



Office of Community Outreach and Engagement Mini Grants Program for Cancer Prevention, Research, and Survivorship Support

Request for Applications

Important Dates

- Letter of Intent: Deadline Extended to Thursday, December 31, 2020
- Deadline for Application Submission: Friday, January 29, 2021, 5:00 p.m.
- Award Notice: Friday, February 12, 2021
- Project Period: March 1, 2021 – December 31, 2021

Background – Winship Cancer Institute of Emory University is Georgia’s only National Cancer Institute-designated Comprehensive Cancer Center. Winship’s Office of Community Outreach and Engagement (OCOE) collaborates with community partners across the state to design and implement programs to reduce disparities and improve cancer outcomes. Emphasis is placed on communities suffering from disproportionately high cancer mortality rates when compared to state averages. Special attention is given to recruitment of underserved populations to clinical trials, promotion of cancer prevention and early detection, and improving access to survivorship and patient support programs.

Funding Awards – The Winship OCOE will award up to 3 mini-grants ranging from \$8,000 to \$10,000 each for projects delivered over a 10-month period. The projects may serve residents of one county or multiple counties, as long as one of the counties are among those suffering the highest mortality rates in Georgia. While not limited to the counties listed below, extra consideration will be given to applicants proposing projects that will serve the following counties with populations of 25,000+ and high mortality rates:

Barrow	Carroll	Peach	Richmond	Sumter
Bryan	Decatur	Polk	Stephens	Wayne

Eligibility – Eligible organizations include community or civic organizations with 501(c)(3) nonprofit status, faith-based organizations, sororities and fraternities, public health and healthcare organizations. Applicants must be headquartered in Georgia, and the proposed project must focus on Georgia residents. Special consideration will be given to proposals that focus on populations suffering from disparities, including those that are lower income, less educated, uninsured or underinsured, and minority communities that typically suffer higher cancer mortality rates when compared with the state average.

Two Types of Awards Available – Winship’s OCOE mini grants program is designed to encourage efforts designed to reduce cancer disparities in communities suffering high cancer mortality rates compared to the state average. Applicants may apply for **one** of two grants: 1) Evidence-based Program Dissemination Grant or 2) Pilot Research Grant. Both grants focus on cancer survivorship, cancer patient support, and/or palliative care for patients/survivors. Patient caregivers (family members or friends that provide patient support) may also be the focus of these projects. Following is a more detailed description of these grants.

- 1. Evidence-based Program Dissemination Grant** – The National Cancer Institute (NCI) evaluates research-tested cancer control interventions and promotes best practices to encourage dissemination. Detailed descriptions of programs meeting NCI’s standards for research integrity, intervention impact, and dissemination capability, as well as implementation guides and materials are available on NCI’s web portal, *Cancer Control PLANET (Plan, Link, Act, Network with Evidence-based Tools)*. This web portal also serves as a resource for state and county specific cancer incidence and mortality data, cancer screening recommendations, and Evidence-based Cancer Control Programs (EBCCPs). Applicants for a Dissemination Grant are expected to select one of these EBCCPs for implementation in one or more Georgia communities that experience excess cancer mortality. The searchable database for **Survivorship/Support** EBCCPs can be found at <https://ebccp.cancercontrol.cancer.gov/searchResults.do> (**select Program Area: Survivorship/Supportive Care**). These EBCCPs have been research tested and proven effective in reaching stated goals and objectives for the particular audiences for which they were designed. When selecting an EBCCP, applicants should consider the audience for which the EBCCP was developed and the resources available to implement the program.
- 2. Pilot Research Grant** - Alternatively, applicants may apply to conduct a pilot research project focusing on cancer survivorship, patient support, and/or palliative care. For example, pilot studies to better understand strategies that may improve patients’/caregivers’ quality of life; efforts to encourage healthy behaviors among cancer survivors and their caregivers; the use of technology in providing education and support; promotion of clinical trials; and similar efforts are encouraged. Pilot research applications must identify the research partner and briefly describe his or her experience in the area of survivorship, supportive care and/or palliative care research. If the applicant needs assistance in identifying a researcher who may be willing to serve as its partner for this grant, the request should be included in the applicant’s Letter of Intent (see How to Apply).

How to Apply

While not required, applicants are strongly encouraged to submit a one-page Letter of Intent (LOI) **by Wednesday, December 23, 2020**. If two or more organizations will collaborate on the project, the LOI (as well as the application) should be submitted by the lead organization that will serve as the fiscal agency for the partnership. The LOI should identify partner organizations, if applicable, and state whether the application will be for a pilot research or program dissemination grant. As stated earlier, if

the applicant intends to apply for a pilot research grant and needs assistance being connected to a researcher, the applicant should include the request for assistance in the LOI, and Winship's OCOE will attempt to identify a research partner for the applicant.

