

FUNDING OPPORTUNITY

Community Outreach and Engagement Seed Funding

Maximum Award: \$30,000

Letter of Concept Deadline: December 1, 2021

The Holden Comprehensive Cancer Center (HCCC) Community Outreach and Engagement (COE) seeks applications from University of Iowa researchers to support proposals that are responsive to community needs and incorporate the community in the social science, clinical, or basic science research. The intent of this award is to assist investigators in gaining experience working with communities to design and implement innovative research projects that have a high likelihood of leading to external peer-reviewed funding. A successful, bidirectional relationship between the HCCC research team and a community will be a key outcome of this proposal.

Proposals are encouraged for any type of cancer-related research that is responsive to the needs of Iowa communities and bidirectionally engages community members. The grant will require active engagement with communities, which will be supported through strategic assistance from the COE team. Researchers should refer to Cancer in Iowa Reports (<https://shri.public-health.uiowa.edu/cancer-data/iowa-cancer-reports/>), Iowa's Cancer Plan (<https://canceriowa.org/cancer-plan/>), and community health needs assessments (<https://idph.iowa.gov/chna/hip/community-health-needs>) to identify the needs of Iowans and specific communities in Iowa. Providing evidence on how the proposed project addresses a cancer-related need in Iowa or a population in Iowa will be key to a successful proposal. **Because this is a new funding opportunity and engaging communities may be new to some researchers, it is mandatory that the researchers schedule a meeting to discuss their ideas for this proposal with the COE team.** There is no expectation that the research team has existing relationships with the community. THE COE team and HCCC Community Advisory Board will assist the researcher in developing these contacts. Proposals will be reviewed by a committee consisting of Community Advisory Board (CAB) members and HCCC researchers. Successful proposals will be required to work with the COE team to support positive and successful community engagement. Awardees will also be required to present findings to the CAB and to develop a product to disseminate the research findings to Iowa communities. The pilot project duration is one year with the potential for additional funding based on competitive re-evaluation after the first project period and successfully completing project milestones.

Eligibility:

- All faculty and research scientists conducting independent cancer-related research are invited to apply.
- The principal investigator must be a member of the HCCC.
- Interdisciplinary collaborations are encouraged.

Application Process:

Investigators interested in applying for funding must discuss their ideas with the COE team. The team can provide feedback and assist the investigators in developing connections to community members. Contact Natoshia Askelson (natoshia-askelson@uiowa.edu) to set up a meeting with COE team members who will provide advice and coordinate interactions with members of the Community Advisory Board.

All projects must comply with the NIH policies concerning research on human subjects.

Documentation of protocol approval by the Hawk IRB will be required before funding will be released.

Copies of all assurances and certifications must be given to the HCCC administration before funds can be allocated.

Step 1. Contact the COE team (Natoshia Askelson, natoshia-askelson@uiowa.edu) to schedule a meeting to discuss the proposed idea.

Step 2. Letter of Concept: The letter-of-concept should include the following information:

- The community and community need(s) the proposal is targeting.
- Preliminary ideas on how the community will be engaged and the role community members will play in the proposal.
- Brief overview of the proposed project, including hypotheses, approximate number of subjects, key study methods, and a study timeline.
- Area of expertise of principal investigator as well as collaborating investigators and staff.
- Clear indication of the relevance of the research to cancer in Iowa.
- How the proposed project addresses issues of health equity.
- Statement of how the proposed project will lead to full research projects with funding potential.

The 1-2 page electronic letter should be addressed to Natoshia Askelson (natoshia-askelson@uiowa.edu).

Deadline: December 1, 2021

Step 3. Review of letter of concept by the COE team and a subcommittee of 5 Community Advisory Board members

Review criteria for the letters of concept include:

- **Degree to which the research addresses a cancer-related need in Iowa.**
- **Evidence of community engagement or plan to engage the community.**
- **How the proposal addresses health equity.**
- **Scientific robustness of the proposed project.**
- **Promise for the project to advance to a peer-reviewed, externally funded research project.**

Notification of invitation to submit full proposal: December 15, 2021

Step 4. Invited Full Proposal: Investigators with meritorious letters-of-concept that meet program goals will be invited to submit full proposals. No font size smaller than 11-point shall be used. **The proposal should avoid jargon and be appropriate for the non-scientist reader.** Full proposals must include:

1. **Title Page:** A cover page that lists the primary investigator, his/her degrees, title of the research project, departmental address, phone number, and e-mail address.
2. **Summary-Abstract:** In no more than one page, this section shall include the project title, specific aims, methods, and anticipated outcomes.
3. **Research Proposal Narrative:** The recommended page length of this portion of the full proposal is four and limited to a maximum of five single-spaced pages (not including citations). The proposal should include the following:
 - a. Specific aims (no more than one paragraph).
 - b. Brief rationale for the project and summary of prior relevant work, including the community, community needs, and scientific rationale.
 - c. A statement on how the proposed project addresses health equity.
 - d. Resesarch plan including how community members are involved in the research process. Please include any particular challenges you anticipate. Note collaborations with other faculty, both inside and outside the institution. Also, include a brief timeline with project milestones.
 - e. Promise of future funding. Applicants must specifically describe plans for pursuing extramural funding and explain how the proposed project fits into those plans. Ideally, the applicant will have already identified an extramural funding opportunity, although this is not required.
 - f. Outline a plan for sharing the findings from the project with the community. This plan should include an interactive method for sharing that goes beyond a traditional written report.
4. **Budget with Justification:** The section shall outline expenditures for the project. Where appropriate, the researchers should plan on compensating community members and covering costs related to community engagement (applicants should consult with the COE team on guidelines for paying community partners). **Funds may not be used for travel (other than that required to conduct the proposed research) or equipment.** Please remember that the total budget is not to exceed \$30,000. Investigators are strongly urged to plan appropriately.
5. **Biosketch:** Please submit this information for the principal investigator and other key personnel in NIH format and within a five-page limit (<https://grants.nih.gov/grants/forms/biosketch.htm>).
6. **Letter(s) of support from community organization:** Provide a letter of support indicating that you are working with a community organization.

Deadline: February 1, 2022

Step 5. Review Criteria:

Proposal will undergo a formal review process by a sub-committee of the CAB and two researchers, who are HCCC members.

Proposals will be evaluated on the following using a 3 pt scale (1= poor, 2= adequate, 3= great). The criteria in bold will be weighted to indicate their importance (score X 2):

- Degree to which the research addresses a cancer-related need in Iowa.
- Evidence of community engagement or plan to engage community.
- Promise for the project to advance to a peer-reviewed, externally funded research project.
- Scientific rationale for the study.

- Scientific merit/quality, including adequacy of design and proposed statistical analyses and originality and innovativeness of the proposal.
- Qualifications of the key personnel and their ability to complete the project as proposed.
- Readability will be evaluated.

March 2022- funded applications will be notified.

Step 6. Funded projects will be required to present to the CAB before beginning research. The presentation should be delivered in plain language and will be taped in advance (5-10 minutes) and CAB members will have 30 minutes to interact with the researchers. Researchers will need to be responsive to concerns raised by the CAB.

Step 7. Funded projects will be required to work with the COE team that will provide strategic help to support effective community engagement. The strategic help will be tailored to the research project and the experience of the research team.

Step 8: Following completion of the research project, the PI will be required to present on findings to the CAB and to HCCC leadership.

Step 9: Following completion of the research project, the findings from the project will need to be disseminated to the community in an appropriate, interactive format, for example, a townhall meeting or toolkit or local news coverage (not a written report).

Contact: Natoshia Askelson (natoshia-askelson@uiowa.edu)