Children & Youth with Special Health Care Needs National Research Network

CYSHCNet National Research Network
Emerging Investigator

GUIDED RESEARCH PROGRAM REQUEST FOR APPLICATION
2020

1. **Overview of the Emerging Investigator Guided Research Program**

The goal of the Emerging Investigator Guided Research Small Grants Program is to build capacity of investigators experienced in CYSHCN research, help establish a track record of published research, and increase the likelihood of future funding. In accordance with the mission and vision, the CYSHCNet Research Network offers this grant funding opportunity to emerging investigators. Investigators from minority and underrepresented communities are strongly encouraged to apply.

Up to three projects will be funded up to a maximum of $15,000 over a one-year period. Applications are accepted from investigators based at CYSCHNet member institutions throughout the United States in any discipline (see Applicant Eligibility).

For all questions, contact Charlene Shelton, Program Manager at Charlene.Shelton@CUAnschutz.edu or by phone at (303) 724-4359. Please note that with the Covid-19 work-at-home restrictions, email is the most efficient way to communicate at this time.

There will be a webinar to help you with your application on **June 10 at 1:00 mountain time.** Registration is not required. Use this link to join the webinar. https://ucdenver.zoom.us/j/7049846125

2. **Projects**

Any area of research related to CYSHCN will be considered on a case-by-case basis.

    A. **Applicant Eligibility**
1. Emerging Investigators have completed doctoral-level training and are typically in one of the following groups:
   a. Fellows from any discipline that serves CYSHCN e.g. nurses, social workers, physicians, pharmacists, social scientists, etc.
   b. Faculty members no more than 5 years out from completion of all training (fellowship or post-doc)
   c. More experienced investigators who are new to the field of CYSHCN (with documentation about their change of field)
2. Only applicants from the following CYSHCNet member institutions are eligible to apply. Those institutions are:
   a. Mattel Children's Hospital; Geffen Medical School; UCLA
   b. Mass General Hospital, Harvard Medical School; Harvard University
   c. Boston Children's Hospital; Harvard Medical School; Harvard University
   d. American Family Hospital; University of Wisconsin School of Medicine; University of Wisconsin
   e. Oishei Children's Hospital; Jacobs School of Medicine; University at Buffalo
   f. Monroe Carell Jr. Children's Hospital; Vanderbilt School of Medicine; Vanderbilt University
   g. Lurie Children's Hospital; Feinberg School of Medicine; Northwestern University
   h. Children's Hospital Colorado; School of Medicine; University of Colorado
   i. Children's Memorial Hermann Hospital; McGovern Medical School; University of Texas, Houston

> j. Cincinnati Children's Hospital Medical Center; College of Medicine; University of Cincinnati
> k. Family Voices
> l. Children's Hospital Association

Receipt of applications is encouraged from individuals who are members of an underrepresented minority (URM); disabled; or from a socially, culturally, economically, or educationally disadvantaged background. Exceptions to eligibility will be considered on a case-by-case basis.

Preference is given to those proposals that have the potential to lead to projects of a larger and longer term nature.

B. Every Application must include one CYSHCN family or youth partner. CYSHCNet can match you with a youth and/or family partner through Family voices if you do not have a partner. If you do have a partner, please include a letter of support from the participating partner.

C. Evaluation Criteria

Potential studies are reviewed using the following criteria:
1. Is the study appropriate to a CYSHCN population?
2. Are the data collection and analysis feasible in the time frame proposed?
3. Does the study address an important health concern?
4. Does the study address a gap in research?
5. Is the study timely?
6. Are the methods appropriate to answer the research question?
7. Does the study fit with the CYSHCNet National Research Agenda or MCHB/AMCHP standards? (See the CYSHCNet website for national research agenda priority topics (www.cyshcnet.org)
8. Is there an attainable family/ leader involvement component?
9. Are there any ethical concerns?
10. Can the study be completed with the available funding?
11. Does the investigator commit to participation in the CYSHCNet Guided Research program and didactic sessions?

