C4 Community Grants - Request for Applications
Fiscal Year 2020

CALL FOR APPLICATIONS

C4 is initiating its seventh annual grant process for fiscal year 2020. Applicant organizations are encouraged to apply for grants that are in alignment with C4's mission to increase access to care for underserved populations in an effort to decrease the morbidity and mortality associated with colorectal cancer (CRC). C4 plans to fulfill its mission by: 1) implementing strategies to reduce disparities; 2) increasing capacity for CRC screening; 3) improving access to diagnostic and treatment services; and 4) advocating for CRC screening programs to better serve all Californians. As noted below, awards are limited to a maximum of $10,000 for 12-months of funding.

Information on competitive applications from previous years can be reviewed here:

Applications that propose projects related to C4's priority areas **related to CRC** are strongly encouraged:

- Primary Prevention and Screening
- Screening Barriers
- Diagnostic testing after abnormal screening
- Epidemiology
- Patient Navigation
- Technology Enhancements promoting the continuum of care
- Health Communications
- Psychosocial/Cultural and Survivorship Issues
- Cancer Health Care - Delivery
- Cancer Health Care - Economics
- Cancer Health Care - Policy

Types of Projects: The 2020 grant cycle aims to be broadly inclusive of all application types. However, applicants should familiarize themselves with the distinction between quality improvement/assurance/benchmarks and research. For applications proposing to conduct research, the applicant is obligated to obtain approval from their institution's IRB prior to the start of funding. The HHS.gov link provides detailed guidance on the distinctions between the two types of proposals.

APPLICATION PROCESS

- **Electronic Application Process**

  - C4 uses an online electronic submission process for the 2020 Community Grants program. Some fields require direct data entry while others require file uploads (with some requiring both). C4 is seeking applications from organizations within the State of California that promote the mission of improving the outcomes related to CRC in California.

  - **Important Note**: please review the online information carefully. The Budget and Project Plan require both uploaded documents (templates provided) as well as selective entry of some data directly into the online application fields. For those who are successfully funded, these fields will carry forward to help streamline the 6-month progress report and 12-month final report. In addition, the direct data entry fields will allow us to complete routine programmatic assessments, and the detailed reports will be the basis of the grant review process.

- You can access the website application portal here. Of note, the application site is optimized to work best with the Chrome browser so if you are having problems gaining access to the site or how the site is functioning for you, please begin by using this browser.

- The Project Director will need to establish login credentials (establish a profile) before beginning the application process. The 2020 application is linked to a new URL (separate from 2018 and 2019 application sites) so you will need to begin by clicking on "Sign Up" under "Need an Account?". If you applied in previous years, you may use the same email but will need a new password. You can also identify an administrative contact, but the primary communication will go to the Project Director (PD) throughout the life cycle of the application/grant. **(You will need to be proactive in notifying C4 if a funded application has a change in Project Director).**

- You will be able to complete the application in multiple sessions, and there are print options as you prepare your final application. You should also be able to edit the application until the final deadline has passed.

- **Applicant Webinar on the Application Process and Q&A session**

  - Dr. Hitchcock will hold a Webinar with a Q&A session on **November 5 at 1 pm (PST)** to answer questions about the application process, C4 priorities, questions related to the focus of an application, and suggestions related to details within proposals.

  - The access information is:

    > Dial-in number (US): (641) 715-3580
    > Access code: 555037#
    > International dial-in numbers: https://fccdl.in/i/hitchcock_margaret2
    > Online meeting ID: hitchcock_margaret2
    > Join the online meeting: https://join.freeconferencecall.com/hitchcock_margaret2
    >
    > For 24/7 Customer Care, call (844) 844-1322 (this takes you to FreeConferenceCall

  - The webinar will be recorded and shared on the C4 website following the call.

Additional Project Details and Guidance

- Project duration
  - For the 2020 RFA, C4 will consider grants of 12-months duration (or less). Project timelines must be implemented and completed within the timeline of March 2020 through February 2021.

- Project Abstract
  - The project abstract will be used by C4 to publicize the community-engagement efforts related to its primary mission. The abstract will be published on the C4 website and in print media generated by the organization.

- Budget guidance and specifications
  - **You must complete the budget template and justification** (Excel and Microsoft Word documents). IMPORTANT: we also need you to upload specific data fields from the budget template into the data capture fields within the online portal. This will allow us to periodically evaluate the program efficacy and sustainability of our community grants program. These fields are indicated in the template.

- o **Maximum allowed budget requested: $10,000 per year.** Budgets may be reduced if inadequately justified or funding is requested for materials or other resources available through C4 collaborations.

  - o **No indirect institutional costs are allowed**: The amount of funds available per project, and for the entire program, precludes C4 from providing funding for any institutional indirect costs (those costs not directly linked to conducting the project).

  - o **In-kind or matching funds are strongly encouraged**: Please include details on potential overlapping funding. While you may have support from multiple sources for the same project, the funds provided by the C4 grant need to be clearly separate and justified in the budget justification.

  - o **No costs associated with clinical diagnosis or treatment are allowed**.

  - o Please provide a detailed budget (Microsoft Word template will download from within the application portal, please complete and upload back into the portal), and include the budget justification narrative (directly entered into at data field within the application portal.

- Project Plan Narrative (Project Goals will also need to be separately entered directly into the system for data capture purposes).

  - o For those organizations seeking **continuation of funding**: please include a brief summary of your progress from the previous funding cycle. With the summary, please indicate the prior grant cycle(s) that you were funded.

