

**WAYNE STATE
UNIVERSITY**



**Institute for Population Studies,
Health Assessment, Administration,
Services and Economics
(INPHAASE)**

2010
Request for Proposals

Time Line

10/23/2009	Issue RFP
11/17/2009 10:30 a.m.	Informational Meeting in the WSU Office of the VP for Research, 5057 Woodward Avenue, room 6202 (6 th floor). Call 577-5600 for directions
1/8/2010	Letters of Intent (LOI) due by midnight
2/12/2010	Notification of Acceptable LOI's
4/23/2010	Proposals Due by midnight
6/25/2010	Announcement of Awards

Submission of Information

Submit Letters of Intent (LOI) and Proposals **in PDF format** to:

Shay Izzard
Office of the Vice President for Research
Wayne State University
5057 Woodward Avenue, Room 6407
Detroit, MI 48202
Email: ski@wayne.edu*

*Electronic submissions only

Questions

If you have any questions, please contact:

Dr. Gloria Heppner (heppnerg@wayne.edu) 313-577-8848 at WSU, or

Dr. Christine Cole Johnson (cjohnso1@hfhs.org) 313-874-6672 at HFHS

What is INPHAASE?

INPHAASE is the acronym of the Institute for Population Sciences, Health Assessment, Administration, Services, and Economics. INPHAASE is an inter-institutional, coordinated effort to bring together and integrate the faculty of Wayne State University (WSU) and Henry Ford Health System (HFHS) with research expertise devoted to:

- Understanding the biological and social bases for health disparities among populations of differing demographics, including ethnicity, gender, age, and economic status;
- Testing alternative strategies to overcoming reasons for these disparities; and
- Developing health and information management systems to support efforts to eliminate disparities.

The core of the activities of INPHAASE are directed toward the problems of *disease prevention and management* and *health promotion* in large urban areas, as epitomized by metropolitan Detroit, and include programs to change individual and population behavior related to health status, as well as the behavior of health care systems and providers.

What are the purposes of this 2010 RFP?

1. To spur the development of investigator-initiated research teams that are **inter-institutional in scope**, which will form the foundation of INPHAASE programs.
2. To provide seed money to research teams of investigators from HFHS and WSU, who will develop study designs and gather pilot data that will eventually lead to externally funded programs.
3. The focus of this year's competition is **Environmental Health Sciences (EHS)**. Note that health – human health, in particular – is a key requirement of the proposal, and the addition of a clinician scientist to the research team is usually desirable. Examples include:
 - Epidemiological studies of exposures in the environment (including ingestion) and their contribution to disease and disease outcomes.
 - Involuntary exposure (such as environmental exposure to smoke or other xenobiotic substances).
 - Multi and inter-disciplinary studies that build methodology, resources and infrastructure, such as in sampling air, water, food and other components of the environment or developing human biomarkers of exposure.
 - Collaborations using basic science techniques (e.g., epigenomics, biomarkers) or employing a systems and/or modeling approach to understanding environmental health impact/outcomes.

- The use of the newborn blood spot biorepository in relationship to environmental health research. (If you have questions on how to obtain permission to use newborn blood spots, please contact Nancy Christ, nchrist@med.wayne.edu, 577-0551.)
4. In the 2010 competition, proposals will be considered that further enhance the capacity for research between WSU and HFHS, and build synergistic expertise and resources in environmental health sciences. Requests for funds for infrastructure-building within the two institutions must clearly demonstrate the capacity to develop meaningful research in environmental health.

What are the terms of this RFP?

1. Funding period: 18 months
2. Funding amount: Each awarded proposal will receive up to \$75,000 in direct costs. There will be no funds allocated for administrative and facility costs (or indirect costs, IDC).
3. Eligible Principal Investigators are full-time faculty at WSU or HFHS.
4. The budget may not include salary for tenured or tenure-track faculty at WSU or NPR status investigators at HFHS. An individual whose salary is already covered by internal institutional sources may not receive salary support from INPHAASE.
5. Follow your institutional policy for submitting an *internal* grant. For WSU PIs, this means you do not need to submit an FES and do not need to go through SPA prior to submitting the proposal in PDF format to Shay Izzard (ski@wayne.edu). For HFHS PIs, submit your proposal directly to Shay Izzard as well. In addition, please inform your Research Administration office (Nancy Hay, nhay@hfhs.org).
6. If human or animal subjects are proposed, funding will not be released until there is evidence of IRB approval from the institution(s) that will be the site(s) of research performance.

What are the guiding principles for the 2010 competition?

1. If proposals are equally ranked, preference will be given to proposals that:
 - Use human samples rather than animal samples
 - Address issues of disparities in health status
 - Address issues of importance in Metropolitan Detroit or Michigan

- Include a clinician investigator
2. Expertise, interest and leadership are available at both HFH and WSU, and the project integrates investigators from both organizations.
 3. Mentoring plans for junior participants are in place and described in the proposal.
 4. There is a high likelihood of obtaining external, preferably NIEHS, funding.
 5. If funding is requested for a multidisciplinary study that builds resources and infrastructure rather than is hypothesis-driven, the proposal must demonstrate: an environmental health science purpose of the collaborative group; evidence of previous multi-disciplinary and inter-institutional collaboration; a set of 18-month (short-term) and 3-year (long-term) goals and objectives; hypotheses related to a potential study design that can be used to apply for national funding; and how the request to build resources and infrastructure relates to the short and long-term goals.

What can funds be used for?

