



OHTN

## RESEARCH FUNDING GUIDELINES

### OHTN ENDGAME FUNDING PROGRAM

#### ENDGAME LEADER AWARDS

**REVISED** LOI Application Deadline: **November 22, 2018** (5:00 pm EST)

Results of LOI: December 12, 2018

Full Application Deadline: **February 15, 2019** (5:00 pm EST)

Fund start Date: **March 25, 2019**

## OHTN ENDGAME FUNDING PROGRAM: ENDGAME LEADER AWARDS

[The OHTN Endgame Funding Program](#)

[Endgame Leader Awards Description](#)

[Funds Available](#)

[Eligibility Criteria](#)

[Expected Commitments](#)

[How to Apply](#)

a) Letter of Intent

Letter of Intent Application Instructions

Relevance of Research

Community Engagement Plan

Description of Research

Applicant CV

Disclosure Statement

b) Full Application

Full Application Instructions

Proposal

Timeline

Mentorship Plan

Budget & Budget Justification

Mentee CVs

Appendices

Ethics Approval and Consent Forms

Host Institution Verification and Letter of Support

Letters of Support

Letters of Reference

Letter from Mentor

Plain Language Summary

[Submitting the Proposal](#)

[Evaluation Criteria & Review Process](#)

[Reporting Requirements](#)

[Communication Requirements](#)

[Contact Information](#)

## The OHTN Endgame Funding 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 Endgame Funding Program (EFP) draws on Ontario’s research expertise to improve our tactical responses to HIV. The program funds research 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 EFP will support research and evidence-sharing activities that have the potential to:

- 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 conduct research 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 EFP will support data and evidence sharing initiatives that will drive change in one or more of these areas of learning.

|                             |   |  |
|-----------------------------|---|--|
| <b>Rapid Learning Areas</b> | <ul style="list-style-type: none"> <li>• Effective PrEP scale-up in Ontario</li> <li>• Population-focused prevention and health promotion</li> <li>• HIV testing</li> <li>• Linkage, adherence, and retention in care</li> <li>• Clinical care standards and capacity</li> <li>• Integration of services</li> <li>• Mental health and well-being of people living with and at risk of HIV (including stigma reduction)</li> </ul> | <p><b>Populations most affected by HIV</b></p> <ul style="list-style-type: none"> <li>• People living with HIV</li> <li>• Gay, bisexual and other men who have sex with men</li> <li>• People who inject drugs</li> <li>• African, Caribbean, and Black communities</li> <li>• Indigenous communities</li> </ul> |
|-----------------------------|---|--|

## **Endgame Leader Awards Description**

The **Endgame Leader Awards** will provide salary support for research and community leaders who are interested in working closely and collaboratively with the OHTN to drive change. The goal is to provide strategic support for outstanding researchers who have the potential to: make a difference, contribute to rapid learning and improvement in our sector and build HIV research 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 research programs, and develop dynamic partnerships with those affected by HIV in order to build Ontario's HIV research capacity. They will identify practical challenges in the context of each community's circumstances and needs, and work with other researchers 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 researchers 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 evidence sharing beyond academia; and be open to participating in learning and improvement processes in the HIV sector.

Leaders will demonstrate a multi-disciplinary approach to research and implementation, integrate planning for evidence-sharing into their funded activities, and propose more 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 awards* for an individual with an excellent and relevant program of data and evidence-sharing that aims to close gaps in HIV prevention, testing and diagnosis, engagement in care and/or achievement of viral suppression. Chair will drive change in Ontario by working with defined populations of people affected by HIV. Their program of data and evidence-sharing activities should uncover gaps, and/or examine interventions at multiple points on the cascade.
- *Mid-Career and Senior Salary awards* for outstanding mid-career and senior HIV researchers who have already secured research-operating funds from their institutions, organizations or other funding institutions, and who are seeking salary support/time release to focus on research relevant to at least one of the seven learning areas (see box on page 3). These researchers' work will focus on studies to fill prevention and/or care knowledge gaps and/or evaluate interventions to improve programs and services.
- *Junior Investigator awards* for emergent leaders in HIV research, including current post-doctoral fellows who are preparing to establish a HIV program of data and evidence-sharing. Junior investigators must be committed to collaboration with other OHTN funded researchers and stakeholders. Research should be relevant to the learning and improvement areas outlined by the OHTN (box on page 3). Their program of data and evidence-sharing activities should aim to fill knowledge gaps in prevention and/or care and/or evaluate interventions to improve programs and services.

