



Navigation Capacity-Building Initiative Grant Program Request for Applications (RFA)

Frequently Asked Questions

1. What is the purpose and central objective of this funding opportunity?

The ACS Navigation Capacity-Building Initiative Grant Program is a component of the Society's commitment to enhancing oncology patient navigation and addressing barriers to individualized, timely, and equitable access to care for cancer patients and their families. The goal of this multi-year competitive grant opportunity is to advance high-quality cancer care through capacity building and support for innovative, sustainable models of oncology patient navigation.

2. What are the major components of this funding opportunity?

Three central features of this project are 1) Financial resources and capacity-building support for grantees to enhance institutional oncology patient navigation processes, policies and systems and address barriers, gaps, and challenges for patients, especially for those populations traditionally excluded; 2) A multi-institutional learning community convened by the Society to provide a platform for grantees to share best practices, lessons learned, and access training and expertise; and 3) Comprehensive evaluation and data sharing of process and outcome measurements to assess the impact of grantee navigation improvement strategies, including the collection of a set of core research-based metrics.

3. What is the funding period of the grant?

The funding period of the award is July 1, 2022 through December 31, 2024 for a total of 30 months. It is anticipated that the first six months of the grant would focus on project planning, followed by an implementation phase for the subsequent 24 months of the grant period.

4. What is the funding amount for the grant?

Proposed projects may request up to \$300,000 for the 30-month project period, including 10% indirect costs. The total available budget related to this RFP is \$3,900,000. ACS anticipates funding 13 grants through this program in the U.S. and U.S. Territories, with at least two each for the six ACS geographic regions.

5. What are the key dates associated with this funding opportunity?

RFA release date: February 7, 2022

LOI due date: March 7, 2022

Anticipated LOI Notification Date: April 4, 2022

Full Proposal Deadline (if invited): May 13, 2022

Anticipated Full Proposal Notification Date: June 15, 2022

Anticipated Period of Performance: July 2022 to December 2024

6. What are the eligibility criteria for applicants?

Applicants are required to be a National Cancer Institute (NCI)-designated cancer program and/or Commission on Cancer (CoC)-accredited program, have a minimum annual analytical oncology caseload of 1,000 OR CoC-accredited Safety Net Hospital with a smaller analytical caseload, and at least 25% of the health system's patient population is Uninsured, on Medicaid, or are classified as Medicare only (UOMM). Applicants should have existing oncology navigation strategies or programs that will be enhanced or improved by the proposed project.

7. What are the expectations for grantee participation in the program learning community?

All grantees are expected to participate in an ACS-led learning community during the funding period to share best practices, lessons learned, and access training and expertise. It is anticipated that the cohort will meet virtually bimonthly, and grantees will be invited to participate in optional education sessions to complement work in the learning community. Early in the funding period, the learning community will focus on project planning, metrics and data collection, and preparation for implementation. During the implementation phase of the project, the learning community will share best practices, monitor progress, evaluate data, and discuss plans for sustainability. Advisors to the learning community will include members of the American Cancer Society Patient Support Advisory Council, the National Navigation Roundtable (convened by ACS), researchers, and other subject-matter experts in the field of oncology navigation. The grantees will be asked to nominate a representative to participate in the learning community at the time the award notice is issued.

8. What data do grantees need to collect and how will progress be monitored?

Grantees are expected to complete comprehensive evaluation and data sharing of process and outcome measurements to assess the impact of navigation improvement strategies. Core required and additional target project metrics are described in the RFA. These metrics, based on the Standardized Evidence-Based Oncology Navigation Metrics developed by the Academy of Oncology Nurse and Patient Navigators (AONN+) and validated in the [2020 ACS and AONN+ Navigation Metrics Toolkit](#), will be developed through the learning community and grantee support. The data will be harmonized and analyzed with the intent to share with the larger oncology community and support the development of future programs and policy objectives, including work with ACS Cancer Action Network (CAN). Additional details regarding platforms for data sharing will be provided to selected awardees. Progress on process and outcome measurements will be assessed through the learning community. Grantees will be required to submit progress reports twice annually, with the exception of 2022 which will require one end of year report.

