

COMMUNITY ENGAGEMENT PILOT GRANT APPLICANTS' WEBINAR

August 24, 2018

12:00pm – 1:00 pm MST

IMPORTANT DATES

08/10/2018: RFA Release Date

08/24/2018: Applicants' Webinar

09/21/2018: Mandatory Intent to Apply Form Deadline

10/26/2018: Application Submission Deadline

02/01/2019: *Tentative* Notification of Award

April 2019: Mandatory in-person training

05/01/2019: *Tentative* Award Start Date

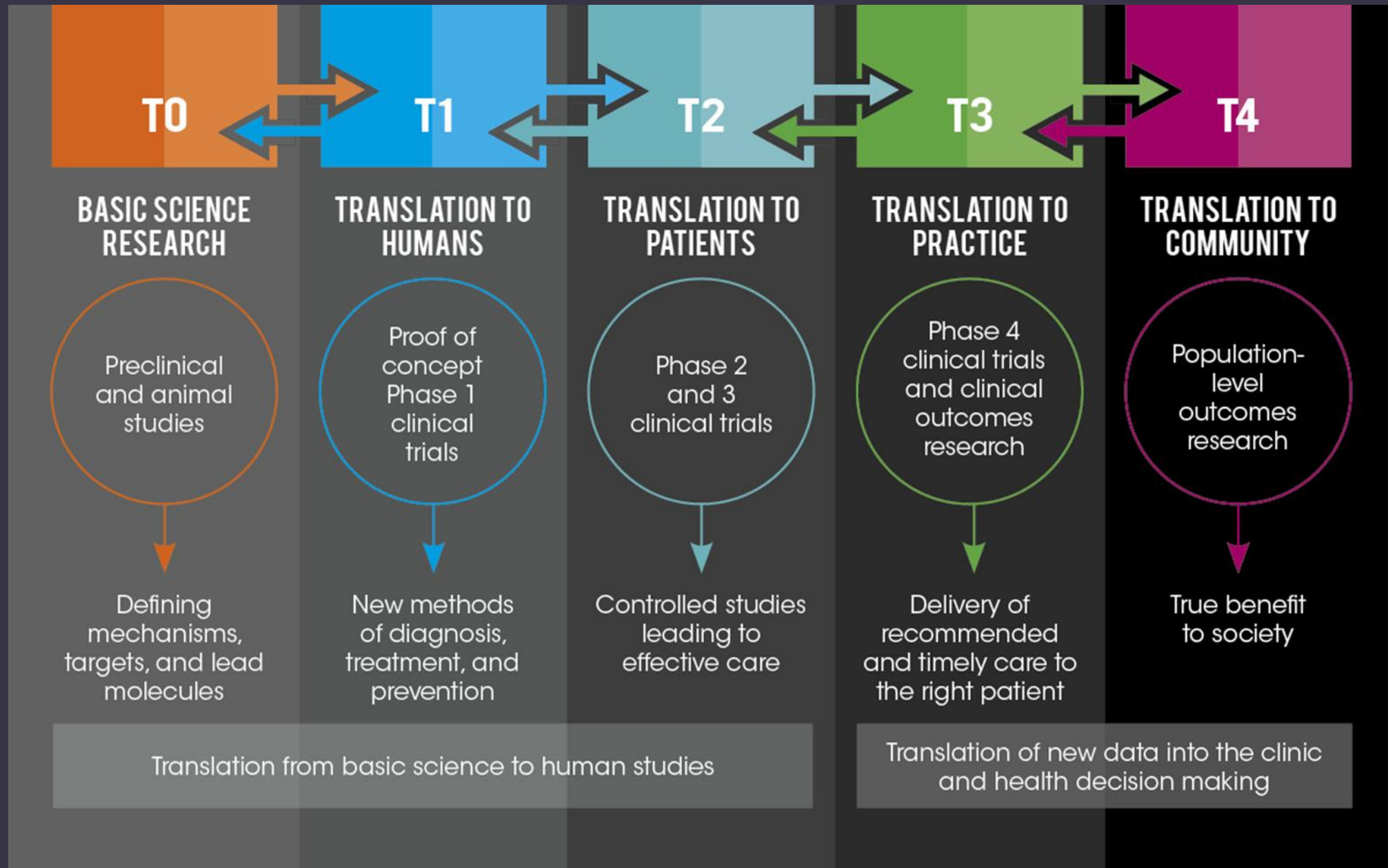
04/30/2020: *Tentative* Award End Date

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



	Traditional Research	Community Engaged Research	Community-Based Participatory Research
Research Objective	Based on data and funding priorities	Community input in identifying locally relevant issues	Full participation of community in identifying issues of greatest importance
Study Design	Design based entirely on scientific rigor and feasibility	Researchers work with community to ensure study design is culturally acceptable	Community intimately involved with study design
Recruitment & Retention	Based on scientific issues and “best guesses” regarding how to best reach community members	Researchers consult with community representatives on recruitment and retention strategies	Community representatives provide guidance on recruitment and retention strategies and aid in recruitment
Instrument Design	Instruments adopted or adapted from other studies; tested chiefly with existing analytic methods	Instruments adopted from other studies and tested/adapted to fit local populations	Instruments developed with community input and tested in similar populations
Data Collection	Conducted by academic researchers or individuals with no connection to the community	Community members involved in some aspects of data collection	Conducted by members of the community, to the extent possible based on available skill sets; focus on capacity building
Analysis & Interpretation	Academic researchers own the data, conduct analysis, and interpret findings	Academic researchers share results of analysis with community members for comments and interpretation	Data is shared; community members and academic researchers work together to interpret results
Dissemination	Results published in peer-reviewed academic journals	Results disseminated in community venues and peer-reviewed journals	Community members assist researchers to identify appropriate venues to disseminate results in a timely manner and are involved in dissemination



AVAILABLE FUNDING

- The Community Engagement Core expects to award up to \$60,000 to fund Partnership Development projects
- Applicants for Partnership Development projects may request up to \$15,000
- The expectation is that Partnership Development Projects will apply for the next cycle of Joint Pilot projects for up to \$30,000
- The RFA for Cycle 12 Joint Pilot projects is tentatively scheduled to be released in January 2020, with applications due in May 2020

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 \$15,000 (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.

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.

PARTNERSHIP DEVELOPMENT POTENTIAL ACTIVITIES

