OHTN

APPLICATION GUIDELINES

HIV ENDGAME PROGRAM

ENDGAME LEADER AWARDS

LOI Application Deadline: **July 12, 2019** (5:00 pm EST)
Results of LOI: August 15, 2019
Full Application Deadline: **October 7, 2019** (5:00 pm EST)
Fund start Date: **November 25, 2019**

The OHTN HIV Endgame Program

Ontario is at a tipping point in our efforts to stop HIV. In chess, the endgame is a critical stage, where the tactics selected determine the outcome. The OHTN HIV Endgame Program draws on Ontario's research expertise to improve our tactical responses to HIV. The program funds groundwork to support the design, implementation, improvement and scale-up of programs and services that move Ontario closer to reaching the HIV endgame.

The OHTN HIV Endgame Program will support data, evidence-sharing, and impact activities that will:
- Meet the needs of populations in Ontario most affected by HIV (as listed in table below)
- Drive changes in policy and practice across the HIV prevention, engagement and care cascade
- Lead to more integrated health and social services
- Identify effective ways to address the social determinants that have a negative impact on the health of communities most affected by HIV
- Contribute to a rapid learning HIV health and social system.

The OHTN will actively support a rapid learning health and social system for HIV that works to:
- Identify where we most need to "move the dial"
- Gather timely data and implement practices to identify how to move the dial and measure progress
- Implement evidence-informed approaches/interventions, monitor their implementation, evaluate their impact and adjust as required
- Sustain effective approaches locally and support their scale up across system
- Create a rapid learning and improvement culture (i.e.: competencies, capacity) within our sector that fosters training, evaluation and innovation.

Through its strategic planning process and consultations with its stakeholders, OHTN has identified seven areas of rapid learning. The OHTN HIV Endgame Program will support data, evidence-sharing and impact initiatives that will drive change in one or more of these areas of learning.

Rapid Learning Areas	Populations most affected by HIV
• Effective PrEP scale-up in Ontario • Population-focused prevention and health promotion • HIV testing • Linkage, adherence, and retention in care • Clinical care standards and capacity • Integration of services • Mental health and well-being of people living with and at risk of HIV (including stigma reduction)	• People living with HIV • Gay, bisexual and other men who have sex with men • People who inject drugs • African, Caribbean, and Black communities • Indigenous communities

Endgame Leader Awards Description

The **Endgame Leader Awards** will provide salary support for leaders who are interested in working closely and collaboratively with the OHTN to drive change. The goal is to provide strategic support for outstanding innovators and problem solvers who will make a difference, contribute to rapid learning and improvement in our sector and build HIV innovation capacity in Ontario.

Endgame Leaders will work closely with OHTN (i.e. attend quarterly meetings, advise OHTN when needed) and be part of the collective impact groups that drive learning and improvement in our sector. They will have strategic, collaborative innovative programs, and develop dynamic partnerships with those affected by HIV in order to build Ontario's HIV innovation capacity. They will identify practical challenges in the context of each community's circumstances and needs, and work with other stakeholders from relevant sectors (mental health, substance use and addictions, health services) to implement and scale up interventions and services that address these needs.

Funding a range of different leader awards allows the OHTN to support innovative leaders, grow emerging talent, and develop a new generation of innovators from, and with, strong ties to the communities most affected by HIV in Ontario. The recipients of these awards are expected to foster meaningful and reciprocal relationships with community members, front-line care providers and policymakers; establish clear plans for data, evidence-sharing and impact at the front lines of prevention and care; and be open to participating in learning and improvement processes in the HIV sector.

Leaders will demonstrate a multi-disciplinary approach to implementation, integrate planning for evidence-sharing and impact into their funded activities, and advance effective ways to use Ontario resources to drive change and to contribute to a rapid learning health social system for HIV.

The **Endgame Leader awards** offers five funding opportunities:

- *Chair Award* for an individual with an excellent and relevant program of data, evidence-sharing and impact that aims to close gaps in HIV prevention, testing and diagnosis, engagement in care and/or achievement of viral suppression. Chair recipients will drive change in Ontario by working with defined populations of people affected by HIV. Their data, evidence-sharing and impact activities should uncover gaps and identify solutions, and/or examine interventions at multiple points on the cascade.

- *Innovator Award* for outstanding mid-career and senior innovators who have already secured project funds from their institutions, organizations or other funding institutions, and who are seeking salary support/time release to focus on projects relevant to at least one of the seven learning areas. Their work will focus on projects that fill HIV prevention and/or care knowledge gaps and/or evaluate interventions to improve programs and services.

