

# University of Iowa Health Care Holden Comprehensive Cancer Center Community Outreach & Engagement Community Grant Opportunity

## About Holden Comprehensive Cancer Center Community Outreach & Engagement

The purpose of [Holden Comprehensive Cancer Center Community Outreach & Engagement](#) (COE) is to ensure the efforts of Holden Cancer Center are relevant to Iowa. COE engages Holden leadership, researchers, faculty, staff, and Iowans to align Holden research, clinical services, and programs to reflect the needs of Iowans.

## Overview of Funding Opportunity

The University of Iowa Health Care Holden Comprehensive Cancer Center has created a grant opportunity for community members, groups, and organizations to implement cancer-related evidence-based interventions. These initiatives are intended to be carried out in collaboration with cancer center researchers, who can provide help with evaluation and research, expertise, and other forms of technical support. The goals of this partnership include:

- Fostering community-led efforts in cancer prevention, early detection, and quality-of-life that are effectively implemented and shared with the public.
- Building strong and lasting relationships between Iowa's communities and Holden Comprehensive Cancer Center researchers, to learn from one another and work together to reduce the burden of cancer.

## Projects must meet all SIX of the following criteria:

1. Proposed projects/interventions must be evidence-based interventions (EBIs) or evidence-based strategies from the databases or lists provided below.
2. Align with one or more cancer center priorities:
  - Melanoma
  - Lung cancer
  - Breast cancer
  - Prostate cancer
  - Oral cavity and pharynx cancer
  - Cancer survivorship
3. Align with one or more of the Holden Community Advisory Board (CAB)-developed guiding questions:
  - Does this work support patients facing obstacles to cancer treatment, screening, or trials?
  - Is this work related to a preventable cancer?
  - Does this work correct an imbalance in Iowa through broader resource availability?
  - Is this work related to a leading cause of cancer incidence in Iowa?
  - Are there communities and partnerships that are ready to engage around this work?
  - Is this work related to a leading cause of cancer mortality in Iowa?
  - Is this work related to a cancer with rising incidence rates in Iowa?
  - Is this work related to a screenable cancer?
4. Address one or more priorities, goals, and/or action steps within the [Iowa Cancer Plan](#).
5. Be *initiated* by an individual, group, community, or organization outside of Holden Comprehensive Cancer Center.
6. Be carried out in collaboration with Holden Comprehensive Cancer Center researchers, who can provide help with evaluation and research, expertise, and other forms of technical support.

**Project Period:**

The project period is for 12 months.

**Award Amounts:**

The maximum funding request is \$30,000. **This funding opportunity is pending availability of funds. The total number and dollar amount of grant awards is dependent on funds available, and the number and scope of proposals submitted.** Projects are funded for one year, but you may apply for additional funding in future cycles.

**Eligible applicants:**

- Individuals
- Non-profit organizations
- Health care organizations
- Local public health agencies
- Local governments

**Evidence & Evaluation:**

Proposed projects/interventions must be evidence-based interventions (EBIs) or evidence-based strategies. This means there is scientific evidence to support that the program will be effective if implemented appropriately. You must choose an EBI listed in one of the databases or our list of selected EBIs below.

- The Community Guide: <http://www.thecommunityguide.org>
- Evidence-Based Cancer Control Programs (EBCCP): <https://ebccp.cancercontrol.cancer.gov/index.do>
- [List of Selected EBIs](#)

**Use of Grant Funds:**

Grant funds may be used for staff salaries, consultant fees, meetings, supplies, project-related travel, and other direct project expenses. **Grant funds may not be used for indirect costs, lobbying, or clinical care.** Please see the details below and ensure that you include the requested information in the budget justification section of the application.

Staff Support

- Applicants may request funds for staff to carry out the project proposal.
- For any staff support requests through this grant mechanism, a copy of the staff resume/CV or job description, an estimate of project hours, and a list of staff project-related responsibilities must be included in the budget justification section of the budget table. Resumes/CVs may be included as an attachment.

