



Request for National Collaborative Research Project Proposals

Each year, over 12,000 women in the United States are diagnosed with cervical cancer and more than 4,000 women die of this preventable disease.¹ Cervical Cancer-Free America (CCFA), led by the University of North Carolina at Chapel Hill Gillings School of Global Public Health, was created in January 2010 to form state-by-state coalitions that deliver locally on CCFA's national cervical cancer prevention goals:

- To increase vaccination, particularly among girls aged 10 to 18, against the human papillomavirus (HPV), which causes cervical cancer;
- To increase cervical cancer screening by cytology, especially among women who have not been screened in the last four years, including HPV/cytology co-testing for women 30 years and older.

Cervical Cancer-Free America is offering **Collaborative Research Project Awards** at a funding level of up to \$10,000. We will fund between 7-9 innovative projects to help impact cervical cancer disparities across the United States.

Project proposals must be specific to **at least one of the three project areas and be specific to at least one of the three project strategies listed below.**

PROJECT AREAS

1. HPV vaccination
2. Cytology screening, including HPV/cytology co-testing for women 30 years and older
3. Follow-up/treatment

PROJECT STRATEGIES

1. *Analysis of national databases*, such as the Behavioral Risk Factor Surveillance Survey (BRFSS), and federal agencies' databases, to determine factors related to high cervical cancer burden, including the underuse of HPV vaccination and cervical cancer screening practices across the nation. Project outcomes should assist with defining targets for future research and policy activities to achieve greatest impact. Projects should result in one or more collaborative manuscripts for publication. *CCFA will fund 2 projects at \$5,000 each for this strategy.*
2. *Implementation and evaluation* of evidence-based cervical cancer prevention and/or follow-up strategies. Implementation projects will promote public knowledge about HPV vaccination and cervical cancer screening guidelines and recommendations, and/or increasing the use of resources related to HPV vaccinations, cervical cancer screening, or follow-up testing and treatment. Project outcomes should increase participant knowledge, vaccine uptake, screening practices, and/or appropriate follow-up/treatment for women with positive HPV tests and/or abnormal cytology results. Outcomes should also inform researchers of future areas of study. Projects should result in one or more collaborative manuscripts for publication. *CCFA will fund 2 projects at \$10,000 each for this strategy.*



3. *Policy-focused strategies* fall into 4 different categories, and are **limited to CCFA partner states**¹ **only**:
- a. Establishing a state-wide action plan for cervical cancer prevention based upon the [Carolina Framework](#). Proposals must involve all state agencies involved in cervical cancer prevention efforts (Medicaid, BCCP, Women’s health agencies, etc)
 - b. Establishing an agreement with state agencies to ensure adherence to and support of national cervical cancer screening and vaccination guidelines
 - c. Developing state-wide policy stakeholder education programs targeted at cervical cancer prevention issues
 - d. Developing a CCFA state partner policy project

CCFA state partner applicants may only apply for 1 of the policy-focused strategies mentioned above. Policy-focused projects will be critically evaluated for relevance by a CCFA review committee. Project outcomes should increase national dialogue regarding HPV vaccination and cervical cancer screening policies and systems. Policy-focused projects will not be required to result in a publication, however, manuscript development is encouraged. Grantees will receive training and guidance throughout the project from Dr. Beth Meyerson, Policy Director, CCFA. To learn more, attend an Information Session Webinar, hosted by Dr. Meyerson on **Monday, January 28, at 2:00pm EST**. Please RSVP for the Information Session by COB Wednesday, January 23, 2013, by emailing Dr. Meyerson at bmeyerso@indiana.edu. Any questions regarding the development of policy-focused proposals or projects should also be directed to Dr. Meyerson. *CCFA will fund between 3-5 projects for this strategy at levels from \$5,000-\$8,000 each.*

Priority will be given to projects focusing on prevention among women at highest risk for cervical cancer, and with the potential for sustainability beyond the 1-year award period. Funded projects from Strategies 1 & 2 (Data analysis and Implementation) must result in a publication, in collaboration with CCFA, of project results and findings.