- *Junior Investigator Award* for emergent leaders in HIV inquiry, including current post-doctoral fellows who are preparing to establish a HIV program of data, evidence-sharing and impact. Junior investigators must be committed to collaboration with other OHTN funded leaders and stakeholders. Projects should be relevant to the learning and improvement areas outlined by the OHTN. Their program of data, evidence-sharing and impact activities should aim to fill knowledge gaps in prevention and/or care and/or evaluate interventions to improve programs and services.

- *Student Leadership Award* for excellent PhD students who are working with an OHTN-funded leaders or other Ontario-based HIV investigators, and who have the potential to become HIV leaders. Their work should explore gaps or identify barriers to or facilitators of effective HIV prevention, treatment, care and/or support in Ontario, and collaborate with a population with whom the student's mentor also has strong ties.

- *Community Fellowship Award* for community members, clinicians and other front-line providers, as well as decision makers who work in a social service or health service agency and whose work will support the uptake of data and evidence to drive change. Community fellowships provide support to address at least one gap identified by frontline service providers and to work to define this challenge and/or identify solutions.

Endgame Leader awards provide salary support for data, evidence-sharing and impact activities. During this term, the OHTN awardee is expected to:

- Be an active part of the OHTN network and the broader Ontario HIV community
- Assist, where possible, in improving the HIV prevention, treatment and care cascade in Ontario and in improving health systems and services for people living with and at-risk of HIV
- Participate in OHTN initiatives (including policy exchanges and roundtables, collective impact groups, and stakeholders' consultations)
- Collaborate, share information with, and seek feedback from other OHTN funded teams and the broader network (especially those communities impacted and affected by the work proposed).

Funds Available

Up to $ 200,000 will be available in 2019-2020 for the first year of funding.

Duration: One year and/or up to three years.

Maximum annual funding available depending on award type.

Chair Award	Innovator Award	Junior Investigator Award	Student Leadership Award	Community Fellowship Award
$75,000 (up to 3 years)	$50,000 (up to 3 years)	$40,000 (up to 3 years)	$25,000 PhD (2 years)	$20,000 (1 year)

Payments will be made annually based on satisfactory progress and financial reporting (see reporting requirements)

Eligibility Criteria

The OHTN seeks proposals from individuals who:
- Have a documented history of working in a collaborative and culturally respectful way with people living with HIV, clinicians, community-based organizations, policy makers, and researchers
- Have developed data, evidence-sharing and impact plan that:
    - Meaningfully engages affected communities – as mentees and members of project teams – involving community members throughout the implementation process, including decision-making, and implementation of results
    - Is solution-focused, seeks to develop, implement, and evaluate interventions, programs, services, treatments or policies to address issues that are relevant to the populations most affected by HIV in Ontario and drive change
    - Will support the implementation of a new or improved intervention, program, service, treatment or policy, that will lead to change
    - Will contribute to a rapid learning health and social system for HIV in Ontario.
- Hold a primary appointment in an appropriate host organization in Ontario. Eligible institutions include university faculties and departments, research institutes and hospitals, and HIV agencies.
- Have a primary employment location and residence in Ontario

In addition, applicants are expected to meet the criteria outlined in the table below:

Chair Award	*Innovator Award*	*Junior Investigator Award*	*Student Leadership Award*	*Community Fellowship Award*
• Outstanding innovator and leader • Devote at least 60% of time to HIV data, evidence sharing and impact activities • Formally/informally mentor individuals from within the population designated in order to understand and apply data and evidence, and to improve prevention, treatment and care for this population	• Outstanding innovator at mid-career or senior level • Devote at least 40% of time to HIV data, evidence sharing and impact activities • Hold operating grants for project(s) with potential to improve the prevention, treatment, treatment and care cascade in Ontario	• Emerging innovator, including current post-doctoral fellows preparing to establish a program of HIV data, evidence sharing and impact • Devote at least 60% of time to HIV data, evidence sharing and impact activities • Commit to collaborate with other OHTN stakeholders and funded leaders • Demonstrate institutional commitment for a present or future full-time position	• Outstanding PhD student • Be under the supervision of an OHTN funded leader or other Ontario-based HIV investigator • Demonstrate mentor's commitment to OHTN strategic directions	• Community members or frontline providers • Collaboration with OHTN funded leaders or other Ontario-based HIV investigator • Already working as part of the prevention, treatment and care cascade in Ontario • Commitment to evidence sharing and achieving impact

As a condition of OHTN funding, applicants are expected to adhere to the [Tri-Council Policy Statement: Ethical Conduct for the Research Involving Humans (Version 2)](#)

Endgame leader awards may not be held concurrently with other salary awards, such as CIHR New Investigator Awards, or Canada Research Chairs.

