



Prostate Cancer
Canada

TARGETED RFP IN PROSTATE CANCER PREVENTION

Updated June 16, 2016

Updated Sections: Section V- Submission Information

Part 1: Overview Information

Participating Organization(s)	Prostate Cancer Canada
Funding Opportunity Title	Targeted RFP in Prostate Cancer Prevention
Description	Prostate Cancer Canada invites applications for a literature review of the research into the role of modifiable risk factors in prostate cancer prevention. The systematic review should examine what is known about prostate cancer prevention (including research into diet, supplements and physical activity), what gaps exist in the research, and the level of evidence which exists for various modifiable risk factors in prostate cancer prevention. The current competition aims to identify and review existing research in order to provide PCC with a synthesized report of key themes, research outcomes and intervention priorities to inform prevention education and future prevention research.

Important Dates

Program Launch Date	June 15, 2016 5:00 pm EDT
Application Deadline	July 11, 2016 5:00 pm EDT
Anticipated Award Notification Date	July 18, 2016
Earliest Start Date	July 18, 2016

Required Application Instructions

It is critical that all applicants follow the instructions outlined in the **Submission Information** section of this document (**Part 2: Section V**). Conformance to all requirements is strictly enforced. **Applications that do not comply with these instructions may not be accepted for review.**

Part 2: Full Announcement

Section I. Funding Opportunity Description

Background

Despite its high incidence, the causes of prostate cancer remain largely unknown. Genetics, lifestyle and environment are understood to be factors, but the lack of knowledge surrounding the etiology of disease makes preventing prostate cancer exceptionally challenging. Understanding how to prevent the development of prostate cancer has the potential to inform interventions that will reduce the incidence of the disease. Research studies examining the impact of various lifestyle factors on the development of prostate cancer have come to inconclusive and many times contradictory results. Prostate Cancer Canada (PCC) has, therefore, created this RFP for a systematic review of the existing research into the prevention of prostate cancer.

Description

With this funding opportunity announcement, Prostate Cancer Canada invites applications for a literature review of the research into the role of modifiable risk factors in prostate cancer prevention. The systematic review should examine what is known about prostate cancer prevention (including research into diet, supplements and physical activity), what gaps exist in the research, and the level of evidence which exists for various modifiable risk factors in prostate cancer prevention. The review should also include a synthesis of research examining any modifiable risk factors that lead to aggressive rather than indolent forms of prostate cancer.

The current competition aims to identify and review existing research in order to provide PCC with a synthesized report of key themes, research outcomes and intervention priorities to inform prevention education and future prevention research.

Objectives

The primary objective of this RFP is to identify the modifiable risk factors that play a role in prostate cancer prevention.

Additional objectives of the program are:

- to support high quality systematic review of existing research
- to inform prevention education
- to inform future prevention research programming

Section II. Award Information

Funding Instrument	Grant
Application Types Allowed	New
Funds Available and Anticipated Number of Awards	The total amount available for this funding opportunity is \$25,000 to fund 1 project.
Award Budget	An applicant may request a project period of up to 6 months at a budget of up to \$25,000 total.
Award Project Period	The maximum period is 6 months.

Section III. Eligibility Information

Eligibility to Apply

The Project Lead will:

- be responsible for the direction of the proposed activities;
- assume the administrative and financial oversight for the project; and
- receive all related correspondence from PCC.

The Project Lead must meet the following criteria:

- be eligible to work in Canada
- work for or be affiliated with an organization or institution that has the necessary accounting systems and financial controls in place to manage PCC funds

Number of Applications

Applicants may only submit one application.

Section IV. Guidelines and Review Process

General PCC Guidelines

PCC policies and guidelines as outlined on the PCC website will apply to the applications submitted and awards made in response to this RFP. PCC reserves the right to amend the review process at any time. Any changes that are made to the process will not adversely affect the rigor and equity of the process. Every effort will be made to inform applicants of changes in a timely manner.

Evaluation

An internal review panel will be established to evaluate proposals submitted to this RFP. The review panel will make recommendations as to which proposal should be funded based on the following criteria:

1. Overall objective and extent of the proposed systematic review
2. Qualifications and performance history of the project team
3. Clear identification of approach and demonstrated knowledge of subject area
4. Justification of the proposed project budget
5. Feasible methodology to complete work within project time frame

Allowable Costs

The following expenditures will be considered eligible for funding received through this funding opportunity.