## OHTN ENDGAME FUNDING PROGRAM: ENDGAME LEADER AWARDS

- *Student Leadership awards* for excellent Masters and PhD students who are working with an OHTN-funded researcher or other Ontario-based HIV researcher, and who have the potential to become HIV research 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 awards* 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 and evidence-sharing 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 research and community consultations)
- collaborate, share information with, and seek feedback from other OHTN funded researchers and the broader network (especially those communities impacted and affected by the research conducted).

### **Funds Available**

Up to \$ 300,000 will be available in 2018-2019 for the first year of funding.

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

Maximum annual funding available depending on award type.

| <b><i>Chair awards</i></b> | <b><i>Mid-career and Senior Salary awards</i></b> | <b><i>Junior Investigator awards</i></b> | <b><i>Student Leadership awards</i></b>             | <b><i>Community Fellowship awards</i></b> |
|----------------------------|---|--|---|---|
| \$75,000 (up to 3 years)   | \$50,000 (up to 3 years)                          | \$40,000 (up to 3 years)                 | \$17,000 Masters (1 year)<br>\$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, culturally respectful way with people living with HIV, clinicians, community-based organizations, policy makers, and researchers
- have developed data and evidence-sharing plan that:
  - meaningfully engages affected communities – as mentees and members of research teams – involving community members throughout the research process, including decision-making, and implementation of results

**OHTN ENDGAME FUNDING PROGRAM: ENDGAME LEADER AWARDS**

- 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, and potentially lead to change
- will contribute to a rapid learning health and social system for HIV in Ontario.
- be based at an appropriate host organization in Ontario or have identified a host organization as a base for the data and evidence-sharing activities. Eligible institutions include university faculties and departments, research institutes and hospitals, and HIV agencies.
- be eligible to work and reside in Ontario.\*

In addition,

| <b><i>Chair awards</i></b>  | <b><i>Mid-career and Senior Salary awards</i></b>  | <b><i>Junior Investigator awards</i></b>  | <b><i>Student Leadership awards</i></b>   | <b><i>Community Fellowship awards</i></b>  |
|---|--|---|---|--|
| <ul style="list-style-type: none"> <li>● Outstanding research leader</li> <li>● Devote at least 60% of time to HIV research, and evidence sharing</li> <li>● 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</li> </ul> | <ul style="list-style-type: none"> <li>● Outstanding researcher</li> <li>● Devote at least 40% of time to HIV research and evidence sharing</li> <li>● Hold operating grants for research project(s) with potential to improve the prevention, treatment, treatment and care cascade in Ontario</li> </ul> | <ul style="list-style-type: none"> <li>● Emerging researcher, including current post-doctoral fellows preparing to establish a program of HIV research and evidence sharing</li> <li>● Devote at least 60% of time to HIV research</li> <li>● Commit to collaborate with other OHTN stakeholders and funded researchers</li> <li>● Demonstrate institutional commitment for a present or future full-time position</li> </ul> | <ul style="list-style-type: none"> <li>● Outstanding Masters or PhD student</li> <li>● Be under the supervision of an OHTN funded researcher or other Ontario-based HIV researcher</li> <li>● Demonstrate Mentor’s commitment to OHTN strategic directions and research priorities</li> </ul> | <ul style="list-style-type: none"> <li>● Community members or frontline providers</li> <li>● Collaboration with OHTN funded researchers or other Ontario-based HIV researcher</li> <li>● Already working as part of the prevention, treatment and care cascade in Ontario</li> <li>● Commitment to evidence sharing</li> </ul> |

**\*Note:** A foreign national who is the successful recipient of this award, will require a CIC work permit to work in Canada, but their position at a Canadian university or research institute will not require ESDC labour market impact assessment. These arrangements may be finalized following the offer of award.

