

**CCTSI COMMUNITY ENGAGEMENT PILOT GRANTS PROGRAM  
2018-2019 (CYCLE 10) REQUEST FOR APPLICATIONS (RFA) FOR JOINT PILOT  
PROJECTS  
IMPROVING RESEARCH THROUGH COMMUNITY-ACADEMIC PARTNERSHIPS**

**Important Dates**

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01/19/2018:	RFA Release Date
02/14/2018:	Applicants' Webinar/Conference Call (optional)
<b>03/09/2018:</b>	<b>Mandatory Intent to Apply Form Deadline</b>
<b>05/18/2018:</b>	<b>Application Submission Deadline</b>
08/01/2018:	<i>Tentative</i> Notification of Award
August 2018:	Mandatory in-person training
<b>11/01/2018:</b>	<b><i>Tentative</i> Award Start Date</b>
10/31/2019:	<i>Tentative</i> Award End Date

**Contact**

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**I. Funding Opportunity Summary**

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This funding opportunity from the [Colorado Clinical and Translational Sciences Institute \(CCTSI\) Community Engagement & Research Core \(CE&R\)](#) is open to established community and academic partners who are interested in a Joint Pilot (JP) project and seek funds for a well-defined joint research project that may produce preliminary data for future competitive grant applications focused on T3/T4 Translational Research, which includes **research evaluating the translation of evidence-based interventions or practices into real world, clinical and community settings**.

Applicants may request a maximum of \$30,000, total costs, for a 12-month funding period. **Indirect costs are not permitted.** Applicants must allocate a minimum of fifty percent (50%) of requested project funds to the community partner.

This RFA is ONLY for Joint Pilot funding. The RFA for this cycle of Partnership Development projects was released in summer 2017. The next RFA for Partnership Development projects will be released in summer 2018. Partnerships may submit an application for only one of the two funding categories (Partnership Development or Joint Pilot) per Community Engagement funding cycle (not both). For more information on Partnership Development funding, please visit the website at:

<http://www.ucdenver.edu/research/CCTSI/funding/CommunityEngagementPilotProgram/Pages/default.aspx>

## **II. Purpose**

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The CCTSI Community Engagement Pilot Grants Program, *Improving Research Through Community-Academic Partnerships*, builds on best practices in community engagement and Community-Based Participatory Research (CBPR) to provide a pipeline of training and funding opportunities. Through this pipeline, community members and researchers participate in a collaborative journey that begins with partnership development, advances to the identification of shared health and research interests, and culminates in a pilot research project.

## **III. Background**

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There is a significant gap between the health and healthcare interventions generated through research and the application of those interventions in every day communities and clinical practice. Often, scientific discoveries are generated through research practices that fail to consider how those discoveries will reach and be utilized by real people within the context of their busy and complicated lives. This has resulted in systemic inefficiencies that delay the translation and decrease the uptake of evidence-based interventions into clinical practice and communities. In recent years, patient and community engagement in research design, implementation and dissemination has emerged as a reliable method of generating research discoveries that matter to communities, meet the needs of patients, are applicable in routine clinical practice, and improve health outcomes. Health research is evolving beyond the practice of including patients and communities as research subjects, to including them as research partners.

The [Partnership of Academicians and Communities for Translation \(PACT\)](#) with the CCTSI Community Engagement & Research (CE&R) Core is dedicated to advancing community engagement in research as a critical step in narrowing the gap between what we know based on research discoveries and what we actually do to improve health and healthcare. Accordingly, the funding referred to in this RFA is intended to build capacity in community-academic partnerships, using community-based participatory research (CBPR) principles, to translate evidence-based interventions or practices from efficacy studies into effective implementation at the community or clinic level. Funded projects will focus on Translational Research (T3/T4) initiatives that strengthen relationships and produce preliminary data for future competitive grant applications. The expected long-term outcome is the development of innovative interventions or the adaptation and implementation of existing advances within the community setting.

## **IV. Funding Priorities**

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Applicants must propose work conducted within a partnership between academic researchers and community organizations or individuals (please see definition of community in Section XII below). Researchers should employ a community-based participatory approach that involves key stakeholders, including persons affected by disparities in health outcomes, as full participants in the proposed research from conception to the design; implementation, analysis, interpretation, and dissemination of research results.

