



APPLICATION GUIDELINES

HIV ENDGAME PROGRAM

GAME CHANGER 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**

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The OHTN 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 innovation 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's HIV Endgame Program will support data and evidence sharing activities that will:

- Meet the needs of [populations in Ontario most affected by HIV](#)
- 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, and
- 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 practice to identify how to move the dial and to 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 (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 HIV Endgame Program will support data and evidence sharing initiatives that will drive change in one or more of these areas of learning.

Rapid Learning Areas

- 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)

Populations most affected by HIV

- 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

Game Changer Award Description

The **Game Changer awards** are investigator-driven awards that will build on the innovation and engagement of Ontario's HIV community to generate game-changing knowledge, and pilot and scale up game-changing interventions. In this award category, we are asking applicants to imagine how systems and services in Ontario could work better and to propose high-reward opportunities for data, evidence-sharing and impact. This award group is investigator-driven but, as with any OHTN award, we expect data, evidence-sharing and impact ideas to be rooted in the needs of individuals living with and at risk of HIV and grounded by your relationships with the front-line providers who will deliver the services and interventions you envision.

Game Changer awards include two funding options:

- A. *Breaking new ground awards* for innovative, or high reward innovative projects that will break new ground, and build evidence, programs and supports that will dramatically improve the prevention, treatment, care cascade in Ontario. This funding stream will support piloting and/or evaluation of HIV interventions, as well as scale up of successful interventions, if applicable.
- B. *Implementation science awards* for the development of sustainable, effective HIV programs and services. The goal is to promote the utilization and adoption of evidence-based HIV interventions, support the planning, execution and implementation of HIV interventions using appropriate implementation science methodologies, and to improve HIV programs and services by cultivating regular uptake of evidence-based practice. This funding stream will support implementation practice, or implementation science initiatives that will contribute to a rapid learning system for HIV and improve programs and services.

Game Changer awards provide operating dollars for data, evidence-sharing and impact activities. During the award term, the awardee is expected to:

- Be an active part of the OHTN network and the broader Ontario HIV community
- Generate new evidence to improve the HIV prevention, engagement and care cascade in Ontario
- Participate in OHTN initiatives (including policy exchanges and roundtables, collective impact groups, research and community consultations); and
- Collaborate, share information with, and seek feedback from other OHTN funded innovators and the broader network (especially those communities impacted and affected by the activities proposed).

These awards are high-reward opportunities. The awardees will maintain regular contact with the OHTN (including attending quarterly meetings) and work closely with the OHTN network to support the implementation of service innovations related to their project. The recipients of this award are expected to build relationships with community members, front-line care providers and policymakers; establish clear plans for evidence sharing beyond academia; and be open to participating in learning and improvement processes in the HIV sector. The funded work will demonstrate a multi-disciplinary approach to data and implementation; will integrate planning for evidence sharing; will advance effective

ways to use Ontario resources to drive change; and will contribute towards a rapid learning health social system for HIV.

Funds Available

Up to 800,000 will be available in 2019 – 2020 for first year funding.

Duration of one year or up to 3 years.

Maximum annual funding available depending on award type.

<i>Breaking New Ground Awards</i>	<i>Implementation Science Awards</i>
\$50,000 - \$150,000 annually (up to 2 years)	\$150,000 - \$250,000 annually (up to 3 years)

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

Eligibility Criteria

The OHTN seeks proposals from outstanding multidisciplinary teams that:

- Have a documented history of working with people living with HIV, clinicians, community-based organizations, policy makers, and researchers in a collaborative and culturally respectful manner
- Have a documented history of engaging in evaluation, implementation practice or implementation science
- Have developed data and evidence-sharing plan that:
 - Meaningfully engages affected communities throughout the project, including decision-making, evidence sharing, and implementation of results;
 - Is solution-focused – seeks to develop, implement, and evaluate interventions, programs, services, treatments or policies to address the issues that are relevant to the populations most affected by HIV in Ontario and drive change
 - Will support implementation of a new or improved intervention, program, service, treatment or policy
 - Will contribute to a rapid learning health and social system for HIV in Ontario.
- Hold a primary appointment at an appropriate host organization in Ontario. Eligible institutions include university faculties and departments, research institutes and hospitals, and HIV agencies.
- Have a primary employment (appointment) and residence in Ontario.

