

# CCTSI COMMUNITY ENGAGEMENT & RESEARCH CORE 2019-2020 (CYCLE 11) REQUEST FOR APPLICATIONS (RFA) FOR PARTNERSHIP DEVELOPMENT PILOT GRANTS

## IMPROVING RESEARCH THROUGH COMMUNITY-ACADEMIC PARTNERSHIPS

### Important Dates

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08/10/2018:	RFA Release Date
08/24/2018:	Applicants' Webinar/Conference Call (optional)
09/21/2018:	Mandatory Intent to Apply Form Deadline
10/26/2018:	Application Submission Deadline
02/01/2019:	<i>Tentative</i> Notification of Award
April 2019:	Mandatory in-person training
05/01/2019:	<i>Tentative</i> Award Start Date
04/30/2020:	<i>Tentative</i> Award End Date

### Contact

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Courtney Fultineer, Program Manager, [cfultineer@trailhead.institute](mailto:cfultineer@trailhead.institute), 720-398-5531

### 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 new or potential community and academic partners who are interested in a Partnership Development (PD) project dedicated to relationship building; exploration of shared areas of interest; and the development of a research project 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 \$15,000 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 Partnership Development. The RFA for Joint Pilot projects will be released in early 2019. Partnerships may submit an application for **only one** of the two funding categories (Partnership Development and Joint Pilot) per Community Engagement funding cycle (not both). Individuals identified as the Academic or Community Lead may not have concurrent funding through other CCTSI pilot grant programs at the time of the Award Start Date.

For more information on Joint Pilot 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 that engage community members and researchers 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 treatments and 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 treatments and 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 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 established efficacy into effective implementation at the community or clinic level. Funded Partnership Development projects will focus on Translational Research (T3/T4) initiatives that strengthen relationships to explore shared areas of interest, create partnership structure, identify a specific research collaboration, and develop a research project for a future Joint Pilot project or other extramural funding. The intention of Partnership Development projects is to *gather information* and **not** to *collect data*. Partnership Development projects are not intended for human subjects research. Conversely, funded Joint Pilot projects are intended to produce preliminary data for future competitive grant applications and therefore are likely to include human subjects research. The anticipated 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 developing partnerships to foster 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?).

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*).

Projects must be **completed within one year**. Activities for PD projects are outlined in Section V. Available Funding below.

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

## **V. Available Funding**

The Community Engagement Core expects to award up to \$60,000 to fund pilot projects in the category of Partnership Development. This RFA is for Partnership Development Projects ONLY.

Applicants for Partnership Development Projects 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. Applications exceeding \$15,000 will not be considered.

**Partnership Development Projects (PD)** are intended to support new or developing partnerships. PD Projects require a multi-year commitment: the first phase 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 plan for submission as a one-year Joint Pilot Project. The second phase of funding as a Joint Pilot Project is contingent upon being successfully awarded through a competitive submission process; Joint Pilot funding is not guaranteed for previous Partnership Development Projects. While successfully funded PD projects are expected to have time and effort allocated to develop a JP research plan, this deliverable is flexible based on the wants and needs identified by the partnership throughout the PD project. The partnership may use this time to apply for alternative extramural funding that best fits its short- and long-term goals.

**Partnership Development applications will be scored on the following:**

- 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. The second phase of funding (pending successful completion of a PD project and an accepted Joint Pilot Project application) will be dedicated to implementing the proposed research project. Joint Pilot Projects will be eligible for up to \$30,000 per project. At the end of the Joint Pilot Project funding, we expect that funded partnerships will be prepared to submit competitive grant proposals to governmental, nonprofit, and private funding sources.

## **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, UC Health, 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. Organizations or clinics housed within these larger CCTSI Affiliate Organizations also will be considered academic institutions. Please contact CCTSI staff if you are unsure whether your organization is considered an academic or community organization.

***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 Board (IRB) applications must be obtained and submitted, through CCTSI staff to the National Center for Advancing Translational Sciences (NCATS). IRB and NCATS approval must be obtained prior to the research team conducting any activities involving human subjects.

