

# Administrative Supplement for Strengthening Research, Training, and Outreach Capacity of the Geographic Management of Cancer Health Disparities Program (GMaP)

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## 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

## 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), announces the opportunity to compete for administrative supplements to Cancer Center Support Grants (CCSGs) for NCI-designated Cancer Centers (P30) to strengthen the NCI Geographic Management of Cancer Health Disparities Program (GMaP). The overall purpose of this supplement opportunity is to enhance capacity in the areas of disparities research, underrepresented investigator/trainee recruitment and career/professional development, communication/dissemination, and evaluation as part of building region-based “hubs” for the support and efficient management of cancer health disparities (CHD) research, training and outreach.

The goals of the GMaP initiative are to contribute to the science of cancer health disparities and promote the development of the next generation of competitive, underrepresented cancer and CHD investigators.

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

- Increase opportunities within the GMaP region to attract underrepresented trainees/students and investigators to the biomedical cancer enterprise, in support of increasing workforce diversity;
- Enhance access to underserved communities, larger than the immediate cancer center catchment areas, to increase the ability of the programs within the region and NCI to reach underserved communities with cancer information and engage underserved communities in research, via community health educators (CHEs) and community organizations;
- Increase disparities related information dissemination and resource/best practice sharing within the region to promote resource efficiencies;
- Foster collaborations within the cancer centers in CHD research/diversity training to increase the number of competitive grant applications in cancer health disparities across a broad range of basic, clinical, translational, and behavioral/population based topics, biospecimen research, clinical research, bioinformatics and advanced/emerging technologies.

- Enhance access of underrepresented investigators and trainees located within the region to career development and mentoring opportunities to enhance competitiveness; and
- Assess progress in meeting each of these objectives.

## **Background**

The Geographical Management of Cancer Health Disparities Program (GMaP) employs a systematic and comprehensive strategy for building region-based hubs or networks. Each GMaP hub is expected to reflect, through its participating investigators and their research efforts, the breadth and depth of science related to cancer health disparities in the areas of basic, clinical, translational, and community-based research.

There are five regional GMaP hubs nationwide. Region 1 encompasses the states/territories of DE, KY, MD, ME, NC, NH, SC, TN, VA, VT, and WV; Region 2 includes AL, AR, FL, GA, LA, MO, MS, and PR; Region 3 includes AZ, CO, KS, NE, NM, OK, TX, UT, and WY; Region 4 covers CT, IA, IL, IN, MA, MI, MN, ND, NJ, NY, OH, PA, RI, SD, and WI; and Region 5 spans AK, CA, HI, ID, MT, NV, OR, WA, American Samoa and Guam.

The regional GMaP hubs are unique in that each brings together all investigators/researchers, particularly those working in cancer health disparities and underrepresented investigators, underrepresented trainees, community health educators, and community members to work together to share information, resources, and tools; enhance access to underrepresented investigators and trainees and foster career development linkages; and strengthen region-based community education and outreach efforts that contribute to achieving GMaP goals.

The current administrative supplement opportunity specifically targets NCI-designated cancer centers as eligible institutions for this supplement award. Each regional hub, working through a Regional Coordinating Director (RCD), will coordinate disparities-related information dissemination, facilitate research and resource sharing, strengthen the science of cancer and cancer health disparities research, connect diverse trainees and investigators with career and professional development opportunities, and foster access and engagement of underserved communities in cancer research, aligned with NCI/NIH strategic priority areas.

Access and engagement of underserved communities will be facilitated by close linkage of the GMaP hubs with Community Health Educators (CHEs), who are currently part of the NCI/CRCHD supported National Outreach Network (NON). It is expected that close affiliation of NON CHEs with GMaP, through separate administrative supplements to cancer centers, will further strengthen the ability of NCI and the cancer centers to reach underserved communities with cancer information, through region-based community education/outreach activities, aligned with NCI research priorities.

## **Eligibility Requirements**

This funding opportunity targets NCI-designated Cancer Centers. The Principal Investigators (PI) of the Cancer Center Support Grants (P30) may apply for an administrative supplement provided all of 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. Co-PIs are not allowed. A PD should be a mid-to-senior level scientist with appropriate institutional investment and who is willing to work collaboratively within the region with continuing and prospective/new GMaP regional members; and
- The focus of the administrative supplement must align and further strengthen the cancer center support grant activities in disparities research, diversity training, and community outreach.

### **Scope of Activities**

A GMaP hub is the functional administrative core from which cancer health disparities research, diversity training, and education/outreach related activities are identified, prioritized, and communicated within and across a region.

Within a hub, interactions, inclusion, and participation of other cancer centers, as well as other NCI/NIH-supported research and training programs and other community and/or non-profit organizations, are strongly encouraged.

The regional GMaP hub must have an organizational structure composed of a RCD and administrative component, such as a coordinating/steering committee and select sub-committee(s), which fits the organizational purpose of the hub and will provide advisory, decision-making and priority setting actions for the regional activities of the GMaP hub. Members of the organizational entity will be composed of researchers, faculty, trainees, clinicians, administrators and community participants, based on expertise and experience, as appropriate.

The Principal Investigator (PI) and/or designated Program Director (PD) is expected to support the integration of the RCD within this organizational component, the cancer center, and GMaP region, and to facilitate connections/linkages between the RCD and regional GMaP programs and activities, including with the NCI's NON within the region.

