

Cancer, Cardiovascular and Pulmonary Disease Grant Program FY17-18 Request for Applications (RFA) #2584

Funding Conference

May 13, 2016, 8:00am-1:00pm, CDPHE-Sabin/Cleere room

Guidelines for Public Participation

Guiding Policy: Colorado Open Meeting Law (C.R.S. 24-6-402); Cancer, Cardiovascular and Pulmonary Disease Grant Program (C.R.S. 25-20.5-301 to 306); and the Cancer, Cardiovascular and Pulmonary Disease Grant Program Review Committee Bylaws.

Because the Cancer, Cardiovascular and Pulmonary Disease Grant Program Review Committee is a State Public Body charged with acting in the interest of the public, the Committee is subject to the Colorado Open Meetings law and therefore conducts their meetings in public, where constituents may observe deliberations and decision making.

The purpose of the May 13, 2016 grant review meeting is to deliberate grant applications for the Cancer, Cardiovascular and Pulmonary Disease Grant Program. The application review follows a prescribed process and while this is a meeting conducted in public, it is not designed to solicit additional public input into the decision making process. This meeting will have a call-in option [*dial 1-877-820-7831 and enter participant code 425524#*] to listen to the discussion and all callers will be muted during the meeting.

We welcome you as an observer and ask that you refrain from communicating with Review Committee members. This is important for several reasons. Foremost among these reasons is to preserve the integrity and equity of the competitive application process, so that no one applicant is provided an additional opportunity to present their proposal; nor express their opinion of other proposals. Know also that grant reviewers are precluded from discussing proposals outside of the public proceedings. As we have breaks throughout the day, we ask that you respect their commitment to confidentiality.

Please also be aware of the following:

- Applications may be discussed by focus areas, tiers and/or application scores. Individual applications will not be assigned a scheduled time on the meeting agenda.
- Every effort will be made to respect the hard work of applicant agencies during this critical review process. Applicant agency information may be revealed during the discussion. If this should happen, we ask for the audience to be sympathetic and respectful of those subject to this public proposal evaluation process.
- Finally, a public comment period is scheduled during the official meeting of the Cancer, Cardiovascular and Pulmonary Disease Grant Program Review Committee on the afternoon of May 13, 2016. You are welcome to sign up to provide comment at that time. A call-in option will be available for this meeting (see the meeting agenda posted to the website for details).

Again, we thank you for your interest. For more information about the Review Committee, its meetings and agendas, please visit the website: <https://www.colorado.gov/cdphe/ccpd-grant-program-review-committee>

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Grant Review Process

Applications received in response to the Cancer, Cardiovascular and Pulmonary Disease Grant Program RFA #2584 published February 23, 2016 will be reviewed through the multi-stage competitive process described below. Applications will be scored on a 100-point scale and organized into tiers by review teams.

Through this review, the 16-member application review team will recommend a list of applications, most appropriate to fund according to the specifics of the RFA and statutory authority, to the Cancer, Cardiovascular and Pulmonary Disease Grant Program Review Committee. The Review Committee will then determine the final award recommendations to be presented to the Colorado Board of Health for final approval on July 20, 2016. Award decisions by the Board of Health are not subject to appeal.

Stage 1: Each application will receive an initial, independent review by a minimum of 3 review team members.

Stage 2: Reviewers will meet as teams to discuss the strengths and concerns of each grant application, assigning final scores to each application, organizing the applications into tiers, and ranking, at minimum, the applications that fall within the top tier.

Stage 3: The last phase of the review process will take place in the public meeting scheduled for May 13, 2016. During this meeting, the review teams will convene to discuss the application tiers and ranking that should be considered for funding by the CCPD Review Committee.

Why this review method was selected:

- This method is used by the National Institutes of Health and the CDC - it has been vetted and approved by the nation's research and public health leadership.
- The information presented by the review teams allows other reviewers an opportunity to assess the merit, fairness and importance of the points raised by each review team.
- The method reduces influence of individual biases and increases the influence of whole group norms and values.