

**Holden Comprehensive Cancer Center, Office of Diversity, Equity and Inclusion
Diversity, Equity and Inclusion Research Award**



CALL FOR PROPOSALS

The Holden Comprehensive Cancer Center (HCCC) Office of Diversity Equity and Inclusion (DEI) invites funding proposals of up to \$10,000 to investigate cancer disparities in diverse populations. This call for proposals is in support of our National Cancer Institute (NCI) Cancer Center Support Grant (CCSG) that includes a new Core component called “Plan to Enhance Diversity (PED)”. The purpose of this HCCC DEI Research Award is to foster research in cancer disparities that cannot readily be supported through other available sources, and to permit the initiation of promising new projects or novel ideas to obtain preliminary results to successfully complete for national research grants. Proposals are encouraged from investigators performing basic, translational, clinical, or population science research including cancer control, health services research, behavioral/psychosocial research, and health policy and outcomes research related to cancer.

Proposals will be considered that take into consideration the needs of catchment area, as defined by the Iowa Cancer Plan (<https://canceriowa.org/iowa-cancer-plan/>) or the report on Cancer in Iowa (<https://shri.public-health.uiowa.edu/wp-content/uploads/2023/02/cancer-in-iowa-2023.pdf>). Proposals will also be considered that focus on strengthening disparity components of projects funded by other mechanisms. The HCCC DEI Research Award is intended to assist researchers in conducting initial explorations which should lead to publication(s) and a successful application for support from a national funding agency.

PRIORITY FUNDING GUIDELINES

Proposals must incorporate the following:

- Investigation of cancer disparities in diverse population(s). This may include (but is not limited to):
 - Underrepresented Minorities (Blacks or African Americans, Hispanics or Latinos, American Indians or Alaska Natives, Native Hawaiians and other Pacific Islanders). Individuals from racial and ethnic groups that have been shown by the National Science Foundation to be [underrepresented in health-related sciences on a national basis](#), including [Women, Minorities, and Persons with Disabilities in Science and Engineering](#)).
 - Healthcare for LGBTQ+ populations
 - People with [disabilities](#), who are defined as those with a physical or mental impairment that substantially limits one or more major life activities, as described in the [Americans with Disabilities Act of 1990, as amended](#). See [NSF data](#).

- Disadvantaged background (must meet two or more qualifications)
 - [Homeless](#) (past or present)
 - [Foster Care](#) (past or present)
 - [Eligible for Federal Pell Grant](#) (past or present)
 - [Eligible for Federal Free and Reduced Lunch Program](#) (for 2 or more years)
 - [Food Stamps, SNAP, or WIC eligible](#) (past or present)
 - [First-generation student](#) (no parents or legal guardians have/had completed a bachelor's degree)
 - Grew up in a [rural](#) or [disadvantaged](#) area
- Full or partial funding may be requested, but all expenses should be itemized in the proposal

TERMS OF AWARD

- Maximum award: Up to \$10,000 per project
- Deadline: Noon, Friday, May 5, 2023
- Project period: July 1, 2023 to June 30, 2024. The DEI Research Award must be spent or encumbered within one year. No extensions will be granted.
- Budget revisions: The principal investigator may make minor alternations within the budget, provided such changes do not violate the basic budget restrictions outlined in the formatting section of these guidelines.
- Acknowledgements: All recipients of DEI Research Awards must acknowledge this funding support. The following acknowledgement should be included in publications supported through HCCC DEI Research Awards: *“This research was supported through the Diversity, Equity and Inclusion Research Award at Holden Comprehensive Cancer Center at the University of Iowa.”*
- Account activation: Award activation of the account number is dependent on receipt from the investigator of required approval forms from the institutional review boards. The approvals include any of the following: 1) Human Subject Review IRB Committee A (Sponsored Programs Office; 2) Animal Care and Use Committee (Animal Care Office); 3) Radiation Protection (Health Protection Office); or 4) Bio-Safety Committee. Copies of all approvals should be submitted with signed acceptance letter to hccc-dei@uiowa.edu.

SUBMISSION INFORMATION

- Submit to: Email a single PDF document to the HCCC Office of Diversity, Equity and Inclusion hccc-dei@uiowa.edu. This is an HCCC internal award, therefore applications do not need to be routed to the Division of Sponsored Programs.
- Details: Complete guidelines and forms are available on the following website <https://cancer.uiowa.edu/cancer-research-funding-opportunities>. Applications must be submitted on the forms provided. Incomplete applications, applications not adhering to the DEI Research Award

guidelines, or applications not adhering to the 10 PAGE LIMIT will be returned without review. We encourage applicants to ask a senior investigator, experience in obtaining peer-reviewed support, to review the application prior to submission to provide advice on the structure and grantsmanship of the proposal.

