

Clinical and Translational Science Institute

University of Minnesota Clinical and Translational Science Institute (CTSI) Office of Community Engagement to Advance Research and Community Health (CEARCH)

2019 Community Health Collaborative Pilot Grant RFA Frequently Asked Questions (FAQs)

- 1. Are there restrictions on the health topics or types of projects that can be funded?** No, there are no restrictions on project topics. Projects should respond to community-identified needs. Projects should be focused on research or evaluation.
- 2. Does each project have to have a community and university partner?** Yes. Each project must have both a community and a university partner. You may submit an LOI without a partner, and CEARCH can assist with partner matching (see Question 3 below). Partnerships must be in place when full proposals are submitted.
- 3. How do I request a match with a community or university partner?** Please 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.
- 4. Can you submit an application for an ongoing partnership or project?** We do accept applications from existing partnerships and projects, but it should be clear in your proposal that this is a new component or extension of your project. Funding must directly relate to conducting the project.
- 5. 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.
- 6. Does the community organization need to be a 501(c)(3)?** No. The community organization does not need to be a 501(c)(3), they do need to be either established organizations or associated with a fiscal agent.
- 7. 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.
- 8. 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.
- 9. 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 partners and will reimburse based on invoices (monthly/quarterly.) Community partner organizations will not subcontract through the academic department.

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10. **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.
11. **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.
12. **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.
13. **Will I be notified when my application form is received?** Yes. You will receive an email confirmation after submitting your application form.
14. **Is the IRB process included in the 18-month timeline?** Yes. You do not have to have IRB approval before submitting a proposal.
15. **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.
16. **Can you retroactively fund community organizations for their time spent preparing proposals?** Unfortunately, we cannot provide funding for preparation work.

For further questions or clarification please contact cearch@umn.edu or call 612-625-2874.
More information is also available on [our website](#) .