ROI 2019 Request for Proposals

RadOnc Toolbox App Content Enhancement

Deadline for Project Proposals: August 26, 2019

Purpose and Background

The Radiation Oncology Institute (ROI) supported the development of the RadOnc Toolbox app as a resource for practitioners. The app was initially designed to identify the most effective strategies for managing both acute and late radiation toxicity, and other tools, such as a BED/EQD2 calculator and performance scores were included to assist radiation oncology professionals in their daily practice. More than 3,000 users have downloaded the RadOnc Toolbox app, and many are utilizing it regularly.

The ROI is seeking to expand the scientific content of the RadOnc Toolbox app by adding a section that will incorporate the most important, practice-changing resources for the primary anatomical sites treated with radiation therapy: breast, central nervous system, gastrointestinal tract, genitourinary system, gynecologic malignancies, head and neck, lung, lymphoma/leukemia, metastasis/palliative care, and pediatric cancers. The purpose of this new section of the app is to provide a resource that can be useful at the point-of-care and promote evidence-based practice.

Intent

Through this request for proposals (RFP), the ROI will identify an individual or team to be the RadOnc Toolbox Content Manager(s), who will assemble and summarize resources to be included in the new section of the RadOnc Toolbox app and provide leadership in updating the current content, with a focus on the Toxicity Scales and Drugs sections of the app. Applicants should be familiar with the app and demonstrate enthusiasm for helping to grow and maintain the RadOnc Toolbox as a digital resource for radiation oncology professionals. The individual or team will be responsible for developing the scientific content of the new section of the app and updating the specified current content. The work will be original and will not infringe the rights of any third party. All technical aspects of the app development will be handled by the ASTRO IT staff, and the awardee will be expected to work closely with the ROI and ASTRO staff to complete the project. Organization of the content within the app will be expected to generally follow the existing architecture of the app, with content limited to text or static images.

The selection of the resources to be included in the new section of the RadOnc Toolbox app must be guided by disease site experts, who will ensure that all the relevant resources are being included and key information is accurate. Disease site experts do not need to be members of the individual or team applying for funds, but evidence of accessibility to and collaboration with the disease site experts is required for submission. Competitive proposals will outline a strategy for curating key content that will be broadly applicable, minimizing institutional bias. Each individual or team and disease site expert must comply with reasonable conflict of interest standards established by ROI.

The ROI is committed to the long-term sustainability of the RadOnc Toolbox app as a resource for the radiation oncology community. Work to improve and update the app could extend beyond the scope of the work outlined in this RFP based on the RadOnc Toolbox Content Manager's successful completion of the project in the specified timeline and by mutual agreement between the individual/team and the ROI. Competitive proposals will also outline a potential model for long-term sustainability.

Funding Amount
The selected individual or team will receive a minimum of $5,000 to complete the project as specified. However, larger budgets with a more extensive scope of work will be considered with the firm limit that costs may not exceed $10,000. The work will be contracted through a services agreement and all works created and the rights therein will be assigned to ROI. The funds can only be used for direct costs.

Eligibility
Qualified individuals from U.S. institutions and organizations in the radiation oncology (RO) community are eligible.

General Selection Criteria
Proposals for projects to expand the scientific content of the RadOnc Toolbox will be judged by the ROI on several criteria based on scientific and technical merit.

1. **Investigator(s):** Are the PD/PIs, collaborators, and other researchers well suited to the project? If the project is collaborative or multi-PD/PI, do the investigators have complementary and integrated expertise; is their leadership approach, governance and organizational structure appropriate for the project?

2. **Approach:** Are the overall strategy and methodology well-reasoned and appropriate to accomplish the specific aims of the project? Are disease site experts included in review of selected scientific material? Is there a proposed measure that is feasible and will help guide future app content development?

3. **Environment:** Would the environment in which the work would be done contribute to the probability of success? Would there likely be institutional support for this project? Would the project benefit from unique features of the scientific environment, or subject populations, or require useful collaborative arrangements?

4. **Overall Project Plan:** Does the proposal demonstrate understanding of the project's goals? Does the proposal describe a sound technical approach? Is the project design and methodology feasible?

5. **Budget:** Does the budget reflect appropriate use of resources available to complete the project in a timeline consistent with what has been outlined in the proposal?

