



Request for Applications (RFA)

South Carolina Telehealth Alliance (SCTA) Telehealth Translational Research Pilot Project Grants

KEY DATES

RFA Release:	February 20, 2020
Pre-application (required) Due:	by 5 PM EST, Friday March 20, 2020*
Full application (by invitation) Due:	by 5 PM EST, Friday May 22, 2020**
Earliest Anticipated Project Start Date	August 1, 2020

* *Pre-applicants will be notified with the decisions whether to submit a Full Application or not.*

****Required Telehealth Program Design Consult** for Full Applications should be done by 5 PM EST, Friday, May 8, 2020 (preferably earlier).

OVERVIEW

The South Carolina Telehealth Alliance (SCTA) has allocated funds for pilot project awards of up to \$25,000 direct costs for a 12-month project period for telehealth-based¹ pilot projects that aim to accelerate the adoption, utilization, and investigation of telehealth interventions in South Carolina.

The primary objectives of the funding are to support South Carolina clinicians and researchers in their efforts to develop innovative, scientifically meritorious telehealth projects with an overarching objective of collecting preliminary data for subsequent submission of extramural grant applications as well as publication and dissemination of their research findings. We place a premium on interdisciplinary and/or interprofessional (ID/IP) team science, and cross-institutional and/or organizational collaborations. Therefore, if you are applying for this grant mechanism, you are strongly encouraged to take an ID/IP team approach and include investigators from more than one South Carolina institution/organization. This RFA does not preclude submitting new and innovative project ideas from existing investigator teams. However, the novelty of the research direction needs to be clearly distinguished from the Principal Investigator's and research team's past and current research. Further, we encourage submission of applications that may have resulted from SCTA collaborations and/or South Carolina Clinical and Translational Research Institute (SCTR) held scientific retreat/s.

¹ *Telehealth may be defined as the use of electronic information and telecommunications technologies to support long-distance clinical health care, patient and professional health-related education, public health and health administration.* https://www.healthit.gov/sites/default/files/telehealthguide_final_0.pdf

- Applications that are responsive to select priorities outlined in the SCTA Strategic Plan (<http://www.sctelehealth.org/About/StrategicPlan>) will be **prioritized** including research applications focused on rural health, mental health, education/training, and telehealth outcomes research.

- Applicants are **encouraged to review the SCTA’s Vision statements** and develop aligning research proposals. This includes emphasis on underserved communities, quality of care, collaboration, and cost-effectiveness. Full details can be found at: <https://www.sctelehealth.org/About/CoreValues>.
- Telehealth Pilot Project Grants **will not be awarded** to applicants seeking to establish or sustain telehealth services unless embedded in a rigorous scientific proposal.
- **Application Submission Requirements:** Please read all instructions listed in this RFA before initiating a Pre-application. All application related materials must be submitted through InfoReady, SCTR’s online application and review system.
- **SPARCRequest ID (SRID/Study ID) Requirement:** All SCTA/SCTR funding opportunities are now required to have the SRIDs. This is to allow SCTR to link the funding applications to SCTR services and databases for tracking and reporting purposes to NIH. Before submitting an application via InfoReady, the PI of the application must obtain a SRID. Details on how to obtain the SRID are listed at the end of the RFA. However, application related materials should not be submitted via the SPARCRequest system. The same SRID **MUST** be used in any consult and/or service requested via the SPARCRequest system for your application.
- **External (non-MUSC) Applicants** will require an External Affiliate ID in order to submit a SPARCRequest. The external applicants are required to provide their first and last name, email address, birth date to Dr. Dayan Ranwala at ranwala@musc.edu to process the External Affiliate ID at least two weeks before the Pre-application due date.
- **Telehealth Research Services Consults** for the potential Pre-applicants are available and can be requested via SPARC at <https://sparc.musc.edu/> (listed under the MUSC tab, under SCTR). All applicants who are invited to submit Full applications are required to request the Telehealth Program Design consult service. Information on how to request the required consult for the selected full applicants will be shared via email when the Pre-applications notifications are sent.
- **Single Concurrent Award:** Please note that a PI and/or Co-PI can have only one active SCTA pilot award at any given time. PIs and/or Co-PIs with an active award are not eligible to apply until the currently awarded project is complete and the project close out progress report is submitted.
- **PIs and Co-PIs with previous SCTA Pilot Project Funding:** PIs and/or Co-PIs who have been previously funded via a SCTA award (and the project is ended) must submit an updated progress report to the new pilot project Pre-application. The report will be evaluated to determine the progress/stewardship of the previous SCTA award. Failure to do so will result in the application being triaged.
- **Triage Triggers:** Incomplete applications, late applications, applications with no interdisciplinary team approach (i.e., single investigator applications) or applications that do not have a telehealth component are considered not responsive to the RFA and will not be reviewed. There will be no exceptions.
- **Acknowledgement of SCTA and SCTR Grant:** By accepting SCTA and SCTR resources and support, you acknowledge the requirement to cite both the South Carolina Telehealth Alliance and the National Institute of Health’s (NIH) National Center for Advancing Translational Sciences (NCATS) grant support to SCTR in each publication, press release or any other document(s) and presentations similar to the following:

“This publication (or project) was supported in whole or in part by the South Carolina Telehealth Alliance (SCTA) and the South Carolina Clinical & Translational Research (SCTR) Institute, with an academic home at the Medical University of South Carolina through NIH/NCATS Grant Number **UL1 TR001450**.”

- State concisely the goals of the proposed research and summarize the expected outcome(s), including the impact that the results of the proposed research will exert on the research field(s) involved. List succinctly the specific objectives of the research proposed (e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology), translational potential of the proposed research, and potential impact as applicable.
 - SCTA/SCTR-specific instructions: Each team member's role, how the project will stimulate new and interdisciplinary collaborations that would otherwise might not have taken place, address potential impact on the priorities outlined in the SCTA Strategic Plan, dissemination and implementation plan, plans to secure future extramural funding including funding agency and mechanism (NIH, Duke Endowment, Health Resources & Services Administration (HRSA) grants or any other).
- 2) Literature Cited if applicable (does not count towards the page limits)
 - 3) Early Stage Investigator (ESI) PIs/Co-PIs must include the required additional information as listed in the RFA.
 - 4) Each Investigator's biosketch in the NIH biosketch format
 - A CV/resume is sufficient for any investigator who is non-academic or a community member.
 - Combine all the biosketches together as a single PDF file in the order of the project team members listed in the application form (PI's biosketch being the first) to upload
 - If a consultant(s) is involved in the proposed project, please include the name(s) and her/his roles/duties in the research proposal. You do not have to include their information on the InfoReady application form or submit biosketches.
 - Detailed instructions on constructing the NIH biosketch can be accessed at [https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general/g.240-r&r-seniorkey-person-profile-\(expanded\)-form.htm#Instructions](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general/g.240-r&r-seniorkey-person-profile-(expanded)-form.htm#Instructions)
 - 5) PIs or Co-PIs who have been previously funded via a SCTA Telehealth Pilot Project award must submit a brief Updated Progress Report.
 - The updated progress report (2-3 pages maximum per project) will be evaluated to determine the progress/stewardship of the previous SCTA award.
 - Include the following information in the progress report:
 - Funded Project Title/s and each Project Begin/End Dates
 - Brief Summary of each project including the specific aims, and findings/results of each specific aim, overall results and conclusions
 - Extramural Grant Funding Activities resulted from the SCTA award
Please use the subheadings as: Applied, Pending, Awarded etc., as appropriate, and include each grant information in the following order. Name of the funding agency, project title, form of funding (R01, R21 etc.), investigators/team members names, total award amount and duration, grant number – if funds are awarded.
 - Publications resulted from the SCTA award
Please use the subheadings as: Published, Under review, Submitted etc., as appropriate, and include each publication information in the following order.
Title of publication/s, Authors, Journal Name, Year, PMCID(s) (and/or NIHMS Manuscript IDs, PMIDs as applicable) and whether you have acknowledged SCTA/SCTR support/SCTR Grant number/s in the publication.
 - If applicable, intellectual property rights such as record of invention disclosure, patent and iEdison number etc. resulted from the SCTA award

FULL APPLICATION (for invited Pre-applicants)

Required Documents/File Uploads

Investigators invited to submit a Full application must obtain a Telehealth Program Design Consult before Friday, May 8, 2020 (preferably earlier). The consult should be requested via SPARCRequest.

Full applications will be pre-populated with the information that was submitted in the Pre-application. However, you can edit/update the information and documents as needed. In addition, you are required to

provide all other information requested in the RFA and submit the Full application to be considered for funding.

