



2018 Request for Proposals for Hospital-based Programs

Ovarian Cancer Research Fund Alliance is requesting proposals for its Woman to Woman grant program. This one-time grant provides institutions with \$60,000 to start a Woman to Woman peer support program.

ABOUT OVARIAN CANCER RESEARCH FUND ALLIANCE

In the United States more than 90,000 women are diagnosed annually with a gynecologic cancer, and nearly 30,000 will die from one of these terrible diseases. In the U.S., ovarian cancer accounts for more deaths than all other gynecologic cancers combined, and ranks as the fifth leading cause of cancer death in women. Ovarian Cancer Research Fund Alliance (OCRFA) is the largest global organization dedicated to fighting ovarian cancer. OCRFA advances research to prevent, treat and defeat ovarian cancer, supports women and their families before, during and beyond diagnosis, and works with all levels of government to ensure ovarian cancer is a priority.

ABOUT WOMAN TO WOMAN

As more and more women are living with ovarian cancer every year, OCRFA saw a need for education and support programs that help women take control of their lives by finding balance, striving for physical and mental health, and giving back. In 2011, OCRFA began exploring the idea of developing a national support program and network. Woman to Woman, which is based on an OCRFA-funded program at Mount Sinai Hospital in Manhattan, seeks to improve the quality of care for gynecologic cancer patients by strengthening coping capacities through a patient-to-patient support model. Woman to Woman mentors—themselves survivors of gynecologic cancers—are symbols of hope that are professionally trained to provide one-on-one emotional support and mentoring; The program supports women and families through all phases of treatment, recurrence, and recovery, and is offered free of charge to all participants.

HOW WOMAN TO WOMAN WORKS

Each Woman to Woman program is overseen by a trained, part-time Program Coordinator (who dedicates a minimum of 20 hours/week during the first year of the program). The Program Coordinator is responsible for managing all aspects of the program, from mentor recruitment, training and supervision, to patient recruitment and fiscal and administrative oversight. The Program Coordinator matches the mentors with demographically appropriate women undergoing treatment, and serves as a liaison between mentor and patient. S/he interviews all women being treated and determines interest in and appropriateness of a referral to Woman to Woman. The Program Coordinator trains all volunteers before they are matched with patients, and provides on-going education and support through monthly group meetings. If the program coordinator is a current staff member, program responsibilities may be distributed between the coordinator and a co-coordinator. Several sites have

chosen to have co-coordinators to alleviate workload and increase accountability, which has proven to be effective as long as each role is clearly defined.

Mentors meet women immediately following diagnosis and provide emotional support and peer mentoring throughout the treatment process providing support by telephone, email, or one-on-one in the treatment centers. Another key component of Woman to Woman is a patient fund, which provides modest financial assistance to women undergoing treatment and their families. This fund, which is overseen by the Program Coordinator, can provide temporary assistance with household bills, childcare, transportation, copayments, and other expenses.

Each woman participating in the program receives materials designed by OCRFA specifically for Woman to Woman. These materials, which are provided to grantee institutions free of charge by OCRFA, include comprehensive information about gynecologic cancers, treatments and survivorship.

ABOUT THE GRANT

To date, OCRFA has already funded 37 hospital and community-based Woman to Woman sites across the U.S. (visit <https://womantowoman.ocrfa.org/> for a complete list of sites) and plans to fund several new programs in this funding cycle. In addition to providing enhanced support services to women and families, institutions will benefit from a Woman to Woman program in many ways. Better patient outcomes and satisfaction, the opportunity to enhance their reputations and differentiate themselves from other hospitals, and potentially attract more patients are all benefits that come with Woman to Woman. Physicians are also grateful for the program, as it ensures their patients are getting the support they need but that physicians are often unable to offer due to time constraints.

Each grant recipient will receive a grant of no more than \$60,000, payable in three installments of \$20,000 each, over no more than two years. The first payment will be issued upon execution of a Letter of Agreement between OCRFA and the grantee; subsequent payments will be made upon successful completion of milestones agreed upon in a Letter of Agreement. The grant is intended to cover the cost of a part-time Program Coordinator's salary, to start the patient fund, and other program costs. After the initial start-up period, it is expected that each Woman to Woman program will become self-funding, though sites may have the opportunity to apply competitively for renewal funding.

OCRFA will provide all patient materials, as well as technical assistance and support, for the life of the program (even after the end of the grant period). OCRFA will schedule quarterly phone calls with grantees to check in.

The start date of the grant will be July 1, 2018, or on a date mutually agreed upon by OCRFA and the grantee, but no later than December 1, 2018. Grantees are required to submit a narrative and financial report after the completion of the grant, which will be no later than two years after the start date.