  - o **Baseline data and projected outcomes**: please include details on your current baseline data if you are including screening as part of the project, along with your projected outcomes by the end of the project (for all projects).

  - o **Detailed project plan for the year**: your plan should be in table format of Project Goals along with a companion narrative and should include enough details so that the grant review committee can determine the likelihood of success for your project. If you are proposing patient screening, you should be prepared to document the care continuum for patients testing positive. For example, if you screen using FIT, you will need to capture how many of these tests are positive, how many of the positive patients are referred for follow up colonoscopy, how many patients are identified with polyps or advanced lesions (and type of lesions), and treatments that patients with advanced lesions receive. If you struggle to document the continuum of care, we highly encourage you to include a grant objective on how you will strive to improve your tracking of the continuum of care as part of your project plan.

  - o **Timeline of project plan**: please include an estimate of milestones within your project plan. If you need additional guidance, CDC.gov has guidance on developing specific, measurable, achievable, realistic and time-bound, or S.M.A.R.T. objectives for projects.

  - o **Allowable charges related to patient care: USPSTF.org** (or Table Summary) recommended screening options are allowed within the scope of the project but applicants should be aware of the following:

    - ▪ Funds cannot be used for direct patient care (e.g., colonoscopy, flex-sig, CT colonography), but can be used to purchase stool-based kits, or other costs associated with the non-covered procedures.

    - ▪ If the applicant is proposing screening according to US Preventive Services Task Force (USPSTF) guidelines, please be aware of the limited budget and overall goals of the project. For example, FIT is a cost-effective mode of screening a large number of patients, allowing for more robust changes in screening rates compared to methods that may be more expensive. In addition, previous research indicates that certain patient populations accept FIT over other screening modalities (Gupta, JNCI, 2014)

- If the applicant is proposing screening modalities other than colonoscopy, then the project plan needs to include methods for tracking of patients requiring follow-up when the primary screen is positive. Successfully funded applications will be asked to report on outcomes related to patients testing positive on primary screens.

- **The application cannot request diagnostic- or treatment-related procedures or funds**. Therefore, the proposal needs to have these resources clearly identified for patients requiring this level of care after screening for CRC. C4 takes a very strong ethical stance on the need for having resources in place for diagnosis and/or treatment when a patient has a positive screening test for colorectal cancer.

- o **Quality Improvement/Assurance/Benchmark Applications** (such as multi-component evidence-based interventions for improving screening rates):

  - C4 has a contract with Quest Diagnostics for standardized testing costs associated with their FIT products.

    Grantees and other clinics that are collaborating with C4 will have access to this contract that provides excellent pricing for fecal immunochemical test (FIT) kits. Health care collaborating partners interested in accessing this resource should contact Dr. Margaret Hitchcock for the details.

  - C4 encourages applicants to review the FluFit program for ideas on how to pair CRC screening with annual influenza immunizations.

  - Applicants should consider the updated Community Preventive Services Task Force (CPSTF) **Community Guide** for CRC screening interventions when completing their applications.

    Briefly: The recommendations now place a bigger emphasis on multi-component interventions. The major findings are that multicomponent interventions increased CRC screening by any test by a median of 15.4 percentage points when compared with no intervention. The largest screening increases were seen among multicomponent interventions that combined approaches to increase community demand and access. Learn more by looking at this one-pager with additional information

  - o **Research Applications:**

    - For applications focusing on research related to the continuum of care for CRC, the USPSTF has a helpful link on potential research questions related to CRC screening. However, research applications **are NOT limited** to studies related to screening. Rather, novel approaches that align with the C4 priority areas and the overall mission of C4 are encouraged.

- Review process and notification of awards

  - o The C4 standing committee on grants will review applications in January 2020, and the C4 Board of Directors will make final funding decisions during their annual board meeting (early February 2020).

  - o Notifications will be sent to applicants by February 15, 2020, absent unforeseen circumstances.

  - o A Memorandum of Understanding will be required prior to distribution of funds.

  - o C4 reserves the right to request clarification of submitted information prior to funding decisions, including additional details on funding overlaps.

- Reporting requirements

  - **An interim progress report** will be required at six months.

  - **A final report of outcomes** including a summary for general distribution by C4 is required within 30 days of the completion of the grant.

  - C4 funding must be acknowledged in all abstracts, presentations, publications, and educational materials arising from the funded proposal. A list will be required at each reporting period.

  - Final fiscal accounting of expenditures of money awarded.

  - Any training videos or other materials developed through funded projects will be shared with C4 so they may be distributed more broadly. Content of such resources should be in accordance with C4's stance on CRC screening, which is aligned with the USPSTF guidelines.

- Submission Dates for applications

  - The 2020 RFA release date, no later than: **October 17, 2019**

  - Grant deadline for receipt of all materials: **December 6, 2019**

    - We recently updated the application website so that you have the option to make edits after submission, as long as the final deadline has not passed.

    - The application site also includes a countdown clock, so you are kept apprised of how many days you have remaining to submit your application.

- Important Reminders about the application process

  - I**MPORTAN**T: please make sure that your Project Director plans to be committed for the duration of the grant, as this is our primary means of communicating about the status of your grant. Otherwise, you may miss key notifications (such as awards notices, programmatic updates, critical due dates) throughout the funding cycle.

  - Please submit any questions about the grant application process to:
    Dr. Margaret Hitchcock
    530-400-8159 (text or phone)

    Direct URL for application access: https://webportalapp.com/sp/login/c4communitygrants2020