Integrating Special Populations Initiative

Objective: The Integrating Special Populations Program aims to engage research subpopulations that are typically underrepresented in research, such as (1) pediatric populations, (2) patients with rare diseases (e.g., cancer, sickle cell disease, congenital heart disease), (3) young adult patients transitioning to adult healthcare, (4) people from under-resourced communities (including urban Appalachia), (5) those experiencing homelessness, (6) LGBTQ youth, and/or (7) other specialized populations as defined by age, economic, medical or minority status or other documented vulnerability. This Request for Proposals (RFP) is designed to elicit proposals that integrate special populations into clinical or health practice, training, and/or research to improve the health and well-being of individuals and communities.

Persons who are eligible to apply include those working in academic and medical institutions, community organizations, non-profit companies, schools and health departments. Community organizations, community physician practices, and/or academic/medical institutions are eligible. Collaborations are encouraged but not required.

To be eligible, **proposals must align with Priorities 1 and 2.** Other priorities are recommended and will increase the likelihood of success of the proposal:

Priority 1: Ensures diversity, inclusion and cultural sensitivity in development and implementation.

Priority 2: Supports the **integration of at least one special population** in real-world community, clinical, and/or health setting, in ways that **enhance quality of life and well-being**.

Priority 3: Builds capabilities in community and/or institutional leaders in serving special and diverse populations.

Priority 4: Aligns with **best practices and theoretical frameworks** related to special populations. Projects will generate new knowledge and models in the field.

Priority 5: Involves collaboration across systems important to serving and meeting the needs of special populations.

There are two grants with a focus on Integrating Special Populations (ISP).
ISP Health Grant: Up to $20,000 to complete a project that makes a health impact in two or more of the ISP priority areas
ISP Implementation Grant: Up to $5000 to address a health challenge in two or more of the ISP priority areas.

Note: All CCTST funding is for direct costs only; no facilities and administration costs are included. Funding may not be used for operating support or salaries for existing programs. Funds may also not be used for duplicative programs or purposes. Funding cannot be used for journal fees.

Who Should Apply? Community programs, agencies, physician practices and other not-for-profit organizations may apply as principal investigators or community partners. Faculty, staff/affiliates of academic institutions, and fellows (supervised) may also be considered as principal investigators or collaborators.

If applicants have questions about their eligibility or the application process, they can contact ctsa@cchmc.org or (513)803-0917.

There is also an opportunity for applicants to attend a learning session in the fall of each year to get addition information about Community Health and ISP grants. See details below:

Integrating Special Populations – Important Dates:

> **Letter of Intent***
>> Accepted on a rolling basis May 1 – August 4, 2023**
>> Feedback will be provided within 2-4 weeks.

> **ISP Studios***
>> The ISP Studio is an opportunity to receive feedback on a grant or project with the goal of strengthening the proposal for funding and/or outcome. The ISP Studio meets quarterly and CCTST staff can answer any questions and provide technical assistance needed for those interested in participating in the ISP Studio.
>> Upcoming 2023 ISP Studio Dates (subject to change):
>>> 1. June 16, 2023; 10:00 AM – 12:00 PM
>>> 2. September 8, 2023; 10:00 AM – 12:00 PM
>>> 3. December 8, 2023; 10:00 AM – 12:00 PM

> *Not required to submit a grant proposal; LOIs are strongly encouraged.*
> **Deadline to be considered for pre-application ISP Studios in June and September are 5/5/23 and 8/4/23, respectively.*

> **Final Proposals**
>> Due via REDCap beginning September 11, 2023; due by October 18, 2023 before 11:59 PM

> **Grantees Notified**
>> December 1, 2023

> **Grant Project & Budget Period**
>> April 1, 2024 – March 31, 2025

Required Materials Checklist:

a. A face page (maximum one page/provided below)
b. ISP Grant Proposal, with the required elements described (maximum 6 pages)
c. ISP Application Questions (included in the application)
d. CVs/resumes of key partners/staff
e. Letters of support (optional)
f. A letter of agreement signed by key partners (if applicable, e.g., letter from school district partner describing the roles that each partner will have in the project).

Submit completed applications via electronic form beginning September 11, 2023:
https://redcap.link/ispgrants

Submitting My Application for a Community Health/ISP Grant?

To be considered for the ISP Grant, submit the Community Health Grant Proposal **and** the ISP section of the application. Indicate that you would like to be considered for ISP Funding.

- Every proposal will be considered for all available funding for which they are eligible if the application is completed and submitted on time.
- The proposed programs and numbers served should be described relative to the dollars requested.
- Applicants are encouraged to attend the Review Session and to submit an LOI.

