

# COMMUNITY ENGAGEMENT PILOT GRANT APPLICANTS' WEBINAR

September 2, 2021  
12:00pm – 1:00 pm MST

# IMPORTANT DATES

08/02/2021:	RFA Release Date
10/04/2021:	Mandatory Intent to Apply Form Deadline
11/01/2021:	Application Submission Deadline
03/01/2022:	Notice of Selection
04/11/2022:	Financial Webinar
April 2022:	Mandatory Training
05/01/2022:	Notice of Award
05/01/2022:	<i>Anticipated Award Start Date</i>
01/31/2023:	<i>Anticipated Partnership Development Award End Date</i>
04/30/2023:	<i>Anticipated Joint Pilot Award End Date</i>

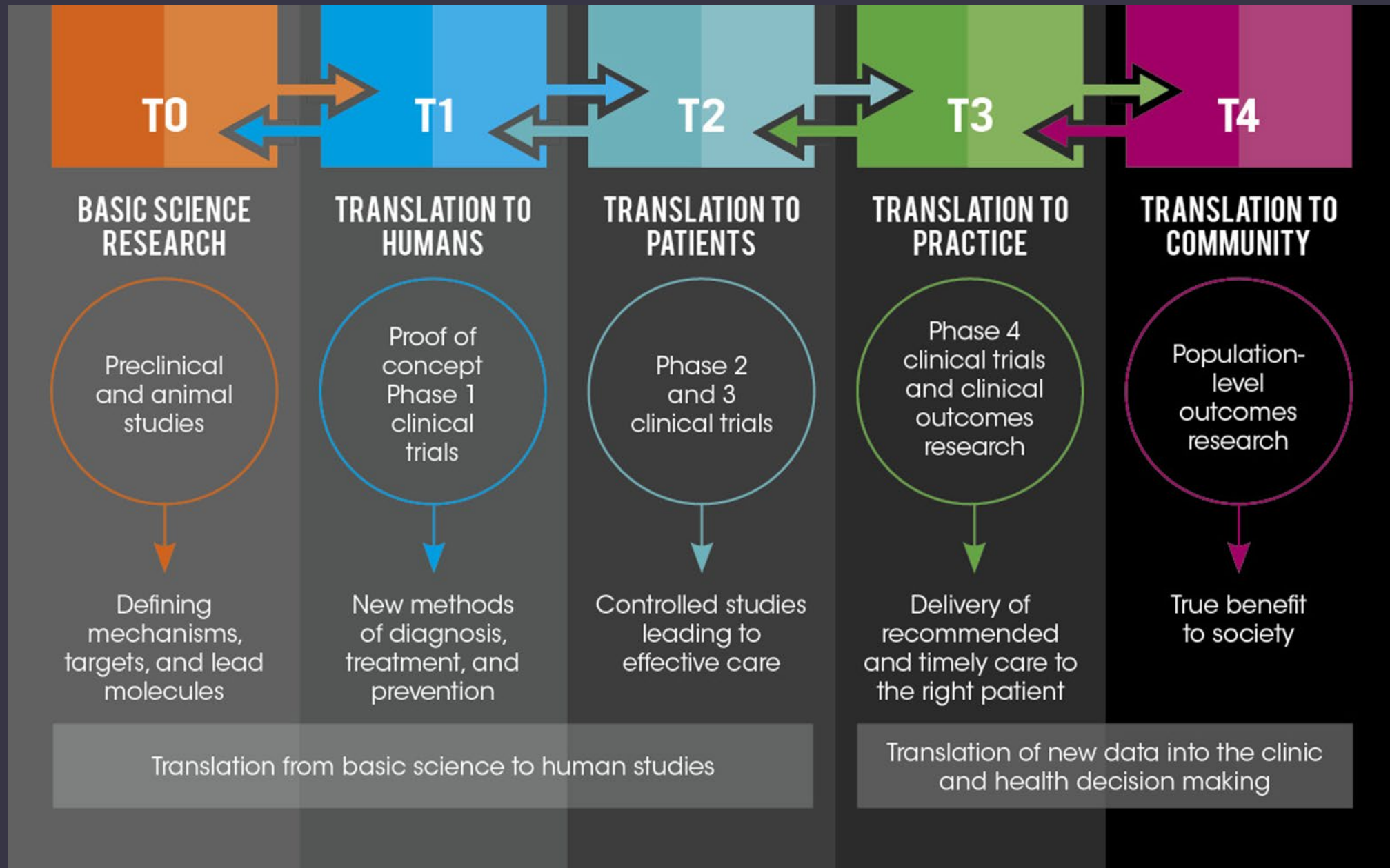
# GOALS OF THE PILOT GRANT PROGRAM

- Support pilot studies that will strengthen community-academic relationships and produce preliminary data for future competitive grant applications
- Build capacity in community-academic partnerships to conduct **translational (T3/T4) research** using **community-based participatory research (CBPR)** principles to translate established efficacy into effective implementation at the community or clinic level
- Address health disparities related to: (1) childhood chronic conditions, (2) social-emotional health; or (3) cardiovascular disease (*applications addressing hypertension are strongly encouraged*)



