

QuickStart Request for Applications

Capacity Building and Technical Assistance Program on Community-Partnered Participatory Research that Addresses Breast Cancer or Tobacco-Related Disease

Release Date: March 10, 2020

DUE TO COVID-19 WE ARE MOVING FROM A SUBMISSION DEADLINE TO A SUBMISSION TIME PERIOD.

Our QS program team is centering and prioritizing the well-being and safety of applicants, their families, training team members and their families as we revise this year's timeline.

We are changing our application deadline to an application time period:

- *We will keep application submissions open until we have filled the 2020 cohort*
- *We will start reading applications beginning May 4th at the earliest*
- *With these two parameters in mind, your team can send in your application on a date that works best for you*

It is our intent to offer the QuickStart Program in the summer of 2020. At this time specific dates cannot be set because of the COVID-19 pandemic. Our team will be transparent and open about any updates on QS Program dates.

*With best regards,
The QuickStart Program Team*



Electronic copy available at: <http://www.cabreastcancer.org/funding-opportunities/crc/quick-start-training.html>

Capacity Building and Technical Assistance Program on Community-Partnered Participatory Research that Addresses Breast Cancer or Tobacco Related Disease

Request for Applications

PROGRAM OVERVIEW

The California Breast Cancer Research Program (CBCRP), The Orange County Asian and Pacific Islander Community Alliance (OCAPICA), the Tobacco-Related Disease Research Program (TRDRP), and Women of Color Breast Cancer Survivors' Support Project (WOC) invite you to apply to QuickStart, an innovative three-month program that supports community-academic teams in conducting community-partnered participatory research (CPPR) related to breast cancer or tobacco-related disease. This is a rare opportunity to get technical assistance directly from a potential funder on a research proposal that you develop over the course of the program. Participants will be able to build their partnership and workshop a research idea through in-person and online sessions. QuickStart participants have a competitive edge when submitting research proposals.

At the end of QuickStart CPPR teams will have:

- Experience working with their potential research partner.
- Partnership agreements that can strengthen a research proposal.
- A concept paper that serves as the foundation for a full proposal.
- The option to witness an expert review of their full draft proposal.

Benefits of QuickStart:

- Scientists can improve chances of funding by showing strong stakeholder support, maximize the translation and dissemination potential of their research and improve the chances of contributing to changes in policy and practices.
- Community members will build their organization's capacity, improve credibility for their work, develop new skills, access a new funding stream and have data to support changes in policies or practices.

What is QuickStart?

QuickStart is an innovative face-to-face and online program for both newly forming and experienced collaborative community-academic research partnerships. Collaborative partnerships include two Co-Principal Investigators (Co-PIs). In each partnership there must be one community Co-PI and one academic Co-PI. QuickStart will provide in-person, online, and phone-based technical assistance to stimulate community-partnered participatory research (CPPR) that addresses breast cancer or tobacco-related disease. This includes disparities, environmental causes, or prevention in relation to breast cancer or tobacco related disease.

It is expected that enrolled partnerships that are based in California and complete the program will be prepared to submit competitive grant applications to the California Breast Cancer Research Program (CBCRP) Community Research Collaborations (CRC) awards and the Community-Partnered Participatory Research Awards (CPPRA) and/or to other funding sources. For the 2020 cohort, applications will be due in approximately March 2021.

The QuickStart program grew out of an intensive, year-long capacity-building program called Community-Based Research Infrastructure for Better Science (CRIBS), which was offered in 2012 and

was funded by the National Institute of Environmental Health Sciences. CRIBS was adapted to a shorter form and piloted as QuickStart in 2014. It was then offered yearly from 2016-2019. The 2016-2018 cohorts focused on breast cancer related research. The 2019 cohort was the first to include fellows that focus on CPPR research on tobacco-related disease. The current QuickStart program is supported, being refined, and implemented by CBCRP, OCAPICA, WOC, and TRDRP.

What is Community-partnered Participatory Research?

Community-partnered Participatory Research (CPPR) is research conducted by a partnership that includes at least one community Co-PI and one academic Co-PI. Together, as equals, the partnership decides which research questions are most important to them, determines how to study these questions, gathers and interprets data, and communicates findings to other community members, scientists, and the general public. By combining the knowledge and interest of communities with the expertise and resources of research scientists, partnerships are responsible for conducting research that answers important questions in a way that has immediate impact on knowledge, programs, and policies.

What do we mean by environmental links?

