Community Health Collaborative Grant
Announcement 2016-17

2016 Request for Proposals

The University of Minnesota’s Clinical and Translational Science Institute (CTSI) Office of Community Engagement to Advance Research and Community Health (CEARCH) seeks proposals that address important human health issues identified by communities in Minnesota. Proposals that incorporate community engagement and collaboration within the proposed project, and appropriately link methodology to a research or evaluation question, will be favored. It is intended that funded projects will ultimately lead to advances and best practices that contribute to health improvements in the community.

A letter of interest is required and must be submitted by Wednesday, March 9, 2016. Proposals will be invited on or before March 30, 2016. Full proposals are due by 12pm (noon) on Wednesday, April 27, 2016.

Collaboration in projects requires a distribution of research responsibilities among at least one community-based organization and one researcher affiliated with any University of Minnesota campus. Proposals are accepted from either new or existing partnerships. Research partner matching will be supported if either entity requests assistance in identifying research partners.

Funded projects:

1) Have the potential for concrete and tangible improvement in individual and community health; and

2) Hold the promise of developing into long-term community-engaged research partnerships that will a)address issues of importance to the community; b)leverage additional funds; and/or c)result in policy or practice changes; and

3) Develop solid and sustainable community-University relationships.

CEARCH will sponsor a pre-application workshop to provide information on this grant opportunity and the researcher matching process on Friday, February 19, 2016 from 9-10:30am at the Center for Changing Lives, 2400 Park Avenue S., Minneapolis, MN 55404 (https://goo.gl/maps/s5L4SspeH3o). You can participate remotely through our conference line by dialing: 866.865.2157, conference code: 8728032173. Presentation slides will be made available online prior to the workshop. Free, on-site parking is available. To register for this event, please email ocehfund@umn.edu. For more information, call 612-625-2874 or consult the CTSI website at www.ctsi.umn.edu. Consultations on community-engaged research are available at any point during the application process by contacting ocehfund@umn.edu.

Applicants who are invited to submit full proposals may request between $25,000 and $47,500 in direct costs for a period of up to 18 months. Research projects must be designed to complete all data collection and analysis within 18 months of the initiation of funding and must include a dissemination plan. CTSI anticipates funding up to five proposals. Funding is expected to begin July 2016.
### COLLABORATIVE GRANTS SCHEDULE

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 11, 2016</td>
<td>RFP released to community and University</td>
</tr>
<tr>
<td>February 19, 2016</td>
<td>Pre-Application Workshop - for more information and/or to register, email <a href="mailto:ocehfund@umn.edu">ocehfund@umn.edu</a>.</td>
</tr>
<tr>
<td>March 9, 2016</td>
<td>Required letter of interest due via online form by 12pm (noon). All Researcher Matching requests must be included in the letter. <a href="https://redcap.ahc.umn.edu/surveys/?s=CD3RHCKP8J">https://redcap.ahc.umn.edu/surveys/?s=CD3RHCKP8J</a></td>
</tr>
<tr>
<td>March 30, 2016</td>
<td>Invitation to submit full proposal and notification of partner matching.</td>
</tr>
<tr>
<td>April 27, 2016</td>
<td>Full proposals due via online application by 12pm (noon).</td>
</tr>
<tr>
<td>April 29-June 3, 2016</td>
<td>Proposal review process</td>
</tr>
<tr>
<td>Mid-June 2016</td>
<td>Funding awards announced</td>
</tr>
<tr>
<td>July 2016- December 2017</td>
<td>Funding period</td>
</tr>
</tbody>
</table>

### TECHNICAL DETAILS

**Background:**

This funding opportunity is an initiative of the University of Minnesota’s CTSI to explore models of engaged scholarship. Goals of this translational program include the development of innovative, evidence-based health improvement strategies and more efficient implementation of such strategies to improve health outcomes for populations in Minnesota and throughout the nation. For resources on developing research partnerships and conducting community-engaged research, please consult: The [Research Partnership Checklist](http://www.ctsi.umn.edu/consultations-and-services/community-engaged-research/resources) or the [Guiding Principles for Community Engaged Research](http://www.ctsi.umn.edu/consultations-and-services/community-engaged-research/resources). Additional resources on community-engaged research are available at [http://www.ctsi.umn.edu/consultations-and-services/community-engaged-research/resources](http://www.ctsi.umn.edu/consultations-and-services/community-engaged-research/resources).