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

Expected Commitments

The Nominated Principal Applicant and recipient of both awards (Breaking new ground or Implementation Science) is expected to:

- Participate in rapid learning and improvement initiatives that emerge from OHTN’s collective impact work
- Collaborate closely with the OHTN and other OHTN-funded leaders, and be an active member of the broader HIV community in Ontario
- Apply a multidisciplinary approach

- Work with a Community Advisory Committee made up of people living with HIV, clinicians, community-based organizations, policy makers, and researchers to inform the development of project activities and future priorities.
- Adhere to the [OHTN Engagement Accord](#)

How to Apply

Applicants will complete and submit a Letter of Intent and, if successful, will be invited to submit a Full Application using the OHTN web-based [Application Manager](#).

The steps required for the Letter of Intent (LOI) and a Full Applications are described below:

IMPORTANT
1. OHTN web-based Application Manager must be accessed at : https://ohtn-on.fluidreview.com/
2. Applicants must create a username and 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 (deadline: July 12, 2019 @5:00pm)
4. Applicants who have successfully completed the Letter of Intent phase will receive an email notification <u>on August 15, 2019</u>
5. At that point, successful applicants will log-in to Grant Application Manager to access the application form and upload the relevant documents
6. 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 later (deadline October 7, 2019 @5:00pm EST).

a) Letter of Intent (LOI) Application Instructions

Please refer to the table below to determine which section will be completed for each award. Please note that some sections are relevant for both awards.

Both - Breaking New Grounds & Implementation Science
1. Create and/or log-in to your OHTN Application Manager account
2. Complete the Eligibility quiz
3. Upload the principal applicant CCV in PDF
4. Complete and upload the disclosure statement in PDF

Breaking New Grounds	Implementation Science
a) Follow the steps to the Game Changer awards - BNG: Letter of Intent application form	a) Complete the Game Changer awards – IS: Letter of Intent application form
b) Upload a Project Team as a PDF	b) Upload a Team Description as a PDF
c) Upload a brief Project Plan (4 pages) as a PDF	c) Upload a brief Project Description (6 pages) as a PDF
	d) Upload completed Budget (maximum 1 page)

Eligibility Quiz

Please complete the short eligibility quiz for the award you wish to apply. If you are not eligible, please do not complete another eligibility quiz but rather contact the HIV Endgame Program staff to discuss. Next steps will be determined at that point.

Breaking New Grounds: Letter of Intent - Application Form

Please complete the following sections:

- Provide the **Principal Applicant's Contact Information**
- Insert the **Title** of your proposed project
- Indicate the **Duration of Funding** you are requesting (up to 2 years – 24 months)
- Indicate the **Amount of Funding** you are requesting for each year of the award (see [Funds Available](#))
- Indicate which of the [seven areas of learning and improvement](#) aligns best with your proposed project
- Complete the **Project Team Contact Information**
- **Relevance:** (*maximum 400 words, entered directly into application form*) Describe the relevance of the proposed data, evidence-sharing and impact plan to the OHTN's HIV Endgame Program and the [Description](#) of the OHTN Game Changer award. How will it address the [rapid learning areas](#), and contribute to a rapid learning health and social system for HIV? What gaps in existing knowledge will the proposed plan fill? How might it change programs, services or care delivery in Ontario in the short, medium and long-term? How will the proposed data, evidence-sharing and impact activities improve the health of people living with or at risk of HIV in Ontario?
- **Stakeholder Engagement Plan:** (*maximum 300 words, entered directly into application form*) Stakeholder engagement is viewed by the OHTN as an essential mechanism to ensuring that data, evidence-sharing and impact plans are relevant to community needs. This is the first step in creating a rapid learning and improvement system. 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 your decision-making processes, capacity-building, dissemination, uptake and other activities as appropriate. Include the engagement process to be applied in the current proposal. The OHTN requires applicants to meaningfully engage the HIV community in all stages of the process beginning with conception and development through to dissemination and uptake.