Tenured faculty may be eligible to apply for an Endgame Leader award, but must consult with [OHTN staff](#) for approval prior to submission. Criteria for consideration include:

- Current vs. proposed dedicated time for data, evidence-sharing, and impact
  - Increase in dedicated time to data, evidence-sharing and impact activities must be justified by an enhanced workload
- Amount of salary support being requested vs. proportion of time being committed
- Host institution's stated commitment for a reduced teaching and administrative load and enhanced time for data, evidence-sharing and impact related activities
- Applicants who currently hold a salary award which would make them ineligible for funding, may apply if the current award will end by the start date of the HIV Endgame Leader award

Expected Commitments

Chair Award	*Innovator Award*	*Junior Investigator Award*	*Student Leadership Award*	*Community Fellowship Award*
• Participate in rapid learning and improvement initiatives that emerge from OHTN's collective impact work • Act as a source of expertise for program development and for learning improvement within Ontario's HIV sector; OHTN expects our chairs to be leaders for change • Collaborate with other OHTN Leaders • Mentor individuals funded through the OHTN Student Leadership Awards helping them to build effective relationships and knowledge sharing skills • Secure additional funds to execute the data, evidence- sharing and impact plan proposed	• Participate in rapid learning and improvement initiatives that emerge from OHTN's collective impact work, when these initiatives intersect with the funded program • Act as a source of expertise for program development and for learning improvement within Ontario's HIV sector, relevant to the issues identified in the proposal •Collaboration with OHTN and other OHTN funded leaders		• Develop authentic relationships with people affected by HIV in Ontario to inform future data, evidence sharing and impact initiatives • Participate in OHTN initiatives when invited • Support program development and quality improvement within Ontario's HIV sector, when possible	• Participate in rapid learning and improvement initiatives that emerge from OHTN's collective impact work, when these initiatives intersect with the funded program • Participate in OHTN initiatives when invited

How to Apply

a) Letter of Intent

Applicants will complete and submit a Letter of Intent and, where applicable, a Full Application using the OHTN web-based Application Manager. The application deadline is on Friday **July 12, 2019** (5:00 pm EST)

The Letter of Intent should include the information as outlined in the table below.

Chair Award	*Innovator Award*	*Junior Investigator Award*	*Student Leadership Award*	*Community Fellowship Award*
• Brief project plan (maximum 4 pages including data, evidence-sharing and impact plan, areas of learning and improvement, mentorship plan, impact statements) • Amount requested • Relevance • Stakeholder engagement • Applicant's CCV • List of grants/awards held in the previous 3 years • List of publications in the last 3 years	• Brief project plan (maximum 4 pages including data, evidence-sharing and impact plan, areas of learning and improvement, impact statements) • Amount requested • Relevance • Stakeholder engagement • Applicant's CCV • List of active project operating grants (2-3 years) • List of publications in the last 3 years	• Brief proposal (maximum 4 pages including data, evidence-sharing and impact plan, areas of learning and improvement, impact statement) • Amount requested • Relevance • Stakeholder engagement • Applicant's CCV	LOI not required	LOI not required

The steps required for a Letter of Intent application are described below.

IMPORTANT
1. **Access OHTN web-based Grant Application Manager: https://ohtn-on.fluidreview.com/**
2. **Create a username, password and answer eligibility questions**
3. **The application does not need to be completed in order or all at once. Incomplete applications may be saved (click "save & finish later") and returned to at a later date**

Letter of Intent Application Instructions
1. Create and/or log-in to your OHTN Application Manager account
2. Follow the steps to the Endgame Leaders award – Letter of Intent application form
3. Complete the principal applicant contact information
4. Complete the mentee and training information page (only applicable for Chair awards)
5. Insert the title of your proposed program of data, evidence-sharing and impact
6. Indicate the duration of funding you are requesting (up to three years - 36 months)
7. Indicate the amount of funding you are requesting for the 1st year (see table : funds available)
8. Complete the relevance
9. Complete the Stakeholder engagement plan
10. Upload a brief description of project plan (maximum 4 pages) in PDF
11. Upload the applicant CCV in PDF
12. Complete and upload the disclosure statement

13. Upload a list of active project awards (current or to be held within the next 2-3 years), or previously held awards (within the last 2-3 years), when applicable
14. Upload a list of publications from the last three years, when applicable
15. Review, and submit your application by the deadline (print a copy if desired)

