CHER CHICAGO PILOT PROJECT PROGRAM, 2019- 2020

OVERVIEW AND PURPOSE

The Center for Health Equity Research Chicago (CHER Chicago), based at the University of Illinois Cancer Center and the University of Illinois at Chicago School of Public Health, and in collaboration with The University of Chicago Medicine, has the vision to pursue health equity through the elimination of structural violence.

Structural violence refers to the multiple ways in which social, economic, and political systems expose particular populations to risks and vulnerabilities leading to increased morbidity and mortality. Those systems include income inequality, racism, homophobia, and other means of social exclusion leading to vulnerabilities, such as poverty, stress, trauma, crime, incarceration, lack of access to care, healthy food, and physical activity. CHER Chicago aims to eliminate the effects of structural violence on health inequalities among racial, ethnic, and sexual minorities.

CHER Chicago strives to advance health equity research through the development and refinement of theoretical frameworks of structural violence and health equity; and by promoting multi-level, multi-disciplinary research on the social, economic, psychosocial, behavioral, and biophysical processes linking structural violence and health equity. CHER Chicago strengthens health equity scholars and research activities that expand our understanding of structural and systemic inequality and discrimination.

Previously not funded and new submissions are encouraged, contingent on eligibility. For this round, these types of projects are highly encouraged: Projects focused on aging populations i.e., those 50 years of age and above, and LGBTQIA+ populations. One to two funded projects will involve these populations. For the purposes of this RFA, lesbian, gay, bisexual, transgender and queer persons are those who identify as such (i.e., not MSM, MSWM or other behavior-based designations). Further, we are seeking proposals that consider health beyond a framework of sexual health or sexual risk behaviors. We welcome proposals that consider the context of health equity – e.g., not narrowly focused on HIV sexual risk.

AWARD AVAILABILITY

Three one-year grants are available to fund pilot projects part of the Pilot Project Program. $50,000 is available per grant. Estimated funding period is 7/1/2019-06/30/2020.

Projects must fall in at least one of the following areas:
- Secondary data analyses,
- Feasibility trial studies,
- Build on existing protocols with an exploratory aim

Please note that the Principal Investigator applicant and the PI on the protocol should be the same for IRB purposes.

KEY DATES

DATE	ACTIVITY
November 28, 2018	Request for Proposals Posted
November 28, 2019 – January 22, 2019	Custom Technical Assistance Workshops held virtually, throughout the community, via phone calls, and at the Cancer Center, and at the CHER Chicago Spring Symposium
January 22, 2019 at 11:59PM CDT	Deadline for receipt of proposals
Week of March 25, 2019	Review Day by expert reviewers on structural violence and CHER Chicago Steering Committee selects three pilot projects to present to NIMHD;
March 22, 2019	Full IRB approval and funder forms received
June 15, 2019	Year 2 Pilot Project Awardees Announced and project teams notified of funding
July 1, 2019	Pilot projects initiate
June 30, 2020	Pilot Projects achieve stated aims and expend budget with community partners.

ELIGIBILITY AND REQUIREMENTS
Pilot Project Program
In consultation with leadership from the Community Engagement and Dissemination (CEDC) and Administrative Cores (AC), Investigator Development Core (IDC) personnel has developed this program to solicit and select pilot projects, provide necessary guidance for the development of pilot projects, and support awardees to ensure successful completion of projects to publication and dissemination of results and submission of subsequent grant applications. All proposed pilot projects must illustrate collaboration with a community partner regarding research, recruitment, dissemination, and other partnership opportunities.

Proposed research projects must have high potential for leading to external funding through the NIH K-series, R03, R21, R01 mechanisms or foundation support. Proposed projects should also provide training opportunities for minority and/or underrepresented minority students and/or fellows.

The pilot project mechanism provides opportunities for early stage investigators to generate secondary data analyses, feasibility trial studies, or build upon existing protocols with an exploratory aim in the thematic focus area of CHER Chicago, which is structural violence, that can support subsequent development and submission of grant applications for larger studies.