Applications should focus on T3/T4 Translational Research, which includes research evaluating the translation of evidence-based interventions or practices into real-world, clinical and community sites. The focus may be clinical, and/or focused on health promotion and disease prevention strategies (e.g., is intervention or treatment X more effective than intervention or treatment Y when translated into real-world settings? What are the barriers to using a

particular intervention or treatment?); or more policy-oriented (e.g., what is the effectiveness of different community-based dissemination modalities or policies on the use of interventions or practices?).

Projects must be **completed within one year** and an extramural grant application submitted at that time. Activities for JP projects may include:

- Data collection and/or analysis of community-specific information or other quantitative and qualitative data.
- Disseminating and translating research findings (e.g., development and implementation of appropriate dissemination tools, such as, fact sheets and policy briefs, to community and academic audiences and to policy-makers).
- Studies of the community translation process, including dissemination methods.

Preference will be given to applications that target one or more of the following health disparity priority areas: (1) Childhood chronic conditions; (2) Social-emotional health; and (3) Cardiovascular disease (*applications addressing hypertension are strongly encouraged*).

**If you are unsure whether your topic falls within the scope of this RFA, please contact Courtney Fultineer at [cfultineer@trailhead.institute](mailto:cfultineer@trailhead.institute) for consultation.**

## **V. Available Funding**

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The Community Engagement & Research Core expects to award up to \$60,000 to fund pilot projects in the category of Joint Pilot Projects. This funding is contingent upon the National Institute of Health's (NIH's) continued grant support to CCTSI.

This RFA is for Joint Pilot Projects ONLY. 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 funds to the community partner.

**Joint Pilot Projects** are appropriate for 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 may produce preliminary data for future competitive grant applications.

**Joint Pilot applications will be scored on the following:**

- The partnership's demonstrated working success in the past and plan for continued partnership within the planned project.
- Data collection methods and/or analysis of community-specific information or other quantitative and qualitative data.
- Disseminating and translating research findings (e.g., development and implementation of appropriate dissemination tools, such as, fact sheets and policy briefs, to community and academic audiences and to policy-makers).

For any academic and/or community partner that has previously been funded by a CCTSI CE pilot grant, adherence to program requirements will be taken into consideration in the grant review process.

## **VI. Eligibility**

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Both communities and academic researchers are eligible to apply and/or serve as the principal investigator. Applicants are permitted to submit a single application to **only one** of the pilot grant programs offered through the CCTSI. For a list of the CCTSI Pilot Grants Programs please visit: <http://www.ucdenver.edu/research/CCTSI/funding/Pages/default.aspx>

Researchers who are housed at or working on behalf of CCTSI Affiliate Organizations (University of Colorado Denver, CU Boulder, University of Colorado Hospital, Denver Health, Children's Hospital Colorado, Denver Veteran Affairs Medical Center, National Jewish Health, Kaiser Permanente Colorado, Colorado School of Public Health, and Colorado State University) are considered **academic** researchers.

***Academic researchers who are submitting/listed on pilot grant applications must become members of the CCTSI in order to submit the application.*** A simple membership application can be found at the following Web site and entitles you to access various CCTSI resources but does not obligate you to participate in any studies or activities: <http://www.ucdenver.edu/research/CCTSI/Pages/cctsi.aspx>. Community applicants also are encouraged to become CCTSI members, but membership is not required prior to submitting applications.

If projects include Human Subjects Research, Institutional Review Approval must be obtained and submitted, through CCTSI staff, to the National Center for Advancing Translational Science (NCATS). NCATS approval must be received prior to conducting any project activities involving human subjects.

Practice-Based Research Networks (PBRNs) are eligible to apply but must demonstrate significant community engagement.

Please refer to Exclusions (Section VII) and Definitions (Section XII) for details on community partner eligibility.

