



HIV ENDGAME PROGRAM

Game Changer Awards: Breaking New Ground Application Guidelines

LOI Application Deadline: **December 7, 2020** (5:00 pm EST)

Results of LOI: mid-December 2020

Full Application Deadline: **January 18, 2021** (5:00 pm EST)

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The OHTN HIV Endgame Program

Ontario is at a tipping point in our efforts to stop HIV. In chess, the endgame is a critical stage, where the tactics selected determine the outcome. The OHTN HIV Endgame Program draws on Ontario's expertise to improve our tactical responses to HIV. This requires a strategic approach to data and evidence use; innovative and rapid generation of evidence; and flexibility to change course when a new approach is ineffective or unsuccessful. The ultimate goal is to enhance HIV programming and service delivery, design effective integrated HIV health and social services, improve the health and well being of people living with HIV, and eradicate HIV infections.

The OHTN HIV Endgame 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 program supports data, evidence-sharing, and impact 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 of health for communities most affected by HIV
- Contribute to a [rapid learning HIV health and social system](#)

The OHTN will actively support applicants with a demonstrated program of data, evidence-sharing, and impact that explicitly advances a rapidly evolving health and social system for HIV and adheres to the following steps of rapid learning:

- Identifies where we most need to “move the dial” through a rigorous and systematic process of inquiry
- Gathers timely data and informs the design of practice innovations, generates new approaches, and measures outcomes
- Implements evidence-informed approaches and interventions, monitors their implementation, evaluates their impact, and adjusts as required
- Sustains effective local approaches and supports their scale up across the system
- Creates a rapid learning and improvement culture (competencies and 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 and improvement. The OHTN HIV Endgame Program will support data, evidence-sharing, and impact initiatives that will drive change in one or more of these areas of learning.

Rapid Learning Areas

- 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
- Men who have sex with men
- People who use drugs
- African, Caribbean, and Black communities
- Indigenous communities
- Women*

Women = Cis and Trans women, including African, Caribbean and black women, women who use drugs, Indigenous women, and other women who face systemic and social inequities, are more likely to be exposed to HIV through a sexual or drug using partner.*

Other Relevant Programs

The OHTN offers other services that might be of relevance or use to potential applicants before or during the implementation of their program of data, evidence-sharing, and impact activities. Please see the list of available services listed under [Additional Resources](#) to determine which one is best aligned with your interest and application.

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 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 propose high-reward opportunities for data, evidence-sharing, and impact. Although this award is investigator-driven, all data, evidence-sharing, and impact ideas should be rooted in the needs of individuals living with and at risk of HIV and grounded by relationships with the frontline providers who will deliver the envisioned services and interventions.

The **Breaking New Ground Award** funds innovative, high-reward projects that will break new ground and build evidence and programs to dramatically improve the prevention, treatment, and care cascade in Ontario. This funding stream supports the piloting, evaluation, or scale up of HIV interventions. The project should address a clear care or quality gap in the current HIV care cascade, or health and social system and work to achieve impact at the front lines of HIV prevention and care.

This year, OHTN is seeking applications for projects designed to implement and evaluate interventions that:

- **Promote equity, efficiency, and integration of HIV health and social services;**
 - **Optimize deployment of peer support**
 - **Create efficiencies and optimize client-centred care during COVID-19**
 - **Integrate mental health in HIV service delivery**
 - **Have holistic approaches to HIV service delivery during COVID-19**

- **Mitigate or remove structural barriers and promote equity of access to HIV services;**
 - Use cultural competency to close gaps in access and care
 - Use HIV stigma reduction to address barriers to HIV prevention, access, and care
 - Close gaps in HIV prevention, treatment, care, retention, and viral suppression among priority populations
- **Increase uptake of HIV testing and diagnosis and PrEP; or**
 - Target interventions in areas with low HIV testing and low PrEP uptake
 - Target interventions to reduce barriers to HIV testing and PrEP uptake/delivery
- **Address mental health needs of those living with or at risk of HIV.**
 - Reduce social isolation among PHAs
 - Address mental health issues among PHAs
 - Prevent or mitigate use of crystal methamphetamine

Breaking New Ground Awards provide operating dollars for data, evidence-sharing, and impact activities. Successful projects will demonstrate a multi-disciplinary approach to data and implementation; integrate planning for evidence-sharing; advance effective ways to use Ontario resources to drive change; and contribute towards [a rapid learning health and social system](#) for HIV.

During the award term, grantees are 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, roundtables, collective impact groups, and research and community consultations
- Collaborate with, 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
- Build relationships with community members, frontline care providers, and policymakers; establish clear plans for evidence-sharing beyond academia; and be open to participating in learning and improvement processes within the HIV sector

Funds Available

Duration: up to 2 years

Maximum annual funding: \$50,000 - \$150,000

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 developed a 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
 - Will support implementation of a new or improved intervention, program, service, treatment, or policy that will lead to change
 - Will contribute to a rapid learning health and social system for HIV in Ontario
- Have a Nominated Principal Applicant who:
 - Holds a primary appointment at an appropriate host organization in Ontario. Eligible institutions include university faculties and departments, research institutes and hospitals, and HIV agencies
 - Has primary employment 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 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.

How to Apply

Applicants must submit a Letter of Intent for review by **December 7, 2020 at 5:00pm (EST)**.

If approved, the applicant will be invited to submit a full application. Notifications will be sent to successful candidates by email in mid-December 2020.

The deadline to submit a full application is **January 18, 2021 at 5:00pm (EST)**.

Letter of Intent (LOI)

Applicants will complete and submit an LOI application via the [OHTN grants portal](#). The required steps are described below:

1. Create or log in to your OHTN grants portal account. Please note: Incomplete applications may be saved and returned to at a later date

2. Complete the [Eligibility Questions](#)
3. Complete LOI – Game Changer – Breaking New Ground Application Form:
 - Complete Nominated Principal Applicant contact information
 - Complete Project Title
 - Complete Amount Requested (see: [Funds Available](#))
 - Complete Duration of Award (up to 2 years)
 - Indicate relevant [areas of learning and improvement](#)
4. Upload a brief [Project Plan](#)
5. Upload [Project Team](#)
6. Upload [Applicant CCV](#)
7. Upload a completed [Disclosure Statement](#)
8. Review and [submit](#) your application by the deadline

Note: All uploads should be in PDF format.

Project Plan

The project plan (max. 3 pages, excluding references) should contain the following information:

- A brief description of the project’s relevance to the [award description](#)
- 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. Emphasize why this project is unique and how this work could drive evidence-based improvements in Ontario
- 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](#)
- A brief overview of the current environment and the facilitators or barriers it presents to scale-up of the proposed intervention, when applicable
- A brief overview of the plan for stakeholder engagement
- A brief description of the evidence-sharing and impact plan to be employed throughout the project and beyond
- An overall budget (total amount requested with estimates of cost breakdown)
- An explanation of how the project will be successfully adapted or developed given the ongoing restrictions of COVID-19

Project Team

Describe the relevant experience, education, and expertise of all team members and how the various project partners will contribute to the data, evidence-sharing, and impact activities.

Applicant CCV

The Nominated Principal Applicant should include a completed [Common CV](#) using the OHTN template.

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](#). Any questions regarding this disclosure statement or our funding policy should be directed to [Lydia Makoroka](#), Senior Lead, HIV Endgame Program.

*****End of LOI Stage*****

Successful applicants will be invited to submit a full application and notified in mid-December 2020.

Full Application

1. Create or log in to your [OHTN grants portal](#) account. Please note: Incomplete applications may be saved and returned to at a later date
2. Provide [Financial Administrator Information](#)
3. Complete the Game Changers Full Application Form:
 - Review Nominated Principal Applicant contact information
 - Complete Co-Principal Applicant(s) contact information
 - Complete Co-Applicant(s) contact information
 - Complete Collaborator(s) – Knowledge User(s) contact information
 - Indicate relevant [areas of learning and improvement](#)
 - Complete the [Plain Language Summary](#)
4. Upload [Project Proposal](#)
5. Upload [Timeline](#)
6. Upload [Team Description](#)
7. Upload [Budget & Budget Justification](#)
8. Upload [Nominated Principal Applicant CCV](#)
9. Upload [Co-Principal Applicant CCVs](#)
10. Upload [Host Institution Information](#)
11. Upload [Letters of Support/Collaboration](#)
12. Upload [Appendices](#)
13. Review and [submit](#) your application by the deadline

Note: All uploads should be in PDF format.

Financial Administrator Information

Please provide the contact information of the financial administrator at your institution. The financial administrator is the person responsible for the financial management and reporting at the institution with which the Nominated Principal Applicant is affiliated. Once the task is submitted, the financial administrator will receive an email asking them to log in to the grants portal and complete a short form.

Note: You will not be able to submit your application until the financial administrator has submitted this information. To ensure adequate time for their response, please complete this task no later than 2 weeks prior to the application deadline.

Plain Language Summary

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 that will be implemented to facilitate the desired outcomes and impact. Note: this summary will be posted on the OHTN website if the project is awarded. *(maximum 300 words, entered directly into application form)*

Project Proposal (max. 13 pages, excluding references)

The proposal should illustrate a clear rationale for the support being requested and 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
- Describe the proposed data and evidence-sharing activities (objectives, methods, and analyses)
- Explain how the proposed work will break new ground, have impact, and contribute to the HIV prevention, engagement, and care cascade and the project's relevance to the [award description](#)
- Describe the plan for stakeholder engagement
- Describe complementary or conflicting projects being pursued by others, how this project is positioned within that context, and how it avoids duplication
- Describe anticipated challenges, limitations, and proposed solutions associated with the project
- Discuss the ethical implications of the proposed work (including risks to individuals and communities) and how they will be mitigated
- Where applicable, describe what is needed to achieve effectiveness and sustainability

b. **Areas of Learning and Improvement** *(1-2 pages suggested)*

- Describe the [areas of rapid learning and improvement](#) to be addressed by the project
- Discuss anticipated challenges and proposed solutions
- List relevant partners and stakeholders that must be engaged to successfully address the areas of learning and improvement

c. **Impacts** *(2-3 pages suggested)*

- Describe 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
- Explain how this award will drive change within the grant period
- Describe 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)*

- Describe previous successes in moving results into action at the program, practice, or policy levels
- Discuss 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 upload.

Timeline

Create a year-by-year timeline for the proposed activities, including anticipated outcomes and impacts, and relevance to areas of learnings and improvement. A template is available in the [online grants portal](#).

Team Description

- a. Describe the relevant experience and education of all team members (Co-Principal Applicants and Co-Applicants), as well as Collaborators and Knowledge Users when they play an integral part in the operationalization of the project's data and evidence-sharing plan.
- b. Identify gaps in expertise and plans to fill them

Budget & Budget Justification

Complete the [budget template](#) for each year of the award being requested. Maximum annual funds available and award duration are listed under [Funds Available](#).

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

- **Personnel:** 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 and are not undertaking the work as part of a paid position.
- **Program Costs:** Provide details on the purchase of project materials. Budget may include a request of no more than \$5,000 and 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, its title will be vested with the sponsoring institution. The budget may also include other expenses associated with piloting or scale-up of interventions, including participants' honorarium.
- **Supplies:** Funds for the purchase of supplies are not intended for the purchase of furniture, office equipment or other supplies normally purchased by the institution.
- **Evidence Sharing:** Please itemize all requests for evidence-sharing expenses, including publication costs in open access journals. Please note that this cost should not exceed one open access publication.
- **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 travel funds requested to attend scientific meetings and conferences in Ontario only. Except in exceptional circumstances, the maximum amount that may be granted for travel in any one year will be \$2,000. This amount is not transferable between fiscal years of an award, unless previously approved by OHTN program staff.

The OHTN may approve an award for a lesser amount than what has been requested. In this situation, the applicant(s) may be required to submit a revised budget for the approved amount.

Nominated Principal Applicant CCV

The Nominated Principal Applicant should include a completed [Common CV](#) using the OHTN template.

Co-Principal Applicant CCVs

Co-Principal Applicants should include a completed [Common CV](#) using the OHTN template. There are two possible templates that can be used: Academic or Community/Knowledge User.

Host Institution Information

Please upload the [Host Institution Verification Form](#) and a letter of support from the Department Head or Executive Officer of the institution sponsoring your application.

Letters of Support/Collaboration (maximum 3 letters)

If your data and evidence-sharing activities involve 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 from Collaborators or Knowledge Users will help explain and strengthen their role in the application. Letters of support from decision-makers are particularly significant. Please collate prior to uploading.

Appendices

- a. Questionnaires, surveys, or other tools related to the current proposal should be uploaded.
- b. 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.
- c. Applicants may upload up to three (3) products (presentations, testimonials, or summaries) that demonstrate evidence sharing and uptake from previous work.

Please collate all appendices. Note: 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 LOI application must be submitted electronically by **December 7, 2020 at 5:00pm (EST)**. Full applications must be submitted by **January 18, 2020 at 5:00pm (EST)**.

No changes can be made to a grant application after the submission deadline. Where electronic copies of documents are not available (including scans, which are acceptable), applicants may submit them via trackable courier in unstapled hard copy only. These documents must be received by the deadline.

Address hard copy documents to:

Lydia Makoroka

Senior Lead, HIV Endgame Program

Ontario HIV Treatment Network
1300 Yonge Street, Suite 600
Toronto, Ontario M4T 1X3

Please be advised that all application materials and information provided to the OHTN, including personal information such as sexual orientation or HIV status, are kept strictly confidential and only forwarded to the members of the OHTN Review Committee and external grant reviewers, as needed. Submitted information 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: Please allow a sufficient amount of time to ensure successful electronic submission. File limits have been imposed to ensure your application is accessible to reviewers. All forms and uploads from your Financial Administrator or Host Institution must also be complete and submitted by the deadline. If you experience any difficulty with the online process, please notify [program staff](#) at least 24 hours prior to the deadline so that any issues may be resolved.

If your application is approved, you will be asked to submit the additional information below:

Team CCVs

All additional team members (Co-Applicants, Collaborators, and Knowledge Users) should include a completed [Common CV](#) using the OHTN template. There are two possible templates that can be used: Academic or Community/Knowledge User. Please collate before submitting.

Ethics Documents

Submit collated copies of related ethics board approvals, copies of consent forms to be signed by prospective participants, or other explanatory materials for distribution. 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 versions are not yet available.

Signature Page

Download and complete the [signature page](#) form. The signature page certifies that the signatory supports the application and will assume the role and responsibilities described in the proposal. All members of the research team are expected to sign this document. Please collate prior to submission.

Additional Resources

The Ontario HIV Epidemiology and Surveillance Initiative (OHESI)

OHESI provides access to timely, relevant, and comprehensive information about the epidemiology of HIV in Ontario, and disseminates this information more widely to different groups of stakeholders. If you are looking for HIV epidemiologic data specific to Ontario, please visit the [OHESI website](#).

The Ontario Cohort Study (OCS)

OCS data can be used to support data use, evidence production, and development of evidence-sharing and impact activities. OCS is a rich source of clinical, socio-behavioural, and population health data.

Individuals interested in using OCS will have access to:

- Clinical data obtained through participants' clinic records
- Psychosocial and behavioural data collected through an interviewer-administered standardized questionnaire
- Serological and viral load test data collected by Public Health Ontario Laboratory

All of the data in the OCS is anonymized and cannot be linked back to the participant.

There are two ways to use OCS data:

- Linking with external databases
- Accessing the OHTN cohort study data

Please consider the information below, should you decide to access the OCS data:

- Before the LOI deadline, contact the [OCS Research Coordinator](#) to submit your request
- Your LOI application should outline your research objectives/questions related to the OCS and affirm that the OCS PI has reviewed them
- Your full application must include a Feasibility Letter provided by the OCS PI
- Please note that between the LOI stage and the full application stage, the OCS will ask you develop an OCS data analysis plan

For more information about the OCS, please visit the [OCS website](#).

Grant Impact Planning

- [Impact Strategy Assessment Checklist for Grant Applications](#): a checklist to help you assess the completeness of your Impact Strategy for research projects and grant applications
- [Impact in Research Grant Applications](#): a guidance and planning sheet that will help you plan how to complete the impact sections of grant applications
- [How to Write a Winning Impact Summary and Pathway to Impact](#): a blog and podcast with guidance about impact summaries
- [Supporting Research Impact in Grant Applications](#) : a webinar related to research and practice on research impact planning

Knowledge Translation Resources

- [CIHR's Guide to Knowledge Translation Planning](#): an overview of integrated and end-of-grant KT approaches, including worksheets and sample project proposals
- [Knowledge Translation in Health Care: Moving from Evidence to Practice](#): a compilation of chapters written by experts on a wide range of KT topics.
- [Knowledge Mobilization Planner](#): a user-friendly toolkit from The Ontario Centre of Excellence for Children and Youth Mental Health that connects to a number of other resources.
- [Knowledge Translation Planning Template](#): a comprehensive, step-by-step tool to address the essential components, developed and refined by The Hospital for Sick Kids and Melanie Barwick

