



2011-2012 (CYCLE 4) COMMUNITY ENGAGEMENT PILOT GRANTS REQUEST FOR APPLICATIONS (RFA)

Improving Translational Research Through Community-Academic Partnerships

Important Dates

- 06/20/2011: RFA Release Date
- 07/18/2011: Applicants' Webinar/Conference Call (optional)
- 08/26/2011: Mandatory Letter of Intent Deadline
- 09/26/2011: Application Submission Deadline
- 12/05/2011: Notification of Award
- 12/12/2011: Mandatory Grantee Orientation (webinar)
- 05/01/2012: Award Start Date

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I. Background

The [Colorado Clinical and Translational Sciences Institute](#) (CCTSI) is a collaborative enterprise between University of Colorado Denver, University of Colorado at Boulder, six affiliated hospitals and health care organizations, and multiple community organizations with a goal to accelerate the translation of research discoveries into improved patient care and public health. The CCTSI was created in 2008 with funding from the [Clinical and Translational Science Award](#) (CTSA) initiative of the National Institutes of Health (NIH).

The goal of translational research is to narrow the gap between what we know based on research advances and what we actually do to improve health and health services. Community Engagement is critical to increase the reach, effectiveness, adoption, implementation, and maintenance of clinical and translational research. Accordingly, the goal of the Community Engagement (CE) Program of the CCTSI is to transform the existing community research infrastructure using community-based participatory research (CBPR) principles while building capacity in community-academic partnerships.

The [Partnership of Academicians and Communities for Translation](#) (PACT), governed by the PACT Council, guides the work of the CE Core while facilitating bidirectional exchange between communities and academic programs. The PACT's ultimate goal is to reduce health disparities

in the Rocky Mountain Region through targeted investments in community translational research, followed by wider dissemination of successful practices.

II. Description (*See Definitions Section XII*)

The PACT Council will award a total of up to \$200,000 as one-year pilot grants to strengthen community-academic partnerships for translational research. Grants will support either: (1) joint pilot projects proposed by established community-academic partnerships; or (2) development of new community-academic partnerships. **Applications must target health disparities and focus on community-engaged, translational research.**

The PACT will fund applications submitted by either community representatives or academic researchers. At the end of the grant period, we expect that funded partnerships will be prepared to submit competitive grant proposals to governmental, nonprofit, and private funding sources.

III. Funding Priorities

For this year's grant cycle, preference will be given to pilot grant applications that:

- Target at least one of the following health disparity priority areas: **(1) childhood chronic conditions, (2) social-emotional health; or (3) cardiovascular disease (*applications addressing hypertension are strongly encouraged*).**
- Involve junior level academic investigators who are within five years of completing their training, have not previously received a federal R01 grant, and demonstrate appropriate mentorship (*projects involving senior-level academic investigators will also be considered*).

The PACT Council will fund two categories of applications targeting health disparities, with preference given to partnerships that address community engaged and translational research in clinical and community settings. Applications will be accepted for one of two funding categories (not both):

A – Joint Pilot Projects: Applicants who **already have a community-academic partnership** in place and seek funds for a joint research project that results in pilot data and submission of a proposal to an external agency (with either the community or academic researcher serving as the primary applicant).

B – Partnership Development: Applicants who seek funds for **developing a new community-academic partnership** that results in the later submission of a Joint Pilot Projects application or an application to another potential funder (with either the community or academic researcher serving as the primary applicant).

Applications for joint projects can request funding for a variety of activities related to translational research, such as data collection and/or analysis of community-specific information or other quantitative and qualitative data; evaluating an existing community-based program; and studies of the community translation process, including studies of dissemination methods.

We will not fund projects designed to demonstrate that a health disparity exists; rather, we are interested in funding projects focused on reducing health disparities or designed to understand how to decrease health disparities. Applicants must propose work conducted within a partnership between academic researchers and community organizations or individuals.

IV. Eligibility

Both communities and academic researchers are eligible to apply. You are permitted to submit a single application to **only one** of the three pilot grant programs offered through the CCTSI (this Community-Academic Partnerships grant **OR** CO-Pilot **OR** Child and Maternal Health).

Academic researchers who are submitting/listed on pilot grant applications must become members of the CCTSI in order to submit the application. A simple membership application can be found at the following Web site and entitles you to access various CCTSI resources but does not obligate you to participate in any studies or activities: <http://cctsi.ucdenver.edu>. Community applicants also are encouraged to become CCTSI members, but membership is not required prior to submitting applications.