The deadline for applications is **5:00 pm on Friday, January 29, 2021**. Applications should be drafted as Word documents (converted to PDF, if desired). Please maintain one-inch margins, single-spaced, using a 12-point font. Application narratives are limited to **five pages**, with an additional two pages allowed for the budget and justification. If applicable, up to two Letters of Support from partners that will be involved in the proposed project should be appended to the application.

Letters of Intent and applications should be **emailed** to the contact person listed below. You will receive an acknowledgement of your proposal submission via email.

Denise Ballard, Program Director, Office of Community Outreach and Engagement
Winship Cancer Institute of Emory University; denise.ballard@emory.edu
(229) 364-0450 (mobile phone)

A **cover letter** signed by the applicant's authorized signatory should be included with the proposal, and include the following information:

Name of Lead Organization (Applicant)
Name and Title of President, Executive Director, or CEO of the lead organization
Name of Primary Contact Person (if different from person above)
Primary Contact Person's Name, E-mail Address, and Telephone Number
Title of the Project

An **outline for the application** is included in Appendix A. See Appendix B for **criteria for selection** and a checklist of items to be included with the application.

Appendix A

Proposal Outline

The proposal narrative, sections I through V, should be **limited to 5 pages**.

- I. **Background** – describe the applicant’s background and experience in delivering programs to improve health equity or in conducting research activities focusing on health disparities. This section also should include a brief background and experience of any partners involved in the proposed project. If appropriate, describe whether and how the partners have worked together in the past. Also explain why the applicant or partnership is best positioned to carry out the proposed project.
- II. **Audience and Reach** – describe the audience upon which the project will focus, including relevant cancer incidence and mortality data, quality of life indicators, lifestyle measures, or other relevant data. Briefly describe the proposed service area (e.g., county, demographics of patient population, etc.) Estimate the number of individuals that will be reached or served by the proposed project.
- III. **Goals and objectives** – describe the specific goal(s) and SMART objectives for the project. SMART objectives are Specific, Measurable, Attainable, Relevant, and Time bound. For guidance, see: https://rchf.org/wp-content/uploads/2018/09/dp17-1701-smart-objectives_CDC.pdf
- IV. **Scope of Work** – describe the EBCCP selected or the pilot research question to be conducted. If applying to disseminate an EBCCP, describe how the audience to be reached is similar to the audience for which the EBCCP was designed and research-tested. If applying for a research pilot grant, provide at least 3 literature citations to demonstrate the knowledge gap that will be addressed by the proposed pilot research project. Describe the partners involved in the project and their individual roles. Include an implementation plan, outlining the timeline for major activities and the individuals responsible for each activity. Describe the method(s) for recruiting the primary audience for the project.
- V. **Evaluation Plan** – indicate how the program will be evaluated, including metrics, data collection and analysis methods, and timeline for these activities.
- VI. **Budget and Justification** – The budget should reflect the scope of work, including salaries, subcontracts, direct and indirect costs. Indirect costs are limited to 10% of the budget. A budget template is provided for the applicant’s convenience, but other similar templates will be accepted. The justification should be written in narrative form, describing each of the budget line items and how the amounts were calculated. Under Personnel, list key staff responsible for implementing and evaluating the project; describe their roles, qualifications, and level of effort charged to the grant. Estimate travel based on the current U.S. government mileage rate, and indicate how mileage was calculated.

Budget Template

Expense Category	Budget Amount
Personnel	
Salaries	
Benefits	
Consultants	
Personnel Subtotal	
Direct Expenses	
Office Supplies	
Conferences and Meetings	
Publicity and Promotion	
Copying and Printing	
Equipment	
Local travel	
Contracted Services	
Direct Expenses Subtotal	
Indirect Costs (10%)	
Total	

Appendix B

Criteria for Selection – Applicants will be considered based on the following criteria:

- The proposed project focuses on a community that suffers a disproportionately high cancer mortality rate compared to state average.
- The proposal addresses a specific audience(s) suffering from health disparities, including the uninsured or underinsured, lower income populations, and/or racial/ethnic minorities.
- The EBCCP selected was research tested with an audience that is similar to the proposed audience.
- The stated activities, timeline, staffing and budget are aligned with the proposed goals and objectives.
- A clear description of how the program will be implemented and who will be responsible for each activity is included.
- If the applicant proposes to adapt a selected EBCCP in some way, the change(s) are described and justified, and implications for the adaptation are addressed in the evaluation plan.
- The pilot research project addresses an issue for which there is a gap in knowledge, and literature citations are included in the proposal.
- The proposed research partner has the necessary background and experience to assist the applicant in carrying out the proposed project.
- Up to two letter(s) of support from key partners are included in the application (if appropriate).
- The lead organization's IRS tax exemption letter is included (if appropriate)

Checklist for items to include in the application:

- Cover Letter signed by authorized signatory
- Proposal Narrative (limited to 5 pages)
- Proposed Budget and Justification
- Letter(s) of support (if applicable)
- IRS Tax Exemption Determination Letter (if applicable)