AWARD FUNDING

Budget requests for this award should not exceed limits detailed per strategy description (see above). Funds may be used for research supplies, participant compensation (incentives), printing and media expenses, staff salary and consultant fees, meeting and training expenses for non-health care professionals (see Funding Restrictions below) related to the project.

QUALIFICATONS

Applicants must be a US-based non-profit organization, health department, or university.

FUNDING RESTRICTIONS

- Funds may not be used for HPV vaccines, cytology or HPV testing supplies, direct clinical services, computers or travel.
- Funds may not be used for training/education of health care professionals.

¹ To learn more about becoming a CCFA partner state, please contact Alison Gunn, Alison_gunn@med.unc.edu and visit our website: www.cervicalcancerfreeamerica.org



- Indirect costs are not allowed on project awards.

SUBMISSION FORMAT

Please provide a project narrative, including a timeline, and an evaluation plan following the suggested headings below.

The narrative should be single-spaced, in Arial 11-point font (6 page limit). Please do **NOT** send additional materials; only send materials that are specifically requested within the application as outlined below.

- **DESCRIPTION OF THE ORGANIZATION and PROJECT ABSTRACT:** Approximately 1 page with project abstract word limit of 200 words
- **PROJECT DESCRIPTION, INCLUDING TIMELINE:** Approximately 2-4 pages
- **EVALUATION PLAN and PUBLICATION PLAN:** Approximately 1 page

Applicants must also complete and attach the following additional documents:

- **APPLICATION COVER PAGE**
- **BUDGET:** Budget limits vary depending upon project strategy (see Project Strategy descriptions above). CCFA cannot accommodate requests that include indirect (overhead) costs.
- **DETAILED BUDGET JUSTIFICATION** including a budget table (see example, below)
- **PRINCIPAL INVESTIGATOR/PROJECT DIRECTOR'S CV or NIH Biographical Sketch**
- **ABSTRACT AGREEMENT** (described below)

SUBMISSION DEADLINE

Applications are due by 5:00pm EST on March 1, 2013.

Please email the proposal as a single PDF document attachment to Alison_Gunn@med.unc.edu or fax: 919-843-9107. *Please keep submissions to the limits as stated above.*

A confirmation of receipt of the completed application will be emailed to the principal investigator/project director within 3 days.

AWARD NOTIFICATION

Award notices will be emailed to the principal investigator/project director by April 1, 2013.

AWARD PERIOD

Proposed activities may commence upon the receipt of funds and will last for 1 year.



REVIEW CRITERIA

Proposals will be reviewed by the Cervical Cancer-Free America team, which is made up of public health practitioners and academic public health faculty. Scoring will be based on the following six criteria:

1. Relevance to CCFA's national cervical cancer prevention goals (described on page 1 of the RFP), including a specific focus on at least one of the three project areas (described on page 1 of the RFP) (20%)
2. Impact and innovation, including potential for project replication, dissemination, and sustainability (10%)
3. Project implementation and feasibility, including a specific focus on at least one of the three project strategies highlighted on page 1 of the RFP (30%)
4. Evaluation plan, including measurable objectives and methods for collecting data on objectives and publication plan (15%)
5. Organizational environment and project team (15%)
6. Budget and appropriate justification (10%)

PROJECT REPORTING

An initial progress report (1-2 pages) is due by November 1, 2013, including a summary of activities to date, milestones reached, and challenges faced.

A final report is due one year after project initiation. Please include a summary of your accomplishments, evaluation results, lessons learned, a detailed list of your expenditures and copies of published or produced materials, such as newspaper articles, flyers, or manuscripts.

PUBLICATION: *Funded projects from Strategies 1 & 2 (Data analysis and Implementation) must result in a publication, in collaboration with CCFA, of project results and findings.*

If selected for funding, Cervical Cancer-Free America personnel can assist you in preparing articles for publication disseminating the results of the project.