## **VII. Exclusions**

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- Projects designed to demonstrate that a health disparity exists are not appropriate for this grant program; rather, we are interested in funding projects focused on reducing health disparities or designed to understand how to decrease health disparities.
- Projects that do not involve community engagement within the affected community and/or patient population throughout the research project will not be considered.
- Renewals or follow-on funding requests from previously funded Partnership Development or Joint Pilot projects will not be considered. However, revisions of previously *unfunded* applications from earlier cycles are welcome.
- Projects with primary research sites that are outside of the Rocky Mountain Region will not be considered.
- Junior Investigators who have not identified a mentor and included a letter of support in the application will not be considered. Please refer to Definitions (Section XII) for details on what is required of the junior investigator, or mentee, and the mentor.

- Individuals who plan to serve as the principal investigator or lead applicant on a project submitted to one of the other pilot grant programs offered through the CCTSI are not eligible to apply as the PI or lead applicant for this grant program.
- In accordance with the new congressional mandate section [479\(b\) of the Public Health Service Act](#) (as amended by the Consolidated Appropriations Act, 2012, Public Law 112-74), NCATS cannot support CCTSI Pilot Program studies beyond Phase IIA. If you anticipate a Phase IIB or Phase III trial, please contact us for clarification of funding approval PRIOR to submitting the Intent to Apply Form.

### **VIII. Post-Award Requirements**

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- A. 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, IRB approval must be obtained and submitted, through CCTSI staff, to NCATS. NCATS approval must be received prior to conducting any project activities involving human subjects
- B. Funded community partners and academic researchers must attend any specified mandatory workshops or trainings as defined by the CCTSI Community Engagement & Research Core, and agree to participate in project-specific Facilitated Coaching Session(s). A mandatory in-person training session will be held in Denver in August 2018. Attendance by both the academic and community partner is required.
- C. Funded community partners and academic researchers must attend a mandatory 30-minute finance and administration webinar.
- D. All funded grantees are required to submit a six-month progress report and a final progress report at the end of the funded project that evaluates the community-academic partnership, the community engagement process, project implementation, project results, and lessons learned.
- E. An additional report is required one year later, detailing progress to date and all submitted publications and grant applications (pending or funded) relating to the pilot project.
- F. Grantees agree by their acceptance of this funding to present their research at the annual Community Engagement Research Exchange and Networking Forum. Awardees also are strongly encouraged to accept invitations to other networking events designed to disseminate project outcomes.
- G. 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/ctrc/Pages/default.aspx>.
- H. Awardees are expected to publish their findings in scholarly peer-reviewed journals, present their research at professional meetings, and share findings with relevant communities through established communication channels (i.e., newsletters, local news publications, etc.). Investigators are responsible for submitting any peer-reviewed journal articles resulting

from research funded by this award to PubMed Central, the NIH digital archive of biomedical and life sciences journal literature.

- I. All publications, grants, and presentations resulting from research funded by the CCTSI or using CCTSI resources should cite the CCTSI as a contributing source of support.

## **IX. Review Criteria**

The PACT Pilot Grants Committee will review all grant applications, giving preference to those that have the potential to meaningfully engage community partners in the research process, improve research translation at clinic or community level, and decrease health disparities while meeting the criteria outlined in this RFA. Applications should be well written, precise, succinct, and should answer all applicable questions **in the order in which they are presented** in the application. All applications will be evaluated by community *and* academic reviewers.

Scoring criteria will include: potential for building strong working partnerships, general responsiveness to the RFA requirements, a well-demonstrated conceptual understanding of the principles of community engaged research, quality of the study design and measurement methods within the framework of CBPR collaboration, project focus, project outcomes related to community-engagement, partnership development, translational research and health disparities; and probability of extramural funding, if successful. Please refer to **Section V. Available Funding** for more details.

Funding recommendations will be based on an assessment of the merits and potential impact of each application and a comparison of the budget request to the proposed work plan, which will be reflected in a numerical score by which applications will be ranked. Previous adherence to CCTSI CE pilot grant program requirement will also be considered, if applicable. Applications will be funded in order of rank until funding is exhausted. The Review Committee will present funding recommendations to the PACT Council and the CCTSI Executive Committee for approval. All funding decisions are final. Brief, written feedback will be provided to unfunded applicants.

