

Dissemination and Implementation Small Grants Program
CENTER FOR DISSEMINATION AND IMPLEMENTATION (CDI)
WASHINGTON UNIVERSITY INSTITUTE FOR PUBLIC HEALTH (IPH)

Program Overview

PROGRAM PROCESS OVERVIEW

Application Due:	March 29, 2019
Award Decisions:	June 2019
Award Start Date:	July 2019

Step 1: PI electronically submits .pdfs of the application files to DANDI@dom.wustl.edu by 5:00 p.m. (CST) on March 29th, 2019. Refer to the “Submission and Review Process” section for a checklist of submission items.

Step 2: Committee reviews application.

Step 3: Applicant is notified of the committee’s funding decision via email in June 2019.

Step 4: Awardees obtain all regulatory approvals (IRB) prior to issuing of award.

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. Projects *must* fall within the scope of research reflected in the following: PAR-13-055 Dissemination and Implementation Research in Health.

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:

PAR-18-007 [R01 Research Project Grant](#);
PAR-16-237 [R03 Small Grant Program](#); or
PAR-18-017 [R21 Exploratory/Developmental Research Grant Award](#).

Priority will be given to support pilot work that will lead to submission of a grant 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):
 - programs costs, cost-effectiveness or other economic outcomes
 - 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).
 - D&I work with a community partner

Documentation of an agreement to provide services from any contractor or consultant identified in the proposal is an essential part of the application and must corroborate the service(s) to be provided and the interaction the investigator has had with the contractor or consultant in determining the relevant services.

AVAILABLE FUNDING

Applicants may request up to \$7,500 from the CDI for up to 1 year for development of a D&I research proposal to be submitted for extramural funding.

ELIGIBILITY

- Each applicant must be an Institute for Public Health Scholar **before submitting a Small Grants application.** Member eligibility and registration is available at <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).
- Applicants must hold a **faculty** level appointment from Washington University.
- For research fellows or trainees, the mentor (faculty member) must submit the application as PI. Describe within the application the trainee-mentor circumstance.
- Applicants may hold only one CDI Small Grant award at a time and total awarded may not exceed \$7,500 within a 12 month period.

CONSIDERATIONS

In developing applications for this RFA:

- 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 and avail themselves of the opportunity for WUNIDR peer review. For information on becoming a member of the WUNDIR please visit our website at <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 during the award period. The idea behind the consulting requirement is to obtain expert advice. Your 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.

- Grantees are strongly encouraged to plan to participate in CDI proposal writing support sessions such as the Proposal Development Bootcamp (February 27, 2019), WUNDIR review, and consultations with visiting speakers. Proposal writing support sessions will be posted on <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) or through email (icts@dom.wustl.edu).

SUBMISSION AND REVIEW PROCESS

Application – PI submits the following to DANDI@wustl.edu **simultaneously**

1. CDI Small Grants Application.
2. CDI Small Grants Worksheet
3. CDI Small Grants Detailed Budget
4. Documentation of an agreement to provide services from any contractor or consultant identified in the proposal.
5. A quote from the consultant or contractor for the requested services, if available.
6. IRB approval information (if approved at the time of application submission).

Applications received before 5 p.m. CST on the 29th of March will be reviewed and responded to in June.

Review Process –

Proposals are administratively reviewed for completeness and will **not** be forwarded to the Program Committee until all information is collected. Once deemed complete, the proposal is submitted to Committee.

AWARD PROCESS/TERMS

PIs receiving approval for an award will be notified of the specifics via email. Awards will be issued through the IPH in accordance with funding source guidelines. The Notice of Award will detail budget information, publication citation language, progress report requirements, etc.

CDI Small Grant award funds will be tracked within the CDI and statements will be sent to Investigators periodically. The funds will be available to the PI for up to 12 months. Note: per CDI standard policy, 'no cost extensions' are not permitted under the CDI Small Grants Program. Applicants may hold only one CDI Small Grant award at a time and total awarded services may not exceed \$7,500 within a 12 month period. The PI must use the support only for the protocol associated with the submitted and approved Small Grants application. Investigators will be asked to complete a **brief survey**, annually for 5 years after the Small Grants award expires, in order to assist in capturing the Return on Investment (ROI) (e.g. proposal submissions, award, publications, other outcomes, etc.) for this funding program.

This award is based on the application submitted to and as approved by the IPH CDI Funding Review Committee. If applicable, institutional funds will be established via a budgeted cost-sharing account.

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.

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 2019 or 2020 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.

Unallowable Costs:

Secretarial/administrative personnel salary support	Entertainment/Social Expenses
Stipends	Dues and membership fees
Tuition/Dependent Tuition Fringe Benefit	Maintenance/Service Contracts
Administrative supplies/services normally considered Indirect Costs (i.e. office supplies, phone, fax and network line charges, etc.)	Construction, maintenance, alteration or rental of office or laboratory space
Office equipment and furniture	Recruiting and relocation expenses
Travel to general scientific meetings	Any expense contrary to WU reimbursement policies
Honoraria/travel expenses for visiting lectures	Pre-award costs
Purchasing and binding of periodicals and books	Publication costs are limited to \$1000.

The NIH salary cap of \$189,600 must be used where applicable. Cost sharing of salary is appropriate when using the salary cap or in other situations where the effort exceeds the amount of salary being requested.

Per IPH CDI standard policy, **No Cost Extensions are not permitted.**

Reporting:

The Progress Report will be due seven months after the award start date and the Final Report 14 months after the award start date. Guidelines and form pages will be provided. Additionally, in order to assist in capturing the Return on Investment (ROI) (e.g. proposal submissions, awards, publications, other outcomes, etc.) for this program, you will be surveyed annually for 5 years beginning one year after the end of your project period.