

**CYSHCNet National Research Network
Emerging Investigator**

**GUIDED RESEARCH PROGRAM REQUEST FOR APPLICATION INFORMATION
2023**

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 any U.S. academic institution 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 email is the most efficient way to communicate.

There will be a webinar to help you with your application on **May 3 at 12:00 mountain daylight time**. Registration is not required. Use this link to join the webinar. <https://ucdenver.zoom.us/j/7049846125>

2. Proposal

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. Junior faculty, fellows, residents, or early career investigators 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. Applicants from any U.S. academic institution that serves children and youth with special health care needs may apply. 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 or more 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.
 1. **A partner must be named prior to receiving funding.**
 2. Please include a letter of support from the participating partner.

3. **Partner(s) must complete the research partner training prior to receiving funding.** A certificate of completion must be provided. Training is online, free, and takes about 4 hours total. It can be done at the partner’s own pace.

C. Evaluation 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? (See *Academic Pediatrics* Vol. 22, Issue 2, Supplement S1–S46 Published in issue: March 2022)
8. Is there an attainable family/youth 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?

3. 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:

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 (Part of the face page)
- 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 plan for how your family partner will be engaged in the project
- Significance: Relevance to CYSHCN, including how the findings will address a gap in the literature and how the project is relevant to health systems
- 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)

Not included in page count:

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

- Commitment to participate in the CYSHCNet Guided Research program and didactic sessions (part of the face sheet)
- Commitment from your family/youth partner to participate in the family partner quarterly meetings (family/youth partner will be paid \$25/hr for 4 hours of participation) (part of the face sheet)
- Commitment to complete PORCCH trainings (www.PORCCH.ca) for both EI and family/youth partner (**certificate of completion must be submitted before funds can be released**)
- Family/youth partner orientation form (included in this RFA)
- References
- Biographical sketch not to exceed four pages <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

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 completed by the deadline specified, following the instructions of the Request for Applications, and specifically relate to research about CYSHCN.
- B. Important Dates
 - 1. **Application deadline: June 5, 2023 at 5 pm Mountain Time**
 - 2. Letters or emails confirming project status will be sent by **July 7, 2023**
 - 3. Funding is provided from **September 1, 2023 through August 31, 2024**
 - 4. **Prior to funding, the following must be in place:**
 - a. IRB approval (if applicable)
 - b. Family partner must complete research methods training on www.PORCCH.ca
 - c. EI must complete the PI module of the PORCCH training
 - d. Certificate of completion for PORCCH trainings must be submitted
- 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,
 - 5. A discussion of how your family/youth partner will contribute to the project (their roles and responsibilities) and the name of selected family/youth partner, if known
 - 6. Significance: Relevance to CYSHCN, including how the findings will address a gap in the literature
 - 7. A statement explaining how participation in the Network will enhance your career goals
 - 8. Background/literature review and preliminary studies (if applicable)
 - 9. Time line for the study (no longer than 12 months)

10. Commitment to participate in the CYSHCNet Guided Research program and didactic sessions (part of the face sheet)
11. Family/youth partner orientation form (included in this RFA, not included in page count)
12. 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
13. References (not included in the page count)
14. Biographical sketch not to exceed five pages (not included in the page count)
<http://grants.nih.gov/grants/forms/biosketch.htm>
15. IRB approval or copy of submitted application (IRB approval must be obtained before funds can be released)
16. Certificate of completion for PORCCH trainings (must be submitted before funds can be released)
17. 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 June 5, 2023 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, 2023 through August 31, 2024
3. The maximum award is \$15,000 and includes:
 - a. \$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.
 - b. \$200 to cover four (4) quarterly 1-hour meetings and four (4) hours of PORCCH training @ \$25/hr for the youth/family partner.
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
 - e. Payment to youth/family partner
6. Awardees will be announced in July 2023

G. Evaluations

A brief evaluation survey will be sent to you and your family/youth partner and mentors. This survey helps us improve our support of your project and improve our program overall. It is due at 6 months from the beginning of the project.