As a condition of OHTN funding, researchers and all members of their research team 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, OHTN Applied Research Chair Awards or Canada Research Chairs.

**OHTN ENDGAME FUNDING PROGRAM: ENDGAME LEADER AWARDS**

Tenured faculty may be eligible to apply for an Endgame Leader award, but must consult with OHTN research funding program staff for approval prior to submission. Criteria for consideration include:

- Current vs. proposed dedicated time for data and evidence-sharing
  - Increase in dedicated time to data and evidence-sharing 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 and evidence-sharing 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**

| <b><i>Chair awards</i></b>   | <b><i>Mid-career and Senior Salary awards</i></b>  | <b><i>Junior Investigator awards</i></b> | <b><i>Student Leadership awards</i></b>  | <b><i>Community Fellowship awards</i></b>  |
|--|--|--|--|--|
| <ul style="list-style-type: none"> <li>• Participate in rapid learning and improvement initiatives that emerge from OHTN’s collective impact work</li> <li>• 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 beyond academia</li> <li>• Collaborate with other OHTN Research Chairs</li> <li>• Mentor researchers funded through the OHTN Student Leadership Awards helping them to build effective relationships and knowledge sharing skills</li> <li>• Secure additional research operating funds to execute the data and evidence-sharing plan proposed</li> </ul> | <ul style="list-style-type: none"> <li>• Participate in rapid learning and improvement initiatives that emerge from OHTN’s collective impact work, when these initiatives intersect with the funded program of research</li> <li>• 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 researcher’s proposal</li> <li>• Collaboration with OHTN and other OHTN funded researchers</li> </ul> |  | <ul style="list-style-type: none"> <li>• Develop authentic relationships with people affected by HIV in Ontario to inform future research initiatives</li> <li>• Participate in OHTN initiatives when invited</li> <li>• Support program development and quality improvement within Ontario’s HIV sector, when possible</li> </ul> | <ul style="list-style-type: none"> <li>• Participate in rapid learning and improvement initiatives that emerge from OHTN’s collective impact work, when these initiatives intersect with the funded program of research</li> <li>• Participate in OHTN initiatives when invited</li> </ul> |

## 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 [Grant Application Manager](#).

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

| <b><i>Chair award</i></b>  | <b><i>Mid-career and Senior Salary award</i></b>   | <b><i>Junior Investigator award</i></b>  | <b><i>Student Leadership award</i></b> | <b><i>Community Fellowship award</i></b> |
|--|--|--|--|--|
| <ul style="list-style-type: none"> <li>• Brief proposal (maximum 3 pages including data and evidence-sharing program, areas of learning and improvement, mentorship plan, impact statements)</li> <li>• Amount requested</li> <li>• Relevance</li> <li>• Community engagement</li> <li>• Registration CCV</li> <li>• List of grants/awards held in the previous 3 years</li> <li>• List of publications in the last 3 years</li> </ul> | <ul style="list-style-type: none"> <li>• Brief proposal (maximum 3 pages including data and evidence-sharing plan, areas of learning and improvement, impact statements)</li> <li>• Amount requested</li> <li>• Relevance</li> <li>• Community engagement</li> <li>• Registration CCV</li> <li>• List of active research operating grants (2-3 years)</li> <li>• List of publications in the last 3 years</li> </ul> | <ul style="list-style-type: none"> <li>• Brief proposal (maximum 3 pages including data and evidence-sharing program, areas of learning and improvement, impact statement)</li> <li>• Amount requested</li> <li>• Relevance</li> <li>• Community engagement</li> <li>• Registration CCV</li> </ul> | 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 Grant Application Manager](#) account
2. Follow the steps to the Endgame Leaders award – Letter of intent application form
3. Complete the principal investigator 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 and evidence-sharing
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 1<sup>st</sup> year (see table : funds available)
8. Complete the [relevance](#)
9. Complete the [community engagement plan](#)
10. Upload a brief [description of research](#) (maximum 3 pages) in PDF
11. Upload the [applicant registration CCV](#) in PDF
12. Complete and upload the [disclosure statement](#)



