COMMUNITY ENGAGEMENT
COMMUNITY - ACADEMIC RESEARCHER PILOT PROGRAM
REQUEST FOR APPLICATION 2023

I. Background

Community Engagement (CE) is a core key function of the Georgia Clinical and Translational Science Alliance (Georgia CTSA), a collaborative effort of Emory University, Morehouse School of Medicine, University of Georgia, and Georgia Institute of Technology (Georgia Tech). CE aims to support community-university research partnerships, integrate community participation and leadership into university research, and build community capacity to conduct health research that is both responsive and relevant to the community's health needs.

This pilot grant program is designed to meet these aims through the provision of funding and technical assistance to community-based organizations (CBOs) and academic researchers/faculty to conduct community-engaged research in partnership. The CE invites proposals from CBOs or academic researchers/faculty interested in conducting a research project.

All projects must demonstrate a partnership between an academic researcher/faculty affiliated with Morehouse School of Medicine, Emory University, University of Georgia, or Georgia Tech and a CBO that addresses a mutually identified health-related need, issue, or priority. Applicants may also request that CE help them find an academic researcher/faculty partner or CBOs with whom to partner. If selected, the CBO and academic researcher/faculty partner will conduct a pilot study that positions them for future collaborative research. The grant will provide a combined $30,000 over a 16-month period upon successfully reaching specified milestones.

All projects must indicate how their approaches address health inequity and will have direct implications for advancing health equity. Applications focusing on *maternal mortality, addressing rural health, or prioritizing the translation of novel digital health technologies will be prioritized.*
The project will be funded in two phases as follows:

Phase 1 (March 2024 to October 2024):
During this period, grantees and researchers will attend a kick-off meeting and begin planning in collaboration with their new/existing academic researcher/faculty partner. Funding for Phase 1 will be up to $15,000. The deliverables include a one-page summary of the proposed pilot study and submission of the study protocol to the Institutional Review Board (IRB) of the partner university (a required step in conducting research that involves 'human subjects'). Additional materials related to this project must be sent to the funder, NIH/NCATS, before this project can begin. More information is forthcoming about that process.

Phase 2 (November 2024 to July 2025):
During this period, grantees will conduct the pilot study planned in Phase 1 and work to write a summary of the results. Funding for Phase 2 will be $15,000. Deliverables for this phase include 1) data collection for the pilot study (e.g., surveys, interviews, focus groups, pre-post evaluation); 2) a brief report of the results; and 3) a description of next steps for the research partnership, such as plans for a grant proposal submission to a federal agency. All grantees will be required to participate in a cross-site evaluation.

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II. Eligibility Criteria -

Applicants (lead contacts) must be in <u>one</u> of the following categories:

1. **Community-based organizations** (CBOs) - CBOs that are eligible to apply for this grant opportunity must:
   a. Be not-for-profit under Section 501(c)3 of the Internal Revenue Code, **AND**
   b. Express interest in partnering or have already partnered with faculty affiliated with Morehouse School of Medicine, Emory University, University of Georgia, or Georgia Tech for the proposed project **AND**
   c. Serve communities within the state of Georgia.

2. **University -Faculty** from Emory University, Morehouse School of Medicine, Georgia Institute of Technology, and University of Georgia are eligible to apply for this pilot funding opportunity if they:
   a. express interest in partnering with or have already partnered with a CBO serving communities within the state of Georgia for the proposed project, **AND**
   b. fit in one of the following categories:
      i. Junior faculty (e.g., Assistant Professor, Clinical Lecturer, Instructor) with limited current or past research support as PD/PI, OR
      ii. Established investigators who have a fully engaged community-based organization as a partner, OR
      iii. Post-doctoral Fellows with a supporting senior Co-PI/mentor (paid effort for Co-PI/mentor is not allowed).

**To be eligible, all applicants must commit to having at least one community partner and one academic researcher/faculty partner to attend a kick-off meeting. No grants will be made to individuals.

III. Funds Available

A maximum of two grants of up to $30,000 will be awarded over a 16-month period beginning in March 2024. Budgets may include personnel (salaries and fringe), consultants, supplies, and study participant incentives. Budgets may not include capital expenditures, charges for patient care, rental costs of off-site facilities, or indirect costs.

IV. Application Requirements

Submit your organization's grant proposal using this **LINK**

A cover letter that includes:
- Organization Name & Address
- Contact Person (Name, address, phone and fax number, and e-mail address)
- Organization Represented
- Lead applicant type: Community-Based Organization OR University Faculty
- A statement that you are applying for the Georgia CTSA Community Engagement **Pilot Grant**

Proposal narrative (**using template in Section 10**) that:
- Is no more than five pages (the budget and budget justification are not included in this count)
- Is in black, Times New Roman, or Arial font size of 11-point or 12-point
- Includes a detailed description of the community you serve and a high-priority health disparity that you would like to address through the pilot study
- Explains how the pilot study would help address the disparity
- Describes organizational experience and capacity to address the selected health disparity/research topic
- Describes interest in conducting collaborative research to address the health disparity or health inequity
- Describes an existing academic researcher/faculty-community research partnership that will conduct the pilot study OR describe the type of faculty partner (e.g., expertise) you are seeking to engage
- Describes organizational capacity to maintain a long-term research relationship and identifies a staff person to serve as the researcher's primary liaison