Travel

- Travel essential to the proposed project may be funded under this proposal. Travel reimbursement is allowed at the [university rates](#).
- Lodging is typically only covered if it is necessary to travel more than 180 miles each way. Special considerations will be made when needed (i.e., for events that begin early in the morning or run into the evening). To use university funds, lodging providers must have received the Human Trafficking Prevention Training certification. Check the status of lodging providers at <https://stopthiowa.org/certified-locations> prior to expending or committing public funds for in-

state travel lodging, conferences, meetings, banquets, or any state-funded event.

### Printing and Copying

- Estimate the total number of document pages that will be copied or printed.

### Supplies

- Estimate the unit cost for each item to be purchased and the total number of items needed.

### Equipment

- Equipment costs, regardless of dollar amount, must be justified in the budget justification section of the budget table, including an explanation of why the equipment is needed for the execution of the project. Furthermore, an explanation must be provided for the use of equipment after the grant period has ended. Please note that equipment expenses exceeding \$5,000 are generally not approved.

### Incentives

- Financial incentives are an allowable expense only if proven to be effective as part of an evidence-based intervention. The research or evidence base must be outlined in the budget justification section of the budget table.
- Small gift incentives are an allowable expense, but justification must be provided in the budget justification section of the budget table.

### **Release of Grant Funds**

To receive grant funds, organizations must first become a supplier of the University of Iowa. A Professional Service Agreement (PSA) between the University of Iowa and the organization or individual must also be completed. One-half of the total budget will be released once the University of Iowa receives the completed PSA and completed workplan. Forty-five percent of the remaining budget will be released to the grant recipient once a complete mid-year report and budget update are submitted. The remaining five percent will be released once the final report and budget are submitted and the final presentations are complete.

### **How to Apply**

#### *Letters of Intent*

- **Letter of Intent is submitted to Megan Schmidt ([megan-e-schmidt@uiowa.edu](mailto:megan-e-schmidt@uiowa.edu)) by 11:59 p.m. on July 19<sup>th</sup>, 2026.** Late Letters of Intent will not be accepted. Letter of intent must include:
  - Organization name
  - 3-5 sentence project description. In your description, you must identify the specific evidence-based intervention (EBI) you are proposing. Please include whether the EBI is from The Community Guide, Evidence-Based Cancer Control Programs, or the list we provided.
  - 1 sentence explanation of how your project aligns with one or more of the Holden priorities.
  - 1 sentence explanation of how your project aligns with one or more of the Holden Community Advisory Board guiding questions.
  - 1 sentence explanation of how your project aligns with the Iowa Cancer Plan.
  - 3-5 sentence description of the type of support or collaboration you would like from the University of Iowa, and whether you've already identified a collaborator from within the

cancer center or need assistance.

- Letters of intent will be reviewed by the Holden Community Outreach & Engagement team using the rubric below. If your project aligns with the requirements and you receive a “yes” score on all areas of the rubric, we will invite you to complete a full application. **Applicants invited to complete a full application will be notified no later than August 30<sup>th</sup>, 2026.**

<b>Holden Community Grant Letter of Intent (LOI) Scoring Rubric</b>		
<b>**To be invited to complete a full application, you must receive a score of “yes” in all sections of the rubric.</b>		
	<b>Yes</b>	<b>No</b>
Project description is included in LOI.		
Evidence-Based Intervention is included in LOI.		
LOI explains connection to one or more Holden priorities.		
LOI explains connection to one or more CAB guiding questions.		
LOI explains connection to Iowa Cancer Plan.		
LOI mentions collaboration with Holden partner.		
The COE team and/or community organization was able to identify an appropriate Holden researcher to partner on the project, and the partnership is explained in the LOI.		

