Population Health Grant Program Request for Proposals
Program Description and Review Criteria

Andy Hill Cancer Research Endowment

Created in 2015, the Andy Hill Cancer Research Endowment (CARE) Fund enables Washington State to match up to $10 million annually to fund cancer research initiatives. The CARE Fund is built on a public-private partnership model and incentivizes additional investment by requiring private or other non-state resources to match state funds. With the establishment of the CARE Fund, the state is making a commitment to enrich the cancer research ecosystem with sustained investment to promote cancer research, aimed at improving the quality of life of the people of Washington.

Population Health Grant Program Overview

According to the Washington State Department of Health (DOH), in 2017, over 42,000 new cases of cancer were diagnosed in Washington, and cancer was the leading cause of death. While cancer affects all populations, some are disproportionately impacted. Adverse differences in cancer incidence, prevalence, mortality, morbidity, survivorship, screening rates, stage at diagnosis, treatment services, access to discoveries, and financial toxicity have been identified as cancer disparities seen among different population groups. These population groups may be characterized by geographic location, race, ethnicity, ability, gender, sexual identity, income, education, and other characteristics. For example, according to Washington DOH cancer data, overall cancer mortality rates were significantly higher for non-Hispanic blacks, Native Hawaiian or other Pacific Islanders, and Native Americans/Alaska Native than non-Hispanic whites. Additionally, lung cancer incidence and mortality rates were highest in southwestern and several eastern Washington counties.

The causes of these cancer disparities are complex, often resulting from an interplay of factors, such as biology, socioeconomic status, environment, behavior, and policies. As such, effective solutions to improve cancer outcomes for all populations from etiology to survivorship must combine creativity, acuity, and resources of willing and capable players in the fields of cancer research and public health, as well as community partners. The Population Health Program will provide up to $200,000 per award1 (up to $100,000 per year) to organizations (e.g., companies, universities, research institutions, etc.), local health jurisdictions, tribal governments, tribal entities, and Urban Indian Organizations in Washington State to support cancer research projects that aim to:

- Improve health outcomes and cancer care, including equitable access to the standard of care, for populations in Washington State, especially among populations for which cancer disparities are most prevalent;
- Contribute to the understanding of how biological, behavioral, environmental, social, and structural factors affect cancer-related health, especially among populations for which cancer disparities are most prevalent; or

---

1 All awards must be matched a minimum one-to-one (1:1) by non-State of Washington funds.
• Translate results or current knowledge into innovative interventions to improve the health of populations and eliminate cancer disparities.

Projects are encouraged to involve collaborations with the relevant stakeholders in the population groups to be impacted by the research (e.g., researchers, public health organizations, community organizations, patient advocacy groups, etc.). Additionally, as appropriate, engagement of key stakeholders in the development and implementation of the research plan is encouraged but not required. Potential research projects should aim to better understand the complex etiologic factors that contribute to cancer disparities or to develop or implement interventions to address cancer disparities among populations rather than merely document existing disparities.

Estimated Timeline

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Call for Proposals Announced</td>
<td>November 20, 2020</td>
</tr>
<tr>
<td>Letter of Intent Deadline*</td>
<td>January 15, 2021</td>
</tr>
<tr>
<td>Proposal Application Deadline</td>
<td>February 12, 2021</td>
</tr>
<tr>
<td>Award Decision</td>
<td>April 28, 2021</td>
</tr>
<tr>
<td>Anticipated Start Date</td>
<td>July 2021</td>
</tr>
<tr>
<td>Project Support</td>
<td>Up to 2 years from project start date</td>
</tr>
</tbody>
</table>

* Letters of Intent will be reviewed on a rolling basis as they are received. Upon approval of the LOI, the applicant will be invited to submit a full application. The full online application will be available when the LOI is approved.

Applicants are highly encouraged to submit a Letter of Interest (LOI) prior to the deadline and/or begin preparing the full proposal prior to LOI submission to allow sufficient time to submit a full proposal.