# CBPR GOES BEYOND TRADITIONAL RESEARCH FROM DESIGN TO DISSEMINATION:

- Utilizes Full participation of community in identifying issues that are relevant and important
- Community is intimately involved in designing the study
- Community representatives provide guidance for recruitment and retention
- Instruments and interventions are developed with community input and tested in similar populations
- Data is collected, shared, and interpreted with community members
- Community members assist in identifying appropriate and relevant venues to disseminate results



# AVAILABLE FUNDING

- The Community Engagement and Research Core expects to award up to \$120,000 to fund **five Partnership Development** and **four Joint Pilot** projects.
- Applicants for Partnership Development projects may request up to \$8,000.
- Applicants for Joint Pilot projects may request up to \$20,000.
- The expectation is that Partnership Development projects will apply for the next cycle of Joint Pilot projects for up to \$20,000. However, Joint Pilot project proposals do not have to undergo a Partnership Development project first.
- The RFA for Cycle 14 was released 08/02/2021 and can be accessed at the [CCTSI CE Website](#)

# APPLICATION CATEGORIES

## Partnership Development

Intended to support new or potential partnerships.

A nine-month period 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 future submission as 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 \$8,000 (Total budget, per project, for community and academic partners combined.)

Applicants should consider allocations of a minimum of fifty percent (50%) of requested funds to the community partner.

# APPLICATION CATEGORIES CONTINUED

## 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 12-months 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 \$20,000. (Total budget, per project, for community and academic partners combined.)

Applicants should consider allocations of a minimum of fifty percent (50%) of requested 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

Goals and Activities (2022-2023)	May - June	July - August	September - October	November - January
Goal 1: Establish a collaborative				
Activity 1	X			
Activity 2		X		
Goal 2: Develop Strategy Map/Plan/Doc				
Activity 1		X		
Activity 2			X	
Goal 3: Develop and Submit CCTSI Pilot Grant				
Activity				X

# JOINT PILOT POTENTIAL ACTIVITIES

- Test the feasibility, duration, cost, adverse events, of a study design
- Implement a small-scale study that can be used in obtaining funding for a larger-scale study
- Develop a proposal for larger funding through the results of the research pilot
- Disseminate and translate research findings

# JOINT PILOT EXAMPLE

Goals and Activities (2022-2023)	Quarter One	Quarter Two	Quarter Three	Quarter Four
Goal 1: Community Engagement				
Activity 1	X	X		
Activity 2		X	X	
Goal 2: Implementation of Focus Groups				
Activity 1	X	X		
Activity 2		X	X	
Goal 3: Dissemination of Materials				
Activity 1			X	X
Activity 2				X

# 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. Both are considered co-Principal Investigators.
- **Academic Researchers:** Researchers who are housed at or working on behalf of the University of Colorado Anschutz Medical Campus or any CCTSI Affiliate Organization.
- **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.
- All Joint Pilot Projects\* will need to submit IRB approvals, through the CCTSI staff, to the National Center for Advancing Translational Sciences (NCATS).
- IRB Approval and NCATS approval must be received **prior to conducting any project activities involving human subjects.**



\* Some exceptions may apply, and Partnership Development grants may need approval.

# BUDGET GUIDELINES

- Requested total grant funds will be split between Community and Academic Partners
  - Consider allocations of a minimum of fifty percent (50%) of requested funds to the community partner.
  - Funds allocated to the Community Partner flow through Trailhead Institute directly to the community partner.
  - Funds allocated to an 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).