### *Full Applications*

- **Applications will be considered complete when the application, letters of support, and resumes/CVs (only necessary if requesting time for staff) have been submitted) to [megan-e-schmidt@uiowa.edu](mailto:megan-e-schmidt@uiowa.edu) by 11:59 p.m. on October 4<sup>th</sup>, 2026.**
- Late applications will not be accepted.
- Applications that are not submitted using the application template, as well as incomplete applications, will not be reviewed or scored. Holden collaborators are not expected to assist with writing or reviewing grant applications. You will need a letter of support from your Holden collaborator. You are responsible for requesting this from your collaborator in advance of the application due date.
- Each letter of support should include the collaborator’s title and organization, how the collaborator will contribute to or support your project, how the project aligns with the collaborator’s priorities/goals/work, and the collaborator’s endorsement.
- A complete scoring rubric can be found on the last page of this instruction packet.

### **Application Review and Funding Decisions**

All applications will be reviewed and scored by reviewers. Reviewers will include Holden Comprehensive Cancer Center researchers and Community Advisory Board members. Final funding decisions will be made by the COE team, guided by an average review score. A scoring rubric can be found on the last page of this instruction packet. If requested, a summary of reviewer feedback will be shared.

### **Monitoring & Reporting**

The Holden Comprehensive Cancer Center Community Outreach & Engagement team will work closely with grantees to ensure success.

- Grantees will be required to meet monthly with a COE staff member and will submit a mid-year and year-end progress report.
- At the end of the funding period, grantees will be required to present their work to Holden Comprehensive Cancer Center leadership and the Community Advisory Board.
- Grantees or their fiscal agents must become vendors of the University of Iowa to receive funds.

- Grantees and University of Iowa will complete a Professional Services Agreement.

**Key Dates:**

**July 19<sup>th</sup>, 2026:** Letter of Intent Due

**August 30<sup>th</sup>, 2026:** Invitations to Apply Extended

**October 4<sup>th</sup>, 2026:** Applications Due

**November 6<sup>th</sup>, 2026:** Award Notification (tentative)

**January 1<sup>st</sup>, 2027:** Award Start Date

**Contact Information & Application Support**

Please contact Megan Schmidt ([megan-e-schmidt@uiowa.edu](mailto:megan-e-schmidt@uiowa.edu)).

**Resources**

We encourage you to use the resources below when designing your projects and evaluation.

- Links to Iowa Cancer Registry Reports and Data Tools: <https://cancer.uiowa.edu/holdens-catchment-area-description-and-data>
- Training on Identifying, Adapting, and Implementing Evidence-Based Interventions: <https://prc.public-health.uiowa.edu/putting-public-health-evidence-action-ppheia-training-series>
- Cancer Control Technical Assistance Portal (TAP) – George Washington Cancer Center: <https://cancercontroltap.org/>
- The Community Guide – Department of Health and Human Services: <https://www.thecommunityguide.org/>
- Evidence-Based Cancer Control Programs (EBCCP): <https://ebccp.cancercontrol.cancer.gov/index.do>
- CDC Program Evaluation Framework: <https://www.cdc.gov/evaluation/php/evaluation-framework/index.html>
- SMART Goals: <https://hr.uiowa.edu/development/performance/goal-setting>
- Iowa Cancer Plan: <https://canceriowa.org/iowa-cancer-plan/>
- University of Iowa Health Care Holden Comprehensive Cancer Center: <https://uihc.org/welcome-holden>

