

Administrative Supplements to Strengthen NCI-Supported Community Outreach Capacity through Community Health Educators (CHEs) of the National Outreach Network (NON)

Key Dates

Release Date: May 13, 2015

Application Due Date: 10:00 a.m. EST June 15, 2015 (Late applications will not be accepted).

Earliest Start Date: September 2015: September 2015

Issued by

National Cancer Institute (NCI) (<http://www.nci.nih.gov>)

Purpose

The Center to Reduce Cancer Health Disparities (CRCHD) of the National Cancer Institute (NCI), in partnership with the NCI Office of Cancer Centers (OCC) and the NCI Office of Communications and Public Liaison (OCPL), announces the opportunity to compete for administrative supplements to the Cancer Center Support Grants (CCSGs) for NCI-designated Cancer Centers (P30) to strengthen community outreach capacity through Community Health Educators (CHE) of the NCI National Outreach Network (NON). The purpose of this supplement opportunity is to continue to strengthen NCI's ability to develop and disseminate culturally appropriate, evidence-based cancer information that is tailored to the specific needs and expectations of underserved communities, working through NON CHE located at the cancer centers.

The goals of NON are to: 1) enhance NCI's cancer health disparities research (CHD) efforts through local and regional culturally tailored education/outreach within underserved communities; 2) enhance NCI's ability to disseminate culturally appropriate, evidence-based cancer information to underserved communities; and 3) adapt and test culturally tailored education/outreach activities that address local and regional cancer health disparity issues.

Consistent with these goals, NON seeks, through this supplement opportunity, to achieve the following objectives:

- Integrate NON CHEs within the research and outreach efforts of the cancer centers and the communities in their catchment areas;
- Plan, conduct, and assess CHE-facilitated community education and outreach, aligned with NCI and cancer center research and outreach priorities, within underserved communities locally and regionally; and
- Strengthen partnerships/collaborations with key NCI sponsored academic, research, community, and regional partners to enhance NCI's ability to effectively reach underserved communities with tailored cancer information and foster community engagement in research.

Background

Since 2009, the CRCHD has managed the NON, a national network of CHEs, located within NCI-funded cancer disparities research programs in order to enhance the integration of underserved communities with the research and mission of NCI, and strengthen NCI's responsiveness to the cancer information needs of underserved communities. Participating NCI-research programs have included the NCI Community Networks Program Centers (CNPC), Comprehensive Partnerships to Advance Cancer Health Equity (CPACHE), and NCI-designated Cancer Centers.

NON, in collaboration with research and community partners, has developed, implemented and assessed a broad range of culturally tailored community outreach activities. Outreach efforts have focused on increasing awareness, knowledge and behavior related to primary prevention, such as healthy lifestyles and smoking cessation, or early detection, such as mammography, PAP smears, and colorectal screening, and community engagement in clinical research for prevention, early detection or treatment trials. NON's activities, to date, suggest that the integration of CHE-facilitated community education and outreach within NCI-supported research programs is feasible and can help enhance NCI's ability to reach underserved communities with culturally appropriate cancer information. NON has also developed a substantial collection of culturally tailored, science-based education resources addressing a number of cancer types and topics across the cancer continuum.

The current administrative supplement opportunity specifically targets cancer centers as eligible candidates for this supplement award. This supplement opportunity builds and expands upon previous cancer center engagement, and emphasizes strengthening the ability of cancer centers and NCI to reach underserved communities with NCI cancer information messages and enhance community engagement in cancer research. Access and engagement of underserved communities will be facilitated by close linkage of NON CHEs with the Geographic Management of Cancer Health Disparities Program (GMaP) hubs. It is expected that close affiliation of NON CHEs with GMaP, via separate administrative supplements to cancer centers, will further strengthen the ability of NCI and the cancer centers to reach underserved communities through region-based community education/outreach activities to disseminate cancer information aligned with NCI research priorities.

Eligibility Requirements

This funding opportunity targets NCI-designated Cancer Centers (P30). Principal Investigators (PI) from these grants may apply for an administrative supplement provided all the following conditions are met:

- The PI designated for the administrative supplement request must also be the PI of the parent grant.
- The PI may designate a Project Director (PD) to oversee the supplement. A PD should be a mid-to-senior level scientist with appropriate institutional investment and support, and who is willing to work collaboratively locally and regionally (with GMaP);
- Co-PIs are not allowed; and
- The focus of the administrative supplement must align with the research priorities of the original ("parent") cancer center grant.