Grant Award and Use of Funds

• Two-year grant period
• Up to $200,000 per award (up to $100,000 per year), including indirect costs
• Grants are awarded to institutions
• Grants must be used solely for cancer research projects in Washington State. Projects with collaborations outside of Washington State are allowed; however, the principal investigator and the primary research activities and use of grant and non-state match funding of the project must be within Washington State

Eligibility

• Organizations in Washington State, including companies, universities, research institutions, local health jurisdictions, tribal governments, tribal entities, and Urban Indian Organizations are eligible to apply. Applicants must have a substantial presence in Washington, as determined by the CARE Fund based on factors including, but not limited to: number and compensation of full-time equivalent employees who are residents of Washington relative to the applicant’s other sites; active research and development, administrative, or manufacturing facilities located in Washington; and payment of Washington Business and Occupation or other taxes, or any combination of such factors.
• Organizations may submit up to three (3) applications per funding round
• Research project must aim to explore or address cancer disparities among populations
• A hypothesis must be proposed and explored by specific research aims; proposals that solely aim to collect data to document health and cancer disparities in populations or only provide or expand services are NOT eligible

Non-State Match Funding
• Applicant must meet a minimum one-to-one (1:1) match of non-state of Washington funds to requested grant funds. The 1:1 match for the award must be secured at the time of the application submission.

Reporting Requirements
• Grant recipients must submit annual research progress and financial reports

Application Process
Organizations that intend to submit a full application must submit a Letter of Intent (LOI) for each research project through the CARE Fund online grants management system. The Population Health LOI can be accessed via the Population Health Program page on the CARE Fund website. The LOI must be submitted by Friday, January 15, 2021, 5:00 p.m. (PT). LOIs will be reviewed on a rolling basis as they are received, and only approved applicants will be invited to submit a full application.

After the LOI is approved by the CARE Fund, the applicant must submit a full application online via the CARE Fund grants management system. The full Population Health grant application will be available to applicants when their LOI has been approved by the CARE Fund. Full applications must be submitted by Friday, February 12, 2021, 5:00 p.m. (PT).

The LOI and Full Application Prompts and Questions are available on page 8 of this RFP.

It is anticipated that award decisions for this cycle will be made in April 2021. Successful applicants will be notified via email.

Application Review Process
Stage 1: Letter of Intent Review
CARE Fund staff will review Letters of Intent (LOI) on a rolling basis to determine:
  1. Does the LOI contain all required elements?
  2. Is the applicant eligible to apply under the Population Health Program?
  3. Is the proposed project appropriate for the Population Health Program?

CARE Fund staff will then approve or disapprove the applicant’s LOI. The full online application will be available to applicants when their LOI is approved.
Stage 2: Full Application Eligibility Screening
CARE Fund staff will screen submitted applications for eligibility and completeness according to the following questions:

1. Is the applicant organization eligible to apply under this grant program (per the eligibility requirements listed above)?
2. Does the proposal contain all required elements of the application?

If all questions above are answered ‘Yes,’ the application will move to Stage 3: Peer Review. An application may be returned to the Applicant for completion or clarification, then re-submitted, per the judgment of the CARE Fund Executive Director.

Stage 3: Peer Review
Stage 3 peer review will be conducted by the American Institute of Biological Sciences (AIBS), or a comparable organization. AIBS, or a comparable organization, will recruit a panel of highly-qualified reviewers with expertise in relevant areas of cancer research. Each reviewer will evaluate the merit of each application against the review criteria listed below. The review panel will then discuss the initial review findings, taking into consideration the CARE Fund program objectives and priorities, to arrive at a consensus on final scores and ratings for each application. Reviewers will summarize the review results for each application in a final consensus review.

The CARE Fund Board will be provided with the final consensus reviews and a narrative summary of the review panel’s funding recommendations.

Stage 4: CARE Fund Board Assessment and Funding Decision
The CARE Fund Board will make funding decisions based on the scores and recommendations made by the external reviewers and will ensure that reviews align with the CARE Fund objectives and priorities. When deciding between applications of similar merit, the CARE Fund Board may also consider program objectives and priorities, variety in cancer-related disciplines represented in Washington State, as well as the geographic distribution of awards. The CARE Fund Board will act in accordance with its Conflict of Interest Policy as well as Chapter 42.52 RCW (Ethics in Public Service) to avoid actual, potential, or perceived conflict of interest.