Some define the influence of the environment (on breast cancer or other diseases) as everything that is not due to the influence of genes. For the purposes of this program, we are using a narrower definition. We define "environment" as all of the non-genetic factors that might lead to breast cancer and other forms of cancer that are also largely outside an individual's control. This definition includes, but is not limited to, possible causes of disease resulting from exposure to air pollution, chemicals, second- or third-hand smoke, pharmaceuticals, varying toxicity levels in electronic cigarettes.

What are disparities?

Different groups of women in the U.S. are impacted differently by breast cancer. African American women, for example, are often diagnosed at younger ages. African American women and men are more likely to get lung cancer, and once they have it, are more likely to die from the disease. While for breast cancer, African American women are less likely to be diagnosed yet more likely to die from the disease, in comparison to white women.

For the QuickStart program our definition of disparities is consistent with the World Health Organization's definition. That is, we are defining health inequities/disparities as health inequalities that are attributable to the external environment and conditions mainly outside the control of individuals and may result in inequalities that are unnecessary and avoidable as well as unjust and unfair. TRDRP recognizes that tobacco use and tobacco-related diseases disproportionately impact racial/ethnic minorities, the LGBT community, and other [priority groups](#) in California. They are interested in research partnerships that help to reduce the high rates of health problems, suffering, and death experienced from tobacco use and related diseases among priority groups in California. CBCRP shares this understanding of the impact of breast cancer in marginalized groups, and wishes to focus on research that actively addresses these inequities/disparities in breast cancer, rather than those that focus only on describing or documenting them.

What priority areas fall under the umbrella of tobacco related disease?

All applications that are submitted to the TRDRP must address one or more of TRDRP's eight research priorities which are: Social and behavioral prevention and treatment; Cancer prevention, treatment, and biology; Cardiovascular and cerebrovascular diseases; Environmental exposure and toxicology; Neuroscience of nicotine addiction and treatment; Oral diseases and dental health; Pulmonary biology

and lung diseases; State and local tobacco control policy research. You are encouraged to visit TRDRP's website to access a [complete summary of research priorities](#).

What is a partnership?

A partnership is a collaborative team with shared leadership that must include:

- **Community Co-principal Investigator (Co-PI):** One community member who represents a community organization or a formal or informal group of community members. A community Co-PI is someone who has skills for representing the community of interest and being a conduit with the larger community and has the trust of the community that is involved in the research. In addition, a community Co-PI sees him/herself as a collaborator, and enjoys teaching others about their community and learning from others as well. Community Co-PIs often, but not always, begin a partnership with experience in the topic that is being researched.
- **Academic Co-PI:** One experienced academic researcher in an appropriate discipline. An experienced academic researcher should be employed with at least some time designated for research, should have an advanced research degree in their field, have at least five years of postdoctoral experience as a researcher, and should have received independent R01-type funding. A academic Co-PI is someone who has received advanced training in research methods and has developed a set of research skills that are necessary to design a scientifically-sound project. They are networked to others in the academic community with expertise. In addition, similar to the community Co-PI, the academic Co-PI sees him/herself as a collaborator, who enjoys teaching others about scientific methods, and has genuine interest in the community with which he/she partners.

As much as possible, the academic Co-PI should have a knowledge and skill set that is relevant to potential research interests of the Community Co-PI. This may not be easy to discern at this early stage, as much of the QuickStart program will be dedicated to developing a research question that then determines what expertise is needed, however potential teams are encouraged to explore early possibilities to increase the likelihood of forming an appropriate match.

Less experienced investigators will be considered if they are partnered with a mentor and have an acceptable mentorship plan.

The Co-PIs share leadership on a research project and ensure adequate representation of both community and academic perspectives. Partnerships should have the ability to engage the broader community in the proposed project. The partnership will work collaboratively throughout the program in developing a research plan, including:

- identifying the problem and formulating the research questions,
- designing the research plan,
- developing the budget, and
- writing the grant proposal.

ELIGIBILITY

Who is eligible to apply?

Teams are welcome to apply and they can be newly form teams or teams that have worked together before applying. All participants **must**:

- demonstrate a clear interest in pursuing CPPR research into breast cancer or tobacco-related disease. This includes interests in environmental causes of disease, disparities, prevention, and other topics within these two areas.
- be able to participate in all face-to-face and online sessions,
- have access to computers throughout the entire program,
- be interested in conducting research, including submitting grant proposals for research funding,
- agree to submit a draft research plan for review, and
- be willing to participate fully in the program, including sharing research ideas, plans, and draft plans with program staff, teachers, and other participants.

Individuals who previously participated in the CRIBS or QuickStart (2014, 2016-2019) programs are not eligible to apply. Organizations and institutions that already participated in CRIBS or QuickStart programs are eligible to apply if both the research question and the individuals in the partnership are distinct from previous teams.