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

Please refer to Exclusions and Definitions sections 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.
- Academic Junior Investigators who have not identified a mentor and included a letter of support in the application will not be considered. Please refer to the Definitions section 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, Institutional Review Approval must be obtained and submitted, through CCTSI staff, to the National Center for Advancing Translational Sciences (NCATS) for approval prior to any activities involving human subjects research.
- B. Funded community partners and academic researchers must attend a mandatory Community Engagement workshop and agree to participate in project-specific Facilitated Coaching Session(s). A mandatory in-person training session will be held in Denver in April 2019. 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, scheduled for April 17, 2018 at noon MST.
- 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. Awardees 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. 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 Process**

A Review Committee composed of academic and community reviewers experienced in community engaged research and community based participatory research will review all grant applications, giving preference to those that have the potential to meaningfully engage community partners in the research process, improve community translation 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, project focus, project outcomes related to community-engagement, partnership development, and translational research and health disparities. 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: August 24, 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/485182437>

Or join by phone: 1-669-900-6833  
Meeting ID: 485 182 437

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, <http://www.trailhead.space/>

## **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 SEPTEMBER 21, 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. The Intent to Apply Form is not used to determine inclusion or exclusion of applicants for full application. 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 FRIDAY, OCTOBER 26, 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 Section XII. Definitions 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 | Anschutz Medical Campus, UC Boulder, UC Health, Children's Hospital Colorado, 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 | Anschutz Medical Campus, UC Boulder, UC Hospital, Children's Hospital Colorado, 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 (listed on <http://cctsi.ucdenver.edu>), 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. The methods for community engagement include community service, service-learning, community-based participatory research, 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. 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. Submission Requirements**.

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.**

## **PARTNERSHIP DEVELOPMENT APPLICATION**

Please answer questions 1-6 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:** \$
1. **Focus of Partnership Development:** a) What common health interest has brought you together that you want to explore or build upon? b) What community-relevant health disparity will this partnership focus on during the coming year? Note: please provide data supporting that a health disparity exists in the community. (For Colorado data, see: <https://www.colorado.gov/cdphe>)
  
  2. **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 kind of relationship growth between you and your partner do you expect to create throughout this 12-month grant period?
  
  3. **Description of Your Partnership:** a) Why do you think your chosen partner is the right one for accomplishing your goals? b) If this is a previously existing partnership, why do you think this partnership is right for this project? c) If this is a new partnership, how did you identify this partnership? d) How did each of the partners, academic and community, contribute to the development and submission of this grant proposal (give specific examples)?
  
  4. **Applicant Background and Skills:** a) What background, skills, and previous experience does each partner have related to the work proposed in this application? b) What previous experience do you and/or your organization have (if any) working within a Community-Academic Partnership?

5. **Community Engagement:** a) How will your Community and Academic partner be engaged in this project? b) How/why do you think engagement is important to the proposed project and its success? c) Describe the key people and communities you plan to form connections with during this contract period. d) How will you ensure that both partners are equitably involved? Please be specific about the roles of each partner and the plan for how engagement will take place.
6. **Proposed Next Steps:** a) What are your intermediate and long-term goals for continuing the Community-Academic partnership and research proposed in this application? The PACT Council hopes that successful partnerships move from Partnership Development into application for Joint Pilot funding, based on what a successful partnership has looked like in the past, how do you see this partnership progressing to a Joint Pilot Project?

## 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 in September 2020. The budget should include costs for poster development and printing and necessary travel expenses for participants located outside the Denver-Metro Area. Since participation in this project requirement occurs outside of Partnership Development project periods (tentatively May 2019-April 2020), it is recommended that expenses related to the Community Engagement Research Exchange and Networking Forum are included on the academic side of the budget, which offers more flexibility in this type of spending. Expenses for other dissemination activities are also 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.
- **Partnership Development** applicants may request funds for a variety of expenses related to developing and sustaining a new Community-Academic partnership as outlined in this RFA. These funds can be used to meet with partners, (e.g., costs related to hosting meetings, including refreshments), further develop the community-academic partnership (e.g., facilitation or training materials), and plan collaborative research projects and joint grant proposals (e.g., literature searches, printing articles, grant proposals).

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>OTHER DIRECT COSTS</b>		
Consultants	\$	\$
Supplies	\$	\$
Equipment	\$	\$
Print/Copy	\$	\$
Postage	\$	\$
Functions/Events	\$	\$
Meetings	\$	\$
Study Subject Incentives	\$	\$
Other	\$	\$
<b>Total Other Costs</b>	\$	\$
<b>TRAVEL</b>		
In-State Only	\$	\$
<b>Total Travel Costs</b>	\$	\$
<b>Total Academic/Community Project Costs</b>		
<b>TOTAL COMBINED PROJECT COSTS</b>	\$	\$

**Budget Justification:**

Please include a brief justification for each budget line item. Please provide specifics about costs for each line item along with the justification.