Scope of Activities

The current supplement opportunity provides support for one full-time equivalent (FTE) NON CHE to be located at the grantee site, and who will work on local (parent grant), regional (GMaP), and NCI research priorities.

NON CHEs must be fully integrated into the relevant activities of the outreach programs of the cancer center, the communities in their catchment area, and the regional GMaP initiative. In this capacity, the CHE will facilitate community education and outreach efforts and serve as a critical link between the underserved communities and local/regional NCI-supported research programs.

The CHE is expected to assist the designated core leads of the cancer center in the planning and implementation of activities, aligned with the outreach goals of the parent grant. The CHE will also work with the community and the NCI's NON and regional GMaP hubs, on an NCI communications agenda, developed in coordination with NCI OCPL and CRCHD program staff. This agenda will include, but not be limited to, identification, development and dissemination of cancer education messages and materials addressing the cancer continuum and research engagement, aligned with NCI priorities, and linked regionally via GMaP.

The NON Principal Investigators (PI) and/or designated Program Directors (PD) are expected to support the integration of the CHE within the cancer center and community, and facilitate connections/linkages between the CHE and regional GMaP activities.

CHEs will work with the PI/PD and designated cancer center staff (e.g. outreach/research staff), the community, GMaP hub (e.g. regional coordinator), and NCI program staff (e.g. CRCHD and OCPL and) to:

Local Education/Outreach

- Identify gaps and barriers to the integration of community education/outreach within the cancer center and propose strategies to resolve them;
- Identify specific ways that CHE-facilitated community education/outreach can enhance the research and outreach efforts of the cancer center grant (e.g. CHE, as a member of cancer center outreach core, works closely with the cancer center and community to develop and implement an outreach strategy to increase participant recruitment in clinical research);
- Adapts/implements CHE facilitated education/outreach strategies, aligned with the cancer center focus, and linked by NCI priorities and GMaP regional disparity issues; and
- Identify CHE-facilitated education/outreach resources and strategies for further testing, as appropriate.

Community

- Develop and maintain academic and community partnerships to enable access to and delivery of culturally appropriate, evidence-based cancer information and education to underserved communities locally and regionally; and
- Collaborate with academic, research, community and regional NCI partners to develop, implement and assess a disparities-focused education and outreach efforts linked to local, regional and NCI research priorities.

NCI/GMaP Priorities

- Increase awareness and adoption of NCI recommendations on cancer prevention, early detection, and treatment through regional dissemination of information and education materials;
- Advise and assist in message development and content for culturally appropriate study brochures, curricula, and educational materials;
- Disseminate relevant NCI messages, materials, programs, and research opportunities; and
- Assist with education/outreach activities, aligned with NCI priorities and regional issues, and conduct in collaboration with NIH/NCI-supported research partners, and academic, regional and community partners, and other NCI programs (e.g. CPACHE) in order to increase awareness, knowledge and positive behavior among underserved communities in prevention, early detection, and treatment of cancer; to enhance access to cancer care services; and to promote clinical trials and/or biospecimen research participation.

CHEs will strengthen the NON's ability to facilitate education, outreach and research dissemination to the broad scientific and lay communities, through participation in activities, such as NON program teleconferences and trainings, CHE working groups, wiki/on-line resource sharing, local trainings, GMaP regional activities, and an annual face-to-face program meeting.

Dissemination strategies, in collaboration with and under the direction of the parent grant, may also include paper and/or poster presentations at major scientific conferences; newsletters or reports to community/academic partners; and sharing of best practice strategies, resources, and tools via GMaP regional networks.

Submission

Individuals interested in applying for this supplement opportunity are encouraged to contact the CRCHD program staff members indicated below.

Requests for these administrative supplements must be submitted to the NCI Center to Reduce Cancer Health Disparities (CRCHD) (see address below). Applications must be prepared using the current PHS 398 grant application forms (available at: <http://grants1.nih.gov/grants/funding/phs398/phs398.html>.)