9. What are the requirements and roles for the grantee's patient and/or community advisory group for this project?

All grantees are expected to convene or leverage an existing oncology patient and/or community advisory group to provide input during the project. This group should provide input during the planning and implementation phases of the project and ensure that the needs of cancer patients served by the institution, especially those from populations traditionally excluded, are considered in every facet of the project, including monitoring progress and sustainability planning.

10. What information is required for the Letter of Intent (LOI)?

The Letter of Intent (LOI) LOIs should be succinct and responses to the following questions should not exceed 5 (five) pages, not including title page or references, but should include the following:

Goals and Objectives	<ul style="list-style-type: none"> Briefly state the overall goal of the project and how it aligns with the focus of the RFA. Briefly describe how the proposed project builds upon existing navigation strategies.
Assessment of Need for the Project	<ul style="list-style-type: none"> Please describe how the proposed project addresses significant gaps or challenges related to patient navigation in your oncology program.
Target Audience	<ul style="list-style-type: none"> Describe the target patient population for this project. Describe the overall population size, including the number patients you anticipate will be impacted during your project.
Project Design and Methods	<ul style="list-style-type: none"> Generally describe the project objectives, approach, and key deliverables
Innovation	<ul style="list-style-type: none"> Describe how this project builds upon existing work, pilot projects, or ongoing projects developed either by your institution or other institutions related to this project.
Evaluation and Outcomes	<ul style="list-style-type: none"> Core metrics will be required for this project. Please briefly describe how you expect to collect and analyze data from your electronic health record.
Anticipated Project Timeline	<ul style="list-style-type: none"> Provide an anticipated timeline for your project including project start/end dates
Organization and Partnership Detail	<ul style="list-style-type: none"> Describe how your institution has demonstrated commitment to oncology patient navigation, particularly to address disparities in cancer outcomes and promote health equity.
Budget Detail	<ul style="list-style-type: none"> A total amount requested is the only information needed for the LOI stage. Full Budget is not required. This amount can be adjusted at the Full Proposal stage as applicable.

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| | <ul style="list-style-type: none">• Budget Guidance (Total of \$300,000 may be requested):<ul style="list-style-type: none">○ Planning & Implementation (July-Dec. 2022) – \$70,000○ Implementation (Jan. 2023-Dec. 2024 - \$100,000/year) - \$200,000○ Overhead/indirect (max. of 10%) - \$30,000 |
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LOIs are to be submitted by email to navigation@cancer.org.

11. What is the grant review process?

LOIs and full applications will be evaluated by a review committee comprised of American Cancer Society staff, American Cancer Society volunteers, members of the National Navigation Roundtable, external subject matter experts, and members of the ACS Patient Support Advisory Council. Final funding decisions will be made at the ACS executive level.

12. Do applicants need to have a previous relationship with the American Cancer Society to be eligible for this funding opportunity?

While ACS staff partners can serve as a source of information and support, applicants are not required to have established relationships with the American Cancer Society. And if they do not already, grantees will forge relationships with ACS staff through the direct support and the learning community. Institutions are eligible to apply even if they are currently receiving or have received in the past any ACS research, quality improvement, patient support, transportation and/or lodging grants.

13. How will grants be awarded and funding provided to the grantees?

Once funding decisions are made, grantees will receive a funding agreement and contracts will be sent to the institution point of contact for review. Institutional signatures will be obtained via DocuSign (if possible) and payments will be sent via ACH (preferred) or a mailed check. Initial payments for the 2022 funding period will be made upon contract execution. 2023 and 2024 funding period payments will be made following submission of the required progress reports for year-end 2022 and year-end 2023.

14. Additional questions? Contact navigation@cancer.org.