HIV ENDGAME PROGRAM

**Endgame Leader Grants:
Policy and Practice Application Guidelines**

LOI Application Deadline: **October 18, 2022** (12:00 pm EST)

Results of LOI: November 2022

Full Application Deadline: **January 16, 2023** (12:00 pm EST)

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 response 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.

Seven Areas of Rapid Learning	**Populations most affected by HIV**
- Effective PrEP scale-up in Ontario - Population-focused prevention and health promotion - HIV testing - Linkage, adherence, and retention in care - Clinical care standards and capacity - Integration of services - Mental health and well-being of people living with and at risk of HIV (including stigma reduction)	- People living with HIV - 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.

Grant Description

The Endgame Leader Policy and Practice Grant recognizes service providers and health care professionals who already have influence with(in) HIV-affected communities and who have relevant and impactful plans to translate data and evidence into improved programs and care. This grant provides a tool for the OHTN to advance program and policy change in Ontario by supporting effective leaders.

The grant supports applicants by contributing towards the grantee's salary (or that of a support staff member) in order to free the Policy and Practice Leader's time to:

- Lead and nurture data, evidence-sharing, and impact initiatives that emerge from community priorities; work with the populations most affected by HIV in Ontario; and have immediate potential to enhance the care of people living with HIV, decrease the transmission of HIV, or reduce the stigmatization of people living with HIV
- Create programs, policies, and protocols designed to move evidence into practice
- Mentor innovators, caregivers, and community-based providers to address the needs of communities and to generate evidence designed to improve programs and care for people living with and at risk of HIV
- Spur practice changes within their organization or practice community that reflect generated data or evidence

The Policy and Practice Grant provides salary support for leaders who are interested in working closely and collaboratively with the OHTN to drive change, contribute to rapid learning and improvement in our sector, and build HIV innovation capacity in Ontario.

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

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

Funds Available
<u>Duration</u>: up to three years
<u>Maximum annual funding</u>: up to $75,000

Payments will be made annually based on the submission of satisfactory progress narrative and financial reports (see reporting requirements).

Eligibility Criteria
The OHTN seeks proposals from individuals who:
- Have a documented history of working in a collaborative and culturally respectful way with people living with HIV, clinicians, community-based organizations, policy makers, and researchers
- Have a demonstrated track record of involvement in research that has influenced policy or practice
- Have developed a data, evidence-sharing, and impact plan that:
  - Meaningfully engages affected communities – as mentees and members of project teams – involving community members throughout the process, including decision-making and implementation of results
  - Is solution-focused; seeks to develop, implement, and evaluate interventions, programs, services, treatments, or policies to address issues that are relevant to the populations most affected by HIV in Ontario
  - Will support the implementation of a new or improved program, service, treatment, or policy that will bring about change
  - Will contribute to a rapid learning health and social system for HIV in Ontario
- Hold a position (e.g. clinician, health or program planner, decision maker, service provider) that enables the grantee to influence policy or practice
- Hold an appointment in an appropriate host organization in Ontario that:
  - Has demonstrated a commitment to engaging in data and evidence-based practice, policy, and programming

- o Has approved the grantee's plan detailing how their regular responsibilities will be covered to ensure the committed time release
  - o Eligible institutions include hospitals, HIV agencies, research institutes, and university faculties and departments
- Have primary employment and residence in Ontario

In addition, Policy and Practice applicants are expected to meet the criteria outlined below:
- Outstanding innovator and leader with the capacity to influence policy or practice in a field where issues relevant to Ontario's HIV needs have been identified
- Formally or informally mentor and influence others within a priority population in order to effectively apply generated evidence and improve prevention, treatment, and care for this population

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

Endgame Leader Grants may not be held concurrently with any other salary awards, such as CIHR New Investigator Awards or Canada Research Chairs. Applicants who currently hold a salary award may apply only if the current award will end by the start date of the HIV Endgame Leader Grant period.

Expected Commitments

A successful Policy and Practice candidate is expected to:
- Be an active part of the OHTN network and the broader Ontario HIV community,
- Be a leader for change and act as a source of expertise for program, policy, and practice development; and contribute to learning and improvement within Ontario's HIV sector
- Participate in rapid learning and improvement initiatives that emerge from OHTN's collective impact work
- Collaborate with other OHTN Leaders, share information with, and seek feedback from other OHTN-funded teams and the broader network, especially those communities affected by the proposed work
- Work to improve the HIV prevention, treatment, and care cascade in Ontario and health systems and services for people living with and at risk of HIV
- Secure additional funds to execute the proposed data, evidence-sharing, and impact plan

How to Apply

Applicants must submit a Letter of Intent for review by **October 18, 2022 at 12:00pm (EST)**.

If approved by the review committee, the applicant will be invited to submit a full application. Notifications will be sent to successful candidates in November 2022 by email.

The deadline to submit a full application is **January 16, 2023 at 12:00pm (EST).**

Letter of Intent (LOI)

Applicants will complete and submit a LOI application via the OHTN grants portal. The required steps are described below:

1. Create or log in to your OHTN grants portal account. Incomplete applications may be saved and returned to at a later date
2. Complete the Eligibility Questions
3. Complete LOI – Award Information (Endgame Leader): amount requested (see: Funds Available), and duration of grant (up to 3 years)
4. Complete LOI – Policy and Practice Award Application Form:
   - Complete Principal Applicant contact information
   - Indicate relevant areas of learning and improvement
   - Describe Relevance of proposed data, evidence-sharing, and impact plan
   - Describe Stakeholder Engagement Plan
5. Upload a brief Project Plan
6. Upload a list of grants or awards held in the previous three years
7. Upload a list of any relevant publications released within the last three years
8. Upload a list of past successes, including how they have led to impacts on policy and practice issues for HIV in Ontario
9. Upload a list of Previous Accomplishments (for those who have held a Policy and Practice Grant in the past)
10. Upload Applicant CCV
11. Upload a completed Disclosure Statement
12. Review and submit your application by the deadline

Note: All uploads should be in PDF format.

Relevance

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

Stakeholder Engagement Plan

Stakeholder engagement is an essential mechanism to ensure that data, evidence-sharing, and impact activities are relevant to community needs. This is the first characteristic of a rapid learning health and social system. Broad stakeholder collaboration will ensure greater relevance and potential for impact.

Please 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, capacity-building, dissemination, uptake, impact, or other activities. Describe the engagement process to be applied in the current proposal. The OHTN requires Policy and Practice Grant recipients to meaningfully engage the HIV community in all stages of the process, from conception and development to dissemination and uptake. Applicants are strongly encouraged to partner with people living with HIV, clinicians, community-based organizations, policy makers, and other researchers *(maximum 300 words, entered directly into application form).*

Project Plan

The project plan (max. 4 pages) should contain the following information:

- Background and rationale explaining how the candidate is uniquely suited to undertake data and evidence activities that a) advance the needs of one or more priority populations and b) influence the implementation of programs and services
- An explanation of how this work emerged from the needs of the community and overview of the current environment
- A brief description of any data, evidence-sharing, and impact activities to be conducted, including: objectives, methods, analyses, and partnerships or collaborations that will enable this work. **Note**: *A detailed discussion of methods and analytical approaches is not required or expected.*
- A description of the measures that the candidate will take to apply the generated evidence (or emerging evidence from other individuals) in order to develop new programs, policies, and services
- A description of how the candidate's activities will build capacity for data, evidence-sharing, and effective implementation of evidence by clinicians and service providers
- Overall amount requested (including the annual amount requested, an explanation of time release, and description of the proposed activities)
- Anticipated challenges, limitations, and proposed solutions
- A discussion of the ethical implications of the proposed activities (including risks to individuals and communities) and how they will be mitigated

Previous Accomplishments

If you have held an OHTN Policy and Practice Grant in the past, please list three major accomplishments that can be attributed to this previous grant. The list should include outcomes of your evidence-sharing, impact, and capacity building activities.

Applicant CCV

The applicant should include a completed Common CV using the CIHR biosketch.

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 Arju Nishimura, Lead, HIV Endgame Program.

End of LOI Stage

Successful applicants will be notified in November 2022 and
invited to submit a full application.

Full Application

1. Log in to your OHTN grants portal account. Incomplete applications may be saved and returned to at a later date
2. Provide Financial Administrator Information
3. Provide Referee Information
4. Complete the Policy and Practice Leader Award: Full Application Form:
   - Review Principal Applicant contact information
   - Review Relevance of proposed data, evidence-sharing, and impact plan
   - Review Stakeholder Engagement Plan
   - Indicate relevant areas of learning and improvement
   - Complete Plain Language Summary
5. Upload Full Proposal
6. Upload Timeline
7. Upload Budget & Budget Justification
8. Upload Overview of Previous Activities
9. Upload Applicant CCV
10. Upload Host Institution Information
11. Upload relevant Appendices
12. Upload Ethics Documents
13. Upload Letters of Support
14. 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 you are 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. Please note that you will not be able to submit your application until the financial administrator has completed this form.

Note: To ensure adequate time for their response, please complete this task no later than 2 weeks prior to the application deadline.

Referee Information

Please provide the contact information of **three** individuals with whom you have worked, and who are in a position to give an assessment of your suitability for the Policy and Practice Grant. Once the task is submitted, your referees will receive an email asking them to log in to the grants portal and upload a letter of reference.

Note: You will not be able to submit your application until the referees have 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

Please provide a concise summary of the proposed data and evidence-sharing activities and the anticipated impacts on the populations most affected by HIV in Ontario. Describe the approaches used to facilitate the desired outcomes and impact. Note: This summary will be posted on the OHTN website if the project is awarded funding. *(maximum 500 words, entered directly into application form)*

Full 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) *Data, evidence-sharing, and impact plan (approximately 7- 10 pages)*
   - A description of the data, evidence-sharing, and impact plan, including objectives, methods, analyses, and outcomes
   - A description of how the proposed work fulfills the core components of the Endgame Leader Grants
   - A description of complementary or conflicting projects being pursued by others, how your work is positioned within this context, and how it avoids duplication
   - Anticipated challenges and proposed solutions
   - A discussion of the ethical implications of the proposed activities (including risks to individuals and communities) and how they will be mitigated
   - Evidence of previous success in moving outcomes into action at the program, practice, or policy levels
   - Evidence-sharing methods and impact approaches for the current proposal

b) *Areas of learning and improvement (approximately 1-2 pages)*

- A description of the areas of learning and improvement to be addressed by the proposed data, evidence-sharing, and impact plan
- Details about relevant partners and stakeholders needed to successfully meet the areas of learning and improvement
- Details about the steps needed to successfully address the areas of learning and improvement at the program or policy level

c) *Impacts (approximately 1-2 pages)*
   - A description of the envisioned short-, medium-, and long-term outcomes of this work, how it will impact one or more of the populations most affected by HIV in Ontario, and the steps required to achieve that impact
   - An explanation of how this grant 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
   - Measures by which the success of this grant is assessed include:
     - Enhancement of existing programs or development of new programs
     - Development of an evidence-informed or community-based research culture
     - Integration of project findings into practice, including new practice protocols or guidelines
     - Grey literature, peer-reviewed publications, presentations, or workshops
     - Mechanisms that demonstrate the uptake of knowledge by other sectors or organizations across the province

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
A year-by-year plan for the proposed activities, including proposed and anticipated impacts and relevance to areas of learning and improvement. A template is available in the online grants portal.

Budget & Budget Justification
Maximum annual funds available and grant duration are listed under Funds Available.

Provide a separate narrative that justifies the requested budget using the following guidelines:
- *Salary Amount*: Indicate the proportion of time to be dedicated to data, evidence-sharing, and impact activities, and whether this includes pro-rated benefits for the proportion of time being requested. Describe how the additional salary support will reduce current workload obligations (this must be consistent with information from the Host Institution). The salary amount is not intended to cover the full proportion of time committed to data, evidence-sharing, and impact activities – only the additional time and pro-rated benefits afforded by this grant.