- **Teams:** For a team of two, additional team members beyond the first two may be accommodated if space is available. If this is of interest to you, your team must name that third person in the QuickStart application that you submit and provide a brief rationale for their participation.

Priority will be given to applications received from teams based in California, though applications from outside California may also be considered (out of state teams must cover their own travel expenses). Teams that apply must include at least one community Co-PI and one academic Co-PI, and must be interested in conducting CPPR that includes questions about breast cancer or tobacco-related disease. You do not have to have a history of working together to be eligible to apply.

Application evaluation and acceptance into QuickStart

All applicants will be selected based on evidence in the application of:

- Clear interest in breast cancer or tobacco related disease. This includes interests in environment, disparities, prevention, and other topics within these two areas.
- Fit of the team's research interests with QuickStart, and
- Geographic diversity, with priority given to teams based in California.

Additionally:

- Community Co-PI: must have the ability to actively engage with a constituency, proven ability to communicate with a specific community about issues of importance and commitment of their organization/community to conduct research related to breast cancer or tobacco related disease.
- Academic Co-PI: must have research training and experience relevant to the fields of potential study.

- Individuals applying: must have a clear enough vision of the general areas of research that might be of interest so we can effectively assist you in finding a partner.

Applications will be evaluated based on completeness of responses to each question. For example, it is not sufficient to provide a one-paragraph response to a question where a one-page response is requested.

All applicants or potential applicants are welcome to discuss their ideas and application with QuickStart staff ahead of submission. Email us at QuickStartTP@gmail.com if this is the case.

PROGRAM DETAILS

How will the program be structured?

QuickStart includes both face-to-face sessions and online sessions. The first face-to-face includes a welcoming dinner session followed by two full days. The second face-to-face is two full days.

We plan to have one in-person session take place in the Greater Los Angeles area and the other take place in the San Francisco Bay Area. **Please note:** Once the geographic distribution of accepted teams is known, it may be necessary to revise this plan so that both sessions take place in the San Francisco Bay Area. As noted below, transportation will be covered for California-based participants, regardless of location. Before applying, please consider your availability for the additional time needed for travel.

The face-to-face sessions will be a combination of presentations, small group work and work as individual teams. **Participants must attend all sessions of the face-to-face meetings.** The online sessions reinforce and expand on the learning that takes place in the face-to-face sessions. The online portion is “asynchronous” – you and your partner will engage with the rest of the class, online, at any time of the day or night.

To fully participate in QuickStart, partnerships will need to share their research ideas, plans, and draft grant proposals at various times throughout the program with staff, teachers, and other participants. In addition to completing assignments for your team, all participants are expected to read and comment on other teams posting when relevant. All participants will be required to sign a confidentiality statement and will agree to rigorous ethical conduct, including protection of other classmates’ intellectual property.

What will the program help teams learn to do?

- Create an equitable partnership and conduct successful CPPR;
- Create a pathway from vision to research project;
- Design innovative studies that include questions about breast cancer and tobacco related disease;
- Prepare for completing a successful study, including planning additional research, policy and services impact, and community/scientific education.

What are the program topics?

Over the course of three months, in both face-to-face and online sessions, topics covered will include:

- CPPR
 - Partnership vision
 - Partnership agreements and assessments

- CPPR benefits and challenges
- Pathway from vision to research project
 - Basic scientific methods and research ethics
 - Research specific aims
 - Impact of scientific methods on community
- Understanding the State of the Science (two tracks: breast cancer or tobacco related disease)
 - Breast Cancer includes:
 - Risk factors for breast cancer
 - A new paradigm of breast cancer causation
 - Role of services and screening in health disparities
 - Tobacco-related disease (topics to be confirmed, but may include):
 - Evaluating programs to influence policy
 - Interventions to reduce cancer, cardiovascular, and oral disease
 - Tobacco and cannabis use prevention and treatment
- Preparing for Impact
 - Using a pilot study to prepare for a full application
 - Research impact on policy and services
 - Personal report back of individual environmental data
 - Community and scientific dissemination

Who are the QuickStart team?

Core team members of QuickStart include:

- Mary Anne Foo, M.P.H., Executive Director, OCAPICA
- Norval Hickman, Ph.D., M.P.H., Program Officer, TRDRP
- Marion (Mhel) Kavanaugh-Lynch, M.D., M.P.H., Director, CBCRP
- Isis Pickens, M.F.A., Executive Director, WOC
- Senaida Poole, Ph.D., Program Officer, CBCRP

Other speakers and presenters include experts in breast cancer and tobacco related disease, the environmental causes of breast cancer, disparities in breast cancer and tobacco-related disease, community-partnered participatory research, and grant writing.

