Center for Public Health
Systems Science

Brown School

CPHSS Advancing Science & Practice in the Retail Environment (ASPiRE) Pilot Funding Program

2019 Program Overview and Application Instructions

The ASPiRE Center's goal is to build a strong scientific evidence base for effective policies in the retail environment to help reduce tobacco use, tobacco-related disparities, and the public health burden of tobacco, including cancer. Within the Center, the Dissemination and Implementation Core seeks to build capacity among tobacco control scientists to enhance the uptake and use of evidence in policy settings.

Two pilot awards are available focusing on dissemination and implementation (D&I) research in evidence-based tobacco control retail policy.

- Two awards will be made per year for up to $10,000 per award.
- Priority will be given to early career faculty, postdoctoral fellows, students in doctoral training, and ASPiRE CAB members working with a University partner or ASPiRE team member.

SUBMISSION AND REVIEW PROCESS

Applications Open: September 15, 2019
Applications Due: November 15, 2019
Award Decisions: January 15, 2020
Award Start Date: February 15, 2020

Step 1: Full proposals (details below) are due by **5:00 p.m. (CST)** on **November 15, 2019**. An entire copy of the proposal must be e-mailed to Jen Weinman at weinmanj@wustl.edu.

Step 2: Applications will be reviewed by ASPiRE project principal investigators and core directors and members from ASPiRE's Community Advisory Board. Applicants will be notified of funding decisions by January 15, 2020.

Step 3: Awardees must meet all compliance requirements prior to receiving funds for a February 15, 2020 start date.

PROGRAM CONSIDERATIONS

The Dissemination & Implementation Core is inviting proposals for small pilot projects that will enhance capacity for D&I science throughout the ASPiRE Center. Dissemination and implementation science is dedicated to enhancing the uptake and use of evidence. For the proposed pilot, the D&I core is specifically interested in projects that will enhance the sharing, uptake, and use of evidence relating to tobacco retail policy that is generated from ASPiRE Center research projects and that will lead to submission of new grant proposals to the NIH or other funding agencies. Early career faculty, postdoctoral fellows, students in doctoral training, and CAB members affiliated with the ASPiRE Center will be given priority.

Research Themes. The following themes are examples of the type of research questions that might be the focus of applications. While the themes below should inform tobacco retail policy, studies may be conducted in fields related to the retail environment (*e.g.*, economics and tobacco use).

- Policy dissemination research – how policies spread between locales.
- Evidence-based policy development – how evidence is used (or not used) to inform policy development and implementation.
- Policy implementation research – how new evidence-based policies are implemented and adapted to new settings or populations.
- Policy innovation – how new policy approaches are developed and tested.
- Evaluation of policy implementation in local or regional settings.
- Evidence dissemination – how evidence is understood and used by multiple stakeholders in tobacco control and approaches to enhancing the uptake of evidence among stakeholders.
- Systems approaches to D&I science – Application of systems science methods and tools to enhance policy development and testing.

Pilot funds will be available to the PI for up to 12 months. The PI must use the support only for the protocol associated with the submitted and approved application.

Reporting:

- Submit a progress report at 6 months and 12 months (1 page each).
- Optional: Share an outline of the pilot project and progress once during the award year in person at an ASPiRE full-team meeting.

If you're unsure if your project fits within the mission of this RFA, please contact Dr. Ginger McKay at virginia.mckay@wustl.edu.

APPLICANT ELIGIBILITY

- Applicants may only hold one ASPiRE pilot grant at a time.
- Investigators from not-for-profit organizations are eligible for this funding, including but not limited to colleges, universities, hospitals, laboratories, research institutions, local health departments, community-based organizations, voluntary health agencies, health maintenance organizations and other tobacco control groups.
- Applicants may be
    1. faculty members
    2. post-doctoral trainees with faculty sponsor
    3. CAB (or other community) member with faculty partner
- Applicants may have a current or previous working relationship with the ASPiRE researchers or CAB members, or may be new collaborators from the ASPiRE institutions (Stanford University, University of North Carolina, and Washington University in St. Louis).

Considerations:

- Potential applicants are strongly encouraged to discuss their proposal with the D&I core to ensure that it meets the criteria.
- Pilots are intended to expand capacity for continued D&I and tobacco policy research.
- Pilots may leverage current ASPiRE research activities, but must go beyond existing research aims.
- Pilots may propose entirely new research aims outside of ASPiRE, but must still focus on D&I in tobacco control retail policy.
- Established investigators must be able to demonstrate how the proposal will lead to a new direction in their work.