# Scoring Rubric

Project Name: Please enter text here

Total Dollar Amount Requested: Please enter text here

Reviewer Name: Please enter text here

				Awarded Score
<b>1. Organizational Capacity and Readiness (5 points)</b> <ul style="list-style-type: none"> <li>Is there evidence that the organization has sufficient experience to complete this project?</li> <li>Is there evidence the organization has capacity to complete this project?</li> <li>Is there evidence the organization is ready to complete this project?</li> </ul>				Please enter the score here
<b>No Answer or Incomplete (0 points)</b>	<b>Poor (1-2 points):</b> Little evidence the organization has experience, capacity, and readiness to complete the project.	<b>Satisfactory (3-4 points):</b> Some evidence the organization has experience, capacity, and readiness to complete the project.	<b>Outstanding (5 points):</b> Extensive evidence the organization has experience, capacity, and readiness to complete the project.	
<b>2. Project summary and details (20 points)</b> <ul style="list-style-type: none"> <li>Is the project well thought-out and appropriate for the setting?</li> <li>Does the project seem likely to succeed as described?</li> <li>Is the need clearly identified?</li> <li>Is the reach realistic and appropriate?</li> <li>Is the target population appropriate and does the applicant have an existing relationship with the target population and/or a plan to engage that will lead to project success?</li> </ul>				Please enter the score here
<b>No Answer or Incomplete (0 points)</b>	<b>Poor (1-10 points):</b> Project meets some guidelines above.	<b>Satisfactory (11-15 points):</b> Project meets guidelines above.	<b>Outstanding (16-20 points):</b> Project meets and exceeds all guidelines above.	
<b>3. How well does the project align with one or more of the cancer center's priorities? (5 points)</b> <ul style="list-style-type: none"> <li>Melanoma, lung cancer, breast cancer, prostate cancer, oral cavity and pharynx cancer, and/or cancer survivorship</li> </ul>				Please enter the score here
<b>No Answer or Incomplete (0 points)</b>	<b>Poor (1 points):</b> The project does not align with any cancer center priorities, or aligns very loosely with them.	<b>Satisfactory (2-3 points):</b> The project aligns with one or more cancer center priorities and somewhat addresses those	<b>Outstanding (4-5 points):</b> The project aligns well with one or more cancer center priorities and exceeds expectations in addressing them.	
<b>4. How well does the project align with one or more of the Holden Community Advisory Board guiding questions? (5 points)</b> <ul style="list-style-type: none"> <li>Does this work support patients facing obstacles to cancer treatment, screening, or trials?</li> <li>Is this work related to a preventable cancer?</li> <li>Does this work correct an imbalance in Iowa through broader resource availability?</li> <li>Is this work related to a leading cause of cancer incidence in Iowa?</li> <li>Are there communities and partnerships ready to engage around this work?</li> <li>Is this work related to a leading cause of cancer mortality in Iowa?</li> <li>Is this work related to a cancer with rising incidence rates in Iowa?</li> <li>Is this work related to a screenable cancer?</li> </ul>				Please enter the score here
<b>No Answer or Incomplete (0 points)</b>	<b>Poor (1 point):</b> The project does not align or very loosely aligns with one or more CAB guiding questions.	<b>Satisfactory (2-3 points):</b> The project aligns with one or more CAB guiding questions and somewhat addresses those.	<b>Outstanding (4-5 points):</b> The project aligns well with one or more CAB guiding questions and exceeds expectations in addressing them.	
<b>5. How well does this project address one or more priorities, goals, and/or action steps within the <a href="#">Iowa Cancer Plan</a>? (5 points)</b>				Please enter the score here
<b>No Answer or Incomplete (0 points)</b>	<b>Poor (1 point):</b> The project does not address, or addresses very loosely, a priority, goal, or action step within the Iowa Cancer Plan.	<b>Satisfactory (2-3 points):</b> The project somewhat addresses a priority, goal, or action step within the Iowa Cancer Plan.	<b>Outstanding (4-5 points):</b> The project effectively addresses one or more priorities, goals, and/or action steps outlined in the Iowa Cancer Plan.	