- 1) Specific Aims Page (as mentioned above, will auto-populate, 1-page limit, see below)
- 2) Research Proposal (Research Strategy, 4-page limit, required to upload along with the specific aim page. You should delete the auto-populated Specific Aims page from the Pre-application to upload the Full Application Specific Aims page + research proposal pages together as a single file)
- 3) Literature Cited as applicable (does not count towards the page limit, will auto-populate)
- 4) ESI PIs information (as mentioned above, will auto-populate, 1-page limit)
- 5) Biosketches (as mentioned above, will auto-populate)
- 6) PIs or Co-PIs who have been previously funded via a SCTA Pilot Project award must submit an Updated Progress Report (as mentioned above, will auto-populate).
- 7) Budget and Justification: Required in the PHS 398 Form Page 4: Detailed Budget for Initial Budget Period listed at <http://grants.nih.gov/grants/funding/phs398/phs398.pdf> (required to upload)
 - Allowable and unallowable costs are listed below.
 - Each budget line item must be clearly justified.
 - Combine the budget and justification pages and upload as a single PDF file

BUDGET AND ALLOWABLE COSTS

Allowable costs

- **Faculty Salary Support.** Faculty members' effort, related to the proposed pilot project, must be clearly listed in the budget. Support of faculty salary and fringe benefits is allowed up to 5% effort for each faculty member subject to the NIH salary cap. It should be noted that personnel salary requests and all other budget item requests should be clearly justified and appropriate to conduct the proposed research properly.
- **Effort Reporting.** For institutional compliance purposes, it is the PI's responsibility to make sure all faculty effort listed in the budget is in compliance with their institutional effort policy. Investigators are not required to accommodate their effort on the pilot project budget. However, they have to be in compliance with their respective institution's effort policy should they choose to charge the effort to other funding sources.
- **Other Personnel Support.** Salary and fringe benefits are allowed for technical support, such as: Research Fellows, Research Assistants/Coordinators, Research Nurses, etc.
- **Non-personnel Research Expenses.** Some allowable expenses are: supplies, equipment (under limited circumstances), study subject compensation, study subject transportation costs, in- and out-patient care costs, and statistical and computational services including personnel and computer time. All expenses must be directly related to the proposed research.
- **Subawards.** Please indicate potential subaward(s) to other institutions clearly on the budget. No signed documents from subaward institution(s) are needed at the time of application submission.

Unallowable Costs

- **Students.** Pilot project funds cannot be used to cover student tuition, fees or health insurance costs, either directly or indirectly as a stipend. If an application proposes a student stipend as undergraduate or graduate student research assistant, funding support will be deemed inappropriate and not funded. If an application proposes a graduate student as a research assistant, you must provide a justification as to why a student is included in the proposed project and how work on this pilot project is related to the student's thesis/dissertation research project. Proposed student(s) – undergraduate and graduate – must be identified by first name and last name (i.e., TBD/TBN is not allowed).
- **Ancillary Personnel.** Salary support for ancillary personnel such as Mentors and Administrative Assistants is not allowed.
- **General office supplies and equipment, computers and laptops** (unless specifically requested and justified), membership dues and fees, travel costs to conferences/meetings, publication and subscription costs, mailing costs, and rent are not permitted.
- **Facilities & Administrative (Overhead/Indirect) Costs.** Facilities and administrative costs, also known as indirect/overhead costs, are not permitted.

BUSINESS MANAGER RESPONSIBILITIES

- The PI's Department/Division Business Manager (or Institutional Official for Non-MUSC PIs) is responsible for all human resources, subaward(s) (if applicable), procurement and reconciliation activities, and providing proper finance reports as requested for the funded project account(s).

APPLICATION REVIEW PROCESS

The Pre-applications is reviewed by the SCTA committee only to decide whether the PI should be invited for a Full Application submission or not. A minimum of three scientific reviewers reviews the Full applications. Review critiques of the Full Applications will be sent to the appropriate PIs.

Review Criteria for Scoring

- As similar to the standard NIH review criteria

Additional Review Criteria

- Potential for successful extramural grant applications that may be generated from the proposed research.
- Plan for dissemination and implementation

RESUBMISSION OF FULL APPLICATION

- Applicants will have the opportunity to submit only one revised Full application. We use the same guidelines as the NIH for resubmissions.
- Applicants who are resubmitting the original application are not required to submit another Pre-application. Instead they should submit the revised Full application addressing the prior review critique. However, those PIs should contact Dayan Ranwala at ranwala@musc.edu to inform their intentions and to receive the Full Application submission link.
- The resubmission, similar to the NIH guidelines, should thoroughly address all prior SCTA Scientific Review Committee review critiques using up to 2 additional pages in the front of the application.
- The revisions to the body of the proposal should be highlighted throughout to facilitate the re-review process and facilitate assessment of responsiveness to the critiques.

