

# *Request for Proposal*



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## *Application Information*

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Announcement/Opportunity:

Sponsor Due Date:

Website to Announcement/Opportunity:

Submission Type:

Sponsor Name:

Prime Sponsor:

Title of your proposal:

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## *Investigator Information*

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MPI:      No      Yes

Contact PI:

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## *Principal Investigator Contact Information*

First Name:

Last Name:

Job Title:

E-mail Address:

Phone:

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***Co-MPI Contact Information***    **NOTE: If more than one co-MPI, list in comments section below**

First Name:

Last Name:

Institution

Job Title:

Email Address:

Phone:

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***Subcontractor Information***

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Sub  
Included:

Yes

No

Number of outgoing subcontracts:

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***Subsite PI Information***    **NOTE: If more than one co-MPI, list in comments section below**

First Name:

Last Name:

Job Title:

Email:

Phone:

Institution:

Street Address:

City:

State:

Zip code:

Administrative Contact Email:

Administrative Contact Phone:

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## ***Budget***

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Budget  
Type:

Modular  
Detail

Project Start

Project End

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### ***Personnel (including PI)***

Name: Key?: Role: Effort %:

Name: Key?: Role: Effort %:

Name: Key?: Role: Effort %:

Name: Key?: Role: Effort %:

Name: Key?: Role: Effort %:

Name: Key?: Role: Effort %:

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## ***Special Reviews***

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Animals Status Protocol Approval Date Exp. Date

Human Subjects Status Protocol Approval Date Exp. Date

Biohazards Status Protocol Approval Date Exp. Date

Recom DNA Status Protocol Approval Date Exp. Date

Select Agents Status Protocol Approval Date Exp. Date

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## Questionnaire

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1. If this is a resubmission or a competitive renewal, provide the prior grant number:

2. Is this project a clinical trial or contain a clinical trial component? Yes      No

3. Are infectious materials being used? Yes      No

If yes, list

4. Are genetically modified organisms used or produced? Yes      No

If yes, list

5. Will this project involve a technology (whether or not patented) that you or another UMB investigator invented?  
Yes      No

If yes, list

6. Does any UMB investigator or project staff have a potential conflict of interest with the sponsor, a subcontractor, or other organizations having financial interest in the proposed project? Yes      No  
If yes, please briefly explain the potential conflict of interest that may occur:

7. Will this project involve any communications and/or financial transaction with foreign countries or their citizens or foreign organizations, or shipment of equipment, data, biological/chemical materials, software or information outside the U.S.? Yes      No

8. Are there any visiting/volunteer personnel in your laboratory involved with this project? Yes      No

If yes, please list the information for each individual below:

Name	Email Address	Home Institution	Is this individual financially supported by their home insitution?		Is this individual considered key personnel on this project?	
			Yes	No	Yes	No
			Yes	No	Yes	No
			Yes	No	Yes	No
			Yes	No	Yes	No
			Yes	No	Yes	No

9. Will any Key Persons or Co-PI named on this proposal be located in the European Union? Yes      No

10. Will this proposal have a site based in the European Union? Yes      No

11. Will this proposal have planned recruitment or data collection from participants while they are located in the European Union? Yes      No

12. Does the proposed work require human subjects informed consent? IRB Approved Protocol? Yes No  
Yes No Exemption # (if applicable)

12. a. If no, but human subject/tissue used, why is informed consent not required?

13. Maryland Law prohibits a UMB employee from serving as PI for, or managing, a project involving funding for, or work by, the employee's spouse, parent, child or sibling. Is anyone who will be involved in the project a spouse, parent, child or sibling of the PI, a co-PI or a financial administrator for the project? Yes No

14. For all proposals being submitted to a PHS Agency (NIH, AHRQ, CDC, FDA, SAMSHA), have you and all of the individuals who are in the proposed project team completed the UMB Financial Conflict of Interest (FCOI) training and submitted a disclosure to the UMB Office of Research Integrity? (federal regulations require this prior to submission of the proposal). Info at: <http://www.umaryland.edu/offices/accountability/coi.html>  
Yes No

15. Does the application include Proprietary/Privileged information? Yes No

16. Does any of the work to be performed include GLP lab experiments or animal husbandry? Yes No

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***UMGCCC Office of Community Outreach and Engagement (COE)***