Relevance
Describe the relevance of the proposed data, evidence-sharing and impact plan to the OHTN's Endgame funding program and the [Description](#) of the Endgame Leader awards. How will your project address the [rapid learning areas](#)? What gaps in existing knowledge will the proposed project fill? How might it change programs, services or care delivery in Ontario in the short, medium and long-term? How might the proposed data, evidence-sharing and mentoring plan improve the health of people living with or at risk of HIV in Ontario? How might the proposed data, evidence-sharing and impact plan drive change and support development of a rapid learning health and social system for HIV? *(maximum 400 words, entered directly into application form)*

Stakeholder Engagement Plan
Stakeholder engagement is viewed by the OHTN as an essential mechanism to ensuring that data, evidence-sharing and impact activities are relevant to community needs. This is the first step in creating rapid learning and improvement. Broad stakeholder collaboration is also considered to ensure greater relevance and potential for impact.

Describe how you have previously worked with communities of people living with or at risk of HIV in a collaborative, culturally respectful way and how this has shaped decision-making processes, capacity-building, dissemination, uptake, impact and other activities as appropriate. Describe the engagement process to be applied in the current proposal. The OHTN requires leaders to meaningfully engage the HIV community in all stages of the process beginning with conception and development through to dissemination and uptake. Applicants are strongly encouraged to partner with people living with HIV, clinicians, community-based organizations, policy makers, and researchers to encourage relevance and uptake. *(maximum 300 words, entered directly into application form)*

Description of the Project Plan
The proposal (up to 4 pages) should contain the following information:

- A brief background and rationale for the program of data, evidence-sharing and impact
- Objectives of data, evidence-sharing and impact plan to be undertaken over the period of funding, and how it will improve the HIV prevention, engagement, and care cascade; and objectives related to building capacity (when applicable)
- A brief description of the intended outcomes, impact and contribution to a rapid learning HIV health and social system, including areas of learning and improvement
- Overall amount requested (include the annual amount requested with estimates, and description)
- A brief description of the evidence sharing and impact plan to be implemented throughout the project and beyond.

Applicant CV

The applicant should include a completed Common CV finalized for the OHTN. Once completed, download and save PDF version from the "history" section of your common CV.

Disclosure Statement

The Disclosure Statement Form should be downloaded and completed as instructed. The Disclosure Statement allows applicants to disclose, in advance, any involvement with the OHTN that may be relevant to our conflict of interest policies, as required by our policy. Please note that this disclosure does not affect an applicant's eligibility for funding, but merely provides the information necessary to prevent any material conflicts of interest in the application and review process. Any questions regarding this disclosure statement or our funding policy should be directed to the OHTN HIV Endgame Program staff.

End of LOI Stage

Applicants who have successfully completed the letter of intent phase will be invited to submit a full application.

b) Full Application

Applicants who have successfully completed the letter of intent phase will be invited to submit a full application. Notifications will be sent to successful candidates on August 15, 2019. The deadline to submit a full application is **October 7, 2019 @ 5:00pm (EST)**

Applicants for the Student Leadership awards and the Community Fellowship awards do not need to submit a Letter of Intent but rather should submit a full application as described below and by the deadline. **(October 7, 2019 at 5:00pm EST)**

Chair awards	*Mid-career and Senior Salary awards*	*Junior Investigator awards*	*Student Leadership awards*	*Community Fellowship awards*
• Application form • Proposal • Mentorship plan • Impact statement • Evidence-sharing and impact plan • Timeline • Budget • CCVs • Ethics related documents • Letters of support • Letters of reference • Host institution form and letter of support • Relevant appendices	• Application form • Proposal • Impact statement • Evidence-sharing and impact plan • Timeline • Budget • CCVs • Ethics related documents • Letters of support • Letters of reference • Host institution form and letter of support • Relevant appendices	• Application form • Proposal • Impact statement • Evidence-sharing and impact plan • Timeline • Budget • CCVs • Ethics related documents • Letters of support • Letters of reference • Host institution form and letter of support • Relevant appendices	• Application form • Proposal • Evidence-sharing plan • Timeline • Budget • CCVs • Ethics related documents • Letters of reference • Letter from mentor • Relevant appendices	• Application form • Proposal • Evidence-sharing and impact plan • Timeline • Budget • CCVs • Ethics related documents • Letters of reference • Relevant appendices

The steps required to submit a full application are described below.