The intent is to support each of the five GMaP regions identified in the Background section, and applications from each region are encouraged.

### **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 F&A costs);
- Name and title of the institutional official; Phone, e-mail, and address information for both the PI and institutional official;
- Identify the GMaP region (e.g. GMaP Region 1, 2, 3, 4, or 5) from which the application is submitted; 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 RCD, and for the long-term sustainability of the GMaP hub.**

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

- The title of the project (Box 1) should not be the title of the parent award, rather assign a new title reflective of the theme/scope/activities proposed in the GMaP supplemental project.
- The title of this Notice, “Administrative Supplement for Strengthening Research, Training and Outreach Capacity of the Geographic Management of Cancer Health Disparities (GMaP)” should be cited in Box 2, and the “yes” box should be checked.
- The Principal Investigator (PI) must be the same as the PI on the parent award.
- 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 a Summary of the proposed supplement (NOT the summary for the parent award).

## Budget

The NCI intends to commit approximately \$1,250,000 per year to fund up to five (5) GMaP 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. Use the standard PHS 398 form budget pages.

**Applicants can request up to \$250,000 in total costs (direct and F&A costs) per year for up to three years to support a full-time Regional Coordinator and allowable costs.**

**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 RCD commensurate with the percent level of effort and experience; limited travel to meetings (including participation in an annual GMaP/NON program meeting); honorariums, as appropriate, for key members of the GMaP hub organizational structure, costs associated with connecting trainees and researchers with career and professional development and recruitment opportunities; communication and dissemination related costs, such as costs to support on-line communication/networking tools; costs associated with supporting regional NON-related outreach promotion, assessments, or materials reproduction/dissemination, and other related costs, such as costs to support data collection, tracking, and analysis. PI/PD salary support and activities already supported by the parent or other partnering grants are not allowed. In-kind PI/PD personnel support is encouraged.

**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)
- **Regional Coordinating Director (RCD) and Organizational Structure** (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 GMaP hub initiative to cancer disparities research, workforce diversity, and underserved community engagement.

### **Regional Coordinating Director (RCD)**

Define the roles and responsibilities for the RCD, including education, training, and experience of the proposed RCD, whether new or continuing, and how performance will be assessed.

### **Organizational Structure**

Address at a minimum, the following specific aspects:

- Identify and describe the elements of the proposed organizational structure, including member roles/responsibilities (including a list of proposed and/or previous members) and RCD integration and interactions;
- Describe a plan for establishing and operating a GMaP regional hub within to strengthen disparities related research coordination and information/resource sharing, diversity training linkages (e.g. connections between trainees/researchers and career/professional development and recruitment opportunities), and underserved community engagement. This plan will ideally identify and include descriptions of previous GMaP member engagement and planned new member engagement within the region, such as with other cancer centers; NCI-supported research, diversity training and underserved community education/outreach programs, and other community and/or non-profit organizations; academic institutions, including academic institutions serving underrepresented researchers, trainees/students; and professional societies and scientific organizations, as well as regional NON CHEs. (Letters of support and lists of previous/proposed members, along with proposed roles and engagement, are strongly encouraged.);
- Describe how the NON-related education/outreach will be aligned within the region and with NCI strategic priorities;
- Describe a plan to identify, track, integrate and assess the activities of the GMaP hub, including anticipated short-term and mid-term outcomes, and projected impact of the GMaP activities on the cancer center and regional disparities research, diversity training, and underserved communities; and
- Explain how the proposed GMaP activities can be reasonably and feasibility accomplished during the supplement time period, including a timeline with milestones for the establishment and operation of the planned GMaP regional hub.

**Biographical Sketch for all key personnel:** Biosketches must adhere to the PHS 398 format and requirements (MS Word, PDF).

**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 GMaP 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 parent grant, incorporation of regional strategies, and feasible network strategies to address relevant disparity issues.

Review criteria for the supplement will include the following:

- **Relevance:** Are the proposed roles and activities of the RCD and proposed organizational structure a reasonable extension of the disparities research, diversity training, and community engagement efforts of the parent grant?
- **Approach:** Is the expertise of the proposed or current RCD and proposed organizational structure appropriate to achieve the objectives of the supplement? Is the proposed plan for the GMaP hub and alignment with NON adequate to achieve the objectives of the supplement?
- **Quality:** Will the proposed RCD and organizational structure and membership be adequate to enhance the region's ability to achieve the objectives of the supplement?
- **Feasibility:** Can the proposed activities 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 joint research, information and resource sharing and dissemination, and access to underrepresented trainees and researchers within the region?

### **Post Award Requirements**

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

*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 overall regional 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](mailto:NCI-CRCHD@mail.nih.gov) and addressed to Anil Wali, Ph.D., Program Director, GMaP Initiative, NCI/Center to Reduce Cancer Health Disparities (CRCHD). The application must be in pdf format, and include a legible signature of the Administrative Signing Official.

### **Inquiries**

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

Anil Wali, Ph.D.

NCI/Center to Reduce Cancer Health Disparities

Phone: 240-276-6183; Email: [walia@mail.nih.gov](mailto:walia@mail.nih.gov)

Precilla L. Belin, Ph.D., M.A., M.C.H.E.S.

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