

Tier II Expectations

Group TA | April 5, 2017

Colorado Foundation for Public Health and the Environment

Webinar Objectives:

- ▶ Plan for the completion of the Tier I Final Report and the Tier II Workplan, Budget and Budget Justification
- ▶ Describe the evaluation criteria and process for moving from Tier I to Tier II funding



Part I: Tier I Final Report & Deliverables

Tier I Final Report

▶ **Partnerships**

- ▶ Identified and strengthened in Tier I
- ▶ Interest in moving forward to Tier II

▶ **Deliverables**

- ▶ CER Ideas
- ▶ Recruitment and Dissemination Strategies
- ▶ Governance Document

Tell Us About Your Process

▶ What?

- ▶ Types and quantities of activities
- ▶ Partners involved
- ▶ Resources used to deliver the activities
- ▶ Practical problems encountered
- ▶ Ways problems were resolved

▶ Why?

- ▶ Helps stakeholders (the PAPO) see how an outcome or impact was achieved
- ▶ Allows the project to look at how it develops itself, its structures, and its supporting programs in order to get to the outcomes everyone wants to achieve



Sample Questions to Answer in the Tier I Final Report

- ▶ In what ways have you built the partnership's collaborative leadership?
- ▶ To what extent have you and your partners fulfilled their roles?
- ▶ How have partners contributed to solving problems that emerged during the project?
- ▶ In what ways have you eliminated barriers and resolved conflicts that made progress difficult?

Tier II Workplan

- ▶ Workplan is no more than 5 pages (plus 2 pages for timeline)
- ▶ Milestones for the project are listed and include:
 - ▶ Writing CER questions
 - ▶ Communication Plan
 - ▶ Governance Document
 - ▶ Writing Tier III Proposal
- ▶ Timeline included with expected completion date of Milestones (2 pages)
- ▶ Partnership development activities are demonstrated throughout the timeline

Sample Questions to Answer in the Tier II Workplan

- ▶ What specific plans have been created as a result of your interactions with partners in Tier I?
- ▶ What kinds of decisions would you like to make in Tier II as a partnership?
- ▶ How can your project help sustain what is important for your partners and other external stakeholders?
- ▶ What roles do you envision for partners to develop the deliverables?

Tier II Budget

- ▶ Total budget amount does not exceed \$25,000
- ▶ Indirect rate is no more than 10% of the direct costs listed
- ▶ Salary cap of \$200,000
 - ▶ No one person's salary can exceed 50% of the total budget and this line cannot exceed 60% of the total budget.
- ▶ No more detail is listed in the budget than the required lines
 - ▶ Personnel, Non-Personnel, Travel & Meeting, Misc, and Indirect
- ▶ Brief description includes detail, but not full justification

Tier II Budget Justification

- ▶ Use the templates provided by your PAPO
- ▶ Budget items are within the correct broad categories
- ▶ Budget items are allowable
- ▶ No funding for travel to PCORI sponsored trainings/meetings
- ▶ Adequate compensation

Leadership Transition Plan

if applicable

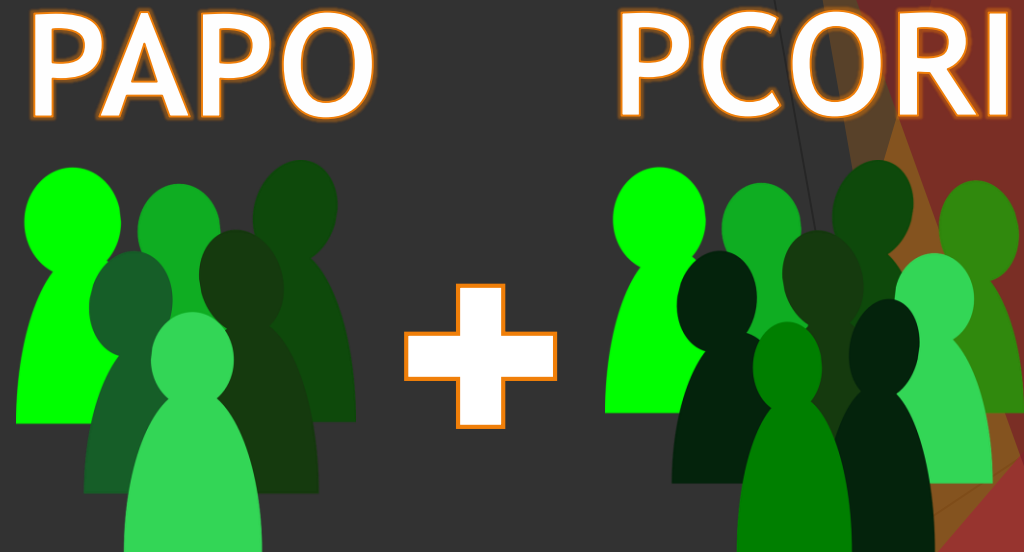
- ▶ Tier I Lead/Awardee
- ▶ Tier II Proposed Lead/Awardee
- ▶ Reason for the leadership change
- ▶ Successful example of the new leader in community engagement or capacity building activities

- ▶ How will you address the gaps?
- ▶ How will you pass on knowledge?
- ▶ How you will notify partners?

Pt. II - Evaluation Criteria & Process

How the evaluation works

- ▶ Staff members from both PCORI and your Pipeline Award Program Office (PAPO) work together to decide if your Tier I Pipeline to Proposal project is ready to move to Tier II.
- ▶ All documents are due **May 31**
- ▶ You will received notice of funding status from PCORI late June/early July
- ▶ Tier II begins **August 1**



Evaluation Focal Points

Part A: Logistics

- ▶ **Readiness** - do you *want* to move to Tier II?
- ▶ **Communication** - have you been talking to your PAPO?
- ▶ **Reports** - are your reports present and on time?
- ▶ **Trainings** - did you do the required trainings (the ones provided by PCORI)?

Evaluation Focal Points

Part B: Partnerships



- ▶ **Tier I Partnerships** - did you make and build up relationships with partners? With patients? With stakeholders? With researchers?
- ▶ **Tier II Partnerships** - have you found partners that want to go forward with you to Tier II?

Evaluation Focal Points

Part C: Deliverables

- ▶ **Partnership and sharing strategies** - do you have a list of recruitment strategies? Have you shared how those strategies help you disseminate your findings?
- ▶ **Governance documents** - do you have a thorough document explaining the goals of your project and how decisions are made?
- ▶ **Comparative Effectiveness Research** - do you have doable CER ideas and a plan?

Evaluation Focal Points

Part D: Tier II Planning Documents

- ▶ **Tier II Workplan** - does your workplan seem doable given the time and money you'll have?
- ▶ **Tier II Budget** - does your proposed budget include justification and allowable expenses?
- ▶ The proposed activities are:
 - ▶ Allowable (not research)
 - ▶ Within the project scope (i.e. includes deliverables, true patient engagement, partnership development, etc.)
 - ▶ Reasonable in the 12-month timeframe

Things you will NOT be evaluated on...

- ▶ Any reporting done in the time between tiers
- ▶ Work done between tiers
- ▶ If you DON'T do work between the tiers - *consider taking a break!*





Questions? Comments?

Thanks for joining!