IMPORTANT

1. **Access OHTN web-based Grant Application Manager at : https://ohtn-on.fluidreview.com/**
2. **Applicants who have successfully completed the Letter of Intent phase will receive an email notification (Chair Award, Innovator Award, and Junior Investigator Award)**
3. **Applicants to Student Leadership Award or Community Fellowship Award must create a username and password and answer eligibility questions**
4. **The application does not need to be completed in order or all at once. Incomplete applications may be saved (click "save & finish later") and returned to at a later date**

Full Application Instructions

1. Log-in to your OHTN Application Manager account
2. Follow the steps to the OHTN Endgame Leader Award –Full Application Form
3. Complete Principal Applicant Contact Information, or revise as appropriate, if submitted with LOI
4. Review Mentee and Trainee information page (only applicable to Chair Award)
5. Complete the Administration of Funds information, including Financial Administrator, Department Head and Executive Officer (Dean/Associate Dean/Institute Director) contact information
6. Complete the Referee Contact information section (when applicable)
7. Completed the Relevance section or revise as appropriate, if submitted with LOI

8. Complete the Stakeholder Engagement Plan, or revise as appropriate, if submitted with LOI
9. Complete the Plain Language Summary
10. Complete and upload the full Proposal in PDF
11. Complete and upload the Timeline in PDF
12. Complete and upload the Mentorship Plan in PDF, when applicable
13. Complete and upload the Budget and Budget Justification in PDF
14. Complete and upload the Applicant's Common CV in PDF
15. Complete and upload the Mentee/Trainee Common CVs in PDF (only application to Chair Award)
16. Collate and upload any REB approvals or Consent Forms in PDF, where relevant
17. Complete and upload the Host Institution Form and Letter of Support in PDF
18. Collate and upload Letters of Support in PDF
19. Ensure Letters of Reference have been submitted by the deadline
20. Upload any relevant Appendices in reduced-size PDF
21. Ensure Letter from Mentor has been submitted by the deadline, when applicable
22. Review, print a copy of, and submit your application by the deadline

Proposal

1. <u>Chair, Innovator, and Junior Investigator Awards</u> *(13 pages maximum)*
The proposal should illustrate a clear rationale for the support being requested. The proposal should address the following (the order and number of pages are provided as suggested guidelines only):

a) Data, evidence-sharing and impact plan (approximately 7- 10 pages)
- A succinct description of the data, evidence-sharing and impact plan (objectives, methods, analyses, outcomes)
- A description of how the proposed work fulfills the described core components of the OHTN HIV Endgame Leader awards
- A description of complementary or conflicting projects being pursued by others, and how their work is positioned within this groundwork and avoids duplication
- Anticipated challenges and proposed solutions and limitations
- A discussion of the ethical implications of the data, evidence-sharing and impact activities proposed, including risks to individuals and communities, and how those risks are/will be mitigated
- Evidence of previous success in moving outcomes into action at the practice, program or policy levels
- The evidence-sharing methods and impact approaches for the current proposal.

b) Areas of learning and improvement (approximately 1-2 pages)
- A succinct description of the areas of learning and improvement to be addressed by the proposed data, evidence-sharing and impact plan (referring to the rapid learning areas)
- Anticipated challenges and proposed solutions

- Identify relevant partners and stakeholders needed to successfully meet the areas of learning and improvement.

c) *Impacts (1-2 pages)*
- A description of the envisioned short, medium and long-term outcomes of this work, how it will impact one or more of the [populations most affected by HIV in Ontario](#), and the steps required to achieve that impact
- Information about how this award will drive change in the stated time period
- A description of how the findings will contribute to a rapid learning health and social system for HIV in Ontario

Proposals should be no more than 13 pages (not including references), single spaced, minimum 11 point font, with 1" margins. Proposals, including references, must be converted to PDF prior to uploading into the application form.

2. <u>Student Leadership, and Community Fellowship awards</u> *(5 pages maximum)*
The proposal should illustrate a clear rationale for the support requested. The proposal should address the following (the order and number of pages are provided as suggested guidelines only):

a) *Data, evidence-sharing, and impact plan (approximately 2-3 pages)*
- A succinct description of the data, evidence-sharing and impact plan (objectives, methods, analyses, and outcomes)
- A description of how the proposed work fulfills the described core components of the OHTN Endgame Leader awards
- Anticipated challenges and proposed solutions and limitations
- A discussion of the ethical implications of the data and evidence-sharing activities proposed, including risks to individuals and communities, and how those risks are/will be mitigated

b) *Areas of learning and improvement, and impacts (approximately 1-2 pages)*
- A succinct description of the areas of learning and improvement to be addressed by the proposed data, evidence-sharing, and impact plan (See the learning areas listed in the box on page 3)
- a description of the envisioned short, medium and long-term outcomes of this work, how it will impact one or more of the populations most affected by HIV in Ontario
- A description of how the findings will contribute to a rapid learning health and social system for HIV in Ontario.