Font size restrictions apply as designated within the PHS 398 instructions. Note that the NIH Center for Scientific Review (CSR) is NOT involved in receipt and referral of these requests.

Application Procedure

All requests must include the following:

Cover Letter – Citing this Administrative Supplement by title, and the following information:

- Principal Investigator (PI) name (must be the same as the parent grant PI or designee);
- Parent grant number and title;
- Request up to three (3) years of support and provide the amount of the requested supplement (include direct and indirect costs);
- Name and title of the institutional official; Phone, e-mail, and address information for both the PI and institutional official; and

- **The cover letter should be signed by the Principal Investigator (PI) and an appropriate institutional official documenting specifics of institutional commitment for this award, including office space for the CHE, and for the long-term sustainability of the NON CHE.**

PHS 398 Form Page 1 (Face page) [MS Word](#) [PDF](#)

- The title of the project (Box 1) should be the title of the parent grant.
- The title of the Notice “Administrative Supplements to Expand NCI-supported Community Outreach Capacity through Community Health Educators (CHE) of the National Outreach Network (NON)” should be cited in Box 2, and the “yes” box should be checked.
- The Principal Investigator (PI) of the parent grant must be the PI of the supplement request.
- The remaining items on the face page should be filled out in accordance with the PHS 398 application instructions.

PHS 398 Form Page 2 (Project Summary) [MS Word](#) [PDF](#)

- Provide the Summary of the proposed supplement (NOT the summary for the parent grant).

Budget

The NCI intends to commit approximately \$2.3M per year to fund 18 NON CHE administrative supplements in response to this announcement.

Although the financial plans of NCI provide support for this program, administrative supplement awards pursuant to this initiative are contingent upon the availability of funds and the receipt of a sufficient number of competitively reviewed meritorious requests.

All requests must include a detailed budget and budget justification using the standard PHS 398 form budget pages.

Applicants may request up to \$125K in total costs (direct and all F&A costs) per year for up to three years.

Continuation of supplement funding beyond the initial year is contingent upon scientific progress and availability of funds.

All requests must include a detailed budget and justification using the standard PHS 398 form budget pages.

Allowable costs include:

- Salary support, plus commensurate fringe benefits, for the CHE commensurate with the percent level of effort. One CHE per Cancer Center is allowed.

- Participation in up to two face-to-face meetings (e.g. annual GMAP/NON program meeting, regional meeting, or conference for presentation purposes), for which limited travel costs need to be included in the submitted budget.
- Additional costs associated with the conduct of the proposed local and regional education and outreach activities should be justified, such as participant incentives, printing/duplication costs, translation services, facility rental fees, community consultant fees, or travel to outreach events/community meetings.
- Associated costs to be covered by the parent grant or provided in-kind by community partners should be delineated as such.
- PI/Co-salary, research costs, and activities supported by the outreach/research program are not allowable.

A brief Proposal Describing the Supplemental Activities: This section should contain sufficient detail to allow assessment of the scientific merit of the proposed plans, activities and the appropriateness of the request for supplemental funds.

- **Introduction** (limit half page)
- **Specific Aims** (limit half page)
- **CHE Description** (limit half page)
- **CHE-facilitated Education/Outreach** (limit to 3 pages)

Introduction: Describe how the proposed supplemental activities relate to the parent grant.

Specific Aims: Include a brief statement of expected impact and relevance of the CHE and CHE-facilitated education/outreach on the research and outreach efforts of the cancer centers, community partners, and NCI/ regional priorities.

CHE Description: Describe the expertise, qualifications and relevant prior experiences, and accomplishments of the proposed CHE (s), including CHE collaborations/partnerships that will facilitate achievement of the supplement objectives. Define the roles and responsibilities of the CHE within the cancer center, including a description of how the CHE will be integrated within the education and outreach efforts of the cancer center and in the community, as well as within national/regional efforts.

CHE-Facilitated Education/Outreach (3 page limit)

Describe the proposed CHE-facilitated education and outreach program and explain how it relates to the priority areas and objectives defined in this administrative supplement program. Suitable education/outreach events may include, but not limited to, interactive community demonstrations, other small (e.g. 25-50 participants) or large scale (e.g. greater than 100 participants) community events, community/researcher forums, or one-on-one education. All education and outreach should be culturally and resource appropriate.