Proposal Application Checklist

This checklist is for applicant-use only to ensure all materials are completed in the acceptable format. This checklist should not be submitted with the initial proposal application. Each applicant must include the following in their initial proposal submission:

Full Proposal
The proposal must be no more than six, single-spaced pages, using font and size Arial 11, with 1" margins.
Please include the following:
- [ ] Site from which you are applying
- [ ] Tentative title

☐ Brief overview of the project (3 sentence narrative)

☐ Specific aims: up to 1 page, including the research question, hypotheses (if appropriate), and purpose of the study

☐ Proposed method(s) and Analysis plan, including a discussion of how your family partner will contribute to the project

☐ Significance: Relevance to CYSHCN, including how the findings will address a gap in the literature

☐ A statement explaining how participation in the Network will enhance your career goals

☐ Background/literature review and preliminary studies (if applicable)

☐ Time line for the study (no longer than 12 months)

☐ Commitment to participate in the CYSHCNet Guided Research program and didactic sessions (part of the face sheet)

☐ Budget and Budget Justification (not included in the page count)
   o The budget should include overhead (indirect costs) if applicable. Please note that CYSHCNet caps indirect costs at 26%.
   o Description of key personnel, including the youth and/or family partner

☐ References (not included in the page count)

☐ Biographical sketch not to exceed four pages (not included in the page count) http://grants.nih.gov/grants/forms/biosketch.htm

☐ IRB approval or copy of submitted application (IRB approval must be obtained before funds can be released)

☐ Mentor's letter of support, including ability to complete the project within 12 months, the applicant's potential as a researcher, the potential for future funding, and the mentor's commitment to the applicant (not included in the page count)

Please Note: Incomplete submissions and application materials that exceed the requested page limits will not be considered for review.

3. **Application Instructions**
   A. Applications must be complete by the deadline specified, follow the instructions of the Request for Applications, and specifically relate to research about CYSHCN.
   B. Important Dates
      1. Application deadline: **July 6, 2020 at 5 pm Mountain Time**
      2. Letters confirming project status will be sent by **August 23, 2020**
      3. Funding is provided from **September 1, 2020 through August 31, 2021**
         a. IRB approval must be in place before funds are disbursed (if applicable)
   C. Application Form
      The application should be no longer than six single-spaced pages, using font and size Arial 11, with 1" margins and include the following:

      1. Tentative title
      2. Brief overview of the project (3 sentence narrative)
      3. Specific aims: up to 1 page, including the research question, hypotheses (if appropriate), and purpose of the study
      4. Proposed method(s) and Analysis plan, including a discussion of how your family partner will contribute to the project and the name of selected family partner
      5. Significance: Relevance to CYSHCN, including how the findings will address a gap in the literature

6. A statement explaining how participation in the Network will enhance your career goals
7. Background/literature review and preliminary studies (if applicable)
8. Time line for the study (no longer than 12 months)
9. Commitment to participate in the CYSHCNet Guided Research program and didactic sessions (part of the face sheet)
10. Budget and Budget Justification (not included in the page count)
    a. The budget should include overhead (indirect costs) if applicable
    b. Description of key personnel
11. References (not included in the page count)
12. Biographical sketch not to exceed five pages (not included in the page count) http://grants.nih.gov/grants/forms/biosketch.htm
13. IRB approval or copy of submitted application (IRB approval must be obtained before funds can be released)
14. Mentor's letter of support, including ability to complete the project within 12 months, the applicant's potential as a researcher, the potential for future funding, and the mentor's commitment to the applicant (not included in the page count)

D. Submission Process
Submit your application electronically as a single PDF file to:
Charlene.Shelton@CUAnschutz.edu by July 6, 2020 at 5 pm Mountain Time