Implementation Science Projects: Letter of Intent - Application Form

- Provide the **Principal Applicant's Contact Information**
- Insert the **Title** of your proposed project
- Indicate the **Duration of Funding** you are requesting (up to 3 years – 36 months)
- Indicate the **Amount of Funding** you are requesting for the duration of the award (see [Funds Available](#))
- Indicate which of [seven areas of learning and improvement](#) aligns best with your proposed project

- Complete the **Project Team Contact Information**
- **Relevance:** (*maximum 400 words, entered directly into application form*) Describe the relevance of the proposed implementation practice or implementation science project. Describe how the proposed plan will address the [rapid areas of learning and improvement](#). How might this project improve existing programs and services, and inform practice?
- **Stakeholder's Engagement Plan:** (*maximum 400 words, entered directly into application form*) The OHTN requires investigators to meaningfully engage the HIV community at all stages 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, researchers and any other relevant stakeholders to encourage pertinence and uptake of data and evidence-sharing. Applicants must clarify how stakeholders were included in determining the implementation framework proposed (i.e.: state who will you will be partnering with to ensure successful implementation, and clearly outline how information will be collected from stakeholders, how concerns will be addressed and how stakeholders will remain engaged throughout the duration of the project).
- **Project Description:** (*maximum 500 words, entered directly into application form*) This should include a short description of the proposed implementation practice or implementation science project; include key questions and highlight key outcomes.

Upload: Project Team (Breaking New Ground)

Describe the relevant experience and education of all team members (principal and co-applicants), as well as collaborators when they play an integral part in the operationalization of the data, evidence-sharing and impact plan. Also, describe how the various project partners will contribute to the various aspect of the data, evidence-sharing and impact activities.

Upload: Team Description (Implementation Science)

Describe the relevant experience and education of all team members (principal and co-applicants), as well as collaborators when they play an integral part in the operationalization of the project data, evidence-sharing and impact plan. Please identify gaps of expertise and plans to fill them, when applicable. Describe the implementation science, improvement science specific expertise/experience on the team, and outline how all the team members play an integral part in the operationalization of the proposed implementation science project. Please include a description of the team governance and management.

Upload: Project Plan (Breaking New Ground)

The proposal (*maximum 4 pages, excluding references*) should contain the following information:

- a. A brief background and rationale for the project, including relevant literature review
- b. The objectives of the project (including questions, and methods), and how it will generate new evidence to improve the HIV prevention, engagement, and care cascade; stress why this project is unique and how this work could drive evidence-based improvements in Ontario
- c. A brief overview of the current environment and the facilitators/barriers it presents to scale up of the proposed intervention, when applicable
- d. A brief description of the intended outcomes, impacts and contributions to a rapid learning HIV health and social system, including areas of learning and improvement
- e. An overall budget (total amount requested with estimates)

- f. A brief description of the evidence sharing and impact plan to be employed throughout the project and beyond

Upload: Project Description (Implementation Science)

The proposal (*maximum 6 pages, excluding references*) and should contain the following information:

- a. **Background** (1-2pages suggested)
 - The project should address a clear care or quality gap in the current HIV care cascade, or health and social system
 - Provide a brief background and rationale for the proposed project, including relevant literature review
 - Use local setting data to demonstrate the need for this project
 - Explain how this project will change programs, services or care delivery in Ontario in the short, medium and long-term or improve the health of people living with or at risk of HIV in Ontario
 - Explain why the current intervention will work best to benefit populations most affected by HIV/AIDS in Ontario, and or at the setting where the intervention is to be implemented.
- b. **Implementation Science-based Framework, Theory and Methodologies** (2- 3 pages suggested)
 - Applicants **must use an implementation science/ improvement science conceptual model or theory** to frame the questions, aims and objectives, hypotheses, process and outcome measures.
 - Explain why the outlined study based on the conceptual model/framework, is feasible, and is worth funding compared to alternatives. Stress why this project is unique and how this work could drive evidence-based improvements in Ontario
 - Provide an overview of the proposed project, and include the questions/issues to be addressed, the objectives, the proposed implementation science design and methodology
 - A description of the intervention being implemented, and its effectiveness
 - Justify the proposed study's feasibility, and ability to address implementation-science outcomes
 - Outline which stakeholders will be engaged and/or how they will be involved in the project.
- c. **Setting Readiness** (half to 1 page suggested)
 - Provide a brief overview of the current environment as it applies to the care quality gap/need and the facilitators/barriers it presents to the proposed intervention
 - Describe any readiness assessments that have been completed or that will be undertaken prior to a full application submission
 - Describe how the proposed study aligns with the setting priorities and strategies to address barriers to implementation.
- d. **Policy and Funding Context** (half a page suggested)
 - Describe how the proposal aligns with existing policy trends (at organizational, regional or provincial levels as applicable)
 - Describe the potential impact and linkage to policy and or other funding environment
 - Highlight the dissemination strategies and contribution to current policy.

Upload: Budget (Implementation Science)

(maximum 1 page)

- a. Provide a budget that broadly shows expenses and the allocation of funds if awarded.
- b. Describe what the funds requested will be used for (e.g.: how will the funds be used to develop the team, and the proposed project)
- c. Outline whether and how the funds will be used to gain data, host relevant meetings, support stakeholders' engagement, advance the project or other.

Upload: Applicant CV

The principal 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.

Upload: 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 Senior Lead, HIV Endgame Program.

*****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 Instructions

Please refer to the table below to determine which section will be completed for each award. Please note that some sections are relevant for both awards.

Both - Breaking New Ground & Implementation Science	
1.	Create and/or log-in to your OHTN Application Manager account
2.	Complete the Eligibility quiz
Breaking New Ground	Implementation Science
a) Follow the steps to the Game Changer awards – Breaking New Ground: Full Application Form	a) Complete the Game Changer awards – Implementation Science: Full Application Form
b) Upload a full Proposal (maximum 13 pages) as a PDF	b) Upload a full Proposal (maximum 16 pages) as a PDF
Both - Breaking New Grounds & Implementation Science	
3.	Upload a Team Description as PDF
4.	Upload completed Budget and Budget Justification (maximum 1 page)
5.	Upload Applicants Common CV in PDF
6.	Upload Timeline in PDF
7.	Upload any REB approvals or Consent Forms in PDF, as possible
8.	Upload the Signature page in PDF
9.	Upload Letters of Support in PDF
10.	Upload any relevant Appendices in reduced-size PDF
11.	Complete and upload the Host Institution Verification form in PDF
12.	Complete and upload the Host Institution Letter of Support in PDF
13.	Complete and upload the disclosure statement

Breaking New Ground: Full Application Form

Update sections from the LOI, and complete new information as required.

- Review and confirm the **Principal Investigator’s Contact Information**
- Review and confirm the **Title** of your proposed project
- Review and confirm the [seven areas of learning and improvement](#) which aligns best with your proposed project
- Review and confirm the **Project Team Contact Information**
- Complete the **Funding Administrator Contact Information***NEW**
- Review and confirm [Relevance](#)
- Review and confirm [Stakeholder Engagement Plan](#)
- Complete the **Plain Language Summary***NEW**: *(Maximum 500 words, entered directly into application form)* Provide a concise summary of the project 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/impact. (Note: This summary will be posted on the OHTN website if the project is awarded)

Implementation Science Projects: Full Application Form

Update sections from the Letter of Intent stage, and complete new information, as required.