Application Review Criteria
Eligible proposals will be evaluated against each of the following criteria:

Criterion 1. Significance, Impact, and Innovation (15 points)
- Significance of the proposed research to address an important problem or a critical barrier to improving cancer health outcomes in the target population group(s)
- Degree to which successful completion of the proposed research activities will improve short- and long-term impacts in cancer research, clinical interventions, cancer prevention, and/or health disparities among populations impacted by cancer in and beyond Washington State
• Degree to which an innovative concept, method, technology, or intervention proposed in the research plan will address existing health disparities, shift current practices/paradigms, and lead to improved outcomes
• Potential to leverage proposed research project results for additional extramural funding

Criterion 2. Scientific and Technical Merit (15 points)
• Strength of the scientific premise of the research plan
• Degree to which the research approach and methodologies are appropriate to meet the proposed goals and objectives
• Whether the milestones and timeline for completing the research goals and objectives are feasible
• Suitable strategy for adhering to any applicable regulations, including protection for human subjects

Criterion 3. Research Team and Environment (10 points)
• Evidence of the Principal Investigator’s qualifications to address the research question(s) and manage the proposed project
• Evidence of complementary collaborations that provide appropriate expertise and perspectives to strengthen the research approach
• Whether the percent efforts proposed by the investigators are appropriate for accomplishing the research project in the 2-year award period
• Degree to which applicant organization’s infrastructure (e.g., instrumentation, facilities, financial support, and other resources) is adequate to support the proposed research

Criterion 4. Budget (Unscored)
In addition to the criteria listed above, the review panel will take into consideration:
• Whether the proposed budget is justified and cost-effective
• Whether the proposed budget will support completion of the research aims

Review Scores and Ratings
The following table summarizes the review criteria and scores.

<table>
<thead>
<tr>
<th>Review Criteria</th>
<th>Maximum Scores</th>
</tr>
</thead>
<tbody>
<tr>
<td>Significance, Impact, and Innovation</td>
<td>15</td>
</tr>
<tr>
<td>Scientific and Technical Merit</td>
<td>15</td>
</tr>
<tr>
<td>Research Team and Environment</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total Score</strong></td>
<td><strong>40</strong></td>
</tr>
</tbody>
</table>
Applications will be rated using the rating rubric shown below. The rating will concur with the total score and will reflect the overall funding recommendation.

<table>
<thead>
<tr>
<th>Rating</th>
<th>Rating Description</th>
<th>Total Score Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highly Recommended</td>
<td>Extremely well-organized and well-constructed application demonstrating excellent scientific merit, potential for population-level impact, and potential to address cancer disparities. Proposed research project has high potential to meet the program goals and objectives.</td>
<td>35–40</td>
</tr>
<tr>
<td>Recommended</td>
<td>Well-constructed application demonstrating strong scientific merit, potential for population-level impact, and potential to address cancer disparities. Proposed research project has high potential to meet the program goals and objectives.</td>
<td>30–34</td>
</tr>
<tr>
<td>Worthy of Consideration</td>
<td>Sufficiently constructed application demonstrating good scientific merit, some potential for population-level impact, and some potential to address cancer disparities, but with some weaknesses. Proposed research project has potential to meet the program goals and objectives.</td>
<td>25–29</td>
</tr>
<tr>
<td>Not Recommended</td>
<td>Application demonstrating major weaknesses that will likely decrease the potential for scientific significance, population-level impact, addressing cancer disparities, and job creation. Proposed research project may have limited potential to meet the program goals and objectives.</td>
<td>0–24</td>
</tr>
</tbody>
</table>

**Intellectual Property**

Grantees must report all inventions developed through CARE grant-funded activities or research projects to the CARE Fund. The CARE Fund does not intend to assert ownership of any invention that is derived from CARE funded research. However, if the grantee organization, or any subcontractor, decides not to take title and file an application for intellectual property protection, the CARE Fund would then have the option to take title. The grantee must notify the CARE Fund prior to any publication of the invention so as to allow the CARE Fund to take title and pursue or maintain intellectual property protection.

The CARE Fund does not expect to require payback of grants awarded based on income generated from sale or commercialization of any inventions resulting from CARE grant-funded activities or research. This approach is intended to minimize intellectual property-related barriers for potential applicants and encourage pursuit of transformational research. Successful projects will stimulate economic development through job creation and infusion of additional research funds to Washington. Products derived from these inventions will then be available to the public.
with the expectation that it will improve health outcomes for the people of Washington and throughout the world.