APPLICATION REQUIREMENTS

Applications: Each application should contain the following items:

1. Pilot application form.

2. Pilot detailed budget form

3. Budget justification

4. One letter of support from a mentor or other relevant contributors.

5. Biosketches or similar for all key personnel.

6. Documentation of IRB approval is required (if applicable) to release the funds.

Details for each specific item are below.

1. Pilot Application Form

Sections 1-3. *See application form.*

Section 4. Research Plan: maximum of **3 single-spaced pages for sections A - F** (described below) including tables and/or figures, in a font size of at least 11pt and margins no smaller than one-half inch. The following headings should be used noting "N/A" for non-applicable sections:

If this is a Resubmission application: An Introduction must be included that summarizes the substantial additions, deletions and changes to the application. The Introduction should also include a response to the issues and criticism raised in the previous review, be no longer than one page in length, and is not part of the page limit for the Research Plan.

A. **Specific Aims:** State concisely the hypothesis to be tested and the specific aim(s) to be achieved during the pilot award. The aims must be reasonable to achieve during the one-year budget period of the grant.
B. **Background, significance, and innovation**:
   1. Explain the importance of the problem or critical barrier to progress in the field that the proposed project addresses.
   2. Explain how the proposed project will improve scientific knowledge, technical capability, or clinical practice in this field *and/or* change concepts, methods, technologies, treatments, services or prevention interventions that drive the field.
   3. Explain briefly how the application incorporates innovations in concepts, approach, methodologies, settings, or applications.

C. **Approach:**
   1. Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Unless addressed separately, include how the data will be collected, analyzed, and interpreted as well as any resource sharing plan as appropriate.

2. Connection to ASPiRE. Explain how the proposed project will use ASPiRE data and resources to enhance the sharing, uptake, and use of evidence relating to tobacco retail policy that is generated from ASPiRE Center research projects.
3. Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims.

D. **Next Stage Funding:** Identify potential funding sources for the next stage of this project. If known, 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.

E. **Timeline** – Provide a brief timeline of how the proposed work will be carried out over the 12 month grant period.

Section 5. **Bibliography and References Cited:** Provide a bibliography of any references cited in the Research Plan.

Sections 6-7. **Protection of Human Subjects & Planned Enrollment (follow NIH guidelines):** If collecting original data with human subjects, provide a description of protections for human subjects and a planned enrollment form. Go to the Supplemental Instructions for Preparing the Protection of Human Subjects Section of the Research Plan. Do not use the protection of human subjects section to circumvent the page limits of the Research Strategy.

*Proposals will be reviewed administratively for completeness and will not be forwarded to the scientific review committee until the application is complete.

2. **Detailed Budget Form** – see below for allowable costs.

3. **Budget Justification** - provide a short justification for all costs (both personnel and non-personnel). Describe the role of each individual listed on the project. Do NOT include any salary figures in the justification. For non-personnel costs, itemize the expenses and describe how they will be used to conduct this project.

4. **Letters of Support** – if the PI is a mentee for a student or fellow, a letter of support should indicate their willingness to provide supervision for the mentee. Letters should also be included from any collaborators not listed as key personnel.

5. **Biosketches -** Submit biosketches in the new NIH format for Key Personnel and Other Significant Contributors. The biosketch is limited to five (5) pages and includes 4 sections: Personal Statement, Positions and Honors, Contribution to Science, and Research Support. For CAB members or other important community partners, instead of an NIH biosketch submit one paragraph describing how their experience and skills are relevant for the aims of the proposed study.

BUDGET GUIDELINES

Allowable Direct Cost Items

Funding will be provided for items essential to the conduct of the project.

Personnel
- Allowable personnel expenses include salary and applicable fringe benefits for the principal investigator, co-investigator(s), postdocs and graduate students
- The PI must devote effort, even if no salary requested.
- The current NIH salary cap must be used, if applicable.
- Current K scholars may not request support for effort already supported by their K award. This effort should be shown as cost shared on the budget form pages (show effort, no dollars).

Consultant Costs
- Provide the names and organizational affiliations of all consultants other than those involved in consortium/contractual costs and provide any expected compensation, travel and other related expenses. When applicable, signed agreements which meet all compliance requirements of the individual grantee organization must be in place prior to any project-related consultant work being performed.

Limited Costs
- Travel to general scientific meetings is limited to $750
- Publication costs are limited to $1,000

Unallowable Direct Cost Items

Funding will not be provided for the following in addition to NIH limitations on costs:
- Secretarial/administrative personnel salary support
- Administrative supplies/services normally considered indirect costs.
- Stipends
- Tuition/dependent tuition fringe benefit
- Indirect costs
- Office equipment and furniture costs
- Dues and membership fees
- Any expense contrary to applicant's institutional reimbursement policies.