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Study Title:

Study PI:

PI Contact Email:

Lay summary of the research (150 word max), written in plain language:

Please respond to the following questions (check all that apply):

YES NO

- Interest in obtaining community/patient feedback on the abstract?
- Do you give permission to the Office of COE to share your abstract with community members and/or patients?
- Would a Office of COE letter of support add value to your application? (see sample, attached)
- Would you be interested in including catchment area data to support your application? (Office of COE can provide this data- click here for more information: <https://www.umms.org/umgccc/-/media/files/cancer-center/community/community-cancer-needs-assessment.pdf?upd=20210216161436>)
- Other ways the Office of COE can support your application? (write response below)

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The goal of the IDEA Office is to increase the diversity of the UMGCCC research workforce and build a more inclusive, equitable, and accessible community that addresses cancer disparities and advances health. This involves applying IDEA strategies to inform research and support the integration of IDEA throughout UMGCCC's research programs. The IDEA Office will work with you to ensure that your project advances the diversity of faculty, trainees, and staff at UMGCCC.

If you require further assistance with this section, please schedule a time to meet with the IDEA Office by emailing [mraphael@som.umaryland.edu](mailto:mraphael@som.umaryland.edu), [cadebamowo@som.umaryland.edu](mailto:cadebamowo@som.umaryland.edu), and [twebb@som.umaryland.edu](mailto:twebb@som.umaryland.edu).

1. We would like to establish if your study requires IDEA support. To do this, please provide your specific aims below:

2. Would a letter of support from the IDEA Office add value to your application?

No - Thank you for your response. Please stop here and move on to the next section. (Note: The IDEA Office will review your specific aims and may contact you if there are opportunities to advance IDEA initiatives in your proposal.)

Yes - Please answer the remaining questions in this section.

3. Are you interested in utilizing the resources of the IDEA Office to assist with the identification and recruitment of a diverse research workforce?

No - Thank you for your response. Please stop here and move on to the next section. (Note: The IDEA Office will review your specific aims and may contact you if there are opportunities for the IDEA Office resources to support your proposal.)

Yes - Please answer the remaining questions in this section.

4. Are you interested in receiving support for your project from IDEA's infrastructure, including but not limited to our External Advisory Board, Internal Advisory Board, and Institutional Partnership Board? (Choose all that apply. See Board descriptions, attached.)

No      External Advisory Board      Internal Advisory Board      Institutional Partnership Board

5. Do you give permission to the IDEA Office to share your abstract with our External Advisory Board, Internal Advisory Board, and Institutional Partnership Board? (Choose all that apply.)

No      External Advisory Board      Internal Advisory Board      Institutional Partnership Board

6. Would you like the IDEA Office to review and advise on recruitment and implementation strategies for faculty, researchers, staff, and trainees to ensure that your project adheres to the principles of diversity described in the NIH Notice of Interest in Diversity (NOT-OD-20-031)? (Choose all that apply.)

No      Faculty      Researchers      Staff      Trainees

7. Would you like the IDEA Office's assistance with providing resources and collecting data on key IDEA metrics?

Yes      No

8. Would you like the IDEA Office to disseminate materials and findings from your study through our IDEA network?

Yes      No

Describe how this study would advance inclusion, diversity, equity, and/or accessibility at UMGCCC. (1-3 sentences)

Describe how the resources of the IDEA Office would support implementation of your research or training project. (1-3 sentences)

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## ***Additional Information***

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How did you hear about this opportunity?:

Enter any special instructions or more detailed information regarding your request:

***Please email your completed form to Danielle Stegman at [dstegman@som.umaryland.edu](mailto:dstegman@som.umaryland.edu) or Sara Canan at [scanan@som.umaryland.edu](mailto:scanan@som.umaryland.edu) or Rita Stoffel at [rstoffel@som.umaryland.edu](mailto:rstoffel@som.umaryland.edu) in the UMGCCC Grants & Contracts Office***



November 7, 2022

Dr. Djordje Atanackovic  
Professor of Medicine  
University of Maryland, School of Medicine  
Baltimore, MD 21201

Dear Dr. Atanackovic,

I am pleased to provide this letter in support of your proposal to the National Cancer Institute for the study titled “Armored CAR T Cells for the Treatment of Multiple Myeloma.” This study aims to improve CAR T cells to prevent them from becoming exhausted, and improving the anti-tumor function of the CAR T cells. As you know, multiple myeloma takes a disproportionate toll on African Americans in terms of both incidence and mortality. Because our Cancer Center’s catchment area in Central Maryland is 32% African American (and Baltimore City is 62% African American), this study is highly responsive to the cancer burden in our area.