## **X. Technical Assistance**

### **Community Engagement Pilot Grant Applicants' Webinar**

The purpose of the webinar is to explain the application requirements in detail and to address questions from potential applicants. We will post the presentation slides and an updated Q&A on the website after the meeting.

**DATE: FEBRUARY 14, 2018, 12:00PM – 1:00PM, PLEASE CHECK THE WEBSITE FOR ADDITIONAL INFORMATION ABOUT THE WEBINAR:**

<http://www.ucdenver.edu/research/CCTSI/funding/CommunityEngagementPilotProgram/Pages/default.aspx>

To join the webinar please use the information below:

Join from PC, Mac, Linux, iOS or Android: <https://zoom.us/j/171906143>

Or join by phone: 1-646-558-8656

Meeting ID: 171 906 143



Ongoing technical assistance is available throughout the project period for both academic and community partners from Trailhead Institute. Trailhead provides technical assistance to grantees in a variety of formats, including:

- A direct contact at Trailhead for programmatic and fiscal support for community and academic affiliate partners
- Access to tools, discussion boards and other items on Trailhead's technical assistance website, [www.trailhead.institute](http://www.trailhead.institute)

## **XI. Submission Requirements**

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- A. **AN INTENT TO APPLY FORM IS MANDATORY AND MUST BE SUBMITTED NO LATER THAN 5:00 PM ON MARCH 9, 2018.** The Intent to Apply Form assists the Review Committee in estimating the volume of applications and assembling the proper expertise for the review process. Therefore, applicants who do not submit an Intent to Apply Form by the deadline stated above will not be eligible to submit an application. The Intent to Apply Form must be submitted online at:  
<http://www.ucdenver.edu/research/CCTSI/funding/CommunityEngagementPilotProgram/Pages/default.aspx>
- B. **APPLICATIONS ARE DUE BY 5:00 P.M. ON MAY 18, 2018.** Applications must be submitted on-line at:  
<http://www.ucdenver.edu/research/CCTSI/funding/CommunityEngagementPilotProgram/Pages/default.aspx>
- C. **Formatting Guidelines**
1. Applications must be submitted online (at the above link) as a single document in Adobe PDF format.
  2. Applications will require some information to be completed online (contact information, a 500 word maximum abstract, and a summary of the funding request) and some will be completed offline and uploaded in PDF format.
  3. Offline portions of the applications must be written in Arial, 11- point font.
  4. Offline portions of the applications must be single-spaced with one-inch margins.
  5. 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).
  6. Junior Investigators must submit a letter from a Mentor outlining the support the Junior Investigator will receive from the Mentor. See Definitions (Section XII) below for the definition of a Junior Investigator.
  7. Applications must adhere to the page limits and other instructions outlined in the application forms below.

## **XII. Definitions**

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**Academic Researcher:** Any researcher who is affiliated with academic partners of the CCTSI or UC Denver (includes UC Denver, UC Boulder, University of Colorado Hospital, The Children's Hospital, Colorado State University, Colorado School of Public Health, Denver Health, National Jewish Health, Kaiser Permanente of Colorado). See below for definition of Junior Investigator.

Colorado Clinical and Translational Science Institute (CCTSI): University of Colorado (UC) Denver, UC Boulder, UC Hospital, The Children’s Hospital, Colorado State University, Denver Health, National Jewish Health, Kaiser Permanente of Colorado, the Denver Veteran Affairs Medical Center, and over 15 other community organizations and research networks.

Community or Community Partner: We define community and community partners as **a set of persons with shared commonalities**, such as a geographic location (e.g., the community of Colorado Springs), **work specialization** (e.g., the community of community health workers), **or a common cause** (e.g., a group of residents advocating for homeowners’ rights). Eligible community partners can include current CCTSI Community Partners or other community partners willing to collaborate on pilot projects with Academic Researchers. Please consult with us if you have any uncertainty about whether a partner qualifies as a Community Partner.

Community-Based Participatory Research: A collaborative approach to research that **equitably** involves all partners in the research process and recognizes the unique strengths that each brings. CBPR begins with a research topic of importance to the community with the aim of combining knowledge and action for social change to improve community health and eliminate health disparities. See <http://www.cbprcurriculum.info/> for guidance and additional information.