Proposals should be no more than 5 pages (not including references), single spaced, minimum 11 point font, with 1" margins. Proposals, including references, must be converted to PDF prior to uploading into the application form.

Timeline

A separate year-by-year plan for the proposed activities, including proposed/anticipated impact and areas of learnings and improvement, should be included.

Mentorship Plan *(maximum 3 pages, required for Chair awards only)*

The mentoring plan should include:

- A brief description of the proposed mentees and why they are the most suitable candidates (if mentees will change during the proposed support period, a plan for recruiting new mentees must be described)
- A description of the anticipated developmental goals and outcomes and how this contributes to a rapid learning health and social system for HIV in Ontario
- Hours per week and the total duration of the mentorship for both the applicant and mentee

Applicants are strongly encouraged to engage mentees who are members of populations most affected by HIV.

Budget & Budget Justification

Complete the budget template for each year of the award being requested. Maximum amounts for each type of award are listed under [Funds Available](#).

Provide a separate narrative that justifies the requested budget using the following guidelines:

- *Salary amount*: Indicate the proportion of time to be dedicated to data, evidence-sharing, impact and mentoring activities; and whether this includes pro-rated benefits for the proportion of time being requested. Describe how the additional salary support will reduce other current workload obligations (must be consistent with Host Institution Verification). The salary amount is not intended to cover the full proportion of time committed to data, evidence-sharing, and impact activities – only the additional time and pro-rated benefits afforded by this award.
- *Project allowance* (for Chair awards, and Junior Investigator awards only): Indicate the amount to be allocated to data, evidence-sharing, and impact activities associated with your program, and describe those activities and any related costs. The requested amount is meant to either support further development of the data, evidence sharing, and impact ideas; collect data that will support the implementation of the program described; or support full applications to other funding organizations, when needed. Maximum eligible amount is $25,000 for Chair award and $10,000 for Junior Investigator award; and the project allowance must be within the total maximum for the award (i.e. not in addition to your salary support request).

Applicant CV

Applicants should include a completed [Common CV](#) finalized for the OHTN. There are two possible templates that can be used – 1) Academic or 2) Community/Knowledge User. PDF versions of your CCV can be accessed in your CCV's 'History' section online.

Mentee CVs *(for chair awards application only)*

A [Common CV](#) should be included for each proposed mentee to be trained by the applicant, if mentees are being identified at this time. Either the Academic or Community/Knowledge User template may be used. PDF versions of the Common CV can be accessed in the CCV 'History' section online. Over the course of the award, as mentees change, successful Chairs will be required to submit CVs for each new mentee.

Appendices
1. Applicants may upload up to three (3) manuscripts (submitted, accepted for publication, or published) that are relevant to the proposal *(manuscripts should be compressed to ensure easy upload).*

2. Applicants may upload up to three (3) products (presentations, testimonials, summaries) that demonstrate evidence sharing and uptake from previous work.

3. Questionnaires, surveys, or other tools related to the current proposal should be uploaded.

Please note that any attachments exceeding the limits stated above will be removed from the application prior to review at the OHTN's discretion.

Ethics Approval and Consent Forms
Upload collated copies of related ethics board approvals, as well as a copy of a consent form to be signed by prospective participants or other explanatory material to be given out (draft versions are encouraged if final approved version is not available). Final approved versions should be submitted when available, and annual renewal letters from the relevant REBs should be submitted to the OHTN in a timely manner.

Host Institution Verification and Letter of Support
Download and complete the [Host Institution Verification form](#) per the instructions. The Host Institution verification form certifies the institution's support of the application and attests to the data, evidence-sharing, and impact-related salary support to be provided to the applicant if successful. The verification form articulates the total salary support and benefits being requested, and describes the reduced teaching, clinical or service workload in exchange for the expanded data, evidence-sharing, impact and mentoring workload.
Note: *The salary amount allocated for the awardee is not intended to cover the full proportion of time committed to data, evidence sharing, and impact plan – only the additional time and pro-rated benefits afforded by this award.*

A Host Institution Letter of Support should also be provided, indicating the applicant's suitability for the Endgame Leader award, and the enhanced data, evidence-sharing, and impact capacity it will bring to the department and/or institution. The letter should also articulate how the applicant's research fits into the overall goals of the department and/or institution.

This requirement only applies to applicants seeking **Chair, Innovator, and Junior Investigator awards**.

