**PROGRAM PROCESS OVERVIEW**

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Step 1: PI submits required PDF of Center for Dissemination and Implementation (CDI) Letter of Intent (LOI) Form by e-mail to DANDI@wustl.edu by **5:00 p.m. (CST)** on **Monday, January 7th**. (See LOI Instructions and Form at [https://publichealth.wustl.edu/dandi/funding-programs/](https://publichealth.wustl.edu/dandi/funding-programs/) ) This deadline will be strictly adhered to with **NO exceptions**.

Step 2: Program Review Committee reviews LOI and responds to applicant providing access to online application process if deemed eligible for submission.

Step 3: If invited, PI submits full proposal. (Application Instructions section and Forms will be sent to applicants deemed eligible for submission). **Deadline: March 29th at 5:00 p.m. (CST)**. No applications will be accepted after this date and **time (must be received by this date/time)**. This deadline will be strictly adhered to with **NO exceptions**.

Step 4: Proposals will be assigned to three experienced scientific reviewers and then evaluated in a full review panel that works in a similar fashion to a NIH Study Section. Applicants will receive a Summary Statement including comments from the scientific peer reviewers and will be notified of funding decisions by mid-month of the corresponding award decision month.

Step 5: Awardees must obtain all regulatory approvals (e.g. IRB) and meet all compliance requirements prior to receiving funds for the corresponding start date.

**PROGRAM PURPOSE**

The primary purpose of this program is to support innovative, developmental projects that address key questions focused on improving the dissemination and implementation of health innovations. The proposals must fall within the scope of research reflected in the following or other related program announcements:

- PAR-18-007 [R01 Research Project Grant](https://publichealth.wustl.edu/dandi/funding-programs/)
- PAR-16-237 [R03 Small Grant Program](https://publichealth.wustl.edu/dandi/funding-programs/); or
- PAR-18-017 [R21 Exploratory/Developmental Research Grant Award](https://publichealth.wustl.edu/dandi/funding-programs/).

Priority will be given to support pilot work that will lead to submission of an R01 grant (or similar) proposal to NIH or other federal funding agency in 2020.
Research Themes: Types of Studies Supported

This program is designed to support a broad range of dissemination and implementation studies including, but not limited to, the following themes and examples:

- **Test strategies for successful implementation of guidelines/evidence-based programs:** Identify strategies to most effectively, equitably, and efficiently implement health policies and guidelines
- **Improve Methods for D&I Research:** Development and/or use of applicable outcomes, measures and analyses related to the models used and the project specific aims
- **Identify contextual factors associated with dissemination or implementation success:**
  - Consideration and characterization of the multi-level context and environment in which the proposed research will be conducted or
  - Evaluate contextual factors that influence the success of implementation or dissemination efforts
- **Understand “de-adoption” or reduction of non-evidence based interventions:** Understanding of circumstances that create a need to “de-implement” or reduce use of procedures that are not evidence-based or are harmful or wasteful
- **Examine scale up, sustainability, or spread of effective interventions**
- **Test or refine models for D&I:** Use and testing or refinement of intervention and evaluation models appropriate for D&I
- **Understand resources or costs for implementation:** Attention to issues of resources expended,
- **Implementation of quality improvements in health, particularly in hospital settings.**
- **Implementation of evidence based practices and policies**
- **Implementation of evidence based interventions globally, especially in low and middle income countries (LMIC)**
- **Other (specify):**
  - Understanding of the complexity of health interventions, including those with multiple components and those for low resource settings and for populations traditionally underrepresented in research, for which D&I may not be a simple process
  - Understanding the incentives and/or barriers to the D&I of novel tools and practices to improve public health
  - Incorporation of stakeholder relevant outcomes of research (including relevant outcomes for patients, families, providers, administrators, policymakers).

**INVESTIGATOR CATEGORIES**

Investigators in the following categories are encouraged to apply.