Community Engagement: Community engagement is a collaborative process through which communities and researchers work together to solve mutually recognized problems and build on strengths that each party brings to the collaboration. Community engagement involves engagement of the affected populations and/or patients within the community.

Community-based participatory research is a method for community engagement. Other methods include community service, service-learning, training and technical assistance, coalition-building, capacity-building, and economic development.

Efficacy: An intervention’s ability to do more good than harm among the target population in an ideal setting (e.g., randomized clinical control trial or community-level trial).

Effectiveness: An intervention’s ability to do more good than harm for the target population in a real world setting.

Evidence-based: means that an intervention has undergone sufficient scientific evaluation to be proven to be efficacious or effective (e.g., intervention is considered valid or “proven” because it is strongly linked to desirable outcome).

Health Disparities: Simply stated, a disparity in health or health care is an avoidable and **UNWANTED** difference or gap—among individuals and groups. This definition of health disparities includes differences in health status, the presence of disease, health outcomes, as well as quality of and access to health care. Health disparities can affect many different populations including those with lower socioeconomic status, racial and ethnic minorities, residents in rural areas, women, children, the elderly, and persons with disabilities.

Intervention: An intentional action (singular or constellation) designed for an individual, a community, or a region that alters a behavior, reduces risk or improves outcome. Interventions can be a medical or behavioral therapy, modification to the natural or built environment, including engineering controls, public health policy, public health program, health communication, or public health law.



**Junior Investigator:** An investigator within the first 2 years of completion of a terminal degree or who is currently pursuing a masters or terminal degree within one of the CCTSI Affiliate Organizations. Junior Investigators will be required to enter into a Mentor/Mentee Relationship throughout the CCTSI project period. A letter from the Mentor must be included in the application materials. See <http://accelerate.ucsf.edu/training/mdp-materials> for Mentor Development Course materials, including mentorship plans and agreements.

**Mentor:** Mentors should have adequate knowledge, skills and training to guide mentees to successful community-engaged research projects and future funding. Competency areas for mentors of junior clinical and translational science investigators are divided into six thematic areas: (1) Communication and managing the relationship, (2) Psychosocial support, (3) Career and professional development, (4) Professional enculturation and scientific integrity, (5) Research development, and (6) Clinical and translational investigator development (Abedin, Biskup, Silet, et al, 2012). See <http://www.ncbi.nlm.nih.gov/pmc/articles/PMC3476465/> for guidance and additional information.

**Translational Research:** The goal of translational research is to narrow the gap between what we know based on research advances and what we actually do to improve health and health services across geographic, cultural and socioeconomic boundaries. This funding opportunity from CCTSI is open to research projects focused on T3/T4 Translational Research, which includes **research evaluating the translation of evidence-based interventions or practices into real world, clinical and community settings.**

The translational research continuum generally consists of four phases: T1, or translation phase 1, begins the translation of basic, laboratory (bench), research to the patient bedside, usually through limited Phase 1 and 2 clinical trials (e.g., Will a new treatment X that was discovered in a hospital research lab work in ten patients at that hospital?). T2 research expands that discovery to larger patient populations seen in Phase 3 and 4 clinical trials and observational studies (e.g., Will treatment X now work in two hundred or two thousand patients from different types of populations at different hospitals?). T3 research takes this a step further and seeks to answer such questions as: Is treatment X now actually being used in the community-at-large, and if not, why not? The identification of new questions, barriers, and gaps in care related to treatment X is focused on at this stage. Finally, T4 research seeks to discover the best method to reach clinicians and patients alike with a policy concerning treatment X so that they, first, will understand the new treatment and second, start to use it.

### **XIII. Pilot Grant Application**

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All applications must be completed as a **collaborative** effort between the community and academic partner and questions specific to each partner should be answered accordingly. Please complete the application **beginning on the next page**. Answer the questions, in the order presented, adhering to the formatting guidelines listed in Section XI above.