Description and Examples of ISP Grants

ISP Community Health Grant that makes a health impact (up to $20,000)

- Examining a mental intervention for immigrants (evaluating access and outcomes)
- Evaluating sexual health strategies among youth (mixed methods approach to develop intervention)

ISP Implementation Grant that addresses a health challenge (up to $5,000)

- Expanding a Best Practice Parenting Program to Foster Parents/Children (Pilot Program)
- Ensuring inclusive approaches for LGBTQ+ patients in a primary care clinic (Adding Policy and Practice Statements)
- Implementing DEI training for staff across a large non-profit organization (Measuring Effectiveness)

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Application Instructions and Format

Your application must include a completed face page (1 page or less), the following sections, plus required ISP questions described below. The application itself (not including appendices) should not exceed 6 pages in 12-point type. Include Letters of Support from any partners and abbreviated resumes/CVs for lead partners with your proposal. Please limit appendices to only information that is vital for the review. Incomplete submissions may not be considered for funding.

Strengths of the individual, organization, or collaborative:
a) Highlight strengths of the applicant/organization applying for the grant
b) Highlight the strengths of the partnering applicant(s)/organizations(s), if applicable

Description of proposed health program or translational research project, including key health challenges and questions that will be addressed through the project:
a) Describe how grant funds will be used to answer important questions about health and/or improve health in a targeted population in our community

Description of the proposed impact and innovation of the project:
a) Describe the number of proposed individuals to be impacted because of this project
b) Describe how the proposed program is innovative in advancing health, health research, health quality, or translational research
c) Provide any prior evidence of impact (quantitative or qualitative information/data) to support the feasibility of the proposed application
d) Provide a brief (1-2 sentences) impact statement describing why your project is important. What is the primary long-term goal or greater impact beyond this project/study? How does completion of the current project/study help you achieve this long-term goal?

Special Population:
a) Describe the Special Population that you will work with as part of your grant proposal and how you will integrate that population into the proposal with sensitivity.
b) Describe how you will ensure diversity, equity, and inclusion as part of your grant proposal.
c) Describe how your ISP grant will make an impact to the population you will be working with and how you will measure impact during the timeframe of the grant.

Research and/or evaluation plan:
a) Describe the anticipated outcomes, how the impact of the project will be evaluated and what measures will be used

Special population benefits and sustainability plan:
a) Briefly describe how the proposed project benefits the special population of focus and improves health outcomes
b) Describe the ways that the grant outcomes and/or impact might be sustained beyond the grant period (e.g., future grant mechanisms to fund the work, policy changes based on the research, changes in the community organization's ability to fulfill their mission)
c) If applicable, describe the relationship between the academic and community partners once the grant period ends

Project and budget timeline:
a) Provide a budget for the project and timeline of activities
b) Discuss how the grant funding will be distributed between the academic and community partners, if applicable
c) For applicants requesting greater than $10,000, describe how the grant will be administered with a reduced budget (i.e.: 10-25% less than proposed funding)

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d) For projects proposing in-person meetings or interventions, how will you complete the project if in-person meetings or interventions are not possible due to public health concerns (i.e., social distancing)?

Required Materials Checklist:

☐ A face page (maximum one page/provided on final page)

☐ A project proposal, with the required elements described (maximum 6 pages)

☐ CVs/resumes of lead partners

☐ A letter of agreement signed by both partners specifically describing the roles that each partner will have in the project.

☐ Letters of support (optional)

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Integrating Special Populations Initiative - Face Page

Title of Project:

Grant Mechanism: Implementation Grant: Health Grant:

Submitting Investigator:
Name
Degree(s)
Position/Title
Organization/ Agency

Which special population and health topic(s) do(es) your project address? (50 words or less):

Number of Persons to be Served (Estimate): Youth: Adult:

Integrating Special Populations **Priority to be Addressed (Note: To be eligible, proposals must align with Priorities 1 & 2)** :

☐ **Priority 1: Ensures diversity, inclusion and cultural sensitivity** in development and implementation.

☐ **Priority 2:** Supports the **integration of at least one special population** in real-world community,   clinical, and/or health setting, in ways that **enhance quality of life and well-being**.

☐ **Priority 3: Builds capabilities in community and/or institutional leaders** in serving special and diverse populations.

☐ **Priority 4:** Aligns with **best practices and theoretical frameworks** related to special populations. Projects will generate new knowledge and models in the field.

☐ **Priority 5: Involves collaboration across systems** important to serving and meeting the needs of special populations.

Description of Proposed Project/Abstract (100 words or less):

Total funds requested (no more than $20,000 for Health Grant, $5,000 for Implementation Grant): $

Line Item	Dollar Amount

Brief text description of how funds will be used (i.e., budget summary):

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