## OHTN ENDGAME FUNDING PROGRAM: ENDGAME LEADER AWARDS

13. Upload a list of active research 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 and evidence-sharing plan to the OHTN's Endgame funding program and the [Description](#) of the Endgame Leader awards. How will your research address the rapid learning areas (See box on page 3)? What gaps in existing knowledge will the proposed research fill? How might it change programs, services or care delivery in Ontario in the short, medium and long-term? How might the proposed data and evidence-sharing and mentoring plan improve the health of people living with or at risk of HIV in Ontario? How might the proposed data and evidence-sharing plan drive change and support development of a rapid learning health and social system for HIV? *(maximum 400 words, entered directly into application form)*

### **Community Engagement Plan**

Community engagement in HIV research is viewed by the OHTN as an essential mechanism to ensuring that data and evidence-sharing 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 and other activities as appropriate. Describe the engagement process to be applied in the current proposal. The OHTN requires research and community 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 Research**

The proposal (up to 3 pages) should contain the following information:

- Brief background and rationale for the program of data and evidence-sharing activities
- The objectives of data and evidence-sharing 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

**OHTN ENDGAME FUNDING PROGRAM: ENDGAME LEADER AWARDS**

- Overall budget (total amount requested with estimates)
- A brief description of the evidence sharing plan to be implemented throughout the project and beyond.

**Applicant CV**

The applicant should include a completed [Common CV](#) finalized for the OHTN. For the LOI, complete the OHTN registration CV template. Once completed, download and save PDF version of your registration 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 Senior Lead, Research Funding Programs.

**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 December 12, 2018.** The deadline to submit a full application is February 15, 2018 @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. (February 15, 2018 at 5:00pm EST)

| <i><b>Chair awards</b></i>   | <i><b>Mid-career and Senior Salary awards</b></i>   | <i><b>Junior Investigator awards</b></i>  | <i><b>Student Leadership awards</b></i>  | <i><b>Community Fellowship awards</b></i>  |
|--|---|---|--|--|
| <ul style="list-style-type: none"> <li>• Application form</li> <li>• Proposal</li> <li>• Mentorship plan</li> <li>• Impact statement</li> <li>• Evidence-sharing plan</li> <li>• Timeline</li> <li>• Budget</li> <li>• CCVs</li> <li>• Ethics related documents</li> <li>• Letters of support</li> <li>• Letters of reference</li> <li>• Host institution form and letter of support</li> <li>• Relevant appendices</li> </ul> | <ul style="list-style-type: none"> <li>• Application form</li> <li>• Proposal</li> <li>• Impact statement</li> <li>• Evidence-sharing plan</li> <li>• Timeline</li> <li>• Budget</li> <li>• CCVs</li> <li>• Ethics related documents</li> <li>• Letters of support</li> <li>• Letters of reference</li> <li>• Host institution form and letter of support</li> <li>• Relevant appendices</li> </ul> | <ul style="list-style-type: none"> <li>• Application form</li> <li>• Proposal</li> <li>• Impact statement</li> <li>• Evidence-sharing plan</li> <li>• Timeline</li> <li>• Budget</li> <li>• CCVs</li> <li>• Ethics related documents</li> <li>• Letters of support</li> <li>• Letters of reference</li> <li>• Host institution form and letter of support</li> <li>• Relevant appendices</li> </ul> | <ul style="list-style-type: none"> <li>• Application form</li> <li>• Proposal</li> <li>• Evidence-sharing plan</li> <li>• Timeline</li> <li>• Budget</li> <li>• CCVs</li> <li>• Ethics related documents</li> <li>• Letters of reference</li> <li>• Letter from mentor</li> <li>• Relevant appendices</li> </ul> | <ul style="list-style-type: none"> <li>• Application form</li> <li>• Proposal</li> <li>• Evidence-sharing plan</li> <li>• Timeline</li> <li>• Budget</li> <li>• CCVs</li> <li>• Ethics related documents</li> <li>• Letters of reference</li> <li>• Relevant appendices</li> </ul> |