What is the time commitment?

- Two two-day face-to-face sessions, plus one opening dinner session (50 hours total)
- Online weekly assignments before and after face-to-face sessions. Assignments include literature reviews, developing draft research questions, writing concept papers, participating in educational webinars and others. (Approximately 10 hours of educational sessions plus written assignments)
- Four technical assistance calls to give teams feedback on potential research questions, methodologies, partnership development and concept papers. (4 hours)

When will the program take place?

It is our intent to offer the QuickStart Program in the summer of 2020. At this time specific dates cannot be set because of the COVID-19 pandemic. Our team will be transparent and open about any updates on QS Program dates.

We anticipate that partnerships that are based in California and complete the program will be prepared to submit competitive grant applications to the California Breast Cancer Research Program (CBCRP) Community Research Collaborations (CRC) awards and the Tobacco-Related Disease Research Program (TRDRP) Community-Partnered Participatory Research Awards (CPPRA) and/or to other funding sources.

Certificate of Completion

Participants will be granted a certificate of completion if all requirements of the program are met as well as the optional application for the mock review and participation in the mock review. Participation in all sessions, face-to-face meetings, online sessions, webinars, submission of assignments and participation in mock review are mandatory in order to earn the certificate of completion.

What is the financial commitment?

- The program is offered free of charge.
- Participants who live in California and do not live within a reasonable driving distance of the program sites will be provided transportation costs and offered a free, shared hotel room with another participant (either from your team or another team).
 - If participants would like a private hotel room, they are welcome to pay for it themselves. Local participants should plan to sleep at home.
- Participants from outside California will need to cover their own travel expenses, though the cost of the program and hotels will be covered.
- Breakfast and lunch will be provided for all participants during the program. There will be a limited number of group dinners included. Participants will need to pay for their own dinners on the nights when no group activities are planned.
- Participants are required to have their own computer and online access.
- Costs associated with regular partnership work that takes place outside of the program (phone calls, transportation to meetings etc.) will be paid by the individuals themselves.

Evaluation of the Program

All QuickStart participants will be invited to participate in the evaluation of the program. QuickStart evaluation structure and content is overseen by the Institutional Review Board of UC Irvine.

Important Note: Please be sure to fill out the complete application form. This form is included at the end of this PDF. A Word version of the application can be downloaded at <http://cbrp.org/funding-opportunities/crc/quick-start-training.html>.

For more information contact: QuickStartTP@gmail.com

About the QuickStart sponsoring organizations

California Breast Cancer Research Program (CBCRP)

CBCRP is the largest state-funded breast cancer research effort in the nation whose mission is to eliminate breast cancer by leading innovation in research, communication, and collaboration in the California academic and lay communities. One of the primary funding mechanisms is the Community Research Collaboration (CRC) Awards, which provide \$150,000 to \$600,000 of funding (plus indirect funds) for partnerships of California-based community organizations and research scientists. CBCRP also funds the California Breast Cancer Prevention Initiatives, which focus carefully crafted research initiatives on the effects of the environment on the development of breast cancer, why some groups of women are more likely to get breast cancer or to die from the disease, and breast cancer prevention. Learn more about CBCRP by www.cabreastcancer.org. There you will find additional information about the program, including their focus on community-partnered participatory research.

OCAPICA

The Orange County Asian and Pacific Islander Community Alliance (OCAPICA) is dedicated to enhancing the health, and social and economic well-being of underserved communities in Orange County, California. Established in 1997, OCAPICA serves more than 40,000 community members a year through programs in health, mental health, education, youth development, workforce development, and civic engagement. OCAPICA has more than 100 staff that speak 26 languages including ASL. To learn more about OCAPICA, visit www.ocapica.org.

Tobacco-Related Disease Research Program

The Tobacco-Related Disease Research Program (TRDRP) funds research that enhances our understanding of tobacco use, prevention and cessation, the social, economic and policy-related aspects of tobacco use, and tobacco-related diseases in California. TRDRP is solely funded through the tobacco tax and individual contributions. The program supports critically needed research collaborations that prevent or reduce tobacco use and the impact of tobacco-related diseases among California's priority groups. See a list of priority groups [here](#). Since TRDRP's inception, they have funded more than 1,200 research grants on tobacco-related studies, with 95 percent of our revenue going directly to funding research and education efforts. Since 2019 the program has offered its Community-Partnered Participatory Research Award (CPPRA) that supports community-academic partnerships with up to \$200,000 in funder each year for 2 years (\$400,000 total; plus indirect costs). TRDRP's revenue is used to make grants for California scientists and community researchers to find better ways to prevent and reduce tobacco use and its related diseases. Visit www.trdrp.org for additional information about the program.