<b>6. Project objectives (15 points)</b> <ul style="list-style-type: none"> <li>Do the identified objectives align with the project description?</li> <li>Are the identified objectives likely to help the project succeed?</li> <li>Are the goals Specific, Measurable, Achievable, Relevant, Time-bound (SMART)?</li> </ul>				Please enter the score here
<b>No Answer or Incomplete (0 points)</b>	<b>Poor (1-7 points):</b> Objectives meet some, but not all, of the guidelines above.	<b>Satisfactory (8-12 points):</b> Objectives meet the guidelines above.	<b>Outstanding (13-15 points):</b> Objectives meet and exceed the guidelines above.	
<b>7. Project partners (10 points)</b> <ul style="list-style-type: none"> <li>Is at least one collaborator from Holden Comprehensive Cancer Center included?</li> <li>Are identified partnerships likely to make the project stronger?</li> <li>Is the partnership likely to be mutually beneficial and bidirectional?</li> <li>Is the partnership likely to lead to strong and lasting relationships between Holden and community?</li> </ul>				Please enter the score here
<b>No Answer or Incomplete (0 points)</b>	<b>Poor (1-5 points):</b> A partner from Holden is identified, but the partnership is unlikely to make the project stronger, be mutually beneficial, or lead to a strong and lasting relationship.	<b>Satisfactory (6-8 points):</b> A partner from Holden is identified, and the partnership is likely to make the project stronger. The partnership may or may not be mutually beneficial and may or may not lead to strong and lasting relationships.	<b>Outstanding (9-10 points):</b> A partner from Holden is identified, and the partnership is highly likely to make the project stronger, be mutually beneficial and bidirectional, and lead to strong and lasting relationships between Holden and the community.	
<b>8. Evidence and evaluation (20 points)</b> <ul style="list-style-type: none"> <li>Is the proposed evidence-based intervention likely to be implemented in an effective way?</li> <li>Are proposed evaluation plans realistic and likely to provide a measure of project success?</li> </ul>				Please enter the score here
<b>No Answer or Incomplete (0 points)</b>	<b>Poor (1-10 points):</b> Implementation approach is unclear, infeasible, or misaligned with the intervention or strategy. Evaluation plan is vague or unlikely to meaningfully assess implementation success.	<b>Satisfactory (11-15 points):</b> The implementation approach is feasible and sufficiently detailed. Evaluation plan is clear, realistic, and includes reasonable measures of implementation success.	<b>Outstanding (16-20 points):</b> The implementation approach is comprehensive, feasible, and highly likely to support effective delivery. The evaluation plan is robust and well-aligned with project goals, with clear measures of implementation quality and success.	
<b>8. Impact (10 points)</b> <ul style="list-style-type: none"> <li>Is it likely this project will have an impact on the cancer burden in Iowa?</li> </ul>				Please enter the score here
<b>No Answer or Incomplete (0 points)</b>	<b>Poor (1-5 points):</b> Limited description of or evidence that this project will have an impact on the cancer burden in the population of focus.	<b>Satisfactory (6-8 points):</b> Reasonable description of and evidence that this project will have an impact on the cancer burden in the population of focus.	<b>Outstanding (9-10 points):</b> Substantial evidence that this project will have an impact on the cancer burden in the population of focus.	
<b>9. Budget (5 points)</b> <ul style="list-style-type: none"> <li>Is the proposed budget likely to successfully support the project as outlined? Do the budgeted amounts add up?</li> </ul>				Please enter the score here
<b>No Answer or Incomplete (0 points)</b>	<b>Poor (1-2 points):</b> Proposed budget does not appear to support the project as outlined. Budget items may not add up.	<b>Satisfactory (3-4 points):</b> Budgeted amounts add up. Proposed budget is expected to reasonably support project as outlined.	<b>Outstanding (5 points):</b> Budgeted amounts add up, reasonably support project, and requests are well justified.	
<b>Total score (out of 100 points)</b>				Please enter the score here

Please briefly describe your overall enthusiasm for this project. Your answer will be particularly useful in the event we have multiple applications with the same/similar scores:

Please enter text here

**Notes to support or explain scores (optional):**

Please enter text here