**Eligibility:**

Investigators: All projects must include Co-Principal Investigators from:

1. A Minnesota-based community organization, to include nonprofit organizations, healthcare organizations, hospitals, clinics, local or tribal governments. The community Co-Principal Investigator may not have primary appointments at the University.

   **AND**

2. A faculty researcher (Assistant, Associate or Full Professor or a PhD Research Associate) at any University of Minnesota campus: Twin Cities, Rochester, Duluth, Morris, Crookston.

Junior investigators are encouraged to apply.
**Partner Matching:**

Community organizations that have a topic of interest but no connection to a University researcher are encouraged to submit a letter of interest. CEARCh will assist in matching community organization applicants to University researchers with research expertise in the community organization’s area of interest. The office also will assist University researchers in identifying community partners.

**Application Criteria:**

Projects should use community-engaged research methods to address issues of significance to the health of individuals and communities. In the invited full proposal, successful applicants will:

1. Clearly state the significance and predicted impact of the selected issue on the health of individuals and populations.
2. Detail specific goals, strategies, and methods that will be used to address the chosen issue.
3. Describe how their partnership will help to accomplish their goals.
4. Propose a realistic budget and timeline for their project.
5. Propose appropriate data collection methods and analysis of quantitative and qualitative measures. Note that the University research partner can assist with the study design, data collection and analysis plan, and project implementation.
6. Outline a plan for disseminating research findings and continuing the research beyond the pilot grant phase, including how what is learned will be used to seek external funding (e.g., NIH, HRSA, CDC, AHRQ, or national/local foundations.)

**STEP 1: LETTER OF INTEREST**

Interested applicants are required to submit a letter of interest (LOI) for this funding opportunity. Letters of interest will be reviewed to determine eligibility for CEARCh funds. In addition, this process will allow CTSI staff to assist in identifying appropriate research partners as requested.

Font size in the LOI and the full proposal should be 11-point font with at least one-half inch margins (top, bottom, left, and right) for all pages.

The letter of interest, not to exceed one-page, single-spaced, and should include the following:

1. Project title
2. What health issue or priority does this project propose to address?
3. What is the significance and relevance of the health issue to communities in Minnesota, particularly in underserved populations?
4. Describe expected partner roles and contributions to the project.
5. Provide a brief description of the proposed research project and its potential impact.

**Submission:** Submit your completed letter of interest online, with a request for partner matching if needed, by **Wednesday, March 9, 2016 at 12pm (noon) (CST)**. Please [click here](https://redcap.ahc.umn.edu/surveys/?s=CD3RHCKP8J) for the link to the online LOI submission form, or find it at: [https://redcap.ahc.umn.edu/surveys/?s=CD3RHCKP8J](https://redcap.ahc.umn.edu/surveys/?s=CD3RHCKP8J).
Selected applicants will be invited to submit full proposals, with notification no later than March 30, 2016. Full proposals are due by Wednesday, April 27, 2016 by 12pm (noon) (CDT), via an online application system.

The four page limit applies only to the Narrative portion of the proposal and does not include the Face Page, Abstract, Literature cited, Timeline, Bio sketches, Budget, or Letters of Support.

The full proposal will address the following points:

1. **Face Page**: Project Title, University Co-PI name, title, department and contact information; Community Co-PI name, title, organization and contact information; other key personnel

2. **Abstract**: Provide a concise description of the proposed research project engagement (250 words maximum)

3. **Narrative**: Address the following areas (four page limit, single spaced, upload PDF document):
   - **Specific aims**: What is your research question? If applicable, what are the hypotheses? Please include clear, measurable objectives.
   - **Background and significance**: What important health issue will be addressed? What gap in knowledge will your project address? Please describe any relevant experience you have in understanding or studying the proposed health issue. Describe the intended impact of your project.
   - **Community**: Who in the community will benefit from the results of your project? How will anticipated results of your project help to improve the health of people in communities, particularly those in underserved communities? How will you involve community stakeholders and others affected by your project in the design and execution of the project and the dissemination of research findings?
   - **Partnership**: Describe the key members of your partnership and show how the academic and community partners have relevant and meaningful roles on the project and are able to fulfill their research responsibilities. If this is a new partnership, describe how and why each member was chosen to be on this project. Why is this partnership necessary to achieve the goals of this project?
   - **Project design and methods**: How do you propose to conduct the project? What methods do you propose to use? How is the proposed method suited to the project? What are the endpoints or processes being measured? How will data be collected and analyzed? Describe study participant recruitment if applicable. Address any relevant human subject protection issues and potential risk to study participants, including plan for IRB submission.
   - **Next steps**: How do you intend to disseminate your pilot project findings to both academic and community audiences? How will the results of this study be used to continue this line of research or evaluation, including potential for securing additional funding? How will community efforts and benefits on this project be sustained?
4. **Timeline**: The project must be completed within 18 months of the start date. Show tasks to be completed during each quarter on the online form.