Women of Color Breast Cancer Survivors' Support Project (WOC)

WOC was created to help survivors navigate the world of recovery and develop self-care plans to aid in their survivorship. WOC supports breast cancer survivors, offer crisis intervention in the healing process, educate women and families on breast health, and actively participate in effective change as it relates to health and racial disparities. Visit www.woc4you.org to learn more about WOC advocacy and programs.

QuickStart Application Guidelines for New and Existing Scientist-Community Partnerships

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With best regards,

The QuickStart Program Team

Together the Scientist co-PI and Community co-PI should fill out the partnership overview on page 10 and provide complete answers to questions A-C on page 12. **Combine all pages of the application into a single word document and email it to QuickStartTP@gmail.com.**

Your complete application (excluding letters of reference and resumes/CVs) should not exceed six pages. A downloadable word version of this is also available on the QuickStart webpage: <http://cbcrp.org/funding-opportunities/crc/quick-start-training.html>

Please submit your application as a word document.

Application Checklist:

Please include the following in your completed application:

1. **Partnership overview:** See form on page 12.
2. **Application questions:** See questions on page 13.
3. **Letter of Reference.** Each of the partners includes a letter of reference from an organization or individual familiar with his/her work. For academic partners, a letter from a previous collaborator is appropriate. For community partners, a letter from your community organization in support of this application is required.
4. **Resume or Curriculum Vitae (CV) (Not to exceed 4 pages).** Each partner must submit either a resume (community partner) or a CV (academic partner) that is not to exceed four pages.

Mentorship plan request: For accepted academically-trained scientist applicants with less than five years post-doctoral experience as a researcher, or without NIH R01 funding, an acceptable plan to gain mentorship from a seasoned investigator is required prior to the start of QuickStart. Please note: The packet for completing and submitting a mentorship plan will be provided to the academic Co-PI after the acceptance of the team. A mentorship plan will not be required of the community Co-PI.

Partnership overview for Academic and Community Partners

Community Co-PI Name	
Organization Name	
Address	
Email	
Work Phone	
Cell Phone	
Fax Number	
Executive Director Name	
Work Phone	
Email	
Academic Co-PI Name	
Institution	
Address	
Email	
Work Phone	
Cell Phone	
Fax	

How many years has your team worked together? Or, If this is a new partnership, how did you meet?
What previous research studies have you conducted together (if applicable)?
Who is your community of interest?
What disparities issues are of most concern to you?
What environmental issues in breast cancer or tobacco related disease(s) are of most concern to you?
If you are not planning to investigate disparities and/or environmental issues in breast cancer or tobacco related disease, what are your primary issues of concern?
Will the academic Co-PI be submitting a mentorship plan? (See requirements on page 3). If not, please indicate how many post-doctoral years has the research scientist been working in the research field. Please also list the year, funder, and name of study of most recent NIH RO1 funding.

A. Overview of your partnership (2–3 pages).

Together the community co-PI and academic co-PI prepares a two to three page overview in response to the questions below. **Please include the questions with the answers filled in underneath when you submit.**

1. Who is part of your partnership? What experience, interests, and skills do they bring?
2. Describe your experience and position in your organization/institution.
3. How did your partnership meet and why have you chosen to work together? If you are an existing partnership, how did you begin to work together and what is your history of working together?
4. Describe each partner's experience working in partnerships and/or collaborations (other than above) and (if applicable) in community-partnered participatory research.
5. Describe your common research interests. For example, describe the types of research questions that are interesting to you.
6. If there are other individuals who are likely to be significantly involved in the research process with your partnership, please describe them and their proposed contribution. Please note: if you would like one of them to be considered for participation in the program, please indicate who they are and why it would be important for them to participate. QuickStart cannot guarantee that more than two partners will be able to participate in the program; however, we will consider a third partner if there is available space.

B. Description of the Organization/Institution Involved (1–2 pages each). Each partner prepares a one to two page overview of their organization/institution they will represent in the QuickStart program, that includes the following details. Please include the questions with the answers filled in underneath when you submit.

1. Describe the mission of the organization/institution, the issue the organization/institution focuses on, the geographic reach of the organization/institution, the demographics of the population the organization/institution serves, and the types of services the organization/institution provides.
2. Describe your organization/institution's experience collaborating with others.
3. Describe the research interests of the organization/institution (if different than above).
4. Given the research needs and interests of the organization/institution, why is the individual applying a good candidate for this program?
5. How will the organization/institution select a replacement for the individual if he/she resigns his/her position with the organization/institution?

C. Is there anything else you would like the QuickStart team to know as we consider your application?