Community Engagement Pilot Grant Applicants’ Webinar
August 15, 2016 | 12:00pm – 1:00 pm MDT

1. Join the webinar:
   - https://zoom.us/j/380623689
   - Meeting ID: 380 623 689

2. Join the conference call:
   - Call-in number for audio access: 646 558 8656
   - Meeting ID: 380 623 689
Important Dates

- **07/25/2016**: RFA Release Date
- **08/15/2016**: Applicants’ Webinar/Conference Call (optional)
- **09/02/2016**: Mandatory Intent to Apply Form Deadline
- **10/14/2016**: Application Submission Deadline
- **02/01/2017**: Tentative Notification of Award
- **06/01/2017**: Tentative Award Start Date
- **05/31/2018**: Tentative Award End Date
Goals of the Pilot Grant Program

- Support pilot studies that will strengthen community-academic relationships and produce preliminary data for future competitive grant applications.

- Build capacity in community-academic partnerships to conduct translational (T3/T4) research using community-based participatory research (CBPR) principles to translate established efficacy into effective implementation at the community or clinic level.

- Address health disparities related to: (1) childhood chronic conditions, (2) social-emotional health; or (3) cardiovascular disease *(applications addressing hypertension are strongly encouraged)*.
The Community Engagement Core expects to award up to $80,000 to fund Partnership Development pilot projects. Applications for Joint Pilot Projects will be awarded in the spring with the RFA released in the beginning of 2017.

Applicants for Partnership Development (PD) Projects may request up to $10,000 in the first year of their project. The hope is that PD Projects plan and prepare for a Joint Pilot project (second year of funding) for up to $30,000.

Applicants may submit an application for one of the two funding categories (not both).
**Application Categories**

**Partnership Development**

- Intended to support new or potential partnerships.
- Hopeful two-year commitment: the first year of funding is dedicated to relationship building, exploration of shared areas of interest, creation of a partnership structure, identification of a specific research collaboration, and the development of a research project for a one-year Joint Pilot Project. The second year of funding (pending an acceptable Joint Pilot Project application) will be dedicated to implementing the proposed research project.
- Partnerships may request up to **$10,000 in year one** and **up to $30,000 in year two**. (Total budget, per project, for community and academic partners combined.)
- Applicants must allocate a minimum of fifty percent (50%) of requested funds to the community partner.

**Joint Pilot Project**

- Intended to support experienced researchers or junior investigators (who demonstrate appropriate mentorship) who have an established community-academic partnership in place and seek funds for a well-defined joint research project that produces preliminary data for future competitive grant applications.
- Pilot Projects must be completed within one year and an extramural grant submission submitted at that time.
- Ideally, collaborative proposals will be based upon partnerships that have demonstrated working success in the past.
- Applicants for Joint Pilot Projects may request up to **$30,000**. (Total budget, per project, for community and academic partners combined.)
- Applicants must allocate a minimum of fifty percent (50%) of requested project funds to the community partner.
Awardees will be required to participate in technical assistance, training and evaluation activities.

- Building relationships between partners (e.g. facilitating formal and informal meetings for partners to learn more about each other).

- Exploring shared research interests and identifying capacity building needs (e.g. identifying partnership research priorities, determining nature of collaborative research approach that will be used, participating in trainings).

- Developing an Advisory Committee and/or other appropriate partnership infrastructure mechanisms (e.g. developing communication and decision-making mechanisms, policies and procedures).

- Developing a set of collaborative participatory research principles to guide decisions regarding various aspects of the research process.

- Evaluating the partnership process (e.g., collecting data to assess how and to what extent the partnership is achieving its goals, and the challenges and facilitating factors associated with developing, maintaining and sustaining the partnership).

- Developing a research plan for a Joint Pilot Project.
Projects we will not fund...

- 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.

- Projects with NO community engagement.

- Junior Investigators who have NOT identified a mentor and included a LOS in the application

- We will not fund project/program development or implementation.

- Renewals or continuation funding requests from previously-funded Partnership Development or Joint Pilot Projects will not be considered.
Eligibility Requirements

- All projects must have a community partner and an academic partner identified at the time the application is submitted. Either is eligible to serve as the Principle Investigator.

- If projects include Human Subjects Research, Institutional Review Approval must be obtained and submitted, through CCTSI staff, to the National Center for Advancing Translational Sciences for approval prior to final release of an award letter and prior to the release of funding.

- **Academic Researchers**: Researchers who are housed at or working on behalf of the University of Colorado Anschutz Medical Campus or any CCTSI Affiliate Organization (University of Colorado Denver, CU Boulder, University of Colorado Hospital, Colorado State University, Denver Health, Children’s Hospital Colorado, Denver Veteran Affairs Medical Center, National Jewish Health, and Kaiser Permanente Colorado). Researchers who are employed at other institutions of higher education may also be considered “academic researchers” for the purposes of this grant program.

- **Community Researchers**: Researchers or other professionals who work primarily in community-based organizations, state or local government, faith-based organizations, community health clinics, private practice, etc. Community researchers also may be independent contractors who are not attached to any one organization.