- **Building relationships between partners** (e.g., facilitating formal and informal meetings for partners to learn more about each other, to explore the involvement of other potential partners, and to discuss how the partners will adopt and use equitable collaborative principles and operating norms).
- **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, delineating capacity-building needs, participating in trainings and/or ongoing mentoring opportunities).
- **Developing an Advisory Committee and/or other appropriate partnership infrastructure mechanisms** (e.g., defining roles and responsibilities, 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**

PARTNERSHIP DEVELOPMENT EXAMPLE

- Partnership between Colorado State University, Department of Human Development & Family Studies and Columbine Health Systems to build mindfulness and contemplative practices for residents, family caregivers, and staff into a system of care for aging adults
- Developed partnership between the university research center and Columbine Health Systems to further work in the area of mindfulness
- Developed the vision, mission, and capacity to develop, implement, and evaluate mindfulness-based programs for residents, family caregivers, and staff of Columbine Health Systems
- Spoke with residents, staff, and family caregivers to gather information about their knowledge about mindfulness, and their interest in implementing mindfulness activities within Columbine
- Created application for Joint Pilot funding

JOINT PILOT EXAMPLE

- Project is testing the physical and socioemotional health effects of implementing evidence-based mindfulness and compassion activities, practices, and policies for staff, residents, and family caregivers in the Columbine Health Systems
- Project is also novel in that the team is implementing interventions in three levels of care (independent living, assisted living, intensive nursing/rehabilitation), allowing them to examine different practices for different levels of need and interest
- Specific Aims:
 - Integrate mindfulness-based programs, practices, and policies into operational structures of Columbine Health Systems
 - Evaluate the efficacy of the programs, practices, and policies on the socioemotional health of residents, staff, and caregivers
 - Disseminate project information and findings

PROJECTS WE WILL **NOT** FUND...

- Projects designed to demonstrate that a health disparity exists (we want projects focused on reducing health disparities or designed to understand how to decrease health disparities)
- Projects with NO community engagement
- Projects outside of the Rocky Mountain Region
- Junior Investigators who have NOT identified a mentor and included a Letter of Support in their application
- Project/program development or implementation
- Renewals or continuation funding requests from previously-funded Partnership Development or Joint Pilot Projects

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.
- **Academic Researchers:** Researchers who are housed at or working on behalf of the University of Colorado Anschutz Medical Campus or any CCTSI Affiliate Organization 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.