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, mid-career and senior salary award, and junior investigator award)
3. Applicants to Student Leadership awards or Community fellowship awards 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 Grant 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 of Research](#), or revise as appropriate, if submitted with LOI
8. Complete the [Community 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. Chair awards, Mid-Career and Senior awards, and Junior Investigator awards (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 and evidence-sharing Plan (approximately 7- 10 pages)*

- a succinct description of the data and evidence-sharing plan (objectives, methods, analyses)
- a description of how the proposed work fulfills the described core components of the OHTN Endgame Leader awards
- a description of complementary or conflicting research being pursued by others, and how their research is positioned within this work and avoids duplication
- 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
- evidence of previous success in moving research results into action at the practice, program or policy levels
- the evidence-sharing methods and 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 and evidence-sharing plan (referring to the learning areas in the box on page 3)
- anticipated challenges and proposed solutions
- identify relevant partners and stakeholders needed to successfully meet the areas of learning and improvement.

c) *Impacts (2-3 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. Student Leadership, and Community Fellowship awards (5 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):

## OHTN ENDGAME FUNDING PROGRAM: ENDGAME LEADER AWARDS

### a) *Data and evidence-sharing Plan (approximately 2-3 pages)*

- a succinct description of the data and evidence-sharing plan (objectives, methods, analyses)
- 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 impact (approximately 1-2 pages)*

- a succinct description of the areas of learning and improvement to be addressed by the proposed data and evidence-sharing 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:

## OHTN ENDGAME FUNDING PROGRAM: ENDGAME LEADER AWARDS

- **Salary amount**: Indicate the proportion of time to be dedicated to data-and evidence-sharing and mentoring 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 and evidence-sharing activities – only the additional time and pro-rated benefits afforded by this award.
- **Research allowance** (for Chair awards, and Junior Investigator awards only): Indicate the amount to be allocated to data and evidence-sharing 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 and evidence sharing 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 research 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 or resumes 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 (draft form is encouraged if final approved version is not available) to be signed by prospective participants or other explanatory material (draft is acceptable) 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.

### **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 and evidence-sharing -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 research, data-and evidence-sharing, and mentoring workload.

*Note: The salary amount allocated for the awardee is not intended to cover the full proportion of time committed to research – 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 and evidence-sharing 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 awards, mid-career and salary awards, and junior investigator awards.**

### **Letters of Support** *(maximum 3 letters)*

If your research involves 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 research and evidence-sharing 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@ohln.on.ca](mailto:lmakoroka@ohln.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 and evidence sharing capacity of the applicant. The letter should be submitted by the deadline date electronically to the OHTN ([lmakoroka@ohln.on.ca](mailto:lmakoroka@ohln.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. 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**

Complete Letter of Intent (when applicable) must be submitted electronically by the application deadline **(Thursday November 22, 2018 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 **Friday February 15, 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 [Research Funding 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, Research Funding, OHTN  
1300 Yonge Street, Suite 600, Toronto, Ontario. M4T 1X3, Canada



## Evaluation Criteria & Review Process

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 (RC) AND for relevance, impact, efficiency, context sensitivity, sustainability, feasibility, and adherence to OHTN research accord.

- **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, research evidence or supports for using data and research 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 researcher 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.
- **OHTN Research Accord Adherent:** The team involved in projects and initiatives commit to, meet the expectation of the OHTN Research Accord. They work in a highly collaborative way to actively engage communities most affected by HIV, ensure rigorous research, build partnerships that can drive change, engage in collaborative knowledge sharing processes, and demonstrate accountability for the use of research funds.

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

### **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 research plan as the research activities become established
- Progress conversations via teleconference (15-20 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 research and community 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 Research Advisory Committee, made up of people living with HIV and their health care providers, to inform the development of research 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 researchers 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 grant 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 investigators 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 researchers, 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 research 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 research and KT supported by the OHTN: *This research 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, Research Funding

416-642-6486 x2244

[lmakoroka@ohln.on.ca](mailto:lmakoroka@ohln.on.ca)