For this round of Pilot Grant Applications, revisions of previously *unfunded* applications from earlier cycles are welcome. Renewals or follow-on funding requests from **previously funded Joint Pilot Projects will not be considered.**

V. Available Funds

The PACT will allocate up to **\$200,000 total funds (the funding period will begin on May 1, 2012 and will end on April 30, 2013)** with allocation of funds based on the number and quality of applications received in both categories:

A – Joint Pilot Projects: Awards will range from **\$10,000 to \$30,000** (total budget, per project, for community and academic partners combined) depending on the number of projects selected. Applicants must allocate a minimum of fifty percent (50%) of requested project funds to the community partner

B – Partnership Development: We will fund up to **\$10,000** for partnership development (total budget, per project, for community and academic partners combined), with awards ranging from \$5,000 to \$10,000. Applicants must allocate a minimum of fifty percent (50%) of requested funds to the community partner. Applications exceeding \$10,000 will not be considered.

VI. Post-Award Requirements

- A. Funded community partners and academic researchers must attend a mandatory 8-hour Community Engagement workshop.
- B. All funded grantees are required to submit a **six-month progress report** and a **final report** to the PACT Council that evaluates the community-academic partnership, the community engagement process, project implementation, project results, and lessons learned. Additionally, grantees are required to report any publications or presentations resulting from the funded project, subsequent grants obtained or patents derived from this project.
- C. Quarterly financial reports are required of both community and academic partners.
- D. Grantees conducting research involving human subjects must submit their projects to an accredited Institutional Review Board (IRB) and must comply with IRB training requirements. Applicants are strongly encouraged to demonstrate their capacity to submit to IRB as soon as possible upon receipt of the award.

- E. If you intend to use any Clinical and Translational Research Centers (CTRC) resources, your research protocol also will require separate Scientific and Advisory Review Committee (SARC) submission and approval. CTRC resources include: inpatient and outpatient research facilities, clinical research nursing support, nutrition research support, exercise research laboratory, ancillary funds; and CTRC Core lab support. For more information, visit <http://cctsi.ucdenver.edu/Research-Resources>.

VII. Review Criteria

The PACT Pilot Grants Review Committee will review all grant applications, giving preference to those that have the potential to improve community translation and decrease health disparities while meeting the criteria outlined in this RFA. Scoring criteria will include: general responsiveness to the RFA requirements; project focus; project outcomes related to community-engagement, translational research; outcomes related to health disparities; and the community engagement process.

The Review Committee will present funding recommendations to the PACT Council and the CCTSI Executive Committee for approval. All funding decisions are final. Brief, written feedback will be provided to unfunded applicants.

VIII. Technical Assistance

An informational webinar/conference call for prospective applicants will be held on **July 18, 2011 from 1:00 – 2:30 p.m.** The purpose of the webinar is to explain the application requirements in detail and to address questions from potential applicants.

Applicants Webinar/Conference Call: Monday, July 18 at 1:00 PM

1. Join the webinar by clicking on the link below:

<https://www3.gotomeeting.com/join/378499478>

2. Join the conference call:

USA TOLL-FREE: 888-636-3807

ACCESS CODE: 1730525

Meeting ID: 378-499-478

A list of frequently asked questions from past grant cycles is available at:

<http://cctsi.ucdenver.edu/Funding/Pages/CommunityEngagementPilots.aspx>.

In addition to the webinar, staff and faculty at the Colorado School of Public Health's Center for Public Health Practice are available to assist potential applicants with framing their ideas and needs into more specific research and program concepts. This consultation may range from a brief discussion about ideas to more in-depth assistance in critiquing and editing pilot grant proposals. There is no charge for this service. For assistance, please contact Tim Byers, Director of the Center for Public Health Practice at tim.byers@ucdenver.edu, or at 303-724-1283.

IX. Submission Requirements

- A. **Letters of Intent must be submitted no later than 5:00 pm. On August 26, 2011.** Letters of Intent (LOI) assist the Review Committee in estimating the volume of applications and assembling the proper expertise for the review process. Therefore, applicants who do not submit LOI's by the deadline stated above will NOT be eligible to submit an application. Letters of Intent must be submitted online at:
<http://cctsi.ucdenver.edu/Funding/Pages/CommunityEngagementPilots.aspx>
- B. **Applications are due by 3:00 p.m. on September 26, 2011.** Applications must be submitted on-line at:
<http://cctsi.ucdenver.edu/Funding/Pages/CommunityEngagementPilots.aspx>
- C. **Formatting Guidelines** – Applications must:
1. be submitted online (at the above link) as a single document in Adobe PDF format;
 2. be written in 11-point font;
 3. be single-spaced with one-inch margins; and
 4. adhere to the page limits and other instructions outlined in the application forms below.