- **New investigators in dissemination and implementation research who do not yet have their own peer-reviewed research support.**
  - ‘New Investigator’ definition (NIH): The individual has not competed successfully for a significant independent research award. In terms of NIH awards, the PI still fits into the New Investigator category if he/she only received such awards as a Mentored Career Award (K08, K12, K23, etc.) or small or early stage research awards including: R03, R15, R21, etc. This same logic would also apply to funding from other agencies.
- **Established investigators who are working in other fields, but are interested in developing new projects in dissemination and implementation research.**
- **Established investigators already active in the field of dissemination and implementation research, but whose proposed project is different from their previous work.**
- **Investigators collaborating with community-based organizations**
- **Investigators developing inter- or multidisciplinary groups working on novel methodologies or research teams working on a dissemination and implementation problem of interest and importance.**
Awards will be made for:

**Pilot Grants**: Provide up to $30,000 direct costs for 1 year to facilitate the planning of a new dissemination and implementation research project. Pilot grants are used to fund developmental or early stage work, including pilot data, preparatory to submission of a federal grant proposal.

### ELIGIBILITY

- Each applicant must be an Institute for Public Health Scholar **before submitting a Letter of Intent**. Member eligibility and registration is available at [http://publichealth.wustl.edu/people/Pages/Application.aspx](http://publichealth.wustl.edu/people/Pages/Application.aspx). For assistance with registration, to learn more and begin the registration process, contact the IPH by email ([publichealth@wustl.edu](mailto:publichealth@wustl.edu)).

- Applicants must hold a Washington University faculty level appointment. Fellows in the final year of training with a commitment by their department for a faculty position effective by the time of award are also eligible.

- Community-based organizations may apply in collaboration with an investigator who is an Institute for Public Health Faculty Scholar. (The PI of the proposal must be an Institute for Public Health Faculty Scholar.) Community-based organizations interested in forming new collaborations should contact the IPH Center for Community Health and Partnerships (email [matbrown@wustl.edu](mailto:matbrown@wustl.edu) or call 314-747-0807).

- Applicants may be the Principal Investigator on only one application. The program does not allow for co-PIs. **If previously funded through this program, it is less likely that a PI will be successful in obtaining funding in the same area of research for a second submission.** There is no specific citizenship requirement for the applicant.

### CONSIDERATIONS

In developing applications to this RFA:

- In a section of the proposal labeled “Future funding,” Pilot grant proposals should identify potential funding sources for the next stage of this project. Include all four of the following: name of PI for external grant submission; 2) funding agency; 3) funding mechanism; and 4) anticipated date of submission.

- PIs are encouraged to become members of the WUNDIR group. For information on becoming a member of the WUNDIR please visit our website at [http://publichealth.wustl.edu/initiatives/dandi/Pages/Network.aspx](http://publichealth.wustl.edu/initiatives/dandi/Pages/Network.aspx).

- At least $500 of grant funding must be spent on external consulting (non-WUSTL) for conceptual or methodological guidance for the resultant proposal during the award period.
  - The idea behind the consulting requirement is to obtain expert advice. Your external consultant should be someone with a track record of funding from the agency which you plan to apply to for the next stage of this project, ideally in a related area of research. If you have identified a consultant you’d like to work with but are having difficulty making the connection the CDI will be happy to facilitate an introduction.

- Both to develop this proposal, and to develop the resultant proposal, grantees are strongly encouraged to plan to participate in CDI proposal writing support sessions such as the [Proposal Development Bootcamp](http://publichealth.wustl.edu/initiatives/dandi/) planned for February 2019, WUNDIR review, and consultations with visiting speakers. Proposal writing support sessions will be posted on [http://publichealth.wustl.edu/initiatives/dandi/](http://publichealth.wustl.edu/initiatives/dandi/).