- Review and confirm the **Principal Applicant Contact Information**
- Review and confirm the **Title** of your proposed project
- Review and confirm the [seven areas of learning and improvement](#) which align best with your proposed project
- Review and confirm the **Project Team Contact Information**
- Complete the **Funding Administrator Contact Information***NEW**
- Review and confirm [Relevance](#)
- Review and confirm [Stakeholder Engagement Plan](#)
- Review and confirm [Project Description](#)
- Complete the **Plain Language Summary***NEW** (*Maximum 500 words, entered directly into application form*). Provide a concise summary of the research 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/impacts. (Note: This summary will be posted on the OHTN website if the project is awarded.)

Upload: Proposal –Breaking New Ground (Maximum 13 pages excluding references)

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. **Project Description** (5-7 pages suggested)
 - Explain how the questions are rooted in the needs of individuals living with and at risk of HIV,
 - A succinct description of the data and evidence-sharing activities proposed (objectives, methods, analyse)
 - A description of how the proposed work will break new ground/have impact and contribute to the prevention, engagement, and care cascade
 - A description of complementary or conflicting projects being pursued by others, and how this project is positioned within that work and avoids duplication
 - Anticipated challenges, limitations, and proposed solutions associated with the project, the intervention being evaluated, or scaled up,
 - A discussion of the ethical implications of the work proposed, including risks to individuals and communities, and how those risks are/will be mitigated
 - Where applicable, a description of what is needed to achieve sustainable and effective HIV programs and services.
- b. **Areas of learning and improvement** (1-2 pages suggested)
 - A succinct description of the areas of learning and improvement to be addressed by the project proposed (referring to the learning areas in the box on page 3)
 - Anticipated challenges and proposed solutions

- A list of relevant partners and stakeholders needed to successfully meet the areas of learning and improvement.
- c. **Impacts** (2-3 pages suggested)
- 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.
- d. **Evidence-sharing plan** (2-3 pages suggested)
- Evidence of previous success in moving results into action at the practice, program or policy levels
 - Methods and approaches to be used in the current proposal.

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.

Upload: Proposal- Implementation Science

(Maximum 16 pages excluding references)

- a) **Background** (2-3 pages suggested)
- Provide a brief background and rationale for the proposed project, including relevant literature review or systematic review
 - Explain why the current intervention will work best to benefit populations most affected by HIV/AIDs within Ontario, and at the setting that the intervention is to be provided
 - Provide an in-depth analysis of the current environment and the facilitators/barriers it presents to scale up of the proposed intervention, when applicable
 - Report on the completed readiness assessment outlined during the LOI stage
- b) **Method, Measurement and Analysis** (5 to 7 pages suggested)
- Explicitly describe how implementation strategies and processes are linked to stated aims and objectives, setting, and outcome measures of the proposed study
 - Theoretically justify the use of proposed implementation strategies
 - Explain how the implementation strategies will be observed or empirically tested.
 - Outcomes must be implementation and improvement- science related
 - Outcomes must be clearly linked to the objectives of the proposed project
 - Measurement and data analysis plans must robustly describe how all variables and outcomes will be measured, and/or how they are appropriate for the proposed study through clear theoretical justification.

c) **Feasibility of proposed research designs and methods** (2 to 3 pages suggested)

- Provide justification for why the proposed study methods interventions and other components are achievable and justified against other alternatives
- Present an overview of the existing resources and local environment and how this will strengthen your implementation work
- Include a discussion of the anticipated challenges, limitations, and proposed solutions associated with the proposed project
- Include a discussion of the ethical implications of the research proposed, including risks to individuals and communities, and how those risks are/will be mitigated
- Include evidence of previous success in moving results into action at the practice, program or policy levels

d) **Impacts** (2 to 3 pages suggested)

- Provide 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
- Provide information about how this award will drive change in the stated time-period.
- Include a succinct description of the areas of learning and improvement to be addressed by the project proposed
- Where applicable, include a description of what is needed to achieve sustainable and effective HIV programs and services

Upload: Timeline

A separate year-by-year plan for the proposed activities, including anticipated outcomes/impacts and areas of learnings and improvement, is to be included.