Letters of Support *(maximum 3 letters)*
If your projects involve the support or collaboration of external organizations or individuals, please submit letters of support indicating their approval of, role in, and commitment to, your proposed data, evidence-sharing and impact plan. Letters of support from decision-makers are particularly significant*(collate prior to uploading).*

Letters of Reference
Letters are required from **three** individuals with whom you have worked, and who are in a position to give an assessment of your suitability for the OHTN HIV Endgame Leader award. These letters should be submitted by the deadline date electronically to the OHTN (lmakoroka@ohtn.on.ca) by the referee, or by mail each in a separate envelope, signed over the seal by the individuals providing the testimonials.

Letter from Mentor *(for student leadership and community fellowship awards only)*

A letter from a mentor is only to be submitted by those applying for the **student leadership award** and the **community fellowship award**. The letter from the mentor should outline the mentor area of expertise, how the mentor is positioned to support the mentee, and type of support that will be provided for the duration of the award. The mentor will be expected to describe what type of resources they are able to contribute towards the professional development, data, evidence sharing, and impact capacity of the applicant. The letter should be submitted by the deadline date electronically to the OHTN (lmakoroka@ohtn.on.ca) by the mentor.

Plain Language Summary
Provide a concise summary of the data, and evidence-sharing activities and the anticipated impact on the population most affected by HIV, and the HIV epidemic in Ontario. Describe the evidence-sharing approaches implemented to facilitate the desired outcomes and impact. Note: This summary will be posted on the OHTN website if the project is awarded funding *(Maximum 500 words, entered directly into application form).*

Submitting the Proposal

A complete Letter of Intent application (when applicable) must be submitted electronically by the application deadline **(Friday July 12, 2019 at 5:00pm EST)**. No changes can be made to a grant application after the submission deadline. Where electronic copies (including scans, which are acceptable) of documents are not available, applicants may submit in unstapled hard copy only, via trackable courier; however these documents must be received by the deadline. Full applications must be submitted by **Monday October 7, 2019 at 5:00pm.**

Please be advised that all application materials and information provided to the OHTN, including personal information such as sexual orientation or HIV status is kept strictly confidential and only forwarded to the members of the OHTN Review Committee, and external grant reviewers, as needed. It may also be referenced in the review of your application. Please omit any personal information from your application that you do not want shared with these parties. Contact Lydia Makoroka if you have any questions.

Note: Allow a sufficient amount of time to ensure successful electronic submission. File limits have been imposed to ensure your application is accessible to reviewers. If you experience any difficulty with the online process, please notify OHTN staff at least 24 hours prior to the deadline so that any issues may be resolved.

Address hard copy documents (if applicable) to:
Lydia Makoroka
Senior Lead, HIV Endgame Program, OHTN
1300 Yonge Street, Suite 600, Toronto, Ontario. M4T 1X3, Canada

Evaluation Criteria & Review Process
The LOI will be reviewed independently for relevance, evidence of community engagement and potential impact, and successful applicants will be invited to submit a full application.

Full applications will be reviewed independently by the OHTN Review Committee AND for relevance, impact, efficiency, context sensitivity, sustainability, and feasibility.

- **Relevance:** The proposal addresses a priority of one or more stakeholder groups related to the cascade (i.e. prevention, testing/diagnosis, linkage and retention in care, HIV care, care for co-morbidities, social determinants of health) has the potential to drive improvements in Ontario's prevention, treatment and care cascade (e.g. improves the health of populations most affected by HIV in Ontario, supports consistent high quality care); and contributes towards a rapid learning health and social system for HIV in Ontario.
- **Impact-focused:** The evidence-sharing plan accompanying each program or initiative: (a) identifies one or more target audiences (e.g. community based organizations, clinics, local health integrated networks, policymakers); (b) describes the intended uses of any products and the outcomes of any evidence sharing and educational activities (e.g., re-designed services, informed policy process) and how they will contribute to achieving the strategy; and (c) establishes realistic pathways to achieve impact that are informed by what is known about effective evidence sharing (e.g. timely feedback of information to improve organizational performance). Ongoing monitoring and evaluation will be able to confirm that the plans were implemented and achieved the desired impacts or that corrective action was taken to address identified concerns.
- **Efficiency:** The data, evidence or supports for using data and evidence that are the focus of the program or initiative are not available from another source. Any data collection or engagement process places a minimal burden on participants (e.g. people living with HIV, ASOs, clinics). The

resulting information and insights are available in as close to real time as possible, and participants receive regular updates about how the information and insights are being used and their impact

- **Context sensitive:** The data, evidence-sharing, impact and/or intervention will break new ground or result in findings specific to the Ontario HIV sector. Rapid learning activities will drive change that benefits Ontario. The applicant must have an interest in, as well as, the capacity to implement and scale up any programs or interventions being studied or promoted, and the interventions themselves must be feasible in the Ontario context (i.e. they do not require a level of investment, model of funding or staffing structure the system cannot support).
- **Good value for money/sustainable:** The benefit/impact of the program or intervention justifies its cost, and the program or intervention is sustainable over time within existing budgets.
- **Feasibility:** The staff, expertise, structures and budget to deliver the program or intervention are in place. No one else is better positioned to deliver the program or initiative.