- Applicants are encouraged to include use of ICTS Cores & services to support their proposed research and to consult with core personnel during the development of their proposal to discuss application of available ICTS tools and services. Information about available Cores & services can be found on the ICTS website ([www.icts.wustl.edu](http://www.icts.wustl.edu)) or through email ([icts@dom.wustl.edu](mailto:icts@dom.wustl.edu)).
Applicants are specifically encouraged to seek methodologic and study design consultation with the ICTS Translational Research Methods and Analysis Center (TRAC) EARLY in the proposal development process. You are encouraged to request assistance early in order to allow sufficient time to provide suggestions.

TRAC consists of the following ICTS cores:

- ICTS Research Design and Biostatistics Group (RDBG) (http://icts.wustl.edu/cores/rdbg.aspx) The RDBG offers a BioStat Clinic, an hour-long consultation service that is fully subsidized for ICTS members. On-line appointment scheduling is available (http://instant-scheduling.com/sch.php?kn=193605) and is strongly recommended during the planning phase of project development prior to the LOI deadline.
- Center for Administrative Data Research (CADR: http://www.icts.wustl.edu/cores/cadr.aspx)
- Dissemination and Implementation Research Core (DIRC: http://www.icts.wustl.edu/cores/dirc.aspx)

### SUBMISSION AND REVIEW PROCESS

**Letter of Intent** – Applicants must complete the “CDI Letter of Intent Form" and submit the “LOI Worksheet” no later than 5:00 p.m. (CST) on January 7th, 2019. (See LOI Instructions and Form at https://publichealth.wustl.edu/dandi/funding-programs/). Early submission of the letter of intent, prior to the applicable deadline, is encouraged so PIs who are invited to submit a full application have more preparation time.

Each letter of intent (LOI) will be reviewed to determine the eligibility of the PI, whether the anticipated project is relevant to dissemination and implementation research, and if the project is within the scope of the RFA. If the LOI is judged appropriate by these criteria, the applicant will be notified that a full proposal may be submitted. Scientific merit is not formally evaluated from the LOI. If approved, the letter is then used to arrange for appropriate reviewers for the subsequent application.

**Full Proposal** – Upon notification that the LOI has been approved, the PI may submit a full proposal using the IPH CDI required forms and instructions. (See Application Instructions section and Forms at https://publichealth.wustl.edu/dandi/funding-programs/). The entire proposal must be emailed and received by the IPH CDI office no later than 5:00 p.m. (CST) on March 29th, 2019.

**Review Process** - All proposals will be assigned to three experienced scientific reviewers and then evaluated in a full review panel similar to an NIH Study Section. Assigned reviewers and panel will include individuals from Washington University. Each applicant is provided a critique of their proposal in the form of a Summary Statement which will include comments from the assigned reviewers. Reviewers will be asked to consider the following key criteria: application to acceptable theme(s), dissemination and implementation aspects, significance, approach, innovation, environment, and investigators.

### AWARD PROCESS/TERMS

Awards will be issued through the IPH in accordance in compliance with funding source guidelines. The Notice of Award will detail budget information, publication citation language, progress report requirements, etc.

You agree to:

- Submit an abstract to present your findings, once available, at the IPH Annual meeting
- Consult with DIRC on the subsequent proposal (5 hours free per year)
- Conduct a pre-submission review of subsequent full proposal at WUNDIR, or ICTS Research Forum
- Participate in the 2020 or 2021 Bootcamp with your application for extramural funding
- Review grants as a WUNDIR peer-reviewer during the grant period
- Share an outline of the pilot project and progress at a WUNDIR meeting during the award period.
- Reporting Requirements:
You’re strongly encouraged to make use of Proposal Development opportunities such as consultations with D&I Seminar Series speakers, WUNDIR peer review, ICTS resources, and other opportunities.

**QUESTIONS**

Questions and/or assistance with proposal development may be addressed to DANDI@wustl.edu, Enola Proctor (ekp@wustl.edu or 314-935-6660) or Matthew Brown (matbrown@wustl.edu or 314-747-0807)

For questions and/or assistance with online submission: Contact DANDI@wustl.edu or Matthew Brown (matbrown@wustl.edu or 314-747-0807)