

**COMMUNITY-ACADEMIC RESEARCH PARTNERSHIPS
GRANTS PROGRAM
REQUEST FOR APPLICATIONS
2013**

I. Background

The Community Engagement Research Program (CERP) is a core component of the Atlanta Clinical Translational Science Institute, a collaborative effort of Emory University, Morehouse School of Medicine, and Georgia Institute of Technology (Georgia Tech). The CERP aims to support community-university research partnerships, to facilitate community input into university research, and to build community capacity to conduct health research that is both responsive and relevant to the health needs of the community.

This grants program is designed to meet these aims through the provision of funding and technical assistance to community-based organizations (CBOs) to build capacity and skills to conduct research in collaboration with academic researchers. The CERP invites proposals from CBOs interested in forming a research partnership with academic researchers affiliated with Morehouse School of Medicine, Emory University, or Georgia Tech. If selected, CERP will identify a faculty partner that shares research interests with the CBO. Together, the newly formed Community-Academic Research Partnership will conduct a pilot study and write a research grant proposal to a funding agency. The grants program includes two phases:

Phase 1 (April 1, 2013 to May 31, 2013): During this period, grantees and researchers will attend one full day meeting and begin planning a pilot study in collaboration with their faculty partner. Funding for Phase 1 will be up to \$10,000. The first deliverable will be a one-page summary of the proposed pilot study.

Phase 2 (June 1, 2013 to May 31, 2014): During this period, grantees will conduct the pilot project planned in Phase 1 and work with academic researchers to write a grant proposal to address a community-identified health disparity. These grant proposals will ultimately be submitted to a government agency or to a foundation. Funding for Phase 2 will be \$10,000. Deliverables for this phase include: 1) submission of the pilot study protocol to the Institutional Review Board of the partner university; 2) completion of the pilot study and a brief report of the results, and 3) a research grant proposal ready for submission. Grantees will also be required to participate in a cross-site evaluation.

II. Eligibility Criteria

Community-based organizations that are eligible to apply for this grant opportunity must

1. be not-for-profit under Section 501c(3) of the Internal Revenue Code,
2. express interest in partnering with faculty affiliated with Morehouse School of



- Medicine, Emory University, or Georgia Tech on a research proposal to address a community-identified health disparity,
3. commit to have at least 2 staff attend the full-day meeting,
 4. serve communities within Atlanta's core metropolitan areas including Clayton, Cobb, DeKalb, Douglas, Fulton and Gwinnett counties *or* communities within Southwest Georgia counties including Atkinson, Baker, Ben Hill, Berrien, Brooks, Calhoun, Clay, Clinch, Coffee, Colquitt, Cook, Crisp, Decatur, Dougherty, Early, Echols, Grady, Irwin, Lanier, Lee, Lowndes, Miller, Mitchell, Quitman, Randolph, Seminole, Sumter, Terrell, Thomas, Tift, Turner, and Worth.

No grants will be made to individuals. Institutions of higher education are NOT eligible.

III. Funds Available

Two grants of up to \$20,000 each will be awarded in two phases as described in Section I. Budgets may include personnel (salaries and fringe), consultants, supplies, local travel, and study participant incentives. Budgets may not include capital expenditures, charges for patient care, or rental costs of off-site facilities.

IV. Application Requirements

- A cover letter that includes:
 - i. Organization Name
 - ii. Contact Person (Name, address, phone and fax number, and e-mail address)
 - iii. Region/County Represented

- A proposal narrative (**using template in Section 10**) that:
 - i. Is no more than 5 pages (the budget and budget justification are not included in this count)
 - ii. Is in black font color, and a font size of 11 points or larger (Times Roman, Arial, Courier)
 - iii. Includes a detailed description of the community and a high priority health disparity
 - iv. Describes organizational experience and capacity to address the selected health disparity
 - v. Describes interest in conducting collaborative research to address the health disparity
 - vi. Describes organizational capacity to maintain a long-term research relationship

- A budget and budget justification



- Appendices that include: A copy of the organization’s 501 (c) 3 documentation & resumés from two staff who will attend the full day meeting. Also identify which staff person will serve as the researcher’s main liaison.

V. Selection Process

A selection committee appointed by the CERP Steering Board will review all proposals. Selection will include review and input by the CERP Community Steering Board. Decisions will be based on the following criteria:

1. Background: extent to which the description of the health disparity demonstrates an understanding of the health problem, its causes and possible solutions (25 points)
2. Experience and Leadership: organizational history and leadership needed to address the identified health disparity. Consideration will be given to applicants with a track record of addressing the health disparity (25 points)
3. Interest in Research: description of why the CBO is interested in partnering with academic researchers to address the health disparity and commitment to participate in all project-related activities (25 points)
4. Organizational Capacity: description of at least two staff, one of whom will serve as the primary liaison to the researcher and who has adequate time to commit to the project (25 points)
5. Budget and Justification: clarity of the budget and justification (no points)

Total Points: 100

VI. Important Dates/Timeline

2/15/13	Grant Application Teleconference
2/20/13	Letter of Intent Due
3/4/13	Deadline for Receipt of Applications
4/1/13	Award Notification
TBD –	Full day meeting & faculty match
6/1/13	Anticipated Project Start Date for Phase 2

VII: Letters of Intent

Letters of intent are strongly recommended but are not required. If your organization chooses to submit a letter of intent, letters must be **received by 5:00pm EST 2/20/13** via U.S. mail or e-mail at the address specified in Section XIII below. (Letter should contain title of project and a description of the community identified health disparity – maximum two paragraphs). The letter of intent is not binding.