1. Funds may be used for materials, supplies, research assistant or technician salaries.
2. Funds may not be used for travel, except for local travel (for example, mileage for staff collecting environmental samples).
3. We are encouraging studies that measure environmental exposures, so some investigators may need specialized instruments to make these measurements. If you request equipment (definition: \$5000 or more), clear justification is required. Note: computers costing <\$5000 and software fees are allowed.

What are the processes for application?

1. Submit a **Letter of Intent** (following the guidelines below on font, margin size and lines per inch) that is no more than **three (3)** pages in length:
 - Short synopsis of the basic hypotheses and methods to test the hypotheses.
 - How the research addresses an important environmental health problem
 - Plan for future external funding.
 - Names of participants, a summary of their expertise, and evidence of HFH-WSU collaboration.
 - Estimate of Total Budget and expected use of funding – one paragraph.
2. LOI's will be reviewed by the INPHAASE Steering Committee to determine relevance. The Steering Committee, which consists of 3 representatives from

HFHS and 3 from WSU, will select those proposals that will be invited for full application. In case of overlap among proposals, INPHAASE may suggest collaboration and ask applicants to identify a lead investigator.

3. Full applications should be submitted in NIH format. It is recommended that you use PHS 398 forms or continuation pages for your application – see <http://grants.nih.gov/grants/funding/phs398/phs398.html> to obtain templates for those sections listed below that contain an asterisk (*) -- cover page, summary/relevance/performance site/senior personnel, budget, budget justification, biographical sketch and resources. These sections of the INPHAASE proposal are designed to be similar to NIH sections.

The full application must contain the following:

- a) *Cover Page: Title of Proposal (do not exceed 81 characters, including spaces and punctuation), PI and co-PIs or co-Investigators. Include the address, telephone number and e-mail address of the PI. Indicate whether human or animal subjects will be used.
- b) *Summary, relevance, performance site(s) and senior/key personnel
 - 1) Summary: a succinct and accurate description of the proposed work that states the broad, long-term objectives and specific aims. Describe concisely the research design and rationale and techniques for achieving the stated goals.
 - 2) Relevance: two or three sentences that describe the relevance of the project to environmental health sciences.
 - 3) Research site(s): where the work in the research plan will be performed.
 - 4) Senior/Key personnel: individuals who contribute to the scientific development or execution of the project in a substantive, measurable way.
- c) Twelve Page Narrative, consisting of:
 - 1) Introduction/Background: Briefly sketch the background leading to the present application, evaluate existing knowledge, and identify the gaps that the project is intended to fill.
 - 2) Research Aims: List the broad, long-term objectives and the goal of the specific research proposed.
 - 3) Research Strategy, consisting of:
 - Significance
 - Innovation
 - Approach, including data from preliminary studies
- d) *Budget for the entire proposed period, broken down by categories such as personnel, consultants, equipment, supplies (itemize), other expenses

(itemize). On the bottom of the page, list the total amount requested for WSU investigators and the total amount requested for HFHS investigators.

- e) *Budget Justification (maximum two pages).
 - f) *Biographical sketches of participants (4 page maximum per participant). You must use the NIH biographical sketch format in the above nih.gov website).
 - g) *Resources available to the investigators at both HFHS and WSU that are pertinent to the proposed study – not counted as part of the 12 page narrative.
 - h) A letter of support from your departmental chair. If you are the departmental chair, provide a letter from your Dean or Vice President.
4. Investigators will be asked to present results of their work to joint meetings of all INPHAASE participants. Progress reports will be requested 12 and 18 months following the receipt of funding and will be monitored by the Steering Committee. Progress reports must address: progress to date, publications, and plans for submitting proposals for national funding.

What font size and margins should be used?

Font

Use an Arial, Helvetica, Palatino Linotype, or Georgia typeface, a black font color, and a font size of 11 points or larger. (A Symbol font may be used to insert Greek letters or special characters; the font size requirement still applies.)

Type density, including characters and spaces, must be no more than 15 characters per inch.

Type may be no more than six lines per inch.

Paper Size and Page Margins

Use *standard paper size* (8 1/2" x 11).

Use at least one-half inch margins (top, bottom, left, and right) for all pages.

Figures, Graphs, Diagrams, Charts, Tables, Figure Legends, and Footnotes

You may use a smaller type size but it must be in a black font color, readily legible, and follow the font typeface requirement. Color can be used in figures; however, all text must be in a black font color, clear and legible.

What are the review criteria?

Overall Impact: Is it likely the project will exert a sustained, powerful influence on the research in the field, or is it likely that the project will lead to this?

Significance: Does the project address an important problem or a critical barrier to progress, or is this a project that will lead to addressing these? If the aims of the project are achieved, how will scientific knowledge, technical capacity, and/or clinical practice be improved?

Investigator(s): Are the PI and collaborators well suited and do they have the appropriate experience and training? Do established investigators demonstrate an ongoing record of accomplishments that have advanced their field? Do the investigators have complementary and integrated expertise?

Innovation: Does the application challenge and seek to shift current research paradigms by utilizing novel theoretical concepts, approaches or methodologies, instrumentation or intervention? Does the project make headway in leading to these novel concepts and approaches? Are the concepts, approaches or methodologies, instrumentation, or interventions novel to one field of research or novel in a broad sense? Is a refinement, improvement, or new application of theoretical concepts, approaches or methodologies, instrumentation, or interventions proposed?

Approach: Are the overall strategy, methodology and analyses well-reasoned and appropriate to accomplish the specific aims of the project? Are potential problems, alternative strategies, and benchmarks for success presented?

Environment: Will the scientific environment in which the work will be done contribute to the probability of success? Are the institutional support, equipment and other physical resources available to the investigators adequate for the project proposed? Will the project benefit from the collaborative arrangements?