NEW INVESTIGATOR PROGRAM
2019-2020 REQUEST FOR PROPOSALS
AND
APPLICATION GUIDELINES

UNIVERSITY OF WISCONSIN SCHOOL OF MEDICINE AND PUBLIC HEALTH
PARTNERSHIP EDUCATION AND RESEARCH COMMITTEE
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 the company’s conversion to a stock insurance corporation.

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

Eligibility
A Principal Investigator is required and must be a UW School of Medicine and Public Health (SMPH) assistant professor with a salaried appointment of at least 50 percent. Applicants may submit only one preliminary application as Principal Investigator. The Principal Investigator is responsible and accountable for leading and advancing the project as specified in the Memorandum of Understanding.

The Principal Investigator’s appointment start-date — as of January 1, 2020 — must be on or after the dates below. If the applicant has received a track extension, or has an appointment below 1.0 full-time equivalent (FTE), please contact Tonya Mathison at tonya.mathison@wisc.edu to verify eligibility.

<table>
<thead>
<tr>
<th>Tenure Track</th>
<th>January 1, 2016 (within four years of start-date)</th>
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<tbody>
<tr>
<td>Clinical Health Sciences (CHS)</td>
<td>January 1, 2014 (within six years of start-date)</td>
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<tr>
<td>Clinician-Teacher (CT)</td>
<td>January 1, 2014 (within six years of start-date)</td>
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Faculty in all UW School of Medicine and Public Health departments, including basic sciences, are encouraged to apply.

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

**Funding Scope and Duration**

The maximum award is $150,000 over two years. The level of effort of the Principal Investigator should be between five and 30 percent of full-time equivalent (FTE) compensation and must be fully justified in the budget narrative. The PERC anticipates funding up to four projects each cycle.

**Submission and Review Dates**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
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<tbody>
<tr>
<td>Release Request for Proposals</td>
<td>September 12, 2019</td>
</tr>
<tr>
<td>Preliminary application deadline</td>
<td>October 10, 2019</td>
</tr>
<tr>
<td>Review preliminary applications</td>
<td>October-December 2019</td>
</tr>
<tr>
<td>Notify applicants of status/Invite full applications</td>
<td>December 10, 2019</td>
</tr>
<tr>
<td>Full applicant information session (by invitation only)</td>
<td>December 17, 2019 at 5pm*</td>
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<tr>
<td>Full application deadline</td>
<td>January 14, 2020</td>
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<tr>
<td>Review full applications</td>
<td>January-March 2020</td>
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<tr>
<td>Notify applicants of status/Invite finalists for interviews</td>
<td>March 10, 2020</td>
</tr>
<tr>
<td>Interview finalists</td>
<td>April 13, 2020</td>
</tr>
<tr>
<td>Notify finalists of award decision</td>
<td>April 20, 2020</td>
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*Harting-Mullins Conference Room, 4201 HSLC

**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**, Grants Specialist  
dfwu2@wisc.edu ♦ 608-265-8109
**Preliminary Application Guidelines**

A preliminary grant application is required and is due by 5 pm October 10, 2019. Applicants will receive notification of status and learn whether they are invited to submit a full application to PERC by December 10, 2019. Please see timeline on page 2 for details.

To start a preliminary application, go to [https://www.GrantRequest.com/SID_5637?SA=SNA&FID=35085](https://www.GrantRequest.com/SID_5637?SA=SNA&FID=35085)

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 2 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 Wisconsin Partnership Program’s [2019-2024 Five-Year Plan](https://www.percresearch.org/5-year-plan) framework. In addition, the project abstract must contain a brief paragraph that describes how successful completion of this project will advance the applicant’s career development.

The project abstract must be uploaded as a PDF 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 Principal Investigator and Collaborators, if applicable, in the [current format](https://www.percresearch.org/5-year-plan) required by the National Institutes of Health (NIH), including a personal statement, positions and honors, contributions to science, and ongoing and relevant concluded research support. Biographical sketches in the preliminary application may not exceed five pages.

