REQUEST FOR APPLICATIONS

Community Health Intervention Program (CHIP)
South Carolina Cancer Prevention and Control Research Network
2016-2017 Mini-Grants Program

Background: The South Carolina Cancer Prevention and Control Research Network (SC-CPCRN) focuses on community-based cancer prevention and the reduction of health disparities in the state of South Carolina. The vision of the SC-CPCRN is to work with the community to implement evidence-based programs that will significantly reduce the burden of cancer, especially among those disproportionately affected.

Program Description: In spring 2016, the SC-CPCRN Community Health Intervention Program (CHIP) intends to award two (2) $5,000 mini-grants to organizations in South Carolina to implement programs that will improve health outcomes for their communities. Eligible programs will address HPV vaccination or colorectal cancer screening. A list of resources of recommended, evidence-based programs is provided at the end of this packet.

Grantees can receive up to $5,000 for program-specific expenses over a 12-month period and will receive technical assistance from the SC-CPCRN staff to help with implementing the program. Program-specific expenses may include materials, participant incentives, personnel, and other operational costs (see budget example page). The cost of HPV vaccine doses, HPV vaccine administration, and screening tests for colorectal cancer will not be covered. Up to two (2) grants will be awarded.

CHIP Training Workshop:
Mini-grant applicants are strongly encouraged to send 1-2 representatives to attend the “Community Health Intervention Program (CHIP) Training Workshop,” a 2 hour training workshop about the mini-grants program. Attendance is not required, but the workshop will help with preparing the application.

On-Site & On-line Workshops – If you live in or near Columbia, you are encouraged to attend the on-site workshop on January 12th, 2016 at 5:30pm. The location will be in Room 140 of the Discovery I building, which is located at 915 Greene St., Columbia, SC, 29208. An on-line version of the workshop will be offered on January 13th, 2016 at 12:30 pm. There is no registration cost. However, registration is limited to 35 people for the in-person session. The registration deadline for the training workshops is Tuesday, January 5th, 2016.

To register for one of these workshops, please email Jessica Seel at jseel@email.sc.edu. Please include the name of your organization, your contact information, the number of individuals participating and their names.

Pre-award Technical Assistance: Each applicant organization will be offered technical assistance when preparing their application. Applicants can contact the SC-CPCRN at (803) 622-6370 to seek assistance. Staff are available to answer questions regarding identifying the targeted community, identifying organizational resources and potential partners, clarifying core elements, determining appropriateness of
the fit for the intended population, identifying appropriate changes to existing programs, and clarifying the guidelines.

**Eligibility:** Any organization or community group located in South Carolina that is interested in improving the health of their group may apply. The group must have at least five (5) members and must identify a program leader (PL) who is willing to commit effort to implementing the program. Applicants also are required to partner with a federally qualified health center (FQHC; community health center). For a list of FQHCs, please visit the South Carolina Primary Health Care Association (SCPHCA) website at [http://scphca.org](http://scphca.org).

**Selection Criteria:** Applications will be considered based on the following criteria:

1. **Demonstrated commitment for improving health through the use of an evidence-based program aimed at improving health outcomes.**
2. **Sufficient support for the proposed program, including the support of organizational leaders (e.g., head administrator, pastor, etc.).**
3. **A designated coordinator who can commit time and effort to the program.**
4. **Selection of a population that demonstrates need for the program.**
5. **Identification of key staff and/or volunteers who will coordinate the proposed program.**
6. **Identification of (an) FQHC(s) (community health center) that will be a partner to implement the proposed program together and obtain a letter of commitment from the FQHC.**
7. **Detailed, realistic, yet ambitious, timeline that spans over the grant period ending on April 28, 2017.**
8. **Technical merit of application (e.g., provides specific details, addresses Potential Mini-Grants Application Questions (see Listing at the end of this), etc.).**

The selection committee also will consider the geographic distribution of applicants, the diversity of applicant organizations, and the distribution of eligible programs selected (i.e., colorectal cancer and HPV focused programs).

**Getting Started:**

1. **Select a program from the list of recommended programs provided at the end of this packet.** Topics are interventions to increase HPV vaccination or to increase colorectal cancer screening. The applicant must select one of the specific programs.

2. **Provide a brief, one-page letter of intent to submit.** This letter should include: contact person’s name, organization, title, address, e-mail, telephone and fax numbers, and brief statement of your organization’s proposed program topic. *A sample letter of intent is provided at the end of this packet.* The Letter of Intent is due **January 25, 2016.**

3. **Each applicant organization must submit a letter of support from their FQHC partner with the final application.** In addition, if the applicant organization plans to conduct the program *with another group outside of their organization or in addition to their partnering FQHC,* it must submit a letter of commitment from appropriate primary partner organizations. For example, if a non-profit organization wants to plan an intervention to increase colorectal cancer screening for employees at a local hospital, it could ask the hospital administration and/or the employee health promotion committee to write letters of commitment.