- Applicants are permitted to submit a single application to only one of the pilot grant programs offered through the CCTSI (http://www.ucdenver.edu/research/CCTSI/funding/Pages/default.aspx).

- **Academic researchers who are submitting/listed on pilot grant applications must become members of the CCTSI in order to submit the application.**
Requested total grant funds will be divided between Community Partners and Academic Researchers, with Community Partners receiving at least half of total grant funds.

Funds allocated to the Community Partner OR Non-UCD Academic partners flow through the Colorado Foundation for Public Health and the Environment directly to the community partner.

Funds allocated to a UCD Academic Partner come from the University and are managed by the investigator.

Once the allocations are made to each partner, they cannot be modified (i.e., money can’t be shifted from the academic budget to the community budget and vice versa).

Indirect costs are not an allowable expense for this grant program.

Office furniture or other items not typically allowed on federal grants are not allowable expenses for this grant program unless otherwise stated in the RFA (i.e., food and other meeting expenses).

Modifications within the academic budget or within the community budget are allowed, providing the expense was approved in the original application.

Pilot funds cannot be used to pay for program implementation costs (i.e., costs related to program development, or for educational or dissemination programs)—funds CAN be spent on research/evaluation of such programs or for other translational research.
**Partnership Development** Applicants may request funds for expenses related to developing and sustaining a new Community-Academic partnership as outlined in the RFA, such as:

- costs related to hosting meetings, including refreshments;
- costs related to further developing the community-academic partnership (e.g., facilitation or training materials); and
- costs associated with planning collaborative research projects and joint grant proposals (e.g., literature searches, printing articles, grant proposals).

Applicants must budget for participation in the poster session at the Community Engagement Research Exchange and Networking Forum. The budget should include costs for poster development, printing and necessary travel expenses for participants.

Partnership Development applicants must budget for participation in a mandatory half day training/seminar to be held in the Denver Metro Area and up to two additional full-day trainings in the Denver-Metro Area.
Grantees conducting research involving human subjects must submit their projects to an accredited Institutional Review Board (IRB) and must comply with IRB training requirements. Additionally, Institutional Review Approval must be obtained and submitted, through CCTSI staff, to the National Center for Advancing Translational Sciences (NCATS) for approval prior to the release of a letter of award and prior to the release of funding.

Grantees must attend a mandatory Community Engagement workshop, participate in project-specific Facilitated Coaching Sessions and additional training and technical assistance activities.

All awardees are required to submit a six-month progress report and a final progress report at the end of the funded project. Additional report required a year later detailing progress to date and all submitted publications and grant applications (pending or funded) relating to the pilot project.

All awardees are required to participate in CCTSI evaluation activities related to the pilot grant program.

All awardees must agree to present their research at the annual Community Engagement Research Exchange and Networking Forum, which is tentatively scheduled for the fall 2018.

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://www.ucdenver.edu/research/CCTSI/programs-services/Pages/default.aspx.
Upon award notification, awardees who will be engaging in Human Subjects Research (HSR) will need to prepare for IRB submission and subsequently to the National Center for the Advancement of Translational Sciences (NCATS).

Projects involving Human Subjects Research must have IRB approval and approval from NCATS before doing ANY work.

Assistance on NCATS approval will be provided by CCTSI staff.

Awardees 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 encouraged to contact Deborah Barnard related to questions on IRB for COMIRB. This will streamline the IRB application process should the project be selected for an award. DEBORAH.BARNARD@UCDENVER.EDU.

This will be different for applicants whose academic institution is not UCD.
Applications should be well written, precise, succinct, and should answer all applicable questions in the order in which they are presented in the application.

Preference to those that have the potential to improve community translation and decrease health disparities while meeting the criteria outlined in the RFA.

Scoring criteria will include:
- General responsiveness to the RFA requirements;
- Project focus;
- Project outcomes related to community-engagement and translational research;
- Outcomes related to health disparities and the community engagement process; and
- Building relationships between partners
- Exploring shared research interests and identifying capacity building needs
- Developing an Advisory Committee and/or other appropriate partnership infrastructure mechanisms
- Evaluating the partnership process
- Developing a research plan for a Joint Pilot Project
Submission Requirements

Intent to Apply form must be submitted online no later than 5:00 p.m. on September 2, 2016 at:
http://www.ucdenver.edu/research/CCTSI/funding/CommunityEngagementPilotProgram/Pages/default.aspx

Applications must be submitted on-line no later than 5:00 p.m. on October 14, 2016 at:
http://www.ucdenver.edu/research/CCTSI/funding/CommunityEngagementPilotProgram/Pages/default.aspx
Submission Requirements

Formatting Guidelines – Applications must:

- be submitted online as a single document in Adobe PDF format (applications will require some information to be completed online and some will be completed offline and uploaded in PDF format);
- be written in Arial, 11-point font;
- be single-spaced with one-inch margins;
- adhere to the page limits and other instructions outlined in the RFA;
- applications may include up to two letters of support/commitment, up to two MOU’s and a one-page bibliography as a single appendix (which means they must be merged into one, PDF document). The Appendix does not count toward the application page limit.
General Questions
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Programmatic Questions
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