E. Review Process
Applications will be reviewed by a review panel consisting of CYSHCN expert investigators.

F. Awards
1. Up to three projects will be awarded on a competitive basis
2. The budget period is from September 1, 2020 through August 31, 2021
3. The maximum award is $15,000 and includes $1,500 toward travel expenses to present findings at a regional or national conference for the awardee. The family partner may be included in the travel.
4. Allowable expenses include all relevant project expenses, including:
    a. Contract services, not to include salary or fringe benefits
    b. Supplies and small specialized equipment
    c. Computer purchase not to exceed $1,000 (must document necessity)
    d. Domestic travel required to conduct research
5. Awardees will be announced in August 2020

G. Progress Report
A brief report is due at 6 months from the beginning of the project. A form for the report will be provided to you.

H. Final Written Report
A final written report is due 3 months after the end of the project in manuscript form documenting presentations, publications, and outside funding that resulted from this award. An abstract written in non-technical language should also be submitted for publication on the CYSHCNet website.

I. Acknowledgement of support

Support from the CYSHCNet Emerging Investigators Guided research Program must be acknowledged in all publications and presentations along with the following language: *"This project is supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) under grant number UA6MC31101 Children and Youth with Special Health Care Needs Research Network. This information or content and conclusions are those of the author and should not be construed as the official position or policy of, nor should any endorsements be inferred by HRSA, HHS or the U.S. Government."*

CYSHCNET EMERGING INVESTIGATOR AWARD APPLICATION

The CYSHCNet Emerging Investigator (EI) Award provides up to $15,000 to address an important area of concern for the health or healthcare of children, youth, or young adults with special healthcare needs and their families/caregivers. Up to three grants will be awarded each year.

Eligibility

The award is open to investigators from CYSHCNet member sites or to investigators who partner with a co-PI from a member institution.

Proposals are welcome from those who are:

- Fellows from any discipline that serves CYSHCN e.g. nurses, social workers, physicians, pharmacists, social scientists, etc.
- Faculty members no more than 5 years out from completion of all training (fellowship or post-doc)
- More experienced investigators who are new to the field of CYSHCN (with documentation about their change of field)

Project Title

PI Name
PI Contact Info (institution, mailing, phone, email)

Primary Mentor Name
Phone, email

Program Director (if applicable)
Phone, email

Grants and Contracts Office Contact Person
Phone, email

Participation Statement
If funded, I agree to participate in any conference calls and/or in-person grantee meetings.

_____
Principal Investigator Signature

1. CYSHCNet Program Budget Instructions and Budget Template

For each budget item, please provide the following information using the budget template provided:
1. The requested dollar amount (up to $15,000).
   a. Specify how the funds are allocated (see template below) and
   b. Provide a justification for each expense.
   c. Conference registration at a national or regional conference relevant to CYSHCN project to present findings for investigator and their family partner.
2. Include only the amount requested from the CYSHCNet under the amount requested column.
   a. Note: CYSHCNet caps overhead (indirect costs) at 26%
   b. CYSHCNet will not fund salary for the PI or mentors.
3. Include any in-kind contributions or expenses that will be covered under a different grant in the in-kind column.

Budgets are evaluated based on:
1. Whether they are within the funding limits. Projects that exceed the specified limit will not be reviewed.
2. Whether the resources are appropriate for the work proposed.
3. Projects with budgets that are justified appropriately within the limit (e.g. a secondary analysis) may be given additional consideration.

Projects with budgets that exceed the specified limit from CYSHCNet will not be reviewed.
The sample budget table below includes many common categories, but is not exhaustive. Additional categories may be considered, provided they are not explicitly excluded from the award.
Travel: This award permits up to $750 per person (two maximum, including investigator and family partner) towards presenting findings at a national or regional conference. Local travel may be justified for projects involving primary data collection provided applicant has other funding sources for conference travel.

Equipment purchase
- Equipment, including up to $1,000 for purchase of computer, is allowed if justification supports project-related needs.