Based on the review, OHTN Executive Director will recommend candidate(s) to the OHTN Board for final consideration for funding.

OHTN Engagement Accord Adherent

The individuals involved in projects and initiatives supported by the OHTN commit to meet the expectation of the OHTN Engagement Accord. They work in a highly collaborative way to actively engage communities most affected by HIV, ensure rigorous data, evidence sharing and impact activities, build partnerships that can drive change, engage in collaborative knowledge sharing processes, and demonstrate accountability for the use of research funds.

Reporting Requirements

Continued release of funds is contingent upon timely receipt of satisfactory progress and financial reports. Failure to submit a report of any kind (within three months of the due date) will preclude the awardee from receiving further financial support from the OHTN.

The following reporting requirements will be implemented to help demonstrate progress and success of the OHTN Endgame Leader award:
- A written progress report (3-5 pages), including one year update of the awardee's first year of activity, detailing specific mentees (when applicable) and community collaborations, as well as any other changes to the project plan as the activities become established
- Progress conversations via teleconference (20-30 minutes in most cases, 1-2 annually)
- Annual Financial Reports detailing how funds were spent
- A final report that includes a clear assessment of the anticipated and actual impacts of the data and evidence-sharing, and areas of learning and improvement, including when applicable, an update on all mentees (5-6 pages)
- Dissemination of evidence through peer-reviewed publications, as well as policy documents, clinical guidelines, or other HIV sector resource materials
- Evidence sharing activities (as outlined in funding proposal)

- A report 1 year past the end date of the award that describes successes and challenges with respect to actual and anticipated impacts.

The OHTN Endgame Leader awardee is expected to be a leader in Ontario and an active part of the broader Ontario HIV community and OHTN network, as outlined in the Description. This person will be a resource for scientific information and data for policy makers and media.

This awardee will be accountable to the OHTN and to the people living with HIV who are impacted by this work. The successful candidate is expected to work with a Community Advisory Committee, made up of people living with HIV and their health care providers, to inform the development of data and evidence sharing initiatives and future priorities. As a condition of ongoing funding, the awardee will be expected to demonstrate collaborations with relevant community stakeholders, and the OHTN will verify these independently.

OHTN staff will work closely with funded innovators to understand the context for their work, assist with managing challenges, help them meet their objectives, and understand and help disseminate findings. Instructions and templates for reporting will be provided to successful recipients.

Communication Requirements

1. Significant deviations from the original objectives of the proposal, methodologies, budget or other significant changes (such as the participation of named mentees) must receive written authorization from the OHTN prior to implementation. Failure to notify the OHTN in a timely manner may result in termination of funding.

2. The OHTN expects applicants to publish their work in appropriate formats, including peer-reviewed publications, where appropriate. The OHTN expects to be notified before OHTN-supported initiatives are published, and requests copies of all publications arising from work supported through this award to assist the OHTN in its evaluation of this program.

3. The OHTN expects the awardee to take a leadership role in developing strategies to meet the needs of the priority communities with which they work. The awardee is expected to collaborate with the OHTN, with other OHTN funded leaders, and with community stakeholders in developing such strategies.

4. Plain Language Summaries and other materials describing the awardee will be published on the OHTN website. The OHTN assumes responsibility for disseminating information about project findings contained within submitted reports via the OHTN website. However, OHTN affirms that the results are the intellectual property of the grant recipient and recognizes the need for teams to pursue publication in peer-reviewed publications or other appropriate formats. OHTN staff will work with grant recipients to ensure that its own dissemination efforts do not conflict with the teams' publication plans.

5. Funding recipients are also expected to contribute to the OHTN's monitoring and evaluation activities, including but not limited to: participating in evaluation activities (progress teleconferences, progress

and final written reports, surveys, interviews, etc.), workshops, and providing data or reports as required for assessing progress and results.

6. The following acknowledgement must be included in all publications resulting from data, evidence sharing and impact activities supported by the OHTN: *This work was supported by an award from the Ontario HIV Treatment Network (OHTN).*

Dissemination of results through these methods ensures the OHTN is able to demonstrate accountability and impact to its various stakeholders.

Contact Information

For questions regarding this Request for Proposals, please contact:

Lydia Makoroka
Senior Lead, HIV Endgame Program
416-642-6486 x2244
lmakoroka@ohtn.on.ca