Projects must also involve a partner organization that is a community-based organization or other type of partner, including, but not limited to federal or local government agencies, school districts, and healthcare providers. The individual or representative of the partner organization must be named as a Co-Investigator. If a University of Chicago early-stage investigator wants to apply, they must have a Co-Principal Investigator (Contact PI) from UIC. Also, preference will be given to proposals that advance the work of current projects, focus on reducing structural violence, use secondary data analyses, and/or have feasibility trial studies that build upon existing protocols with an exploratory aim.

CHER Chicago recognizes a unique and compelling need to promote diversity in the biomedical, behavioral, clinical and social sciences workforce. Thus, we highly encourage application of individuals from currently underrepresented in the biomedical, clinical, behavioral, and social sciences.

If you would like to learn more about current funded project abstracts (e.g. pediatric obesity, colorectal cancer racial disparities, Southeast Asian migrant stress) or would like assistance in meeting our active community partners, please contact Monica Garcia Norlander, Center Director for the CHER Chicago at monican@uic.edu.

Individual Eligibility
We are only funding early-stage investigators (e.g. Assistant Professor level/has never held R01 level funding) with appointments at UIC:

> *A Program Director / Principal Investigator (PD/PI) who has completed their terminal research degree or end of post-graduate clinical training, whichever date is later, within the past 10 years and who has not previously competed successfully as PD/PI for a substantial NIH independent research award.*

Any existing federal awards must not restrict funds from CHER Chicago, sponsored by the NIMHD.

The contact Project Director/Principal Investigator must be a UIC faculty member with at least a 0.10 FTE appointment at UIC at the time of the application and for the duration of the project period.

PROPOSAL SUBMISSION INFORMATION
The application must include all sections outlined below and follow templates below this document:

Section 1: Cover page and abstract. The cover page includes the title of the project, names, institutions, and contact information of PIs, Co-PIs, all other co-investigators and collaborators, including community partner(s). The abstract description of the proposed research project must be in accessible language. Max: 250 words.

Section 2: Research proposal. The proposal describes the research plan and include the following: 1) specific aims; 2) scientific significance and innovation; 3) preliminary/ existing studies and partnership development; 4) research design and methods, including a description of critical project activities that will be performed, and community partner site(s); 5) information on how the proposed project will lead to peer-reviewed funding; 6) plans for inclusion of minority and/or underrepresented students/trainees; 7) strategies for developing/maintaining an active collaboration with community partner investigators; 8) plans for career development and mentorship for less experienced/early-stage investigators/co-leaders; and 9) the added value that the proposed research brings to CHER Chicago. The above is limited to 6 pages, excluding figures, tables, #8 above regarding career development and mentorship plans, and references.

Section 3: Bio sketches. Current NIH bio sketches are required for each participating Co- PI, including partner organization(s). Note that bio sketches should include all funding sources including seed funding, development awards, etc.

Section 4: Budget and budget justification. The UIC team and the community partner organization will each complete a separate budget, totaling 2 budgets at the time of submission, or 3 budgets total if collaborating with The University of Chicago. The partner organization will be treated as a separate entity

and will need to be established under an institutional subcontract. Each budget should also include a corresponding budget justification clearly stating why each expense is needed to complete the study aims. Please include the budget justification per site, including the partner organization.

Budget restrictions. A detailed project budget includes the amount requested. No indirect costs will be funded. Salary support (e.g., investigators, technicians, research assistants, coordinators, students, post-doctoral fellows) are allowed.
For questions related to site-specific budgets, please email monican@uic.edu. See budget template linked below.

Areas of Consideration:
- **IRB approval.** IRB submission and approval required by March 22, 2019, if applicable.
- **Career Development and Mentoring Plan.** Investigators at the assistant professor level and who have not yet received R01 funding are required to submit a Career Development and Mentoring Plan. Individuals at the associate professor or full professor level do not submit a Career Development and Mentoring Plan. See template attached.
- **Potential for external, peer-reviewed funding.** It is the expectation that all projects funded under the CHER Chicago Pilot Project Program have high potential for external, peer-reviewed funding in the future. Please ensure that funding potential beyond CHER Chicago is clearly outlined in the research proposal section of your grant.