ELIGIBILITY

The most competitive applicants will be hospitals or cancer centers that are able to demonstrate the following: adequate gynecologic oncology patient volume, physician and hospital leadership support, the need for the program, the ability to run patient-focused initiatives, and the ability to fundraise to support programs.

To ensure the success of the program, each Woman to Woman program must have the support of a physician champion in the gynecologic oncology department, who will assist in referring appropriate patients to the program, as well as ensure support from departmental and hospital leadership. It is

strongly recommended that the coordinator of the program be an existing staff member with a master's level degree with a background in clinical social work and that the candidate be identified on the grant application.

Adequate physical space is needed for the Program Coordinator's office, for meetings with the volunteers, and for storage of Woman to Woman program materials.

SELECTION PROCESS

Selections will be made by Ovarian Cancer Research Fund Alliance, which has convened a program committee for this purpose. Applications are due on May 18, 2018 and notifications will be made in late June. OCRFA may request a follow-up phone call as part of the selection process.

APPLICATION PROCESS

Interested institutions should submit an application, as outlined below, no later than 11:59pm EST on May 18, 2018. Applications should be sent to womantowoman@ocrfa.org. **Applications (including budget and all supporting material) must be submitted as a single PDF document. Do not send multiple files.**

Woman to Woman Program Application

Please answer all questions below, using 11 or 12 point Arial or Times font. *Please answer each question separately, rather than as an integrated narrative.*

Applicant Institution and Contact Info

- Institution name, EIN, address, website, and social media links (if applicable)
- Contact name, title, department, mailing address, phone numbers, email address and website
- Physician champion name, title, department, mailing address, phone numbers, email address, website
- Name, title, department, mailing address, phone numbers and email address for any other key staff person that would be involved in the program.

Institution Profile

- Please tell us about your community, your institution, and the population it serves. Include number of beds, total patient volume, demographics, payer mix, annual operating budget, and any other relevant information. *(no more than 150 words)*
- Describe the gynecologic oncology services available at your institution. How many new gynecologic oncology patients are seen at your institution each year (do not include total patient visits, but rather the number of new patients that seek treatment at your institution each year)? What percent of patients are diagnosed with uterine, ovarian, cervical cancer, etc.? How many gynecologic oncologists (full and part-time) are on staff? How many other staff support the gynecologic oncology practice (nurses, social workers, etc.)? Are most patients receiving chemotherapy on-site or remotely?
- Describe the support programs currently available at your facility for patients and family members (can include those that are not cancer-focused, if applicable). Address in detail any existing programs specifically for gynecologic cancer patients and families.

Statement of Need and Interest

Please describe why you feel your institution would benefit from the development of a Woman to Woman program, and how you envision the program would function at your institution. At a minimum, please include details on the following (responses to the following questions should be brief; no more than 100 words each):

- How will the Woman to Woman program benefit patients and families at your facility? Why is it needed and why is it a good fit for your institution?
- Do you have a staff member(s) in mind that will serve as Program Coordinator(s)? If so, why is s/he a good fit for the program? If the program coordinator will not be an existing staff member, please list some of the essential qualifications and past experience you will look for in a candidate.
- Once the program is up and running, most program coordinators feel that dedicating 20 hours per week is sufficient. However, in the beginning/during the start-up phase, many coordinators feel more time was needed. If there is one program coordinator, will s/he be able to commit to more time if needed?
- Who would comprise the team of professionals working with the Program Coordinator? Please describe their credentials and reason for inclusion. Include the physician champion's commitment to the program, and why s/he is well positioned to marshal institutional resources to support the program, both initially and on an ongoing basis.
- Honestly describe any difficulties you think you might encounter when starting Woman to Woman at your institution and the specific steps you would take to address each concern.
- What financial controls will you put in place to ensure that the patient fund is administered properly?
- Once initial OCRFA funding concludes, how will you plan to sustain the program financially?
- What methods will be put in place to measure the success of the program?
- How did you hear about the Woman to Woman program (ad in a publication, via an e-mail announcement, from a colleague, at a professional meeting, etc.)?

Budget and Supporting Materials

Please include the following, in the order listed below:

- Program budget
- An abbreviated copy of the physician champion's CV (10 page limit)
- Statement of support from the chair of the department in which the program will sit
- Statement of support from Director of Social Work (if different from above)

For inquiries or further information, please contact:

Emily Hickey
Ovarian Cancer Research Fund Alliance
14 Penn Plaza, Suite 2110
New York, NY 10122
Telephone: (212) 268-1002
Fax: (212) 947-5652
E-mail: womantowoman@ocrfa.org

womantowoman.ocrfa.org