Required, but NOT included in the 5-page limit:
- A timeline that follows the phases described above, indicating each step of the process
- A budget and budget justification
- For CBOs - A copy of the organization's 501(c)(3) status
- Resumés or CVs from two team members (at least one CBO member and one academic researcher/faculty) who will attend the kick-off meeting and be involved in the project,
- A letter of commitment from the faculty or community partner if appropriate.
- Letter(s) of recommendation reflecting community-campus research partnership interest, experiences, and, if applicable, impact

V. Selection Process and Criteria

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

1. Background and Rationale: the extent to which the description of the community and health disparity demonstrates an understanding of the health problem, its causes, and possible solutions, and the rationale for a pilot study to address the health disparity. (25 points)
2. Experience and Leadership: organizational history and are leadership needed to address the identified health disparity through research. Consideration will be given to applicants with a track record of addressing the health disparity. (20 points)
3. Interest in Community-Engaged Research Partnerships: description of why the CBO/faculty member/postdoc is interested in partnering in community-engaged research to address the health disparity and/or a description of the existing partnership; commitment to participate in all project-related activities. (20 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 (20 points)
5. Timeline, Budget, and Justification: clarity and appropriateness of the timeline, the budget, and justification. (15 points)

Total Points: 100

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VI. Important Dates/Timeline

10/27/2023 Grant Application Informational Teleconference at 2 pm ET
11/17/2023 Letter of Intent Due
01/19/2024 Application Submission Deadline
02/15/2024 Award Notification
03/01/2024 Anticipated Project Start Date for Phase 1

VII. Letters of Intent

Letters of Intent are strongly recommended but not required. If your organization chooses to submit a letter of intent, letters must **be received by 5:00pm** (**ET) November 17, 2023,** via e-mail at prcinfo@msm.edu. The letter should contain the title of the project and a description of the community-identified health disparity – maximum two paragraphs. The letter of intent is not binding.

VIII. Application Submission

An electronic copy of the applications must be received by **5:00pm (ET) January 19, 2024**. When sending an electronic version, please submit one PDF document and save the document with your organization name.

IX. Grant Application Teleconference-

The grant application teleconference will occur on **October 27, 2023,** from **2:00 pm – 3:00 pm (ET)** via Zoom, https://msm-edu.zoom.us/j/91456724127.

X. Proposal Narrative Template (5 pages max)

1. Background: Describe the community served by the CBO and the community-identified health disparity you would like to address with the help of a research partner. Describe the impact of the health problem in your community, the possible causes, and potential solutions. Describe why a pilot study/project is appropriate for addressing the disparity (e.g., Why would it be helpful? What do you hope to learn?). (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 describe past and current programs and services to address the health disparity. (25 points)

3. Interest in Research: Describe why the applicant is interested in an academic researcher/faculty and community partnership to address the health need, issue, or priority and document their commitment to participate in all project activities (half-day meetings, regular meetings with partner, technical assistance, cross-site evaluation, and the pilot study). If you are seeking a partner, describe the expertise you need in a partner. If you already have a partner, describe the partnership, including past projects and experience conducting research projects jointly. (25 points)

3. Organizational Capacity: Describe the qualifications of at least two staff working on this project, including who will be assigned as the primary contact person for CE and the partner (include

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their resumes/CVs as attachments). Describe the capacity of the applicant to be a stable and long-term research partner. If a CBO, include the number of full-time employees in the organization and the annual operating budget (total dollars per year). (25 points)

5. Timeline, Budget, and Budget Justification: Describe the timeline for your project within the two phases described above. Encourage a monthly or, at least, quarterly timeline that identifies all major research and community engagement activities. The budget should indicate how you will spend the $15,000 in each period. The justification should identify why each expenditure is needed to meet the project goals. Budgets may include personnel (salaries and fringe), consultants, supplies, and study participant incentives. Budgets may not include capital expenditures, charges for patient care, rental costs of off-site facilities, or indirect costs.

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COMMUNITY ENGAGEMENT PILOT 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 may be relevant to your proposal.

<u>**Provide a detailed budget for Phase 1 and Phase 2.**</u>

<u>**Type of Expense**</u>

<u>**Personnel**</u>
- Coordinator _____
- Administrative Assistant _____
- Consultants (Not to exceed $400 per day) _____

<u>**Supplies**</u>

Office Supplies _____

Computer Software _____

Printing _____

Incentives for Study Participants _____

<u>**Travel (Example)**</u>

Local Travel (500 miles x .545 per mile) _____

Lodging at $200.00 per night _____

Per Diem at $50 per day _____

<u>**Contractual Costs**</u>

Recruiter or Facilitator _____

TOTAL: _____

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COMMUNITY ENGAGEMENT PILOT – 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 – Briefly describe the need for specific supplies and explain how the cost has been estimated. (e.g., flipcharts needed for data collection staff (5 @$15/chart = $75)

Travel – Explain the 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.

<u>Grant funds may not be used for the following types of expenses:</u>

Grant funds cannot be used for large equipment 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, University of Georgia, or Georgia Tech faculty.