As Associate Director for Community Outreach and Engagement (COE) in the University of Maryland Greenebaum Comprehensive Cancer Center, I prepared to support community engagement activities that could inform the research, its implementation, and dissemination of findings to lay and community audiences. Our goal in COE at the Cancer Center is to apply community outreach and engagement strategies to inform our research and make an impact along the cancer continuum in the catchment area, with a particular focus on eliminating cancer disparities. In particular, this involves applying COE strategies to inform research and support integration of COE throughout the Cancer Center’s research programs.

Specifically, in support of this proposed research, I will:

- Utilize my COE network to assist with the identification and recruitment of relevant community stakeholders on an as-needed basis.
- Help facilitate stakeholder orientation to the research, including assistance with lay science communication.
- Support the translation of the community voice to inform the research if appropriate.
- Support the project using COE infrastructure, including but not limited to our own Community Advisory Board, Cancer Health Ambassadors, and technical assistance for community engagement activities.
- Review and advise on study processes and protocols as relevant to community engagement activities.

- Help disseminate study-related materials and findings through our COE network and social media channels.
- Inform study dissemination activities and help ensure that they are accessible and appropriate for lay audiences.

I remain committed to advancing community-engaged cancer research and look forward to collaborating with your team on this important project.

Sincerely,



Cheryl L. Knott, PhD, FAAHB  
Professor, Department of Behavioral and Community Health  
University of Maryland School of Public Health  
Associate Director of Community Outreach and Engagement  
Co-Leader, Population Science Program  
University of Maryland, Greenebaum Comprehensive Cancer Center

SAMPLE

## **Inclusion, Diversity, Equity, and Accessibility (IDEA) Office**

### **Board Descriptions**

#### **Internal Advisory Board (IAB):**

The purpose of the IAB is to engage members in the implementation of IDEA Office programs and activities, ensure that the programs and cores include IDEA elements in their activities, and provide information to the IDEA Office for reporting purposes in order to successfully fulfill the National Cancer Institute (NCI)'s Plan to Enhance Diversity as outlined in FOA [PAR-21-321](#) and [NOT-OD-20-031](#). Members include all Associate/Assistant Directors, Program Leaders, and Leaders of Shared Services in the University of Maryland Greenebaum Comprehensive Cancer Center (UMGCCC).

#### **External Advisory Board (EAB):**

The purpose of the EAB is to advise the Directors of the UMGCCC's IDEA Office on decisions and strategies that will help the UMGCCC successfully fulfill NCI's Plan to Enhance Diversity as outlined in FOA [PAR-21-321](#) and [NOT-OD-20-031](#). Members are identified as leaders of Diversity, Equity, Inclusion, and Accessibility activities at NCI-designated cancer centers. The EAB is advisory in nature and makes recommendations about IDEA Office programs, initiatives, and strategies.

#### **Institutional Partnership Board (IPB):**

The purpose of the IPB is to ensure that the leadership of all UMGCCC's faculty's institutions are fully aware of IDEA activities, receive feedback on the impact of the activities, and are engaged with institutional diversity initiatives for the purposes of fulfilling NCI's Plan to Enhance Diversity as outlined in FOA [PAR-21-321](#) and [NOT-OD-20-031](#). Members are IDEA program leaders at UMB and its schools, UMMS, and universities within the USM where UMGCCC derives its membership. Membership is also extended to leaders of Maryland Community Colleges and other institutions within UMGCCC's catchment area that conduct cancer research and associate with UMGCCC.

The IPB is an important resource for dissemination of UMGCCC's IDEA program and activities and engagement of UMGCCC's partner institutions. Through the IPB, UMGCCC's IDEA Office disseminates information about its programs and activities to UMGCCC's partner institutions. The IDEA Office receives information from these institutions about their diversity initiatives and opportunities to collaborate with them. The IDEA Office collects, analyzes, and disseminates partner institutions' IDEA-related information to all UMGCCC members.