Item	Detail	In-kind (optional)	Amount requested from CYSHCNet	Total Amount	Justification
Research Assistant	(rate/hour number of hours OR percent effort duration; tasks)				
Youth and/or family partner	(rate/hour number of hours OR percent effort duration; tasks)				
Equipment	(project specific such as digital recorder for qualitative data collection)				
Transcription	(rate time number of subjects)				
Remuneration	(amt/subject number of subjects)				
Postage	(amt /mailing number of mailings)				
Software, type	(number of licenses)				
Supplies	(specify)				
Consultant, name	(time and role)				
Local travel	(miles/trip number of trips Fed rate)				
TOTAL					
Conference travel	(max $1500)				

EMERGING INVESTIGATOR FAQ

Eligibility

1. **What is the definition of an Emerging Investigator?**
   CYSHCNet Emerging Investigators are defined as:
   a. Faculty members who are no more than 5 years out from completion of all training as of the date proposals are due (fellowship or post-doc)
   b. Fellows
   c. Residents
   d. Experienced investigators who are new to the field

2. **Who can apply?**
   Applicants from the following CYSHCNet member institutions are eligible to apply. Those institutions are:
   a. UCLA Mattel Children's Hospital
   b. Mass General Hospital, Boston
   c. American Family Hospital, Wisconsin
   d. Oishei Children's Hospital, Buffalo
   e. Monroe Carell Jr. Children's Hospital at Vanderbilt
   f. Lurie Children's Hospital, Chicago
   g. Children's Hospital Colorado
   h. Children's Memorial Hermann Hospital, Houston
   i. Cincinnati Children's Hospital Medical Center
   j. Family Voices
   k. Children's Hospital Association

3. **Does the Emerging Investigators Program accept applications from applicants who are not physicians?**
   Yes. We encourage nurses, psychologists, social workers, social scientists, engineers, and other professionals to apply.

4. **Can two applicants from the same institution submit proposals to the Emerging Investigators Program?**
   Yes, however, only one proposal from each institution will be considered for the award.

5. **Can more than one person be a PI on a project?**
   Yes, a project can have multiple co-investigators; however, the award will be up to $15,000 per project.

6. **Can previous awardees apply?**
   No, but previous applicants who are still eligible are encouraged to reapply.

Proposals & Application Process

1. **How do I log into the application?**
   The application is accessible on the CYSHCNet web site www.cyshcnet.org. No log-in is necessary.

2. **Should checklists be submitted with the initial and full proposals?**
    No, your application checklist is intended to ensure you prepare all necessary materials and should not be submitted.
3. **What is the Participation Statement?**
    The participation statement is included on the bottom of the Cover Page to be submitted with your proposal. Should an applicant receive funding through the Emerging Investigators Program, they must commit to attending any conference calls or in-person meetings as part of the funding requirements.
4. **Where do I send my proposal?**
    Please submit all materials through the online application.
5. **What format should I use for my biosketch?**
    The biosketch should use the standard NIH biosketch form and may not exceed five pages. Instructions for completing the biosketch form can be found [here](). The NIH biosketch includes a Personal Statement. As part of this statement, please describe how the proposal relates to and will help to facilitate the investigator's career path for this purpose as it relates to the proposed research agenda. Please include a biosketch for both the applicant and primary mentor. Do not include a CV.

Mentors

1. **Will a mentor be assigned to me or do I find my own mentor?**
    Both. You should have a mentor from your institution. The Network will also pair you with a mentor who is an expert in CYSHCN research.
2. **What is the role of the CYSCHNet mentor?**
    The CYSHCNet mentor will help you with issues directly related to CYSHCN research including data sets, methods, specific literature, health systems information relating to CYSHCN, and career information in CYSHCN research.

