2018 Community Health Collaborative Pilot Grant
Frequently Asked Questions (FAQs)

1. Are there any restrictions on the areas of healthcare that can be funded? No, there are no restrictions on areas of healthcare or health issues that can be funded. Proposals should address health topics or issues that are important to communities in Minnesota.

2. Are there restrictions on who the community partner can be? Does it need to be a nonprofit and 501(c)(3)? Can we partner with a local government office? No. The community organization does not need to be a nonprofit or 501(c)(3). Community organizations do need to be either established organizations or associated with a fiscal agent. Local government offices may apply.

3. Does the community organization need to be based in Minnesota? Yes. Community organizations must be Minnesota-based, including nonprofit organizations, healthcare organizations, hospitals, clinics, local or tribal governments.

4. Can there be more than one community partner included in the application? We encourage applicants to involve multiple stakeholders in project activities, but only one community partner may be funded through the pilot grant, as the intent is to foster strong partnerships between a community partner and a University researcher.

5. Are there preferred schools within the University of Minnesota for partnering with? No. While many of our awards since 2010 have gone to UMN research partners in the Academic Health Center (Medical School, School of Public Health, School of Nursing, College of Pharmacy and School of Dentistry), awardees also include researchers in Engineering; Psychology; Social Work; Food, Science and Nutrition; Design; Center for Spirituality and Healing; and Organizational Leadership, Policy and Development.

6. How do I request a match with a community or University partner? You are encouraged to contact cearch@umn.edu to request a match with a community or University partner before submitting your LOI so that we can begin the matching process early. You may also request a match via the LOI submission form.

7. Can you submit an application for an ongoing partnership or project? Can the same project be funded more than once? We do accept applications from existing partnerships and projects. Partnerships can be funded more than once, but it should be clear in your proposal that this is a new component or extension of your project.

8. Will new partnerships be viewed more favorably than applications submitted by organizations and researchers who have previously collaborated? No. Strong proposals will have the potential to develop into long-term community-engaged research partnerships, but no preference will be given to either new or existing partnerships during the review process.
9. Can adjunct professors be funded as lead investigators through this pilot grant? No, adjunct professors will not be funded as lead investigators in this award. The UMN Lead must be a professor (assistant, associate or full professor) or a PhD prepared research associate. The adjunct professor can be listed as other key personnel in the full proposal.

10. Can you have more than one faculty member as principal lead (co-principal leads)? No, because of the size of these pilot grants, only one UMN Lead may be listed in the full proposal. However, additional collaborators such as research assistants and other faculty members can be added under the Key Personnel section.

11. If you already have a research partner, do you each have to submit a letter of intent (LOI)? No, if you have a research partner with whom you plan to submit an LOI, you only need to submit one LOI.

12. Do Memorandums of Understanding (MOU) strengthen a LOI? No, you do not need to submit an MOU with your LOI. An MOU may be included with your final proposal but is not necessary.

13. When completing the LOI form on REDCap, can you save and return to the online form? Yes. You can save and return to the form as many times as needed. We encourage you to look at the form ahead of time.

14. Are there word or space limitations on the LOI or online form? Yes. LOIs should be one page maximum. The online form does not include essay questions, so there are no word limits in the form.

15. Will I be notified when my application form is received? Yes. We will notify you within 24-48 hours to let you know that we have received your application, even if it is submitted before the deadline.

16. Is the IRB process included in the 18-month timeline? Yes. You do not have to have IRB approval before submitting a proposal.

17. Can applicants obtain statistical support while working on their proposal? Consultation on data collection and analysis may be available. Contact ctsi@umn.edu or 612-625-CTSI (2874) for more information about CTSI resources.

18. Can you retroactively fund the application preparation time for community organizations? Unfortunately, we cannot provide funding for preparation work.

19. Is there help available to develop a budget? Yes. CSEARCH staff can help you develop a budget and determine what costs will need to be covered. Contact cearch@umn.edu if you would like assistance with budget development.
20. Does the project proposal budget include both university and community activities? Does the budget need to be split equally between community and university activities? The funding allotment (up to $50,000 in direct costs) is the total budget for BOTH the university and community partners for the entire funding period (18 months). The budget does not need to be equally split between community and university activities but project leads should strive to ensure an equitable allotment between both partners. Final decisions about splitting the budget will be left to the co-leads and will depend on the nature of their particular proposal. Please note that the CTSI will set up direct contracts with the community partner organizations and reimbursement will be made based on monthly or quarterly invoices. Community organizations will not subcontract through the academic department. Budgetary advances will be available in some circumstances.

21. Can any equipment be purchased with grant funds? Costs for equipment essential and specific to the project may be included in the proposal. However, be aware that University of Minnesota policies state that equipment purchased with institutional funds belong to the University and may need to be returned at the conclusion of the project. We are unable to fund purchases of equipment for general use in an organization. We encourage you to contact us regarding equipment purchase questions prior to submission of a full proposal.

22. If we have an opportunity to add matching private funds to our project, is that appropriate and desirable for further reach and spread? Or do you prefer that the project is scoped to be funded by CTSI only? You are welcome to add matching funds to your project application; however, there is no requirement to do so. The presence of matching funds is not a criteria that will be considered during the review process.

23. How many applications did you receive last year? In the last cycle (2016), we received 42 letters of interest and invited 19 full proposals. Of those, five projects were funded. We expect to fund four projects this cycle.

For further questions or clarification please contact csearch@umn.edu or call 612-625-2874.

More information is also available at our website: http://bit.ly/2NunIlO