Formatting:

- Single spaced, one-sided, with a maximum of 5/8 inch margins. Space between paragraphs is recommended. Use 12-point Times New Roman or 11-point Arial as the minimum font size for the text of the application. A 10-point Times New Roman or 9-point Arial font may be used for figures, legends, and tables with fixed spacing that can be photocopied. DO NOT reduce line space or reduce by photocopying.

- The application should follow these application format headings
 - FACE PAGE – complete name/degree/title, education and training for the biographical information as requested. Complete information on eligibility and have the application signed by your Department Chair. All applicants are required to verify their eligibility through their Department Chair.
 - BIOGRAPHICAL SKETCH, INCLUDING APPOINTMENTS, OTHER RESEARCH SUPPORT, PUBLICATIONS (PAGE 1-2)
 - Complete information on appointments
 - Other research support (list all current and pending grant support, including agency, principal investigator, percent effort, amount and terms of award, or list “none”)
 - Publications (of applicant)
 - ABSTRACT (PAGE 3)
 - RESEARCH PLAN (PAGE 4-7)
 - Complete information on Description of Research Proposed – the proposed research plan should include:
 - Title of project, objective, background and significance (emphasizing cancer relevance/impact), relevance to health disparities/health equity, specific aims of the project, methods, selected publications and cited literature related to the research project, and description of research facilities.
 - Important: describe the potential cancer impact and relevance to health disparities/health equity of your project in lay terms, i.e. language that someone with no scientific background could understand (e.g. imagine trying to explain the value of your research to a class of high school seniors).
 - PROPOSED BUDGET (PAGE 8)
 - The maximum HCCC DEI Research Award is \$10,000 for one (1) year. The following budgetary restrictions apply to DEI Research Awards:
 - Budget proposals should adhere to these categories:
 - Consumable supplies - Research supplies should be grouped under appropriate headings with amounts.

- Travel – Domestic (only) travel when necessary to carry out the proposed research program
 - Miscellaneous expenditures – Must be listed and justified individually.
- Expenditures allowed:
 - Research supplies and animal maintenance
 - Technical assistance
 - Domestic (only) travel when necessary to carry out the proposed research program
 - Publication costs, including reprints
 - Special fees (pathology, photography, etc)
 - Registration fee for PI to attend one (1) scientific meeting
 - Forming an Advisory Board (Community or Patient) – meeting space fees, trainings for board members, honorariums
 - Recruiting study participants
 - Training for researchers to increase capacity to engage with community
 - Disseminating results (graphic design, mailings, social media)
- Expenditures not allowed:
 - Foreign travel costs (transportation, hotel, meals, etc)
 - Honoraria and travel expenses of visiting lecturers
 - Secretarial/administrative personnel
 - Salaries and tuition costs
 - Books and periodicals
 - Dues and membership fees in scientific societies
 - Non-medical services to patients (travel to a clinical site or patient incentives are allowable)
 - Construction, renovation, or maintenance of buildings and laboratories
 - Office and laboratory furniture
 - Office equipment and supplies (including computer hardware and software)
 - Rental of office or laboratory space
 - Recruiting and relocation expense
- RESEARCH PROMOTION FORM – ATTACHMENT 1 (PAGE 9)
 - Please complete the Research Promotion Form based on your willingness to work with the HCCC Office of Diversity, Equity and Inclusion on promotion of your work
- ATTACHMENT II (PAGE 10)
 - Approval Form Checklist – the applicant is required to complete this checklist and submit it with the application
- The entire application must NOT EXCEED 10 PAGES (pages 1-8 and attachments I and II). Applications exceed 10-pages will be returned without review. (The application face page and letters of support do not count toward the 10-page limit.)

- Do NOT send supplementary material pertinent to the application unless you have received a specific request from hccc-dei@uiowa.edu.

HUMAN RESEARCH STUDIES

All new cancer-related research involving human subjects must be obtained from the Institutional Review Board (IRB) before any of the awarded funds will be made available and before the research can commence.

REVIEW PROCESS

Funding requests will be reviewed by a DEI Research Award peer review panel from HCCC. Reviewers will consider each of the review criteria below in the determination of scientific merit.

- Does the project address an important problem or a critical barrier to progress in the cancer disparities field?
- Are the PI(s), collaborators, and other researchers well suited to the project?
- Does the application challenge and seek to shift current research or clinical practice paradigms by utilizing novel theoretical concepts, approaches or methodologies, instrumentation, or interventions?
- Are the overall strategy, methodology, and analyses well-reasoned and appropriate to accomplish the specific aims of the project?
- Will the scientific environment in which the work will be done contribute to the probability of success?

PROGRESS REPORT

HCCC DEI Research Award recipients are required to submit a written final report. The report should include specific accomplishments, publications, presentations, and future plans. Any work using these funds resulting in publication(s) should cite the funding source as Diversity, Equity and Inclusion Research Award at Holden Comprehensive Cancer Center at the University of Iowa.

QUESTIONS

If you have questions, please contact hccc-dei@uiowa.edu