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

Biographical sketches and resumes must be uploaded as a single PDF.

**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 invitation. **Full applications are due by 5 pm January 14, 2020.** Applicants invited to make an in-person presentation to the PERC will be notified by **March 10, 2020.**

In addition to 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 2 for more information) of a prior full application, provide the year the proposal was submitted, and 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 New Investigator Program. Describe concisely the design and methods for achieving the stated goals. The abstract should be informative to other people in the same or related fields and understandable to a scientifically or technically literate reader. Avoid describing past accomplishments and the use of the first person. The maximum length of the abstract is one single-spaced page with one-inch margins using a minimum 11-point Arial font.

**Impact Statement**
The impact statement describes how the outcomes of the project will lead to improvements in health, health care and/or health equity*, in particular in the state of Wisconsin. This section should include details on the scope and significance of the health, health care and/or health equity* issue being addressed. Applicants must provide a brief synopsis of the project in succinct and plain language without scientific and medical terminology that can be understood by a general, lay audience. The maximum length of the impact statement 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 specific aims, significance, approaches and expected outcomes of the project. 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.
Proposal Review Criteria
Include a statement addressing the proposal review criteria listed below. This statement must be uploaded as a PDF not exceeding two single-spaced pages with one-inch margins and a minimum 11-point Arial font.

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

Secondary Review Criteria: As applicable, applicants must address one or more of these criteria. The project:
- Has a leveraging potential for extramural grant support.
- Has the potential to improve health equity* and/or reduce health disparities.
- Enhances interdisciplinary research or education and fosters collaborations among basic, clinical, social/behavioral and/or population scientists.
- Describes community engagement efforts if it is the central component of overall project goal.

Project Budget

General Information
The maximum request is up to $150,000 to be expended over two years. Using the budget template provided, the project budget should clearly indicate how the grant funds will be spent. Expenditures must:
- be fully justified, reasonable and clearly related to the project’s goals;
- reflect the activities listed in the proposal; and
- explain the sources and amounts of any cash match or 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 or cost sharing.

Budget Narrative
A budget justification narrative is required for purposes of describing the major budget line items: salary and fringe benefits, travel, services, and supplies and other expenses. The narrative should provide specific information about why an expense is necessary to achieve the project’s goals and objectives. It must also succinctly describe the roles and responsibilities of the PI and Collaborators, 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 on the Wisconsin Partnership Program website.

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

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

Funds may not be used for:
- Entertainment
- Indirect overhead and administrative costs
- Lobbying
- Institutional Review Board fees (on page 9)
- Supplanting (below)

**Biographical Information**
Full applications must include a biographical sketch for the PI 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.

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.

**UW School of Medicine and Public Health Department Chair Nomination Letter**
The application must include a nomination letter from the Principal Investigator’s UW School of Medicine and Public Health department chair. This letter is a critical component of the full application content review. In addition to describing the applicant’s (PI) qualifications, the letter is required to:
- provide evidence of compensated protected time for this project,
- address departmental support and resources, such as facilities or other appropriate resources, for the successful applicant, and
- describe the impact that a New Investigator Program award would have on advancing the applicant’s career development.

There is no limit on the number of nominations from each department chair. The nomination letter must be uploaded as a PDF. There is no page limit for the letter.

**Letters of Commitment**
Applicants must include letters of commitment from the Collaborators showing evidence of the collaboration with specific details about how they/their organizations will be involved or support the project. Letters of support may also be provided. 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**
Principal Investigators are required to complete the nonsupplanting questionnaire as part of the full application process. The PI must complete and sign the 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 if a determination of supplanting is made.

**Active Grants and Pending Proposals**

For the Principal Investigator, upload a list of all active grants and all pending proposals with the following 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 New Investigator Program 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 New Investigator Program grant application

**Start-up Funding**

The application must provide an overview of start-up funds provided by the UW School of Medicine and Public Health, the Principal Investigator’s department, the UW-Madison Graduate School or other sources, if applicable. This information is reviewed during the technical review to ensure nonsupplanting. See page 6 for more information on supplanting.