A second evaluation survey will be sent to you and your family/youth partner and mentors and is due within 30 days of the end of the project year. This survey helps us improve the program for the next cohort.

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 National Research Network
Emerging Investigator
GUIDED RESEARCH PROGRAM APPLICATION
2023

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 Statements

If funded, I agree to participate in any conference calls and/or in-person grantee meetings and complete the PORCCH PI module.

Emerging Investigator Signature

If funded, I agree to participate in quarterly family/youth partner meetings and complete the PORCCH family engagement module

Family/Youth Partner Signature

1.

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)
 - 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 EI or mentors.
3. Include any in-kind contributions or expenses that will be covered under a different grant in the in-kind column.
4. Allocate \$200 for one family/youth partner for training and quarterly meetings.

Budgets are evaluated based on:

1. Whether they are within the funding limits.
2. Whether the resources are appropriate for the work proposed.
3. Appropriate compensation for youth/family partner based on their expected role.

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. The amount is meant to offset actual travel expenses, not necessarily to cover all costs of attending a conference.

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

* Due to Covid restrictions, if travel is not allowable in your institution or if professional conferences are scheduled to be virtual, the funds may be spent on other aspects of the project. The amount is meant to offset actual travel expenses, not necessarily to cover all costs of attending a conference.

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 Add \$200 for training and quarterly meetings				
Equipment	project specific such as digital recorder for qualitative data collection				
Transcription	rate time number of subjects				
Remuneration for study participants	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				
Conference travel*	max \$1500				
TOTAL					

Family Partner Checklist for CYSCHNet Project Name:

SAMPLE PROJECT INFORMATION

PROJECT DESCRIPTION	
Start date & anticipated duration	October 2021, 12 months duration
Project type (qual, quant, mixed)	Qualitative
Research Question	What are the best ways to support families who work on research studies?
Aims	1) To learn about what supports families want 2) To design a program to support families
Data collection methods	One-on-one interviews, focus groups
Expected end products (paper, conference abstract, presentation, etc.)	Paper, conference presentation
PARTNER ROLES	
Activities (meetings, data analysis, interviews, authorship, etc.)	Participate in biweekly meetings, help revise interview guide, help analyze interviews, read and comment on the paper, be a presenter at national conference (if available)
Timing (when/how often meetings are held, deadlines, how far into the project are you?)	Coding meetings will likely be weekly or biweekly (exact schedule to be determined).
Explanation of each role (what are partners expected to DO in their roles, i.e. administer surveys, etc.)	Talk about your lived experience in all areas of the project and help craft interview guide using plain language that participants can understand.
Amount of time expected to participate in or complete each role or task (hours per week/month, hours per task, e.g. leading a focus group)	Approximately 3-4 hours weekly (read interviews, discuss during biweekly meetings)
RESEARCH TEAM	
Names of all team members (including other family partners)	Jennifer Ruiz (PI), Meryl Johnson (PI mentor), Fred Barry (qualitative methods advisor), Ed McGuire (research assistant).
Go-to person for questions or concerns	Jennifer Ruiz (jrui@internet.edu)
Roles of other team members	PI: runs the study Research assistant: provides observational feedback during interviews, code interview transcripts Qualitative methods advisor: assists during coding meetings, provides expert guidance PI mentor: helps guide the PI through the project All team members: participant recruitment, help revise the interview guide, analyze data, write & edit the manuscript, other duties as required
COMPENSATION	
How much will the partner be paid? (hourly, lump sum, etc.)	\$40/hr for 50 hours

