

Steven & Alexandra Cohen Foundation

Cohen Lyme and Tickborne Disease Initiative

Request for Proposals (RFP)

July 2019



RFP Title: Lyme and Tickborne Disease – Clinical Center of Excellence (2019)

RFP ID #: Lyme 2019-B

1. Background/Introduction

Lyme and tickborne diseases are a constant and growing threat to public health. Each year, the number of new cases rise and the number of patients with persistent illness swells. However, the diagnostic and therapeutic breakthroughs remain out of reach. Moreover, scientific debate rages over the pathogenesis, diagnosis and treatment strategies for Lyme and other tickborne diseases, which perpetuates clinical mismanagement of patients and continued suffering.

Since 2015, the Cohen Lyme and Tickborne Disease Initiative has committed over \$60 million to more than 25 Lyme and tickborne disease projects. The Foundation will continue to support and track the progress of grants while selectively seeking out new investment opportunities to combat these complex illnesses.

2. Areas of Interest for Proposals

The Foundation is requesting proposals for a ‘Clinical Center of Excellence’ (CCE) to effectively treat patients suffering from Lyme and/or tickborne disease. The Center must have the capacity to treat patients in the greater New York City area (NY, NJ, CT) via a physical location and/or telehealth tools.

Proposals should include, but are not limited to, information on the following topics:

- 1. Organizational design and leadership:** How will the CCE be designed or operationally organized? If part of a larger institution, how will it integrate into the wider organization? Who will lead the project?
- 2. Staffing:** Who will provide direct patient care? Please provide names and bios of the planned clinical staff. What medical disciplines will comprise the team? How will the CCE continue to recruit and retain skilled personnel?

- 3. Training:** How will the CCE provide initial and continued training to clinical staff on innovations and leading research in the field?
- 4. Clinical approach:** How will the CCE approach patient care with respect to Lyme and tickborne disease? Please briefly describe the diagnostic and treatment strategies that the CCE will employ for this patient population. For patients with persistent symptoms or Post-treatment Lyme Disease Syndrome (PTLDS), how will the Center approach treatment for these patients?
- 5. Integration and Collaboration:** How will the Center integrate with other departments, facilities or disciplines within the institution? Will the Center collaborate with other external institutions or practitioners?
- 6. Translational and clinical research:** How will the CCE incorporate new and innovative technologies into clinical care? Does the Center plan to undertake any clinical research / trials? If so, please provide additional detail.
- 7. Demand:** How will the CCE manage demand for services from the patient community?
- 8. Patient affordability:** Please outline the patient cost and reimbursement structure.
- 9. Potential for scale:** If successful, how will the CCE scale-up to provide services beyond the greater New York City area.
- 10. Financial plan or budget:** Please provide a financial plan for the CCE including all sources of funds and budgeted expenses over time.

Please note, the Foundation is open to innovative proposals to further the goal of expanding treatment options for patients in the greater New York City area suffering from Lyme and tickborne disease. A multitude of organizational / operational designs (e.g. translational research center, clinical trials center, etc.) or innovative features could satisfy the goals of this proposal, so the Foundation looks forward to any new or creative ideas.

3. Eligibility and Multiple Submissions

Applicants are eligible to apply if they are:

- **501(c)(3) charitable organization:** the organization must be recognized by the Internal Revenue Service as a charity having tax-exempt status under section 501(c)(3); and
- **Project activities exclusively based in the United States:** the funding request must be for activities and operations exclusively based in the United States.

Applicants can submit multiple grant requests within a single application round. Each grant request must be for a discrete project (i.e. not overlapping with each other) and be submitted using a separate application form for each project.

4. Anticipated Decision Timeline

The planned timeline for submission and decision is outlined below:

Stage	Date
Request for Proposal published	July 8, 2019
Grant management portal open for application submission	Sept. 1 – Sept. 30
Programmatic and scientific review	Oct. 1 – Dec. 31
Foundation decision	Early 2020
If accepted, formulation of contractual agreement	Early 2020

Please note, these dates are subject to change.

5. Time and Place of Submission of Proposals

Proposals must be submitted through the Foundation's grant management portal:

<https://giveportal.smapply.io/>

The grant management portal will be open from September 1 – September 30, 2019 to accept applications. Prior to September 1, applicants will not be able to enter the application portal.

If planning to submit a proposal, please email your intent to submit a proposal by August 1, 2019 to grantinquiries@steveandalex.org. Please include your name, affiliation, and contact details. Then, follow the instructions above to submit proposals during September to the grant management portal.

6. Elements of Proposal

Below are the requested elements for each proposal. Proposals should not exceed 4,000 words (excluding bios) and 20 figures (i.e. graphics, tables, charts, images or attachments).

- **Grant Summary:** Overview of the proposal (max 50 words)
- **Impact Potential / Rationale:** Existing evidence that would support the grant idea as well as the long-term vision for the project and how it would make a difference in the field.
- **Grant Detail:** Summarize the major activities that would be conducted and the related timeline. Please include a description of the strategy, clinical approach, operations, and/or activities to enable a robust programmatic and scientific review of the application. See Section 2 above for the 10 proposal topics.
- **Risks:** Biggest risks associated with the project and the steps you would take to mitigate them.

- **Detailed Grant Budget:** Please include a detailed grant budget for the length of the project proposed. In addition, please note:
 - **Disaggregation:** The budget must be disaggregated by 1) project year; and 2) major cost categories (e.g. personnel, supplies, equipment, travel, other costs, indirect costs).
 - **Other sources of funds:** If there are other major funders supporting this work, please identify the source and amount contributed (or planned) for the project.
 - **Indirect costs:** The Foundation will allow an indirect cost rate of 12.5%.
 - **Personnel list:** Please provide a list of personnel and associated percent of time allocation (e.g. Lab Technician – 40% FTE) corresponding to the Salaries and Fringe budget line.
 - **Attachments:** Please attach additional spreadsheets if needed.
- **Leadership:** Bios (Professional Summaries) of individuals who will lead the project
- **Organization Background:** Important background context to know about your organization
- **Key Deliverables:** Please list the key deliverables (up to 5) to be accomplished by the end of the grant period.
- **Project Milestones:** Please list the key milestones and activities for the project. For Year 1, please list milestones / activities by calendar quarter. If project is more than one year, please list milestones / activities for the first and second half of the second year. For years beyond the second year, please list milestones / activities on an annual basis.
- **Collaborations:** Please list any planned collaborations with other clinicians, researchers, institutions, or organizations.
- **Uptake:** Please outline the anticipated mechanism for your approach, products or other deliverables to be used by other stakeholders in the future (e.g. other researchers, other institutions, private sector, clinicians, the public, etc.).
- **References:** Please provide professional references, who can attest to your professional skills and collaborative attitude.
- **Additional information:** Please provide any additional information that the Foundation should consider when reviewing the application.

7. Evaluation Criteria

Each proposal will be evaluated on the following criteria:

- Consistency with Request for Proposal requirements
- Alignment with Foundation's strategic vision
- Programmatic and scientific assessment
- Operational feasibility assessment
- Budget and value for investment

8. Budget

- Grants will support discrete, time-bound projects.
- No specific dollar limit is defined.
- Clinical care grants are generally awarded for 3 - 5 years.
- Projects requesting more than \$1 million in any year will require enhanced financial review.

9. Additional Information

For questions regarding the Request for Proposal, please email:
grantinquiries@steveandalex.org.

Please include the RFP title and identification number in the email.