PROPOSAL REVIEW CRITERIA
Applications will be reviewed by designated review committees where reviewers will assign a score on the overall application based on the following criteria:
- **Significance.** The project addresses important problems or critical barriers to progress in eliminating structural violence. The aims of the project advance scientific knowledge, technical capability, and have near-term impact.
- **Innovation/ Creativity.** The application utilizes novel theoretical concepts, approaches or methodologies, instrumentation, or interventions.
- **Investigator(s).** The PIs, collaborators, and other key personnel have the necessary experience and expertise to accomplish the goals of the proposed research project. The investigators have complementary and integrated expertise.
- **Approach.** The overall strategy, methodology, and analyses is logical and appropriate to accomplish the specific aims of the project.
- **Career Development.** There is a thoughtful, intentional, and reasonable plan for career development of early-stage investigator(s). Mentor(s) have been identified and the appropriate mechanisms are in place to achieve career development goals outlined.
- **Community Engagement and Dissemination.** The partner organization(s) and their respective roles and contributions are clearly articulated. Plans for dissemination activities targeted toward the relevant community/communities are clearly outlined. Plans must identify activities beyond solely traditional academic venues of professional conferences and peer-reviewed publications.
- **Potential to Generate Publishable Data.** There is high likelihood that the proposed project or program will generate publishable data leading to peer-reviewed publications, ideally in high-impact journals.
- **Potential for External Funding**. There is high likelihood that the proposed project or program leads to more competitive grant applications to the National Institutes of Health (NIH) and other types of federal and foundation funding.

REPORTING AND OTHER CRITERIA

Awardees will provide bimonthly e-mail updates to the CHER Chicago Program Director on progress for National Institutes of Minority Health and Health Disparities (NIHMD) evaluation and reporting using the template on page 8.

For additional questions, please email cherchicago@uic.edu

APPLICATION DUE DATE AND SUBMISSION

Due by Tuesday, January 22, 2019 at 11:59 PM CST (Chicago-time) to cherchicago@uic.edu, CC: monican@uic.edu

When submitting your Pilot Project Program application, please submit one final document, .pdf and/or .doc file types only, with the "proposal submission information" listed above and templates in the order proposed below. For guidance, refer to this "How To" document crafted by the NIH.

CHER CHICAGO PILOT PROJECT TEMPLATE REQUIRED FOR SUBMISSION:

1. CHER Chicago Face Page
2. Table of Contents
3. Project Summary/ Abstract
4. Project Narrative
5. Facilities and Resources
6. NIH Biosketches for all Key Personnel (include eRA commons IDs)
7. Other Support
8. Budget
9. Budget Justification
10. Specific Aims
11. Research Strategy
12. References
13. Dissemination Plan
14. Data Safety and Monitoring Plan
15. Timetable
16. Letter identifying current full IRB approval process. Please indicate whether your project includes primary data collection.
    NOTE: Full IRB approval letter due by March 22, 2019

Please use this document as a template: https://app.box.com/s/ckp265nasjt85tr1wa9ebbnmc0zyjari

CHER CHICAGO PILOT PROJECT FORMS REQUIRED BY MARCH 22, 2019:
Relevant forms to be submitted in editable versions; forms linked and must include all material below. You may need to copy/paste link into your browser, https://www.grants.gov/web/grants/forms/r-r-family.html
1) SF 424 R&R Cover Page..
2) Table of Contents..
3) Performance Sites...
4) Research & Related Other Project Information...
5) Project Summary/Abstract (Description)...
        Project Narrative (this document includes some of the other sections below).........................
        Facilities & Other Resources..
        Equipment..
        Research & Related Senior/Key Person (use Biosketch format even for non-research teammates)...
        PHS 398 Cover Page Supplement...
        Detailed Budget...
        Budget Justification...
        PHS 398 Research Plan...
        Introduction to Application..
        Specific Aims..
        Research Strategy...
        Human Subjects Section...
        Protection of Human Subjects..
        Data Safety and Monitoring Plan ....
        Inclusion of Women and Minorities...
        PHS Inclusion Enrollment Report...
        Inclusion of Children..
        Multiple PD/PI Leadership Plan..
        Bibliography & References Cited...
        Consortium/Contractual Arrangements...
        Letters of Support (from mentors and consultants) ....
        Resource Sharing Plan(s)..
6) Other Support (for all teammates, not only PI), https://grants.nih.gov/grants/forms/othersupport.htm
7) IRB Approval Letter (e.g. Letter of Developmental Activities); please note that full IRB approval must be submitted by 11:59pm March 22, 2019. We have compiled some IRB forms here but please work with your college's IRB specialist for submission.
8) If this is a **clinical trial,** complete the following by March 22, 2019:

   – **Provide certification of Good Clinical Practice (GCP) training:** All NIH-funded investigators and staff who are involved in the conduct, oversight, or management of clinical trials should be trained in Good Clinical Practice (GCP), https://grants.nih.gov/grants/guide/notice-files/NOT-OD-16-148.html

    Training Options: The policy does not require a particular GCP course or program. Training in GCP may be achieved through a class or course, academic training program, or certification from a recognized clinical research professional organization. NIH also offers GCP training. See NIAID and NIDA. In addition, NCATS has developed a GCP training program geared to behavioral clinical trial investigators. These courses are free of charge. Other free courses as well as fee-based courses are available.

– All NIH-funded clinical trials are expected to register and submit results information to www.Clinicaltrials.gov

CHER CHICAGO
UIC | Center for Health Equity Research Chicago

TITLE OF PROJECT	
CONTACT PI NAME *(Last, First, Middle)*	DEGREE(S)
ACADEMIC TITLE	DEPARTMENT & INSTITUTION
IRB/IBC/IACUC APPROVAL Type of APPROVAL _____ APPROVAL # _____ _____ PENDING _____ TO BE SUBMITTED _____ Not applicable	CO-INVESTIGATORS (Name, Department, and Institution) Include a separate page if necessary.

Is this project part of a current pending submission for a federally funded grant?   YES   NO
Did you have a technical assistance session with a CHER Chicago staff/faculty?   YES   NO; If so, with whom?
I certify that the proposal is complete and the above list includes all cancer center contributors to the proposed project.   YES   NO
I understand that all contributors (consultants, contributors, community partner co-investigators, etc.) to this proposed project must complete and   submit, prior to award of funds, any required External Contributor Financial Conflict of Interest (FCOI) Certification Form required by the institution
VERIFICATION OF BUDGET APPROVAL & COST SHARE SUPPORT IMPLIED WITHIN THE BUDGET BY ALL APPLICABLE DEPARTMENTAL BUSINESS MANAGERS

1. SIGNATURE OF BUSINESS MANAGER	DEPARTMENT/ PHONE/ EMAIL	DATE
2. SIGNATURE OF BUSINESS MANAGER	DEPARTMENT/ PHONE/ EMAIL	DATE
3. SIGNATURE OF BUSINESS MANAGER	DEPARTMENT/ PHONE/ EMAIL	DATE
SIGNATURE OF PRINCIPAL INVESTIGATOR	DATE	

Abstract (200 words or less):

FROM: July 1, 2019   THROUGH: June 30, 2020

LEADERS:
[Insert name, title, organization, contact information]

AIMS:
The specific aims for this project:
☐   have not been modified from the original submission
☐   have been modified from the original submission

SCHEDULED MEETINGS:
[list here]

KEY ACCOMPLISHMENTS ALIGNED TO AIMS:

AIM 1 [List 1 sentence high-level summary of aim]
[Insert description of AIM 1
YEAR 1 PROGRESS
[Insert quantifiable, measurable progress and include screenshots, as needed]
AIM 2 [List 1 sentence high-level summary of aim]
[Insert description of AIM 2
YEAR 1 PROGRESS
[Insert quantifiable, measurable progress and include screenshots, as needed]

Have any new collaborations been made as a result of this project:
☐   Yes
☐   No
If so, please list them:

Have any grant applications resulted from this project:
☐   Yes
☐   No
If so, please list them:

Has there been any publications as a result from this project:

☐ Yes

☐ No

If so, please list them:

ANY CHALLENGES AND ASSOCIATED COUNTER MEASURES?

PLEASE INCLUDE A TIMELINE OF YOUR UPCOMING ACTIVITIES HERE: