

Application Instructions

Program Goal

The goal of this grant funding opportunity is to improve the treatment outcome, well-being, and quality of care for individuals receiving outpatient treatment services for opioid or other substance use and mental health disorders. The Root Center Research Initiative Grant Opportunity funds research projects for one year with a **maximum amount of \$100,000 per award for the purpose of advancing treatment and recovery from opioid or other substance use and mental health disorders.**

Standards for Selection

Applications will be evaluated on the alignment of the research aim with the research topics of interest, mission and/or goals of the Root Center; the scientific merit of the research question and methods; the degree to which the experience of the key personnel is related to the project activities, including efforts to integrate research findings into Root Center program enhancement; and the appropriateness of the overall cost to the project goals.

How to Apply

- Complete the Letter of Intent (LOI) and submit by May 15, 2022.
- After a review of all letters of intent, selected applicants will be notified by May 30, 2022, and invited to submit a full application.
- Full applications due by October 1, 2022.
- The Grant term begins January 2, 2023.
- Submit all forms electronically to The Root Center Research Coordinator (Gabrielle.Bostwick@rootcenter.org)

Application Format

The application includes forms as well as narrative sections which must all be completed according to instructions. Please refer to the Application Summary Checklist (page 6 of this document) before submitting your application. The checklist does not need to be included in your application submission. Submissions that do not comply with all requirements will not be considered by the review committee.

Your electronic submission should contain three files only. Please do not include a cover letter.

1. The application should be saved as a PDF file and include the PI's last name in the document label. Your document footer should also contain PI's last name.
2. All letters of support should be together in one PDF file and include PI's last name in the document label. Letters should contain signatures.
3. All Bio-sketches should be together in one PDF file and include PI's last name in the document.

Any questions regarding submission requirements may be directed to Gabrielle.Bostwick@rootcenter.org

Application Content

Applications must include all of the following sections in the order specified below:

Section 1

Application Face Sheet (form)

The form provided must be signed by the principal investigator and responsible institutional officer.

Section 2

a. Project Summary (narrative)

Applicants should be aware that this section may be used by the Root Center for Advanced Recovery in newsletters, annual reports and social media for those projects that are awarded a grant.

This summary must not exceed 250 words and must include the following:

1. Research goal, aims and how the proposed project addresses research topics of interest, mission and/or goals of the Root Center
2. What approaches do you anticipate using to implement research findings into practice and policy if implementation is deemed warranted?

b. Glossary of Acronyms and Abbreviations (List)

Provide an alphabetical list of acronyms and abbreviations used in the application along with the full word or phrase.

Section 3

Project Description (narrative)

The project description (sections 3-8) must be (3-5 pages) excluding references. Include all figures and tables within these (3-5) pages. Supplemental material (including appendices) will not be accepted, except for copies of unpublished or less well-known instruments proposed for use. Use standard typeface, 11- 12 point size type, no more than six lines per vertical inch, with one-inch margins. Provide the following information in this order with each subheading.

- I. Introduction, background, and significance of the project topic. Address the importance of the problem to be researched. Include a description of the current state of knowledge, noting if there have been meta-analyses or systematic reviews in the area and what their conclusions have been. Discuss the questions to be addressed and the long-term implications of the proposed work, specifically how this promotes improved treatment of individuals with opioid or other substance use and mental health disorders as described in the program announcement.
- II. Research study (Letter each section)
 - a. How will the proposed research study contribute to improving treatment outcome, well-being, and quality of care for individuals receiving outpatient treatment services for opioid or other substance use and mental health disorders will be assessed?

- b. Preliminary data. Present data from research previously done that is related to the research question(s) to be addressed in this project.
- c. Methods, research plan and analyses. Describe validation of study instruments, the study population, plans to recruit that population, and your analysis that determined the required sample size. If prepackaged software is to be used for statistical analysis, cite the name(s). Also, describe anticipated analyses, including data screening, replacement of missing data, hypothesis testing, secondary or post hoc analyses and qualitative methods to be used.
- d. Describe the data you will be using in your research. Include the purpose of the data, how and when the data were or will be collected, any checks used to assure the validity of the data, and any non-random biases that might impact the data.
 - d2. Describe the review done to ensure that research questions, protocols, sampling, and data analyses do not inadvertently mask or exacerbate racial, ethnic or gender health inequities.
 - d3. Describe who owns the data and, if you or the Root Center are not the owner, what assurances you have that you will be able to use and to publish from the data.
- e. Describe any planned opportunities for co-design or planned approaches to re-assess the intervention if warranted throughout the study period.

III. Integration between research team and Root Center (letter each section)

- a. Describe how the Root Center's research interests, mission and/or goals are aligned with the research goals.
- b. Describe how this study will help with ongoing or planned improvement activities or goals and why these activities or goals need a research design.
- c. Describe the roles that Root Center personnel will be engaged in for this project. Include a brief description of previous work done together.
- d. Describe what resources the Root Center will need to commit to support this project.

IV. Knowledge transfer and integration or implementation activities (letter each section)

- a. What approaches do you anticipate using to implement research findings into practice and policy if implementation is deemed warranted? Include activities that will be conducted during and after the study period.
- b. What do you see as the impact from this project in five years?

V. References & Citations

Section 4

Project Milestones and Key Activities (form)

List milestones and key activities to be completed during the grant term. These relate to both the research component and any activities conducted during the duration of the award that will facilitate knowledge transfer and implementation of findings when the study is completed.

Section 5

a. Budget (form)

The Root Center for Advanced Recovery will fund only those costs specific to conducting the proposed activities described in the application. The Root Center will not pay to support facilities, equipment or salaries that are already supported through other funding mechanisms. Root Center grant funds may not be intentionally applied for or used by any department or principal investigator when there are funds currently allocated or available for the proposed project (or which appear to be reasonably assured) from other sources. See “Funding Commitment and Permitted Use of Funds” in the grant opportunity description for additional information on funding policies. The Root Center is willing to collaborate with other funding sources in support of a project, provided that the Root Center is given assurance that the aggregate of funding does not exceed the project’s costs. Any organization that is listed as a funding collaborator must attest to their intent to participate in the project in letter form as part of this application.

The request for Root Center funding must be clearly accounted for in each budget category in the budget request forms that follow. A detailed description of the use of funds must be provided in the Budget Justification narrative and clearly specify any parts of the budget that will be used to support knowledge uptake components as described in Section 3 of the project description. If the proposed project will be supported in part by other funders, use the Budget Justification to list these sources and amounts of funds.

Project costs associated with the use of subcontractors must be itemized in the category labeled Other Expenses on the budget forms.

Annual Budget Form

Complete the form showing the funds requested from the Root Center according to the breakouts described below for the one-year duration of funding.

Personnel: All team members should be listed here. Requested salaries should be for full- or part-time professionals or technical assistants who are normally paid from the research projects to which they are assigned. The Root Center does adhere to the NIH salary cap guidelines.

Note: Team members should be listed in the personnel category along with the principal investigator. If a team member is from a different institution or organization, only list their name, role, and percentage of effort in the personnel category, all cost information should be included in the “other expenses” category.

Note: percent effort on a project may exceed the percent of total amount requested, but percent of total requested may not exceed percent effort.

Equipment: Requests for items of equipment will be evaluated on their merit in relation to their importance to the project.

Supplies: Supplies included in the budget must be required for the conduct of the research project. Travel: Funds to cover the cost of travel required for the research project may be included.

Participant Costs: Include expenses related to participant reimbursement and other clinical and/or project costs related to their participation in the research.

Other Expenses: Use this category to list all other project expenses including those assigned to subcontractors. Itemize all subcontractor costs by category.

Indirect: Indirect costs may be requested by the applicant institution, not to exceed 10% of direct costs exclusive of equipment purchases.

Total Cost for Proposed Project: - Roll up total cost for project year.

b. Budget Justification (narrative)

Provide a brief and clear explanation of all significant expenses in the budget

Section 6

Current and Pending Support (narrative)

List current sources of research support for the principal investigator and key personnel. Include title of project, status (active or pending), source of funds, and period of support.

Section 7

Research Ethics (narrative)

- a. In a brief statement, please provide evidence of specific education or training in research ethics, with specific attention to (a) protection of human research subjects, (b) avoidance of scientific misconduct, and (c) avoidance of conflicts of interest. If you are a clinician, please provide evidence of conversancy with health care ethics.

- b. Briefly describe your data security and monitoring plan.

Section 8

Informed Consent of Human Subjects (attach form)

Safeguarding the rights and welfare of human subjects in projects supported under awards from the Root Center is of foremost importance and is the sole responsibility of the grantee institution or organization accountable for the funds awarded and administratively responsible for the conduct of the project. For the application, a draft or approved copy of the form(s) which will be used to obtain informed consent of human subjects must accompany the proposal. A copy of any clinical treatment protocols which will be used in the study must be provided for review by the Root Center's research review committee.

Section 9

Letters of Support (attach in separate file)

The application must include the following.

- a. A letter from the principal investigator's department or section head who can attest to and monitor the PI's work, time commitments and activities. The letter must indicate the principal investigator's qualifications to conduct the proposed research at the Root Center.
- b. Letter of support from any funding collaborator (if applicable).

Section 10

Curriculum Vitae (attach in separate file)

Curriculum vitae (CV) for the principal investigator and any co-investigators on the application using the NIH-formatted Biosketch format. If a member of the team does not have a curriculum vitae, please provide a resume.

For further information on the application procedures and forms, please visit our website at www.rootcenter.org or email Gabrielle.bostwick@rootcenter.org.

Application Summary Checklist

	Section Number	Format	Included
Application Face Sheet	1	Form	
Project Summary	2a	Narrative	
Glossary of Acronyms & Abbreviations	2b	List	
Project Description	3	Narrative	
Project Milestones & Key Activities	4	Form	
Budget	5a	Form	
Budget Justification	5b	Narrative	
Current and Pending Support	6	Narrative	
Research Ethics	7	Narrative	
Informed Consent of Human Subjects	8	Insert Form	
Letters of Institutional Support	9	Attachment	
Curriculum Vitae	10	Attachment	

