CTSI Office of Community Engagement to Advance Research and Community Health (CEARCH) Community Health Collaborative Pilot Grant

2018 Request for Applications

The University of Minnesota’s Clinical and Translational Science Institute (CTSI) Office of Community Engagement to Advance Research and Community Health (CEARCH) seeks proposals for research or evaluation projects that address important health issues identified by communities in Minnesota. Proposals should incorporate community engagement and collaboration with the goal of developing solid and sustainable Community-University relationships. By appropriately linking methodology to a research or evaluation question, funded projects should have the potential to make tangible contributions to health improvements in the community. Examples of previously funded projects can be found at http://bit.ly/2NunlIo.

A letter of interest (LOI) is required and will be accepted from a community organization, academic researcher or both. Based on review of letters of interest, selected applicants will be invited to submit full proposals. The full proposal must reflect shared research responsibilities among at least one community-based organization and one researcher affiliated with any University of Minnesota (UMN) campus. Proposals are accepted from either new or existing partnerships. CEARCH will work to match academic researchers and community organizations if either entity requests assistance in identifying a partner. Please notify CEARCH at cearch@umn.edu as soon as possible if you will be seeking a research partner.

Applicants invited to submit full proposals may request up to $50,000. Research projects must be designed to complete all data collection and analysis within 18 months of initiation of funding and must include plans for community-based dissemination and scientific publication. CTSI anticipates funding up to four proposals.

Technical assistance is available to applicants. On August 1st, CEARCH will host a pre-application webinar to provide more information on this pilot grant opportunity. See application timeline below for details. In addition, CEARCH staff members can provide consultation on proposal preparation. Please call 612-625-2874 or email Deborah Hendricks, CEARCH Assistant Director, at cearch@umn.edu with any questions.

Application Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>August 20, 2018</td>
<td>LOI due via online form (<a href="https://redcap.ahc.umn.edu/surveys/?s=44WNE738H3">https://redcap.ahc.umn.edu/surveys/?s=44WNE738H3</a>)</td>
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<tr>
<td>September 18, 2018</td>
<td>Invitations issued to submit full proposals; notification of partner matching if not completed earlier</td>
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<tr>
<td>October 16, 2018</td>
<td>Full proposals due via online form</td>
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<tr>
<td>November 30, 2018</td>
<td>Award announcements</td>
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<tr>
<td>January 1, 2019 – June 30, 2020</td>
<td>Funding period</td>
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Research Partners:

All projects submitted as a full proposal must include joint leadership from both:

1. A Minnesota-based community organization, such as a nonprofit organization, healthcare organization, neighborhood association, community clinic, or tribal government.

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

Partner Matching:

Community organizations with a topic of interest but no connection to a UMN researcher are eligible to submit an LOI and encouraged to notify CSEARCH at csearch@umn.edu as soon as possible so that we can assist with matching community organization applicants to UMN researchers with expertise in the area of interest. CSEARCH will also assist UMN researchers in identifying community partners. Matching can be requested as part of the LOI process but an earlier match may result in a stronger LOI.

Application Process

Step 1: Required Letter of Interest - Due August 20, 2018

Interested applicants are required to submit a letter of interest (LOI) for this funding opportunity. LOIs will be reviewed to determine eligibility for CSEARCH funds and to match research partners as requested. LOIs must be submitted using the online system. Please click here for the link to the online LOI submission form or find it at https://redcap.ahc.umn.edu/surveys/?s=44WNE738H3.

The LOI should not exceed one page, (single-spaced, 11-point font with at least one-half inch margins) and should include:

1. Project title
2. What health issue or priority does this project propose to address?
3. Why is this health issue significant and relevant to communities in Minnesota, particularly under-resourced populations?
4. What questions would you like to address? What ideas do you have for exploring your questions? What information may be needed?
5. What strengths do you, as a community organization and/or an academic researcher, bring to the project? How might you involve interested stakeholders?
6. Describe what success for this project might look like to the community.