Collaborative Research Projects APPLICATION COVER PAGE

Project Title:

Principal Investigator/Project Director:

Title:

Organization:

Address:

Phone:

Fax:

Email:

Please indicate your project's focus (check all that apply):

- HPV vaccination
- Cytology screening, including HPV co-testing
- Follow-up/treatment

Please indicate your project's strategies (check all that apply):

- Data analyses of existing national databases for identification of factors related to high cervical cancer burden, including the underuse of HPV vaccination and cervical cancer screening practices. *CCFA will fund 2 projects at \$5,000 each for this strategy.*
- Implementation and evaluation of evidence-based strategies for cervical cancer prevention and/or follow-up. *CCFA will fund 2 projects at \$10,000 each for this strategy.*
- Policy and/or systems change initiatives related to increasing HPV vaccination and cervical cancer screening practices. *CCFA will fund between 3-5 projects for this strategy at levels between \$5,000-\$8,000 each.*

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A. Organization's Approval Person (Name & Title & Phone No. – please print)

Name/Title:

Phone:

Email:



Please send an electronic copy of your application to: Alison_Gunn@med.unc.edu

Applications must be received by 5:00pm (EST) on March 1, 2013.

Award Notifications will be made by April 1, 2013.

B. Organizational Background: Description of the organization’s mission, history, and services

C. Project Description

1. Description of the proposed project
2. Description of how the project falls under one of the three project areas listed on page 1 of the RFP
3. Description of how the project employs one of the three project strategies listed on page 1 of the RFP
4. Description of the proposed target population
5. Description of the demonstrated need for the project including background and significance of the problem
6. Description of proposed partners and their contributions
7. Description of the proposed project goals and objectives
8. Description of planned activities and deliverables
9. Outline the proposed timeline for completion

D. Project Evaluation and Publication Plan

1. Description of the target measures that relate to the proposed goals and objectives
2. Description of how proposed targets will be measured
3. Description of the publication plan including anticipated number of articles and types of journals for manuscript submission

E. Budget: Budget limits vary depending upon project strategy (see Project Strategy descriptions above). Please include a budget table, such as the example below:

| Sample Budget Table | | | | |
|---------------------------|----------|--------|----------|-------|
| Staffing Costs | | | | |
| | Position | Salary | % Effort | Total |
| | | | | |
| | | | | |
| Staff Subtotal | | | | |
| Other Direct Costs (ODCs) | | | | |
| | | | | |
| ODC Subtotal | | | | |
| | | | | |
| GRAND TOTAL | | | | |



F. Detailed Budget Justification

Example categories:

Program Materials – Explain the cost for the materials per anticipated number of participants if relevant.

Equipment – Explain the need for any equipment.

Office Supplies – Briefly describe the need for specific supplies and an explanation of how the cost has been estimated. (e.g., flipcharts needed for training workshops (5 @ \$15/chart = \$75).

Participant Incentives – Explain the need, types of incentives, quantity, number of expected participants, and purposes of the planned incentives.

Other - Explain the need for other expenses.

Personnel - Explain the specific need for support for staff or volunteers. Identify project responsibilities of each identified person included in the budget. For salary coverage, provide the amount per hour and estimated hours per week.

G. Principal Investigator/Project Director's CV or NIH Biographical Sketch



ABSTRACT AGREEMENT

Should your project be awarded funding, CCFA would like permission to publish the abstract on our website and social media sites. Please print your document and sign below. You may scan and email this application to Alison Gunn at Alison_gunn@med.unc.edu or fax to her attention at 919-843-9107.

PERMISSION TO PUBLISH: Permission is granted to Cervical Cancer-Free America to publish the project abstract should this application be selected for funding.

This proposal is true, complete, and accurate to the best of my knowledge.

| | |
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| ----- Principal Investigator/Project Director Name | ----- Organization/Institution |
| ----- Signature | ----- Date |
| ----- Contact Information (Phone) | ----- Email |

ⁱ American Cancer Society. Cancer Facts and Figures. 2012. Retrieved from <http://www.cancer.org/acs/groups/content/@epidemiologysurveillance/documents/document/acspc-031941.pdf>.