Budget

1. **Is travel to a regional or national conference required?**
    You are required to submit an abstract to a conference. If it is accepted, the Network will fund up to $1,500 of travel expenses for you. These funds include conference registration and are part (10%) of your total award. Funds may also be applied for your youth/family partner's travel.
2. **My institution requires that I include indirect costs. Is this acceptable?**
    Indirect costs are capped at 26%.
3. **Can I include myself or my mentor in the budget to cover time spent on the project?**
    Neither an applicant nor mentor may have effort.
4. **Can I include funds for a statistician in my budget?**
    Yes, direct costs for statisticians are acceptable, as long as they are properly justified in the submitted proposal; however, CYSHCNet has statisticians on staff who can help with your project. You should consult with the CYSHCNet program manager about your need for statisticians and the scope of the work that you expect them to perform. You may be able to get statistics help at no cost.

Transferring Institutions

1. **I am transferring institutions. What is the process for transferring my award funds**
   Please notify the CYSHCNET of institutional changes via written notice on institutional letterhead. Include your name, contact information, project title, funding track, and the contact information of the administrator handling your award funds at your current institution. Any unused funds at your current institution should be returned via check to the CYSHCNET Central Office by mail:

   The written notice may be sent by email to Charlene.Shelton@CUAnschutz.edu

   CYSHCNET will disburse your remaining award funds after receipt of payment information for your new institution. Please note this may take a couple of months pending your institution's internal processes.
2. **Mentorship relationship** after transfer should be verified: will you keep the same mentor? What level of commitment will s/he be able to provide? If you secure a new mentor, s/he should send a letter with information on the level of commitment to the project that s/he is able to provide.

Youth and Family Involvement

1. **How should I involve youth and/or families in my study?**
   Youth and families of CYSHCN should be engaged as full partners (co-investigators) in your project. They should have the opportunity to participate in the design of the study, if possible, and they should be consulted about the project at every step of the way. Having youth and/or families as respondents only is not sufficient. Specific questions about how to involve families/caregivers should be directed to the CYSHCNet program manager.
2. **Should my youth or family partner be paid?**
   Yes, you should set aside funds to pay your youth or family partner for their time. CYSHCNet has written guidelines for paying youth and family partners. These guidelines, *Standard of Compensation* are available for download from the website (https://cyshcnet.org/compensation-guide-for-youth-family-partners/). There is a version for both PIs and families. You should become familiar with this document and ensure that your family partner has a copy of the family version. We recognize that with the limited funds of this grant it may be difficult to pay your partners according to the guidelines, so we can connect you to our Family Voices partners who can help you set up an appropriate budget.
3. **How often should I consult with my youth/family partners?**
   Regular contact with your youth/family partner (at least once/month) throughout the study is essential in taking advantage of their lived experience. CYSHCNet requires that you begin your collaboration with your youth/family partner within one month of the grant year, that is, no later than October 1 of the grant year.
4. **What else should I know about working with a youth or family partner?**
   Having an advisory committee of youth and/or families, while worthwhile, does not meet the requirement of having a youth and/or family partner who is embedded in you study. Through our Family Voices partner, CYSHCNet supports you and your youth/family partner relationship throughout your project. We expect that you will consult with your youth or family partner as an integral part of your study, that is, your partner(s) should be involved at every level as if they were a co-PI.

Orientation

1. **Will there be an orientation to the program?**
   Yes. In fact, there will be 3 mandatory orientations.
   a. General orientation to the program
   b. Orientation to working with youth and family partners
   c. Orientation for you and your family partner to familiarize them with your study

Publication and Data

1. **Am I required to share data with the Network?**
   No. The Network is currently not a data repository.
2. **How will findings be disseminated?**
   At least one paper submission to a peer-reviewed journal is expected. Findings may also be posted on the Network's website and/or other social media platforms. The PI is expected to translate the abstract into non-technical language that is accessible to the broader community of stakeholders, for publication on the Network's website. We will also ask for a short narrative to put on website.
3. **Are reports due to the Network?**
   Yes. Since the Network is funded by the Maternal Child Health Bureau, reports are required. A form will be sent to you by the Network Program Manager with complete instructions and due dates.