The CARE Fund must be listed as a funder in all presentations, publications, and patent applications.

**Confidentiality**

Information in grant applications is received by the CARE Fund with the understanding that it shall be used or disclosed for the evaluation of applications or as required by law. The CARE Fund holds all applications confidential in accordance with its confidentiality procedures and subject to the public disclosure laws of the state of Washington. All applicants are advised that information provided to the CARE Fund, including an applicant’s proprietary and confidential information, are considered public records under Washington’s Public Records Act, Chapter 42.56 RCW. Generally, public records are subject to disclosure unless an exemption to disclosure applies. Much of the information provided to the CARE Fund may be protected from potential Public Records request disclosure to the extent provided under RCW 42.56.270(29).

The CARE Fund may make use of information contained in applications for purposes of transparency and publicity, including, but not limited to applicant name; applicant organization; project title; funding amount requested; and applicant profile. For unfunded applications, the CARE Fund will not publicly release the abstract or narrative of the proposed work, budget details, or any identifiers regarding co-applicant organizations, to the extent disclosure of this information might reasonably be expected to result in private loss to the applicant organizations, and as is consistent with public disclosure laws of the state of Washington. If a proposal is funded, the CARE Fund may make public additional information from the application, including, but not limited to project abstract; funding amount; names and profiles of the distinguished researcher, principal investigator, co-investigators, or collaborating organizations.

The CARE Fund reserves the right to publicly disseminate information about a grantee’s activities through public reports, its website, press releases, speaking engagements, and other public venues. To the extent allowable under Washington State law, the CARE Fund shall not publicly disclose information that has been marked as proprietary or confidential if such information has not been previously disclosed to the public, or other information to the extent that provision of such information would reasonably be expected to result in private loss to the providers of such information.

**Contact Information**

Please contact Peter Choi at peter@wacarefund.org for questions regarding this announcement.
Population Health Grant Program Application Prompts and Questions

Letter of Intent
Organizations that intend to submit a full application must submit a Letter of Intent (LOI) for each research project through the CARE Fund online grants management system. The Population Health LOI can be accessed via the Population Health Program page on the CARE Fund website. The LOI must be submitted by Friday, January 15, 2021, 5:00 p.m. (PT). Please respond to the following prompts in the online LOI.

1. Project Title (200 characters or less)
2. Applicant Organization Name
3. Contact Person for the Letter of Intent
4. Principal Investigator(s) Name
5. Other Key Personnel (First and Last Name(s))
6. Layperson Summary of research project (1500 characters or less)
7. Research Project key words (200 characters or less)

Full Application
Applicants must submit a full application online via the CARE Fund grants management system. The Population Health grant application will be available to applicants when their LOI has been approved by the CARE Fund. Full applications must be submitted by Friday, February 12, 2021, 5:00 p.m. (PT). (NOTE: Applicants should consider protecting any potential intellectual property or confidential information before disclosing it in the application.)

Please respond to the following prompts and questions in the online application. (Application uploads should follow NIH font, line spacing, paper size, and margin guidelines.)

1. Project Title (200 characters or less)
2. Project Period (Project Start Date–Project End Date)
3. Applicant Organization Type. (Government; University; Non-Profit (non-University); For-Profit (non-University))

---

2 Proprietary, privileged, confidential commercial, patentable ideas, trade secrets, etc. should only be included in the application to the extent necessary to convey an understanding of the research project proposal. Such information should be clearly marked in the application materials as confidential, proprietary, or privileged information.

All applicants to CARE Grant Programs are advised that information provided to the CARE Fund, including an applicant’s proprietary and confidential information, are considered public records under Washington’s Public Records Act, Chapter 42.56 RCW. Generally, public records are subject to disclosure unless an exemption to disclosure applies. Much of the information provided to the CARE Fund may be protected from potential Public Records request disclosure to the extent provided under RCW 42.56.270(29). RCW 42.56.270(29) is an exemption in the Public Records Act that applies specifically to records provided in the context of a CARE Fund application and grant implementation. It exempts “Financial, commercial, operations, and technical and research information and data submitted to or obtained by the Andy Hill Cancer Research Endowment program in applications for, or delivery of, grants under Chapter 43.348 RCW, to the extent that such information, if revealed, would reasonably be expected to result in private loss to providers of this information.” However, applicants should be aware that their information will be subject to disclosure unless this or another exemption applies.