We recommend using the form fields embedded in this document. You may delete the pages from this document that you don't need for the application (such as the pages containing the RFA information and application guidelines) and save the final, completed application as a PDF document. Then, upload the PDF document through the online application system at: <http://www.ucdenver.edu/research/CCTSI/funding/CommunityEngagementPilotProgram/Pages/default.aspx>

*We recognize that the focus and content of these applications may change during the project period; this application represents your best ideas and plans at the time of application.*

**Continue to the next page to access the application documents.**

## **CATEGORY A – JOINT PILOT PROJECT APPLICATION**

This application is split into two Sections, Section A and Section B. **Section A is to be answered and completed by previous CCTSI Community Engagement Partnership Development grantees ONLY.** If you are a partnership who did not receive a previous CCTSI Community Engagement Partnership Development Grant, please do not respond to the two items in Section A.

**For previous CCTSI Community Engagement Partnership Development Grantees,** please answer questions 1-10 in the order presented, using the [formatting guidelines](#) listed in Section XI of the RFA, in **seven** pages or less (up to one page for Section A, six pages for Section B). Be sure to answer each part (parts a, b, c, etc.) of each numbered question. After completing the questions below, please complete your [budget and budget justification](#).

**For applicants who are NOT previous CCTSI Community Engagement Partnership Development Grantees,** please answer questions 3-10 in the order presented, using the [formatting guidelines](#) listed in Section XI of the RFA, in **six** pages or less. Be sure to answer each part (parts a, b, c, etc.) of each numbered question. After completing the questions below, please complete your [budget and budget justification](#).

- **Project Name:**
- **Lead Academic Organization:**
- **Academic Principal Investigator:**
- **Lead Community Organization:**
- **Community Principal Investigator:**
- **Academic funds requested: \$**
- **Community funds requested: \$**

**PLEASE ONLY COMPLETE SECTION A IF YOU HAVE RECEIVED A CCTSI COMMUNITY ENGAGEMENT PARTNERSHIP DEVELOPMENT GRANT PRIOR TO THIS CYCLE OF FUNDING**

### **SECTION A: ON YOUR PREVIOUS PARTNERSHIP DEVELOPMENT GRANT (up to 1 page)**

1. **Introduce your Partnership:** How has the *partnership* changed since the inception of your Partnership Development funding? Why did the changes occur? How did the partnership evolve? How have you maintained or strengthened your partnership since the start of the initial PD funding? If you have had a change in key personnel since your PD funding, why did this change occur? How will your partnership account for this personnel change within your Joint Pilot Project?
2. **Introduce your Project:** How has the *project* changed since the inception of your Partnership Development funding? How does this differ from what you originally proposed during that year of funding? Why did any changes occur? How did the project evolve? What impact did the changes in the partnership have on the project plan or scope?

## **ALL APPLICANTS MUST COMPLETE SECTION B**

### **SECTION B: ON YOUR JOINT PILOT PROPOSAL (up to 6 pages)**

3. **Focus of Pilot Project:** a) What is the primary focus of your community translational research project? b) What makes your research project translational? c) What health disparity will you address in the project? d) Describe the community with whom you are going to be working. Note: please provide data supporting that a health disparity exists in the community. (For Colorado data, see: <http://www.colorado.gov/cs/Satellite/CDPHE-Main/CBON/1251647897443>).
  
4. **Desired Outcome(s):** a) What do you plan to accomplish throughout this 12-month grant period and how will you measure your outcomes? b) What health disparity will this Community-Academic partnership focus on during the coming year? c) Describe how your project will benefit the community.
  
5. **Description of Your Partnership:** a) How long has this partnership existed? b) What previous collaborative work has the partnership done, including research? c) How did each of the partners, academic and community, contribute to the development and submission of this grant proposal (give specific examples)? d) Why do you think your chosen partner is the right one for accomplishing your goal?
  