Address at a minimum the following specific aspects:

- Describe the elements of the proposed CHE-facilitated education and outreach program, and how this program will build upon the scientific strengths of the cancer center, foster underserved community engagement, and align with NCI/regional priorities.
- Describe the anticipated short-term and mid-term outcomes, such as level of participation/engagement or changes in awareness, knowledge, behavioral intent, and ideally, behavior, of the CHE-facilitated education and outreach program, and potential impact of the program on the underserved communities in the local catchment area. Include a description of the plans for a baseline assessment/plan (as appropriate), monitoring, collecting data, implementing the program, and estimating its impact.
- Describe a process for identifying education and outreach strategies, including educational resources for use, and as appropriate, for further testing.
- Identify and describe current and proposed key research, academic, clinical and community partnerships, and how these partners will be involved in the proposed education and outreach program during the supplement period. (Letters of support from partners are encouraged.)
- Describe how the education and outreach will be aligned within the region and with NCI research priorities.
- Explain how the proposed CHE-facilitated education and outreach program can be reasonably and feasibility accomplished during the supplement time period, including a timeline with milestones for the establishment and operation of the proposed activities.

Biographical Sketch for all key personnel: Biosketches must adhere to the PHS 398 format and requirements (MS Word, PDF). If a CHE candidate has not yet been identified, provide a brief description of the qualifications/experience sought, and timetable for recruitment and hiring.

Human Subjects/Vertebrate Animal Documentation (if applicable)

- Any differences in the involvement or use of human subjects or specimens, or use of vertebrate animals, between the administrative supplement activity and the parent grant should include IRB or IACUC approval as required.
- Additional guidance on Human Subjects Research and Vertebrate Animals is provided under Part II of the PHS 398 instructions (<http://grants1.nih.gov/grants/funding/phs398/phs398.html>).

Review and Selection Process

All applications will undergo review and evaluation for scientific and technical merit by a committee of NCI staff with expertise in the disciplines pertaining to this administrative supplement. Those applications judged to be responsive to the intent of this supplement will be evaluated based on the review criteria below, and prioritized accordingly. Incomplete applications will not be reviewed. Late submissions will not be accepted.

The NON CHE supplement applications should contain sufficient detail to allow assessment of the scientific merit of the proposed plans and the appropriateness of the request for supplemental funding in order to

determine the relationship to the local (parent grant), regional (GMaP), and NCI research priorities addressing relevant disparities issues.

Review criteria for the supplement will include the following:

- **Relevance:** Is the proposed CHE-facilitated education and outreach program a reasonable extension of the research and outreach efforts of the parent grant?
- **Approach:** Is the expertise and experiences of the proposed CHE appropriate to achieve the objectives of the supplement? Is the proposed plan for the CHE-facilitated education and outreach program, and alignment with NCI/regional priorities appropriate to achieve the objectives of the supplement?
- **Quality:** Is the proposed CHE-facilitated education and outreach program adequate to enhance NCI's ability to reach underserved communities with cancer information and foster community engagement in research?
- **Feasibility:** Can the proposed CHE-facilitated education and outreach program be conducted with the resources and within the timeframe proposed? What is the likelihood that the proposed efforts will be sustainable and/or lead to future information and resource/best practice sharing and dissemination, and access to and engagement of underserved communities?

Post Award Requirements

Annual Progress Report: The PI must submit to CRCHD Program Officials, an annual Progress Report that summarizes CHE activities, outcomes, and accomplishments per the Scope of Activities. A template and relevant instructions will be provided by NCI/CRCHD.

Final Report: Within 90 days after the conclusion of the project period, the PI/PD must submit to the CRCHD Program Officials, in place of the annual progress report for that year, a Final Report summarizing CHE activities, outcomes, and accomplishments per the Scope of Activities.

Submission of Administrative Supplement Request

All Applicants must submit application requests electronically as an e-mail attachment to NCI-CRCHD@mail.nih.gov and addressed to: Precilla L. Belin, Ph.D., M.A., M.C.H.E.S., Program Director, National Outreach Network, NCI/Center to Reduce Cancer Health Disparities (CRCHD).

Inquiries

General inquiries concerning the supplement program and the detailed content of the request should be directed to:

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