Research operating costs for the proposed research program, which must be distinct in its objectives from those for which group members currently receive funding:

- Salaries of project lead, research assistants and other personnel who will enhance the literature review
- Research materials and supplies
- Costs of data collection, database and maintenance of information holdings directly related to the proposed research program
- Other expenses

Non-Allowable Costs

The following expenditures are NOT eligible for funding received through this funding opportunity:

- Sub-contracted services
- Costs of regional, national and international networking activities, including collaboration, planning, and knowledge exchange activities
- Knowledge translation activities including:
 - Travel to conferences
 - Publication costs relating to the funded research
 - Other knowledge dissemination activities
- Purchase of equipment
- Indirect costs associated with the conduct of research (including, but are not limited to, heating, lighting and commercialization activities).

Conditions of Funding

Successful applicants funded through this funding opportunity must fully comply with the following conditions:

- The Project Lead will be required to submit to PCC a final electronic report with a final financial statement
- All unexpended funds must be returned to PCC
- Payment will be made by invoice upon delivery of the final report

The main deliverable for this project is a final electronic report that synthesizes existing Canadian and relevant international research and recommendation documents about prostate cancer prevention. The report must provide a critical systematic review that identifies the strengths and limitations of current research and provides suggestions for future research and programs. The report needs to evaluate the quality of existing studies using standard reporting criteria as appropriate to the study design - e.g., CONSORT for RCTs, PRISMA (Preferred Reporting Items for Systematic Reviews and Meta-Analyses), TREND (Transparent Reporting of Evaluations with Nonrandomized Designs), STROBE (Strengthening the Reporting of Observational Studies in Epidemiology).

The report should include an executive summary, an introduction, an outline of the methodology employed in the project, a discussion of the findings, and a conclusion.

A searchable table (e.g., Excel) to summarize the findings from publications examined in the investigation is required, as well as a complete bibliography with a listing of all of the publications considered in the project.

Section V. Submission Information

Application Submission Requirements

Your application must be submitted online by **5:00 PM (ET) on July 11, 2016**. Applications must be submitted to: research@prostatecancer.ca

The Proposal must include the following items, submitted in a single PDF document, with the headings used here:

1. Executive summary
2. Description of the relevant qualifications and experience of the applicant organization
3. Description of the proposed approach and work plan
4. Description of the proposed project team structure, key roles and reporting relationships
5. Names and resumes of the candidates proposed for each key role and a brief summary of the relevant qualifications and experience of each candidate proposed for each key role
6. Names of two references for each proposed candidate who can speak to the relevant work of the candidate
7. Detailed budget with justification including: salaries, research materials and supplies, data collection, database management, and other expenses
8. Assessment of the number of documents that can be reviewed and synthesized within the time frame;
9. Outline for the final report;
10. Contact information sheet: including name, institution, working address, telephone number and email address for: Project Lead, each candidate proposed for a key role, Senior Signing Officer and Institution Financial Officer;
11. Completed and signed Signature Page - RFP (attached on the following page)

The completed proposal should not exceed 2,500 words.

Contact Information

For questions relating to this RFP please contact:

Julia Stephenson at Julia.stephenson@prostatecancer.ca

For more information on this funding opportunity, visit prostatecancer.ca.



Signature Page- RFP

With these signatures, we, the undersigned:

- agree to administer funds in accordance with the PCC’s grants and awards policies, guidelines and financial and reporting requirements;
- will ensure that any research carried out with funds from PCC complies fully with the policies and guidelines in the ethical conduct of research in Canada;
- will be responsible for any and all risk and liability related to the funded project and shall take all necessary measures to avoid any losses or damages to PCC, its successors, assigns, directors, officers and employees.
- agree that there was no conflict of interest in preparing its application; and there is no foreseeable conflict of interest in performing the contractual obligations of the RFP.

Project Lead:

Date:	Name and Title:	Signature:

Institution Senior Signing Officer: I have authority to bind the Institution.

Date:	Name and Title:	Signature:

Organization/Institution/Legal Entity: _____

This organization/institution has the necessary accounting systems and financial controls in place to manage PCC funds. _____

(initial here)

Institution Financial Officer:

Date:	Name and Title:	Signature:

Please note that the submission of an electronic version of the signature page in PDF format is acceptable. Attach the completed signature page to your application by the deadline.