X. PILOT GRANT APPLICATION

Please complete the applicant information on the following page, followed by the [Category A](#) or [Category B](#) application (only one may be submitted). Answer the questions, in the order presented, adhering to the [formatting guidelines](#) listed above. We recommend using the form fields embedded in this document. References and up to two letters of support/ commitment may be included with the application, but no appendices are allowed. **Applications that do not follow these guidelines will not be reviewed.**

We recognize that the focus and content of these applications may change during the project period; this application represents your best ideas and plans at the time of application

APPLICANT INFORMATION

Project Title:

Project Category (*check one*):

- Category A – Joint Pilot Project
 Category B – Partnership Development Project

Academic Funding Requested: \$

Community Funding Requested: \$

Total Funding Requested: \$

Applicant Category (*check one*):

- Community Organization or Member is main project lead
 Academic Researcher is main project lead

Academic Investigator Category (*check one*)

- Academic Researcher is junior investigator
 Academic Researcher is senior investigator

Health Disparity Focus (*check all that apply*):

- Childhood chronic conditions
 Social-emotional health
 Cardiovascular disease

Academic Investigator (AI) Name (this is the academic researcher with primary responsibility for the project):

AI Agency:

AI Address:

AI Email:

AI Phone:

Academic Administrative Contact (this is the academic staff member responsible for administration and fiscal management of the project (payroll, charging, travel, purchasing, etc.):

Academic Admin. Contact Email:

Academic Admin. Phone:

Community Investigator (CI) Name (this is the community member with primary responsibility for the project):

CI Agency:

CI Address:

CI Email:

CI Phone:

Community Administrative Contact (this is the community staff member responsible for administration and fiscal management of the project (payroll, charging, travel, purchasing, etc.):

Community Admin. Contact Email:

Community Admin. Phone:

Project Abstract (200 words or less) Briefly describe the project focus, desired outcomes, your partnership, and proposed next steps:

CATEGORY A APPLICATION – JOINT PILOT PROJECT

Please answer questions A-H, using the [formatting guidelines](#) listed in Section IV of the RFA, in six pages or less. References and letters of support do not count against the page limit. After completing the questions below, please continue to Section XI to complete your [budget and budget justification](#).

- A. **Focus of Pilot Project:** What is the primary focus of your pilot project in terms of community translational research? What health disparity will this partnership help you address? Note: when possible, please provide data supporting that a health disparity exists in the community. (For Colorado data, see: <http://www.cdphe.state.co.us/ohd/disparitiesinco.html>).
- B. **Desired Outcome(s):** What do you plan to accomplish throughout this 12-month grant period? How will you know if you've accomplished this? How will you demonstrate this?
- C. **Study Design and Methods:** What is the design of the study to achieve your objective? What methods will you use to achieve your objective?
- D. **Description of the Community-Academic Partnership:** How long has this partnership existed? What previous collaborative work have you done, including research? How will this partnership strengthen proposed research?
- E. **Description of Community Partner:** What background, skills, and previous experience does the Community Partner have related to the work proposed in this application — and in engaging or working with Academic Researchers?
- F. **Description of Academic Researcher:** What background, skills, and previous experience does the Academic Researcher have related to the work proposed in this application — and in engaging or working with Community Partners? If academic researcher is a junior investigator (i.e., less than five years out of training and has not received R01), briefly describe mentoring plan from senior investigator(s).
- G. **Description of Community Engagement:** How will the Community Partner be engaged in the proposed project? How is community engagement important to the proposed project and its success? How will you make sure that partners are equitably involved?

H. **Proposed Next Steps**: What do you plan to do once this one-year grant cycle ends? What are your intermediate and long-term goals for continuing the Community-Academic partnership and research proposed in this application?

Category B Application – Partnership Development

Please answer questions A-F, using the [formatting guidelines](#) listed in Section IV of the RFA, in six pages or less. References and letters of support do not count against the page limit. After completing the questions below, please continue to Section XI to complete your [budget and budget justification](#).

- A. **Focus of Partnership Development:** On what translational research topic will this partnership focus? What health disparity will a new Community-Academic partnership help you address? Note: when possible, please provide data supporting that a health disparity exists in the community. (For Colorado data, see: <http://www.cdphe.state.co.us/ohd/disparitiesinco.html>).

- B. **Desired Outcome(s):** What do you plan to accomplish throughout this 12-month grant period? How will you know if you've accomplished this? How will you demonstrate this?

- C. **Applicant Background and Skills:** What background, skills, and previous experience do you and/or your organization have related to the work proposed in this application? What previous experience do you and/or your organization have working within a Community-Academic Partnership? If academic researcher in partnership is a junior investigator (i.e., less than five years out of training and has not received R01), briefly describe mentoring plan from senior investigator(s).