# BUDGET GUIDELINES: UNALLOWABLE EXPENSES

- 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

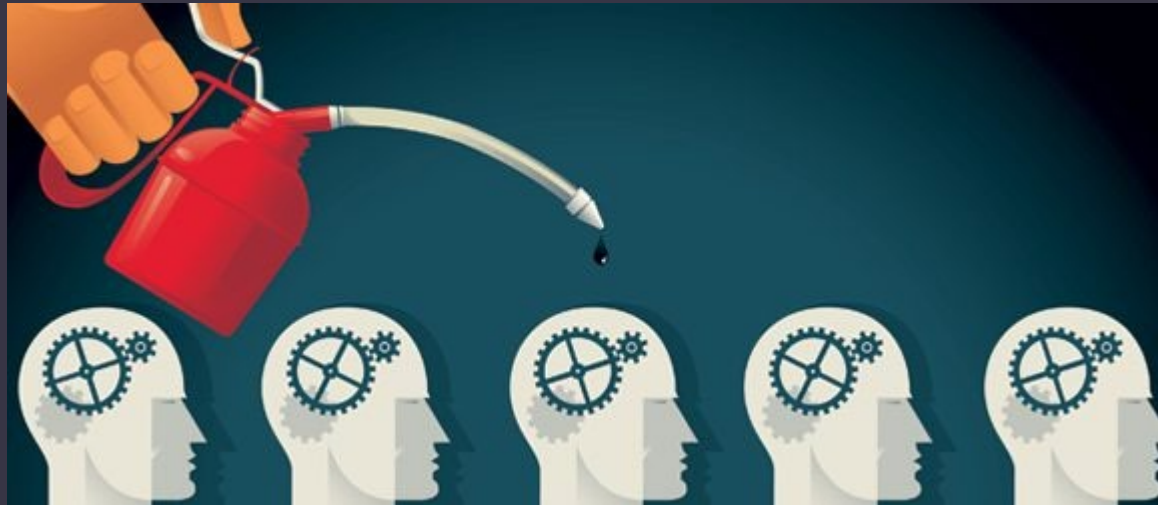
- **Partnership Development Applicants** may request funds for expenses related to developing and sustaining a new community-academic partnership as outlined in the RFA, such as:
  - costs related to hosting meetings, including refreshments;
  - costs related to further developing the community-academic 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 GUIDELINES: ALLOWABLE EXPENSES

- **Joint Pilot Applicants** may request funds for expenses related to developing and sustaining a 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

- Grantees agree by their acceptance of this funding to identify, and budget for, an opportunity for the partnership to disseminate project outcomes back to the community and prepare a short presentation at a PACT Council Meeting.



# BUDGET EXAMPLE

	Academic	Community
Personnel		
Salary	\$3,995	\$500
Other Direct Costs		
Consultants		\$2,000
Supplies		\$500
Print/Copy		\$500
Meetings		\$500
Study Subject Incentives		\$5
Sub-Totals	\$3,995	\$4,005
Total	\$8000	

# PRE—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

# IRB APPROVAL

- Upon award selection notification, awardees who will be engaging in Human Subjects Research (HSR) will need to prepare for IRB submission and subsequently to the National Center for the Advancement of Translational Sciences (NCATS)
  - Projects involving Human Subjects Research must have IRB approval and approval from NCATS **before doing any HSR work and prior to receiving your official Notice of Award.**
  - 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 strongly encouraged to demonstrate their capacity to submit to IRB as soon as possible when notified of selection of award.**
- Applicants are encouraged to contact Debra Szusterd to undergo a short consultation about IRB for COMIRB. This will streamline the IRB application process should the project be selected for an award: [Debra.Szuster@cuanschultz.edu](mailto:Debra.Szuster@cuanschultz.edu).

# POST—AWARD REQUIREMENTS

- Awardees must 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 mid-project progress report at the midpoint of award period 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 will identify, and budget for, an opportunity for the partnership to disseminate project outcomes back to the community and prepare a short presentation at a PACT Council Meeting. Awardees also are strongly encouraged to accept invitations to networking events designed to disseminate project outcomes.
- 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. CTCRC resources include: inpatient and outpatient research facilities, clinical research nursing support, nutrition research support, exercise research laboratory, ancillary funds; and CTCRC Core lab support. For more information, visit <http://www.ucdenver.edu/research/CCTSI/programs-services/ctrc/>.
- Research dissemination in scholarly peer-reviewed journals, meeting settings, and back to the community

# 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.



# REVIEW CRITERIA

## ➤ Scoring criteria for both categories will include:

- 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, translational research, and health disparities
- Joint Pilot specific criteria:
  - Quality of the study design and measurement methods within the framework of CBPR collaboration
  - Probability of extramural funding, if successful

# SUBMISSION REQUIREMENTS

**Intent to Apply** form must be submitted online no later than 5:00pm on October 4, 2021. You can find the button to submit at:

<https://cctsi.cuanschultz.edu/funding/cepilot>

**Applications** must be submitted on-line no later than 5:00pm on November 1, 2021. The unique link to the online Application Form is included in the confirmation email that is sent after submitting the Intent to Apply Form.

# 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 with the application).

Academic Co-Principal Investigators will be required to submit a current Biosketch.

If you are a junior investigator, include your mentoring letter/plan within the appendix

# CONTACT INFORMATION

## General Questions

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## Programmatic Questions

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