ELIGIBILITY REQUIREMENTS

- Academic researchers who are listed on pilot grant applications must become members of the CCTSI in order to submit the application.
- 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 (NCATS). NCATS approval must be received prior to conducting any project activities involving human subjects.



BUDGET GUIDELINES: UNALLOWABLE EXPENSES

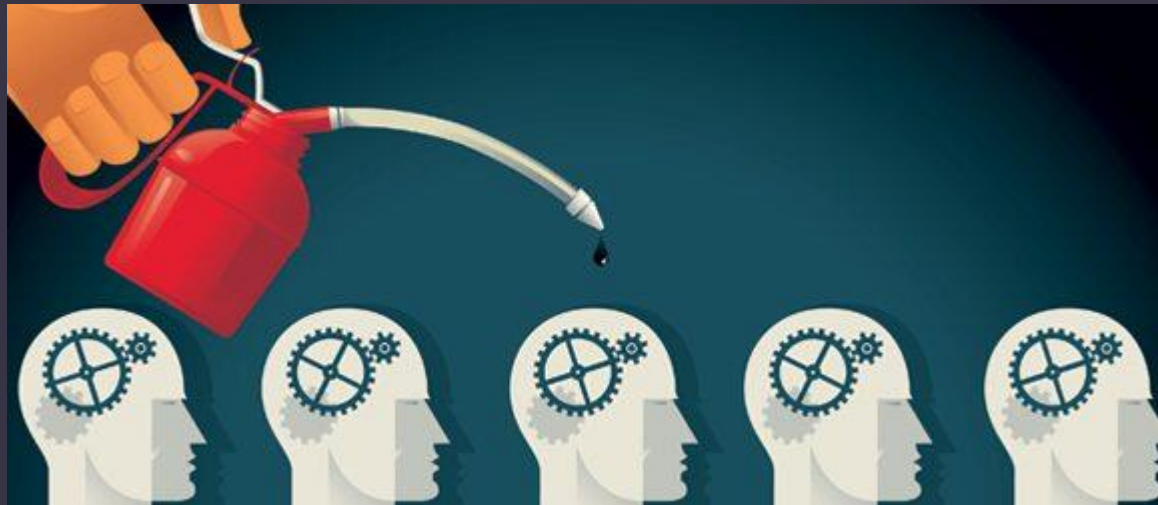
- Requested total grant funds will be *split between Community Partners and Academic Researchers*, with Community Partners receiving at least half of total grant funds.
 - Funds allocated to the Community Partner OR Non-UCD Academic partners flow through Trailhead Institute directly to the community 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.

BUDGET GUIDELINES: ALLOWABLE EXPENSES

- 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).

BUDGET REQUIREMENTS

- 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.
- Applicants must budget for participation in a mandatory half day training/seminar to be held in the Denver Metro Area



POST—AWARD REQUIREMENTS

- Awardees 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**
- Awardees must attend a mandatory Community Engagement workshop, participate in project-specific Facilitated Coaching Sessions, and additional training and technical assistance activities
- Awardees are required to attend a 30-minute finance and administration webinar and 4 hours of coaching sessions
- All awardees are required to submit a six-month progress report and a final progress report at the end of the funded project. Additional reports detailing progress to-date and all submitted publications and grant applications (pending or funded) may be required.

POST-AWARD REQUIREMENTS (CONT.)

- 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 Fall 2020
- Research dissemination in scholarly peer-reviewed journals, meeting settings, and back to the community

IRB APPROVAL

- 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
 - 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.

REVIEW CRITERIA

- 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 this 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
 - The partnership's demonstrated working success in the past and plan for continued partnership within the planned project
 - Exploring shared research interests and identifying capacity building needs
 - Developing an Advisory Committee and/or other partnership infrastructure mechanisms
 - Developing a research plan for a Joint Pilot project
 - Disseminating and translating research findings

SUBMISSION REQUIREMENTS

Intent to Apply form must be submitted online no later than 5:00pm on September 21, 2018 at:
<http://www.ucdenver.edu/research/CCTSI/funding/CommunityEngagementPilotProgram/Pages/default.aspx>

Applications must be submitted on-line no later than 5:00pm on October 26, 2018 at:
<http://www.ucdenver.edu/research/CCTSI/funding/CommunityEngagementPilotProgram/Pages/default.aspx>

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.

CONTACT INFORMATION

General Questions

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