The applicant may be notified of any public records request regarding their application and be given an opportunity to provide further information specifying why the information should be exempt from disclosure, and an opportunity to assert objections to disclosure and seek a protective order. CARE will determine, in its sole discretion, whether to assert RCW 42.56.270(29) or any other available public records exemption.
4. Is proprietary/privileged information included in this application? (Note: Applicants should consider protecting any potential intellectual property or confidential information before disclosing it in the application. Proprietary, privileged, confidential commercial, patentable ideas, trade secrets, etc. should only be included in the application to the extent necessary to convey an understanding of the research project proposal. Such information should be clearly marked in the application materials as confidential, proprietary, or privileged information.)

5. Applicant Organization Name

6. Applicant Organization Address

7. Contact Person for this Application (Full Name, Position, Phone, Email)

8. Person who will manage this award (Full Name, Position, Phone, Email)

9. Principal Investigator (Name, Title, Institution, Email, Phone, Effort)

10. Key Collaborating Investigators (Role, Name, Title, Institution, Effort)

11. Layperson Summary. Provide a layperson summary of the proposed research project. (1500 characters or less)

12. Project Performance Site(s). Provide the primary performance site (legal name and physical address) for this proposal, and any other performance sites.

13. Does the proposed project involve Human Subjects? (Yes/No)
   a. If yes, status of Institutional Review Board (IRB) approval (Approved/Pending/Exempt/Not Applicable)
   b. Approved or Pending Date
   c. Human Subjects Assurance Number
   d. If Human Subjects are involved, provide sufficient information to demonstrate to reviewers that designation of human subject involvement is appropriate. (2000 characters or less)

14. Application Budget. The detailed budget should include the total costs for project, including requested CARE funds, non-state match funds, and funds from any other sources. For additional guidance, review the CARE Fund Population Health Budget Guidance document available on the CARE Fund Population Health Program page. Provide an itemized budget for the below cost categories.
   - Personnel (Salary and Fringe Benefits)
   - Equipment (List items and dollar amount for each item exceeding $5,000)
   - Supplies (Itemize)
   - Travel
   - Other Direct Expenses
   - Indirect Costs (If applicable)
   - Total Budget (Amount from each source category)
     o Andy Hill CARE Grant Funds (Requested)
     o Non-State Match Funds Secured
     o All Other Funds (including Washington State source funds, if available)
15. Budget Justification (Upload, Limit 2 pages). Provide a justification for the project budget. For all key personnel for the project, include an explanation for the proposed level of effort.

16. Research Project Proposal (Upload, Limit 4 pages, including figures. References not included in the page limit.). The project proposal should include the following sections: Research Plan (identifying the major research question(s) to be pursued and how it will address cancer-related health of populations, and addressing the significance, approach, innovation, and feasibility of the proposed project); Research Team and Environment (including current key collaborations and those that may need to be developed); and Impacts (i.e., anticipated short- and long-term impacts in cancer research, clinical interventions, cancer prevention, and/or cancer health disparities for populations).

17. Facilities and Other Resources. Describe how the applicant organization’s infrastructure (e.g., instrumentation, facilities, financial support, and other resources) and environment will contribute to the success of the proposed research plan.

18. Research Project Milestones and Timeline. For specific instructions, review the CARE Fund Population Health Milestones and Timeline Guidance document available on the CARE Fund Population Health Program page. (Upload, Limit 2 pages)

19. Proof and/or Commitment of matching (non-state of Washington) funds. (Note: Proof or commitment of non-state or private contributions may be accomplished by providing a written, binding, enforceable agreement from the contributor that commits an equal or greater amount of non-state or private contributions to meet the CARE Fund’s 1:1 matching requirement. The applicant is encouraged to include the total non-state or private contribution commitments to be used for the project beyond the minimum match. The document must include a definitive statement that a non-state or private contribution is committed, including the amount, AND acknowledge that the CARE funds are contingent upon this contribution.)

20. Biosketches for Principal Investigator and Key Collaborators (Upload. NIH format, Limit 5 pages per biosketch)

21. Other Supporting Information (e.g., previous results, letters of support from collaborators, etc.) (Upload, Limit 4 pages)

###