- D. **Your Ideas About Engagement:** How will your new Community or Academic partner be engaged in this project? How do you think engagement is important to the proposed project and its success? How will you make sure that partners are equitably involved? Please be specific about the roles of each partner and the plan for how engagement will take place.

- E. **Your New Partnership:** How long have you known this new partner? Why do you think the chosen partner is the right one for accomplishing your goal?

- F. **Proposed Next Steps:** What do you plan to do once this one-year grant cycle ends? What are your intermediate and long-term goals for continuing the Community-Academic partnership and research proposed in this application?

XI. BUDGET AND BUDGET JUSTIFICATION

Please provide a detailed budget and justification using the guidelines and budget [template](#) below. **The budget and justification are limited to two pages (total).**

Although we are flexible in how requested grant funds are used, all applicants must abide by the following budget guidelines:

- Requested total grant funds will be ***split between Community Partners and Academic Researchers***, with Community Partners receiving at least half of total grant funds. If awarded, academic and community partners will each administer their own portion of the budget.
- Applicants must request funds within limits described on page 3.
- Pilot funds cannot be used to pay for program-related costs (i.e., for program development, or for educational or dissemination programs)—funds CAN be spent on research/evaluation of such programs or for other translational research.
- **Category A – Joint Pilot Project** applicants may request pilot funds for many different expenses related to planning and implementing research projects (e.g., costs related to hosting meetings, including refreshments; personnel costs, data collection, and/or analysis of community-specific information or other quantitative and qualitative data; evaluating an existing community-based program; expenses for community facilitation or other consultants).
- **Category B – Partnership Development** applicants may request funds for a variety of expenses related to developing and sustaining a new Community-Academic partnership. These funds can be used to meet with partners, (e.g., costs related to hosting meetings, including refreshments), further develop the community-academic partnership (e.g., facilitation or training materials), and plan collaborative research projects and joint grant proposals (e.g., literature searches, printing articles, grant proposals).

Using the table on the following page, list the total expected costs of the project, with each of the budget categories broken down to show the amounts allocated to the academic researcher and community partner. All budget figures should be entered to the nearest dollar. **Include a brief budget justification for these budget items.** **No indirect costs are allowed**

<u>Proposed Budget</u>			
<u>Budget Categories</u>	<u>Amount to Support Academic Research Partner</u>	<u>Amount to Support Community Partner</u> (must be at least 50% of total requested funds)	<u>Total</u>
Personnel (salary and benefits)			
Research/Evaluation Costs			
Food			
Travel			
Consultants			
Other (e.g., supplies, materials)			
Total Requested Funds			

Budget Justification:

Please include a brief justification for each major budget item.

XII. Definitions

Colorado Clinical and Translational Sciences Institute (CCTSI): University of Colorado (UC) Denver, UC Boulder, UC Hospital, The Children's Hospital, Denver Health, National Jewish Health, Kaiser Permanente of Colorado, the Denver Veteran Affairs Medical Center, and over 15 other community organizations and research networks.

Community or Community Partner: We define *community* and *community partners* as a set of persons with shared commonalities, such as a geographic location (e.g., the community of Colorado Springs), work specialization (e.g., the community of cardiovascular care providers), or a common cause (e.g., a group of residents advocating for homeowners' rights). Eligible community partners can include current CCTSI Community Partners (listed on <http://cctsi.ucdenver.edu>), or other community partners willing to collaborate on pilot projects with Academic Researchers.

Community Engagement: *Community engagement* is a collaborative process through which communities and researchers work together to solve mutually recognized problems and build on strengths that each party brings to the collaboration. The methods for community engagement include community service, service-learning, community-based participatory research, training and technical assistance, coalition-building, capacity-building, and economic development.

Academic Researcher: Any researcher who is affiliated with academic partners of the CCTSI or UC Denver (includes UC Denver, UC Boulder, University of Colorado Hospital, The Children's Hospital, Denver Health, National Jewish Health, Kaiser Permanente of Colorado) or other academic institutions in Colorado.

Health Disparities: Simply stated, a disparity in health or health care is an avoidable and UNWANTED difference or gap—among individuals and groups. This definition of health disparities includes differences in health status, the presence of disease, health outcomes, as well as quality of and access to health care. Health disparities can affect many different populations including those with lower socioeconomic status, racial and ethnic minorities, residents in rural areas, women, children, the elderly, and persons with disabilities.

Translational Research: The goal of translational research is to narrow the gap between what we know based on research advances and what we actually do to improve health and health services across geographic, cultural and socioeconomic boundaries. The PACT is committed to developing a broad-based translational research enterprise that results in reduced barriers to research translation and improved health among people and communities. The goal is to help build long-lasting Community-Academic relationships that redefine the way that community organizations, public health providers, and academic researchers improve public health.