5. **Bio sketches, resumes, or CVs**: Include for PIs (limit to one document of no more than two pages for each person; upload as a PDF document)

6. **Budget and Justification Required**: The budget should outline all costs needed to complete the pilot project. Funding requests between $25,000 and $47,500 in direct costs will be considered. Pilot funds may be requested for a variety of expenses related to planning and implementing pilot research projects (i.e., personnel, data collection and analysis, community dissemination, evaluation, or consultation.) Indirect costs may not be included in the proposed budget but all justifiable expenses related to the project can be listed in the line item budget. Overhead expenses of community organizations may be approved for up to 5% with an explanation. A budget template will be provided in the online application.

7. **Letters of support**: Provide no more than five letters of support from community or University stakeholders. Letters should describe specific details of collaboration, support, mentorship or consultation. Upload as PDF document(s).

**CTSI Resources**: Investigators can access a wide range of CTSI services and support for planning, implementing, conducting, and analyzing studies. There may be a charge for some services, which can be included in the budget. Examples of available services include:

- Support from a biostatistician and/or database programmer, who can help with database development, data management, statistical analysis, and more.
- Services for conducting research, including clinical research facilities, support staff, and procedures.
- Assistance from research project managers who can help with activities such as protocol development, budgets, and regulatory committee applications.
- Consultations with informatics experts who can provide guidance about informatics methods and access to clinical data from the health records of more than 2 million patients.
- Assistance developing recruitment strategies that leverage recruiting technologies, University networking, and community partnerships.
- Support in conducting community-engaged research and matching community-academic research partners.

**Submission**: Applications must be submitted using the online application system and transmitted no later than 12pm (noon) (CDT) on April 27, 2016 for consideration.

**REVIEW AND AWARD NOTICE**: Completed full applications will undergo a scientific review by University researchers and a review by an expert Community Review Panel using the following criteria:

- **Impact**: Does the project demonstrate community engagement or collaboration in how it addresses a health issue or disparity of importance to a community in Minnesota? Does the project have a clear and focused research question with aim(s), hypotheses and measurable objectives? Does this pilot project show the
potential to lead to a longer-term research or evaluation project, including additional funding, which may ultimately lead to advances/best practices that contribute to health improvements in the community?

- **Investigators:** Does the project have adequate personnel (that is well balanced between the community and the university) to carry out the proposed project? Do the community and university collaborators have appropriate training and/or experience to carry out this project? Do they have complementary and integrated expertise appropriate for the project?

- **Innovation:** Does the application challenge and seek to improve current research or practice paradigms by utilizing concepts, approaches, methodologies, instrumentation, or interventions that reflect a novel approach to improving community health? Do the co-PIs propose novel approaches to integrate community perspectives into the project?

- **Approach:** Is the overall strategy well-reasoned and appropriate to accomplish the specific aims of the project? Are the resources requested appropriate and adequate to accomplish the specific aims of the project? Are the methodology and analyses sound? Is there a descriptive plan for how the results of this project will be disseminated, translated and used to benefit the health of community populations?

- **Community Collaboration:** Is it clear that the community was involved in identifying the health issue and study methods addressed by this project? Will the environment in which the project will be done contribute to the likelihood of project success? Does the project outline a plan that shows genuine collaboration between the community and the University researchers in all aspects of design, implementation, and dissemination?

Applicants will be notified of funding decisions in early to mid-June.

**Evaluation and Future Tracking of Selected Projects**

Projects will be supported for a period of up to 18 months. All funded projects will be expected to submit a progress report at six months and a final report at the conclusion of the project. Information on subject demographics and enrollment rates will also be requested on the progress reports. You will also be expected to annually report publications, presentations, additional funding, and other outcomes related to this project.

**Further Information:**

- For questions regarding proposal development or community-University partnerships, please contact Deborah Hendricks, Assistant Director of Community-engaged Research Programs, CTSI, at ocehfund@umn.edu or 612-624-4247.
- For information on CTSI resources and potential costs for inclusion in the budget, please contact Melissa Hansen, CTSI Research Navigator, at ctsi@umn.edu or 612-626-2318.