The letter of commitment from the partner organization should include:
• partner organization’s name and contact information;
• a written statement of commitment to collaborate with the applicant to promote, conduct and complete the program;
• examples of past collaboration with the applicant organization, if applicable; and
• a description of the partner organization’s plans for getting people involved in the program.

4. Plan to attend the CHIP Training Workshop on **January 12th or January 13th, 2016.**

5. Assemble Program Team.

6. **Submit application by February 12, 2016.**

**Important Dates**

- November 30, 2015: **Community Health Intervention Program** (CHIP) RFA Release
- January 5, 2016: Deadline to register for training workshops.
- January 12, 2016 5:30-7:30pm: Attend CHIP In-Person Training Workshop **OR:**
- January 13, 2016 12:30-2:30pm: Attend CHIP Webinar Training Workshop
- January 25, 2016: Submit Letter of Intent to submit an application
- February 12, 2016 Applications Due
- March 28, 2016 Notification of Award
- April 14, 2016 Awardees Meet and Greet/Check Distribution
- April 28, 2016 Program Start Date (**Note: The primary contact from each selected organization is required to attend one monthly conference call through the duration of the Mini-Grants Program.**)
- April 28, 2017: End of Grant Period/ Final Report Due

**For more information, please contact:**
Jessica Seel  
Email: jseel@email.sc.edu  
Phone: (803) 622-6370

**Applicants should submit their applications to:**
University of South Carolina  
Statewide Cancer Prevention and Control Program  
South Carolina Cancer Prevention and Control Research Network  
Attn: Jessica Seel, Mini-Grants Program Coordinator  
915 Greene St., 2nd floor  
Columbia, SC 29208  
Fax: (803) 622-6370  
Email: jseel@email.sc.edu

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This mini-grants program is offered by the University of South Carolina Cancer Prevention and Control Research Network (SC-CPCRN) and members of the Prevention Research Centers Program. The SC-CPCRN Program (U48/DP005000-01S2) is jointly funded by the CDC, NCI, and Cancer Prevention and Control Research Network. This mini-grants program and associated documents have been adapted from Emory University’s Cancer Prevention and Control Research Network mini-grants program.
Resources for the recommended programs
to increase HPV vaccination and to increase colorectal cancer screening

**Cancer Screening Guides and Intervention Tools**
- The Guide to Community Preventive Services
  http://www.thecommunityguide.org/cancer/index.html

**HPV Vaccination Guides and Intervention Tools**
- Centers for Disease Control and Prevention (CDC) - Human Papillomavirus (HPV)
  http://www.cdc.gov/hpv/
- CDC - Preteen and Teen Vaccines
  - For parents: http://www.cdc.gov/vaccines/who/teens/for-parents.html
  - For health care professionals/providers: http://www.cdc.gov/vaccines/who/teens/for-hcp.html
  - For public health professionals: http://www.cdc.gov/vaccines/who/teens/for-public-health.html
- American Cancer Society
- CDC - You are the Key to Cancer Prevention
  http://www.cdc.gov/vaccines/who/teens/for-hcp/hpv-resources.html
- American Academy of Pediatrics - Champion Toolkit
- American Academy of Pediatrics - Education in Quality Improvement for Pediatric Practice
  http://eqipp.aap.org/
- Academic Pediatric Association
  http://www.academicpeds.org/nipa/index.cfm
- American College of Obstetricians and Gynecologists
- American Academy of Family Physicians
- Immunization Action Program
  http://www.immunize.org/hpv/
- National Cancer Institute - 1-2-3 Pap: Easy Steps to Prevent Cervical Cancer
  http://rtips.cancer.gov/rtips/programDetails.do?programId=22621507
- Webinars for background information on HPV and HPV vaccination:
  - HPV 101: What You Need to Know About HPV (Presenter: Dr. Heather Brandt)
    http://bit.ly/1DkwkVn
Colorectal Cancer Screening Guides and Intervention Tools


- National Colorectal Roundtable - Tools & Resources – How to Increase Colorectal Cancer Screening Rates in Practice: A Primary Care Clinician’s Evidenced-Based Toolbox and Guide [http://nccrt.org/about/provider-education/crc-clinician-guide/](http://nccrt.org/about/provider-education/crc-clinician-guide/)


[Date]

South Carolina Cancer Prevention and Control Research Network
Attn: Jessica Seel
915 Greene St.-Second Floor
Columbia, SC 29208
Fax: 803-622-6370
Email: jseel@email.sc.edu

Dear Mini-Grants Selection Committee:

[Name of applicant organization] would like to notify you of our intent to apply for the 2016-2017 Mini-Grants Community Health Intervention Program (CHIP). Currently, we are considering [name of program that will increase HPV vaccination or colorectal cancer screening] to conduct in our organization/community. We will inform the selection committee as soon as possible if we decide to propose a different program. We will be submitting our full application by the February 12, 2016 submission date.

Sincerely,

[Name]
[Title]
[Name of organization]