Upload: Budget & Budget Justification

Complete the budget template for each year of the award being requested. Please note that the maximum annual amount available for the Breaking New Ground awards range from \$50,000 - \$100,000, and from \$150,000 - \$250,000 for the Implementation Science awards.

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

- **Personnel/Salaries:** provide details on the rates of remuneration requested for staff, including employee benefits. The OHTN will allow a portion of salary support for principal or co-applicants who are independent community members who are not undertaking the work as part of a paid position
- **Program cost:** the budget may include a request of no more than \$10,000 for the purchase of project material. Expenditures in excess of this amount will be considered only in exceptional circumstances, and only where the principal applicant has discussed the matter with OHTN prior to submitting the grant application. The need for these expenditures should be explained. Where a piece of material is approved, title to it will be vested with the sponsoring institution. The budget may also include other expenses associated with pilot or scale up of interventions, and participants' honorarium.

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- **Supplies:** Funds for the purchase of supplies are not intended for the purchase of furniture, office equipment or supplies normally supplied by the institution.
- **Evidence Sharing:** Please itemize all requests for evidence sharing support expenses , including publication costs in open access journals
- **Other Expenses:** The OHTN will consider requests for computing costs, local travel for data collection, transportation of participants, etc.
- **Travel to Scientific Meetings/Conferences:** Applicants must indicate on the budget sheet travel funds requested to attend scientific meetings and conferences. Except in exceptional circumstances, the maximum amount that may be granted for travel in any one year will be \$2000. This amount is not transferable between fiscal years of an award, unless previously approved by OHTN HIV Endgame program staff.

Upload: Team Description

- a. Describe the relevant experience and education of all team members (principal and co-applicants), as well as collaborators when they play an integral part in the operationalization of the project data and evidence-sharing plan.
- b. Identify gaps of expertise and plans to fill them.
- c. Outline how all the team members play an integral part in the operationalization of the proposed implementation project (for implementation science awards)
- d. Describe the implementation science, improvement science specific expertise/experience on the team (for implementation science awards)

Upload: Applicants CCV

Team members 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. *(Collate all prior to uploading)*

Upload: Ethics Approval and Consent Forms

Upload collated copies of related ethics board approvals, as well as a copy of the consent form to be signed by prospective participants or other explanatory material to be given out. 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 *(draft forms are encouraged if final approved version is not available)*.

Upload: 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.

A Host Institution Letter of Support should also be provided, indicating the applicant's suitability for the Game Changer award, and the enhanced research capacity it will bring to the department and/or institution.

Upload: Signature Page

Download and complete the [signature page](#) form per the instructions. The signature page certifies that the signatory supports the application and will play the role and responsibilities as described in the proposal. All members of the research team are expected to sign this document (*collate all the signature pages prior to uploading*).

Upload: Letters of Support (maximum 3 letters)

If your data and evidence-sharing involves the support or collaboration of external organizations or individuals not listed on the grant please submit letters of support indicating their approval of, role in, and commitment to, your proposed data and evidence-sharing plan. Letters of support from decision-makers are particularly significant (*Collate prior to uploading*).

Upload: Appendices

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

Submitting the Proposal

The complete Letter of Intent (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 [HIV Endgame Program 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
1300 Yonge Street, Suite 600, Toronto, Ontario. M4T 1X3, Canada

Evaluation Criteria & Review Process

The Letter of Intent 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 (RC) 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 and impact 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 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 project team to the OHTN Board for final consideration for funding.

OHTN Engagement Accord

Successful applicants 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 and evidence sharing 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 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 but also to the people living with HIV who this work impacts. 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 independently verify these.

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 research is 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 and evidence sharing 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:

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