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

**Compliance**

Indicate whether the project will require review by the Institutional Review Board (IRB), Animal Care and Use Committee (ACUC), University Radiation Safety Committee (URSC), and/or the Institutional Biosafety Committee. See page 9 for more information about compliance requirements.

**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 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.

Review Process

Preliminary Application

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

Content Review
The PERC Executive Committee, which is advisory to the full committee and includes PERC members, will review the content of each preliminary application to determine if it warrants further development as a full application. This review is based on scientific or educational merit, program objectives and alignment with the Wisconsin Partnership Program’s 2019-2024 Five-Year Plan framework. The Executive Committee will provide the results to the PERC for review and approval.

Applicants will be notified by December 10, 2019 whether they are being invited to submit a full application. For proposals that are not advanced to the full application stage, notification will include a brief explanation from the Executive Committee. More extensive comments are provided at the full application stage.

Full Application

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

Content Review
The review panel, which is advisory to the PERC and includes UW faculty and community representatives, will review the full applications. Each full application will be reviewed by two reviewers – assigned based on the content and objectives of the proposal – who are University of Wisconsin faculty with expertise in biomedical research, health services research, community-based population health research and/or education. The faculty experts will review and score the assigned applications based on scientific or educational merit, proposal design, evaluation plan, the Principal Investigator’s qualifications and potential impact on health, 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 discuss the applications and provide a ranked list to the PERC along with a written critique of each ranked proposal.

Applicants will be informed by March 10, 2020 on whether they are being invited to make an in-person presentation to the PERC. A summary of the reviewers’ comments will be provided to each applicant.
PERC Review
The top-ranked candidates will make in-person presentations to the PERC on April 13, 2020. The presentations typically take place between 4:30 and 7 pm. No exceptions to this date will be made.

The PERC will make the final determination of awards based on rank, program objectives and alignment with the Wisconsin Partnership Program’s 2019-2024 Five-Year Plan framework. The PERC’s decisions are final and cannot be appealed.

Grant Award Process

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

The PERC reserves the right to establish award amounts and to authorize budget items, program goals and other terms of the proposal before entering into an agreement with award recipients. Rebudgeting among major budget categories (salary and fringe benefits, travel, services and supplies and other expenses) that exceeds 10 percent of the total project budget must be approved by the Wisconsin Partnership Program.

By applying to the New Investigator Program, applicants agree and consent – without reservation, substitution or limitation – to each of the following:

- Application submission requirements and rules;
- Proposal review methods, process, criteria and scoring; and
- The PERC’s sole, unrestricted right to reject any or all applications submitted in response to this Request for Proposals.

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

- **Institutional Review Board (IRB):** Approved projects using human subjects in research for any purpose other than as individuals enrolled in a class or program must be reviewed by the IRB before the project begins. 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 before the project begins.
- **University Radiation Safety Committee (URSC):** If the use of radioactive materials or equipment that produces radiation is essential for accomplishing the proposed activities in the project, authorization to use radionuclides must be secured from the URSC before the project begins.
- **Institutional Biosafety Committee:** If the proposed activities involve the use of biological materials, the activities must be reviewed by the Institutional Biosafety Committee before the project begins.

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

- **Progress, Financial and Nonsupplanting Reports:** Grantees must submit written interim progress reports and financial status reports (FSR) on forms provided by the Wisconsin Partnership Program. Interim progress reports, including an FSR and a nonsupplanting questionnaire, are due no later than 30 days after the end of each 12-month period. Final reports, including an FSR and a nonsupplanting questionnaire, are due no later than 90 days after the project ends.
- **Health Insurance Portability and Accountability Act (HIPAA):** The federal HIPAA privacy rules protect the privacy of a person’s health information used in clinical practice, research and operations of
health care facilities. The rules apply to the use or disclosure of protected health information for research purposes and require several actions and documentation.

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

**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. In accordance with the 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 UW School of Medicine and Public Health through the Wisconsin Partnership Program.”

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