General Advice on Grant Writing

- [Guidebook For New Principal Investigators: Advice on Applying for a Grant, Writing Papers, Setting up a Research Team and Managing Your Time](#) by Roderick McInnes, Brenda Andrews and Richard Rachubinski (CIHR)
- [A Guide for Proposal Writing](#) (National Science Foundation)
- [Research Funding: 10 Tips for Writing a Successful Application](#) (The Guardian)
- [Ten Ways to Write a Better Grant](#) (The Scientist)
- [Ten Simple Rules for Getting Funded](#) (PLoS Computational Biology)

Evaluation Criteria and Review Process

LOI applications will be reviewed independently by the OHTN Review Committee for relevance, evidence of community engagement, and potential impact. Successful applicants will be invited to submit a full application.

Full applications will be reviewed independently by the OHTN Review Committee for relevance, impact, efficiency, context sensitivity, sustainability, and feasibility. Based on the review, OHTN's Executive Director will recommend candidates to the OHTN Board for final funding consideration.

- **Relevance:** The proposal has the potential to drive improvements in Ontario's prevention, treatment and care cascade for one or more priority populations and contributes towards a [rapid learning health and social system](#) for HIV in Ontario.
- **Impact-Focus:** The evidence-sharing and impact plan accompanying each proposal: (a) identifies one or more stakeholders (e.g. community based organizations, clinics, local health integrated networks, policymakers); (b) describes the outcomes of any evidence-sharing and educational activities (e.g. re-designed services or policies) and how they will contribute to achieving the Endgame 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 achieved the desired impacts or that corrective action was taken to address identified concerns.
- **Efficiency:** The data or evidence used in the proposal is 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 the use and impact of the collected information and insights.
- **Context Sensitivity:** The data and evidence-sharing activities 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 and the capacity to implement and scale up any programs or interventions being studied or promoted. The interventions themselves must be feasible in the Ontario context (e.g. do not require a level of investment, model of funding, or staffing structure the system cannot support).

- **Good Value for Money and Sustainability:** The benefit or 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 necessary to deliver the program or intervention are in place. No one else is better positioned to deliver the program or initiative.

OHTN Engagement Accord

Successful applicants commit to meet the expectation of the [OHTN Engagement Accord](#). They work in a highly collaborative way to actively engage the communities most affected by HIV; ensure rigorous data, evidence-sharing, and impact activities; build partnerships that can drive change; engage in collaborative knowledge-sharing processes; and demonstrate accountability for the use of grant funds.

Reporting Requirements

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

The following reporting requirements will help demonstrate the progress and success of the OHTN Game Changer Awards. Report templates are accessible via the [online grants portal](#).

- Annual narrative progress reports (3-5 pages), including questions about deliverables, challenges and successes, additional funding, community engagement, knowledge dissemination, and capacity building
- Annual impact plans
- Bi-annual impact progress meetings via teleconference (30 minutes)
- Annual financial reports detailing how funds were spent
- A final narrative report (5-6 pages)
- A post-final narrative report one year past the end date of the award to assess progress since the completion of the award term

OHTN grantees are expected to be leaders in Ontario and an active part of the broader Ontario HIV community and OHTN network, as outlined in the [award description](#). They will be resources for scientific information and data for policy makers and media.

Grantees will be accountable to the OHTN and to the people living with HIV who are impacted by their work. Successful candidates are expected to work with a Community Advisory Committee (comprised of people living with HIV and their health care providers) to inform the development of data and evidence-sharing initiatives and future research 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 grantees to: understand the context for their work; assist with managing challenges; help them meet their objectives; and understand and help disseminate findings.

Communication Requirements

1. Significant deviations from the original approved objectives, methodologies, budget, or other major changes 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 Nominated Principal Applicant to take a leadership role in developing strategies to meet the needs of the priority communities with whom they work. The grantee is expected to collaborate with the OHTN, other OHTN-funded leaders, and community stakeholders in developing such strategies.
4. Plain Language Summaries and other materials describing the project 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 their 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 narrative reports, surveys, interviews, etc.) and workshops, and providing data or reports as required for assessing progress and results.
6. The following acknowledgement must be included in all publications resulting from data, evidence-sharing, and impact activities supported by the OHTN: *This project is supported by a grant from the Ontario HIV Treatment Network (OHTN).*

Contact Information

For questions regarding this Request for Proposals, please contact:

Lydia Makoroka

Senior Lead, HIV Endgame Program

416-642-6486 x2244

lmakoroka@ohntn.on.ca