6. **Applicant Background and Skills:** a) What background, skills, and previous experience does each partner and/or organization have related to the work proposed in this application? b) What previous experience do you and/or your organization have working within a Community-Academic Partnership? c) If the academic researcher in your partnership is a junior investigator (*an investigator within the first 2 years of completion of a terminal degree or who is currently pursuing a masters or terminal degree within one of the CCTSI Affiliate Organizations*), briefly describe a mentoring plan from senior investigator(s). d) Describe the mentoring or other support available to the community investigator from his/her organization's leadership. e) Describe each applicant's previous experience (if any) with the CCTSI Community Engagement Core (i.e., Pilot Grant, Immersion Participation, other projects, etc.)
  
7. **Description of Academic and Community Collaboration:** Joint Pilot Awardees are expected to conduct translational research projects within the framework of CBPR collaborations. a) How do you think community engagement is important to the proposed project and its success? b) How will each partner be engaged in this project? c) How will you make sure that partners are equitably involved? Please be specific about the roles of each partner and the plan for how engagement will take place.

8. **Study Design and Methods:** a) What study design will you use to address the objectives of your project? b) What specific methods will be used to implement the study design (for example, how will you recruit subjects, what methods will be used to collect data, etc.)? c) Describe how the community partner was involved in creating the study design.
  
9. **Proposed Next Steps:** a) What are your plans for continuing this work together once this one-year grant cycle ends? b) What are your intermediate and long-term goals for continuing the Community-Academic partnership and research proposed in this application? c) Please describe each partner's anticipated role in dissemination activities (i.e., how will project findings be shared with the community; will both partners participate in drafting manuscripts or making presentations detailing project findings; how will you ensure that the community partner is adequately involved in these activities, etc.).
  
10. **Extramural Funding:** a) A key deliverable for the Joint Pilot Project is an extramural grant submission using data gathered as part of the funded pilot project. Please include specific plans to secure further funding to support your work together.

## BUDGET AND BUDGET JUSTIFICATION

Please provide a detailed budget and justification using the guidelines and budget template below. **The budget and justification are limited to two pages (total).**

Although we are flexible in how requested grant funds are used, all applicants must abide by the following budget guidelines:

- Requested total grant funds will be ***divided between Community Partners and Academic Researchers***, with Community Partners receiving at least half of total grant funds. If awarded, academic and community partners will each administer their own portion of the budget.
- 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 and printing and necessary travel expenses for participants located outside the Denver-Metro Area. Expenses for other dissemination activities are allowable
- Indirect costs are not an allowable expense for this grant program.
- Pilot funds cannot be used to pay for program-related costs (i.e., for program development, or for educational or dissemination programs)—funds CAN be spent on research/evaluation of such programs or for other translational research.
- Applicants may request pilot funds for many different expenses related to planning and implementing research projects as outlined on pages 2-3 of this RFA. (e.g., costs related to hosting meetings, including refreshments; personnel costs, data collection, and/or analysis of community-specific information or other quantitative and qualitative data; evaluating an existing community-based program; expenses for community facilitation or other consultants).

Using the table on the following page, list the total expected costs of the project, with each of the budget categories broken down to show the amounts allocated to the academic researcher and community partner. All budget figures should be entered to the nearest dollar. **Include a brief budget justification for these budget items.**



<b>Budget Proposal</b>		
<b>Project Name:</b>		
<b>Total (Academic and Community) Amount Requested: \$</b>		
<b>Personnel</b>	<b>Academic Amount</b> (maximum of 50% of the total combined request)	<b>Community Amount</b> (minimum of 50% of the total combined request)
Salary	\$	\$
Benefits	\$	\$
<b>Total Personnel</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>OTHER DIRECT COSTS</b>		
Consultants	\$	\$
Supplies	\$	\$
Equipment	\$	\$
Print/Copy	\$	\$
Postage	\$	\$
Functions/Events	\$	\$
Meetings	\$	\$
Study Subject Incentives	\$	\$
Other	\$	\$
<b>Total Other Costs</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>TRAVEL</b>		
In-State Only	\$	\$
<b>Total Travel Costs</b>	<b>\$ 0</b>	<b>\$ 0</b>
<b>Total Academic/Community Project Costs</b>		
	<b>\$ 0</b>	<b>\$ 0</b>
<b>TOTAL COMBINED PROJECT COSTS</b>	<b>\$ 0</b>	

**Budget Justification:**

Please include a brief justification for each budget line item.