How to Apply
1. **Project Proposal:** Submit a project proposal by August 26, 2019 at 5:00 p.m. Eastern Time through proposalCENTRAL. Proposals should contain the items below.

   a. **Cover/Signature Page:** The Signature Page is automatically populated with data entered in the proposalCENTRAL system (title of project, applicant's name, institution, contact information, etc.). Download the Signature Page after completing the application by clicking on the "Print Signature Page" button in the "Administrative & Signature Page(s)" section of the proposal. For the proposal, the Signature Page must be signed by the **Principal Investigator.** The signature of the **Authorized Institutional Official** is only required if the services agreement will be with the institution. Upload the signed Signature Page in the "Project Proposal Supporting Documents" section of the proposal on proposalCENTRAL before submitting the entire application by the deadline. A hardcopy is not required.

   b. **Proposal:** Upload a brief project proposal (up to 2 pages, single-spaced, including figures) which contains the following information:
   - A description of the content to be added as a new section to the RadOnc Toolbox app.
   - A plan for curation of initial content, including a clear discussion of who will be involved and their roles, as well as a proposal for a sustainable model for routine updates should be included.
   - An example (mock-up) of how the resources will be organized and summarized (illustrations not included toward the page count).
   - Applicants should propose one or more quantifiable metrics by which the success of the educational materials developed may be measured. These may include measures of the success of the tool as a whole (e.g. adoption rate) and/or aggregate measures of the educational success or experience of users.
   - A list of proposed disease site experts along with a letter of support signed by two or more of the disease site experts demonstrating their intent to participate in the project (letter not included in the page count).
   - Residents are eligible to apply and should include a letter of support and commitment from a faculty member (letter not included in the page count).

   c. **Budget:** Include a budget listing specific items requested, including personnel, consultant fees, and other direct expenses required to complete the project.

   d. **Biographical Sketches:** Upload biosketches with selected relevant publications for all of the key project personnel (following NIH format and not to exceed 5 pages each). This includes all Co-PIs but does not need to include every disease site expert.

2. **Other Requirements:** The work will be contracted through a services agreement with the selected individual or team or their institution as determined by the ROI following the review of all applications. All works, data, and inventions created in connection with the RadOnc Toolbox app are and will be owned entirely and exclusively by the Radiation Oncology Institute (ROI), who may use the work product from this project in any manner. All works created and the rights therein will be assigned to ROI.

3. **Use of Funds:** Funds may be used to support project staff salaries and benefits, consultant fees, data management, supplies and other direct expenses.

4. **Proposal Formatting:**
- Font: Use an Arial, Helvetica, Palatino Linotype, Calibri or Georgia typeface, a black font color, and a font size of 11 points or larger.
- Page Margins: Use at least 0.5 inch margins (top, bottom, left, and right) for all pages.
- Page Formatting: Single-spacing should be used, and applicants are strongly encouraged to use only standard, single-column format for the text. Page numbers should be included.
- Proposals are not to exceed the 2-page maximum (excludes mock-up illustration page, Signature Page, budget, biosketches and letters of support signed by the disease site experts and/or faculty member if a resident).

Evaluation of Proposals

All proposals are evaluated by the ROI Research Committee, whose recommendations are reviewed by the ROI Board of Trustees. Funding of awards is based on the priority score awarded to each application and the recommendations of the Research Committee.
- Each proposal will be scored by at least 2 qualified reviewers.
- No individual who is designated as the mentor of an applicant or who submits an application in response to this RFP may score applications for this RFP.
- Applications from the same institution or organization will not be scored by members of the ROI Research Committee, subcommittee or work group from that institution or organization.

Timeline

Proposal due …………………………………………….……...August 26, 2019 at 5:00 p.m. Eastern Time
Award announcement…………………………………………………………………….… November 2019
New content due to the ROI …………………………………………………...…………………..April 2020
Updated app released …………………………………………………………………….……..October 2020

Submission

Applications should be submitted electronically at: https://proposalcentral.altum.com. After logging-in, click on the "Grant Opportunities" tab and select "Radiation Oncology Institute" in the "Filter List by GrantMaker" drop-down menu. Customer support with online submissions will be provided by proposalCENTRAL by email at pcsupport@altum.com, or phone at 800-875-2562 (toll free) or 703-964-5840. Customer support specialists are available Monday through Friday from 8:30 AM to 5:00 p.m. EST. For questions regarding the ROI, send an email to ROI@astro.org or call 703-839-7356.