When can they expect to be paid? (weekly, quarterly, etc.)	Monthly
Is a time sheet required?	No
What reimbursement is available? (child care, transportation, internet access, etc.)	List any reimbursement available
ORIENTATION OF PROFESSIONAL RESEARCH TEAM MEMBERS	
Names & experience of family partners	Maryann Comisky: new to research, parent of 17 yo child with complex medical history. Extensive caregiving and parental advocacy experience. Second family partner to be identified.
How family partners will interact with professional team members (co-I, tasks performed, etc.)	See tasks as listed above. Family partners will serve as co-collaborators.
Have team members worked with family partners in the past (not in CBPR)?	Most team members have worked with family partners.
Any limitations to participating: schedule, language differences, etc.	Maryann works part time during the day, so team should consult with her on a schedule that works. She can meet during her lunch hour or on her days off
TRAINING OF FAMILY PARTNERS	
Has family partner had research training? Formal (classes) or informal (participated in >3 projects)	Yes: PI certifies that family partner has had training No: Register and take the training below.
URL for PORCCH training	www.PORCCH.ca
Certificate or resume required to show completion	Please submit certificate when training completed. You will be paid \$100.00 for completing this training.

Family Partner Checklist for CYSCHNet
(Give a copy to the youth/family partner and discuss with them)
Project Name:

PROJECT DESCRIPTION	
Start date & anticipated duration	
Project type (qual, quant, mixed)	
Research Question	
Aims	
Data collection methods	
Expected end products (paper, conference abstract, presentation, etc.)	
PARTNER ROLES	
Activities (meetings, data analysis, interviews, authorship, etc.)	
Timing (when/how often meetings are held, deadlines, how far into the project are you?)	
Explanation of each role (what are partners expected to DO in their roles, i.e. administer surveys, etc.)	
Amount of time expected to participate in or complete each role or task (hours per week/month, hours per task, e.g. leading a focus group)	
RESEARCH TEAM	
Names of all team members (including other family partners)	
Go-to person for questions or concerns	
Roles of other team members	
COMPENSATION	
How much will the partner be paid? (hourly, lump sum, etc.)	
When can they expect to be paid? (weekly, quarterly, etc.)	
Is a time sheet required?	
What reimbursement is available? (child care, transportation, internet access, etc.)	
ORIENTATION OF PROFESSIONAL RESEARCH TEAM MEMBERS	
Names & experience of family partners	112

How family partners will interact with professional team members (co-I, tasks performed, etc.)	
Have team members worked with family partners in the past (not in CBPR)?	
Any limitations to participating: schedule, language differences, etc.	
TRAINING OF FAMILY PARTNERS	
Has family partner had research training? Formal (classes) or informal (participated in >3 projects)	Yes: PI certifies that family partner has had training No: Register and take the training below.
URL for PORCCH training	www.PORCCH.ca
Certificate or resume required to show completion (depending on documentation offered by the training program)	

EMERGING INVESTIGATOR FAQ

Eligibility

1. **What is the definition of an Emerging Investigator?**

CYSHCNet Emerging Investigators are defined as:

- a. Junior faculty, fellows, residents, or early career investigators 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?**

Eligible individuals from any academic institution in the U.S. are eligible to apply.

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 and their youth/family partner must commit to attending the conference calls or in-person meetings that pertain to them as part of the funding requirements.

4. **Where do I send my proposal?**

Please submit all materials through the email referenced in the application.

5. **What format should I use for my biosketch?**

The biosketch should use the standard NIH biosketch form and may not exceed four 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 CYSCHNet 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. Due to Covid restrictions, however, if your institution does not allow travel or if conferences are virtual, the funds may be spent on other project expenses. The amount is meant to offset total registration and travel expenses, not to fully fund travel and registration.

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, CYSCHNet has statisticians on staff who can help with your project. You should consult with the CYSCHNet 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.

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. A form that is part of this application is provided to help you and your youth/family partner craft appropriate roles and expectations.

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, including a version in Spanish. 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. Ideally, however, you should begin collaboration from the beginning of your project.

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 your 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 2 mandatory orientations.

- a. General orientation to the program
- b. 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.

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.