Overview of Previous Activities (max. 3 pages)

If you have held an OHTN Policy and Practice Grant within the last five years, please upload a brief overview of the outcomes of your evidence-sharing, impact, and capacity building activities during the tenure of your past Policy and Practice Grant.

Applicant CCV

Applicants should include a completed Common CV using the CIHR biosketch.

Host Institution Information

Please upload the Host Institution Verification Form and a letter of support.

The Host Institution Verification Form certifies the institution's support of the application; articulates the total salary support and benefits being requested; and describes the reduced teaching, clinical, or service workload in exchange for the expanded data, evidence-sharing, impact, and mentoring workload.

Note: *The salary amount allocated for the grantee is not intended to cover the full proportion of time committed to data, evidence sharing, and impact plan – only the additional time and pro-rated benefits afforded by this grant.*

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

Appendices

1. Applicants should upload questionnaires, surveys, or other tools related to the current proposal.
2. 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.
3. Applicants may upload up to three (3) products (presentations, testimonials, summaries, etc.) that demonstrate evidence sharing and uptake from previous work.

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

Ethics Documents

Upload collated copies of related ethics board approvals, copies of consent forms to be signed by prospective participants, or other explanatory materials for distribution. Draft versions are encouraged if final approved versions are not available. Final approved versions should be submitted when available, and annual renewal letters from the relevant REBs must be submitted to the OHTN in a timely manner.

Letters of Support (max. 3 letters)

If your activities involve the support or collaboration of external organizations or individuals, please submit letters of support indicating their approval of, role in, and commitment to your proposed data, evidence-sharing, and impact plan. Letters of support from decision makers (people who have or will use the results of your work) are particularly significant. Please collate prior to uploading.

Submitting the Proposal

A complete LOI application must be submitted electronically by **October 18, 2022 at 12:00pm (EST)**. Full applications must be submitted by **January 16, 2023 at 12:00pm (EST).**

No changes can be made to a grant application after the submission deadline.

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 program staff 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, Host Institution, or Referees 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.

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 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

Should you decide to access the OCS data, please consider the information below:
- 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 Principal Investigator has reviewed them
- Your full application must include a feasibility letter provided by the OCS Principal Investigator
- 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

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 plan accompanying each program or initiative: (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 community 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, evidence-sharing, and impact activities 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 or 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 required to deliver the program or intervention are in place. No one else is better positioned to deliver the program or initiative.
- **Approach:** The methodology, measurement, analysis, and ethical considerations are thorough, methodically rigorous, and will successfully lead to data, evidence-sharing, and impact.

OHTN Engagement Accord

Successful candidates commit to meet the expectations 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 and approval of progress 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 help demonstrate the progress and success of the OHTN Endgame Leader Grants. Report templates are accessible via the online grants portal.

- Initial impact plan
- Annual narrative progress reports (3-5 pages), including questions about deliverables, challenges and successes, additional funding, community engagement, knowledge dissemination, capacity building, and impact
- 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 grant to assess progress since the completion of the grant term

A successful OHTN Policy and Practice Grant candidate 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 grant description. This person will be a resource for scientific information and data for policy makers and media.

The Policy and Practice Leader will be accountable to the OHTN and to the people living with HIV who are impacted by their work. The successful candidate is 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 grantee will be expected to demonstrate collaborations with relevant community stakeholders, and the OHTN will verify these independently.

OHTN staff will work closely with funded innovators to: understand the context for their work; assist with managing challenges; help them meet their objectives; and understand and help disseminate findings.

Communication Requirements

1. Significant deviations from the original approved objectives, methodology, budget, or other major changes must receive written authorization from the OHTN prior to being implemented. 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 grant to assist the OHTN in its evaluation of the funding program.

3. The OHTN expects the grantee to take a leadership role in developing strategies to meet the needs of the priority communities with which 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 program of research 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 researchers 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:

OHTN HIV ENDGAME PROGRAM STAFF

funding@ohtn.on.ca