Step 2: Invited Full Proposal – Due October 16, 2018

Selected applicants will be invited to submit full proposals via an online application system. The full proposal, developed by the Community and University partners, will address the following points:

1. **Face Page**: Project title; Community Lead name, title, organization and contact information; University Lead name, title, department and contact information; other key personnel
2. **Abstract**: Concise description of the proposed research project (250 word maximum)

3. **Narrative**: Address the following areas in a three-page document (single-spaced, 11-point font with one-half inch margins). Narrative will be uploaded to the online system as a PDF.

   a. **Specific Aims**: What is your research question? If applicable, what are the hypotheses? Please include clear, measurable objectives, describe project milestones and how you will measure project successes.

   b. **Background and significance**: What important health issue will be addressed? How was this issue determined to be important to the community? What gap in knowledge will your project address?

   c. **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.

   d. **Project design and methods**: How do you propose to conduct the project? What methods do you propose to use, including data collection and analysis, both quantitative and qualitative? What are the endpoints or processes being measured? Describe study participant recruitment if applicable.

   e. **Community**: How will anticipated results of your project help to address health needs of people in communities, particularly under-resourced populations? How will you involve community stakeholders and others in the study design and implementation, as well as the dissemination of study findings?

   f. **Dissemination**: How do you intend to share your project findings with study participants and stakeholders and both academic and community audiences? Examples may include media channels, community dialogues, social media outreach, community and scientific publications, and conference presentations.

   g. **Next steps**: How will the results of this study be used to continue this line of research, evaluation, or program development? Include potential for securing additional funding. How will community efforts and benefits on this project be continued? How will the Community-University partnerships be sustained?

4. **Timeline**: The project must be completed within 18 months of the start date. Enter quarterly tasks on the online form.

5. **Bio sketches or resumes**: Include for Community and University leads only. Limit to one document of no more than two pages for each person; upload as PDF document.

6. **Budget and Justification**: A budget template will be provided in the online application. The budget should include all costs needed to complete the pilot project. Funding requests up to $50,000 will be considered. Funds may be requested for a variety of expenses related to study planning and implementation (i.e. personnel, participant recruitment, data collection and analysis, dissemination, evaluation, or consultation.) UMN indirect costs may not be included in the proposed budget but all justifiable expenses can be listed in the line item budget. Overhead expenses of community organizations may be approved for up to 5% of direct costs with an explanation.

7. **Letters of support**: Provide between two and four letters of support from community or UMN stakeholders other than the Community and UMN co-leads. Letters should describe specific details of collaboration, support, mentorship or consultation. Upload as PDF documents.
Evaluation and Future Tracking of Selected Projects

Projects will be supported for a period of up to 18 months. Grantees will be expected to participate in an orientation session. Optional periodic training on aspects of community-engaged research will be available to both community and academic partners. All grantees will be expected to submit a mid-project report and a final report, including information on subject demographics and enrollment rates, if applicable. Grantees will also be expected to annually report publications, presentations, engagement activities, new collaborations, community-based practice and policy changes, additional funding, and other outcomes related to this project for up to five years post-project completion. Academic researchers (and their partners, if desired) are expected to publish at least one scientific publication after the conclusion of the project.

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 Research Partnership Checklist or Guiding Principles for Community Engaged Research available at [http://bit.ly/ce-resources](http://bit.ly/ce-resources).

CTSI Resources

A range of CTSI services and support are available for planning, implementing, conducting, and analyzing studies. There may be a charge for some services, which can be included in the budget. For information on CTSI resources and potential costs, please contact Melissa Hansen, Research Navigator, at ctsi@umn.edu or 612-625-2874.

Examples of available services include:

- Consultation with biostatistician and/or database programmer on database development, data management, statistical analysis.
- Guidance on protocol development, budgeting, IRB submission, regulatory approvals, research ethics, and participant protection.
- Consultations 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.