lobbying
- IRB fees (on page 8)
- Supplanting (on page 5-6)
Letters of Commitment
Applicants must include letters of commitment from the Co-PIs and Collaborators showing evidence of the collaboration with specific details about how they/their organizations will be involved or support the project. The letters must be uploaded as a single PDF.

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

Compliance
Information about compliance requirements is on page 8.

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.

Review Process

Preliminary Application

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

Content Review
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 Wisconsin Partnership Program goals, qualifications of the PI and Co-PIs, and opportunities for leveraging. The Executive Committee will make the final decision on invitations to submit full applications.

Full Application

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

Content Review
As part of its review, the PERC Executive Committee may consult with one or two content experts within the University of Wisconsin and, if applicable, a community representative. Members of the PERC Executive Committee will meet to discuss the full application and make the final award decision. Additional information may be requested. Applicants may be required to personally present an overview of the proposal 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-PIs, alignment with the mission, vision and at least one of the desired outcomes of
the Wisconsin Partnership Program 2014-2019 Five-Year Plan 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.

**Grant Award Process**

**Memorandum of Understanding**

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

The PERC reserves the right to establish award amounts and to authorize budget items, program goals and other terms of the proposal before entering into an agreement with award recipients. Rebudgeting between major budget categories (salary and fringe benefits, travel, services, and supplies and other expenses) in excess of ten percent of the total project budget must be approved by the Partnership Program.

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

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

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

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

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

- Intellectual Property Agreement: An intellectual property agreement may be required for inventions, discoveries or copyrightable material developed as a result of a project.

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