



## **QUESTIONS/ANSWERS FROM TELECONFERENCE** **FOR PROSPECTIVE PEP APPLICANTS – 6/30/05**

### **Definition/Types of Eligible Partnerships**

**Q. In reference to page 15, Section 4, is there a specific number of representatives from each of the 3 groups [Persons affected by health issue, health care professionals and community leaders] desired?**

A. We have no specific number in mind; the entire membership of the partnership should reflect roughly 1/3 from each group.

**Q. We have a number of partnerships that have some history of working together, but not as collaborative partnership as a whole. Are we eligible to apply?**

A. Because the majority of these partnerships have not worked together under a single rubric for at least three years, they are not eligible to apply.

### **Budget**

**Q. What if the applicant does not have an established budget? How should this be addressed?**

A. If no established budget exists, the applicant should state “X organization contributes \$\_\_\_ for office supplies, Y organization contributes \$\_\_\_ for in-kind staff support” and so forth.

**Q. What if the applicant’s fiscal agent has never managed or applied for a grant? How should this be addressed?**

A. If the applicant has never applied for a grant, the applicant should state “Our fiscal agent uses XYZ software for financial management,” or “Our fiscal agent has a full-time bookkeeper with 3 years experience who is dedicated on X project.”

**Q. Do applicants need to submit a proposed Pilot Education Program budget in the Letter of Intent?**

A. Not at this time in the application process.

### **Definition of Community**

**Q. In terms of selecting a community, if a partnership works with several different ethnic groups, should it select one ethnic group?**

A. This is up to you. Please read the definition of “community” in the application. It is most important that the community selected have self identified commonalities; ethnicity is only one of these. Due to the fact that there is not a large amount of funding available, you should consider a narrow definition of community (i.e. all uninsured people living in east Philadelphia) rather than a large one (i.e., all Latino residents of NJ).

## Definition of Community (continued)

- Q. What is the perspective on how to define certain ethnic groups and associated disparities in clinical trials?**
- A. Applicants are responsible for providing a specific and meaningful definition of the term “community;” however, members within that community should also willingly self-define themselves as such. All members within a community should have a shared connection, such as African Americans living in Flint, Michigan with no medical insurance.

## General Questions

- Q. How do you differentiate between the applicant and the partnership?**
- A. The applicant would differentiate between the two by stating, for example “Main Street Clinic is a member of Brownsville Advocacy Committee.” The clinic can apply on behalf of Brownsville Advocacy Committee, as long as all statements pertain to the committee and not to the clinic.
- Q. Is the focus of the LOI research-oriented or capacity based?**
- A. The focus of the Letter of Intent is capacity based, as we are trying to determine which partnerships have an established, functioning partnership which would be able to successfully implement the Pilot Education Program.
- Q. How is the term “Health Care Professionals” defined?**
- A. Health Care Professionals include any persons with specialized training who work in the health care field; some of whom should be clinically focused.
- Q. Are partnerships with the NCI Special Population Network considered to have a desirable partnership model?**
- A. We do not have an example of funded entities which exemplify the desired partnership model referenced in the Letter of Intent. We encourage all partnerships meeting the basic criteria to apply in order to ensure that equity exists in terms of opportunity for the grant. If a partnership receives extra funding from another source, that is a neutral point.
- Q. In terms of the future for the selected sites how will their work be sustained/funded once the original 3 year grant term has ended?**
- A. We have not yet determined as to how and if these sites will be continued and funded, once the original grant term ends. However, we are currently pursuing additional funding opportunities for the long term future of the selected sites.
- Q. When will applicants be notified if they have been selected to submit a full proposal?**
- A. Applicants will be notified on August 19, 2005. See the schedule listed in the application.

**Q. Is the training to be provided similar to the clinical trials training offered by the American Cancer Society?**

A. No, we are developing a Train the Trainer program (based on the NCI Clinical Trials Education Series) which is designed to assist partnership members to deliver key messages to community leaders and health care professionals. ENACCT staff will train the partnership's trainers who will then work directly at the community level.