VIII. Application Submission

A hard copy or an electronic copy of the applications must be received by **5:00pm EST March 4, 2013**. Send U.S. mail or e-mail the application to:

Winifred Wilkins Thompson, PhD, MSW
Research Assistant Professor
Rollins School of Public Health of Emory University
Department of Behavioral Sciences & Health Education
49 Jesse Hill Jr. Drive, SE, Office 110
Atlanta, GA 30303
O - 404-778-1349
F - 404-778-1315
e-mail: wthomp3@emory.edu

IX. Technical Assistance: Grant Application Teleconference

A **teleconference** will be held to discuss the purpose of the funding, review the application process, and answer questions from potential applicants. This will be held on February 15, 2013 at 2:00 EST.

Please dial **1-866-730-7514. PIN 978973#**. Materials for the call can be downloaded from the Emory Prevention Research Center website (<http://www.sph.emory.edu/eprc/>) or the Morehouse School of Medicine Prevention Research Center website (<http://web.msm.edu/prc/>). Materials will be available after February 10, 2013.

If you have any questions about this Request for Applications or the application process, please contact Dr. Winifred Thompson (contact information in Section XIII).

Technical Assistance will be provided throughout the grant funded timeframe.

X. Proposal Narrative Template

1. **Background:** describe the community served by the CBO and the community-identified health disparity you would like to address through research. Describe the impact of the health problem in your community, the possible causes and potential solutions. (25 points)
2. **Experience and History:** describe the CBO's organizational history and leadership to address the identified health disparity. Consideration will be given to applicants with a track record of addressing the health disparity and with strong community ties. Be sure to include a description of past and current programs and services to address the health disparity. (25 points)



3. Interest in Research: describe why the CBO is interested in partnering with academic researchers to address the health disparity and document commitment to participate in all project activities (full day meeting, regular meetings with faculty partner, technical assistance sessions, cross-site evaluation, and the pilot study and grant-writing process). If applicable, describe prior experience working with a college or university. (25 points)
4. Organizational Capacity: describe the qualifications of at least two staff who will work on this project, including who will be assigned as the main contact person for CERP and the faculty partner (include their resumes as attachments). Describe the capacity of the CBO to be a stable and long-term research partner. Include the number of FTE in the organization and the annual operating budget (total dollars per year). (25 points)

**COMMUNITY ENGAGEMENT AND RESEARCH PROGRAM MINI-GRANT
SAMPLE**

BUDGET PROPOSAL PAGE

The following is an example worksheet for completing the grant budget. The specific categories and line items presented here are merely examples, and not all of them may be relevant to your proposal.

Provide a detailed budget for Phase 1 and for Phase 2 (16 months total).

Type of Expense

Personnel

- Coordinator _____
- Administrative Assistant _____
- Consultants (Not to exceed \$400 per day) _____

Supplies

Office Supplies _____

Computer Software _____

Printing _____

Incentives for Study Participants _____

Travel (Example)

Local Travel (500 miles x .505 per mile) _____

Lodging at \$200.00 per night _____

Per Diem at \$50 per day _____

Contractual Costs

Recruiter or Facilitator _____

TOTAL: _____



COMMUNITY ENGAGEMENT AND RESEARCH PROGRAM MINI-GRANT SAMPLE

BUDGET JUSTIFICATION PAGE

Narrative Budget Justification

Personnel – Explain the specific need addressed and/or project responsibilities of each identified staff person included in the budget.

Supplies – Generally self-explanatory; however, if not, briefly describe the need for specific supplies and an explanation of how the cost has been estimated. (e.g., flipcharts needed for data collection staff (5 @ \$15/chart = \$75)

Travel – Explain need for all travel and anticipated expenses Travel must be directly related to proposed activities.

Contractual Costs – Explain the need for each contractual arrangement and how these components relate to the overall project.

Consultant Fees – Cannot exceed \$400.00 per day. If consultants are included in this proposal, explain the need and project responsibilities

Grant funds may not be used for the following types of expenses:

Grant funds cannot be used for large equipment or entertainment expenses. Food may only be covered with very strong justification (e.g., for a recruitment event or a community meeting).

Grant funds cannot be used to pay salary or consulting fees for Morehouse, Emory, or Georgia Tech faculty.