AWARD DETAILS

- Notice of Award (NOA) and funding cannot be released until all requested just-in-time (JIT) information and required regulatory documents have been approved and copies submitted to the SCTR Pilot Project Program during the JIT period.
- SCTR is funded through a cooperative agreement with the NIH. Therefore, the SCTR Pilot Project Program office will continue to follow longitudinal progress of the projects for up to 5 years from the project start date.

HOW TO OBTAIN A NEW SPARCRequest ID (SRID, Study ID)

Please note that SPARCRequest system may undergo changes that may affect/change these steps slightly. If you need help, please contact Dayan Ranwala at ranwala@musc.edu long before the application due date.

- Go to <https://sparc.musc.edu/> and log in with your MUSC net ID and password. External (Non-MUSC) applicants should use External Affiliate ID and appropriate password. They should provide their first and last name, email address, birth date to Dr. Dayan Ranwala at ranwala@musc.edu to process the External Affiliate ID at least two weeks before the Pre-application due date.
- Select 'South Carolina Clinical and Translational Research Institute (SCTR)' from the menu on the left
- Select 'Funding Opportunities' from the drop-down menu (towards the middle of the page)
- Scroll up to top of page
- Select '2020-2021 SCTA Telehealth Translational Research Pilot Project Grants' from the Funding Opportunities page (towards the top of the page)
- Select '+' to put the service in your cart
- Choose 'Yes' when you receive the 'New or Existing' popup
- Select 'Save and Continue' (towards the bottom, on your right)
- Log in using MUSC User Login (MUSC applicants) or Outside User Login (Non-MUSC, External applicants) and select 'Save and Continue'
- Select 'Start a New Study'
- Complete all of the starred (*) fields and then click 'Save'
 - Select 'Yes' or 'No' for the question 'Do you want to have your study Publish Study in Epic' as it is appropriate for your proposed research.
 - Select 'Pending Funding' for the 'Proposal Funding Status' question
 - Select 'Internal Funded Pilot Project' for the 'Potential Funding Source'
 - Indicate 'Applying for pilot project funding' for the 'Please specify'
 - Indicate as 'SCTA' for the 'Sponsor Name'
- Review the information and then click 'Save' (bottom of the page, to your right)
- Complete estimated 'Start Date' and 'End Date' fields under the 'Milestones' section
- Then click 'Save and continue' (at the bottom of the page, to your right).
- You will be directed to Step 3. Steps 3 and 4 are not required. Move directly to 'Step 5' by clicking the red arrow near the top of the page to 'Review Your Request'.
- Review your request and click '**Submit Request**'. This step must be completed to add the funding opportunity and receive a confirmation with the SRID. The SRID (Study #) will be listed on top of the page towards your right.
- You will receive an email from the SPARC system with the Study ID and SRID which are same except that the SRID may have few more numbers listed after the '-'. You do not need to include those extra numbers in the InfoReady application.

Adding a funding opportunity to an existing SRID:

- Go to <https://sparc.musc.edu/dashboard> and log in with your MUSC net ID and password or External Net ID and password (non-MUSC applicants)
- Select the appropriate Protocol ID from the list on your dashboard
- Then click on 'Add/Modify Request' (middle of the page, towards your left)
- From the 'Browse Service Catalog' (menu on the left) select 'South Carolina Clinical and Translational Research Institute (SCTR)'
- Then select 'Funding Opportunities' from the drop-down menu (towards the middle of the page)
- Select '2020-2021 SCTA Telehealth Translational Research Pilot Project Grants' from the Funding Opportunities page (towards the top of the page)
- Choose 'No' when you receive the 'New or Existing' popup.
- Click the 'Step 5' arrow on top of the page to review and submit the request.
- '**Submit Request**'. This step must be completed to add the funding opportunity to the existing SRID.

CONTACTS

For Telehealth Research Services Consults listed in the SPARC, please contact Rebecca Beeks, Telehealth Research Coordinator at beeksr@musc.edu.

For all other questions, contact Dayan Ranwala, PhD, Associate Professor, Medical University of South Carolina and Associate Director, SCTR Pilot Project Program and Team Science Program, at ranwala@musc.edu