

## **COMMUNITY ENGAGEMENT AND RESEARCH PROGRAM MINI-GRANT REQUEST FOR APPLICATIONS**

### **I. Request for Proposal**

The Community Engagement and 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. The CERP aims to support community-university research partnerships, to facilitate community input into university research, and to increase health research in community settings that is both responsive and relevant to the health needs of the community. The CERP Mini-Grant Program is designed to contribute toward fulfillment of these aims through the provision of funding to community organizations for small pilot projects, community health activities, and other collaborative efforts (health projects) that focus on addressing community-identified health needs or disparities.

### **II. Eligible Health Projects**

The CERP Mini-Grant Program invites proposals for partnership-based health projects that involve collaborations between a community organization and a faculty person affiliated with Morehouse School of Medicine, Emory University, or Georgia Tech. Health topics may include, but need not be limited to, cancer, diabetes, heart disease, HIV/AIDS/other STDs, nutrition, physical activity, stroke, teen pregnancy, tobacco, or violence/injury.

### **III. Eligibility Criteria**

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

1. be not-for-profit under Section 501c(3) of the Internal Revenue Code,
2. identify a partnership with a faculty person affiliated with Morehouse School of Medicine, Emory University, or Georgia Tech to collaborate on program development, implementation or evaluation,
3. include a resident of the community as Principal Investigator or Project Director, and
4. serve communities within Atlanta's five-county core metropolitan area including Clayton, Cobb, DeKalb, Douglas and Gwinnett *or* communities within Southwest Georgia counties including Baker, Ben Hill, Berrien, Brooks, Calhoun, Clay, Clinch, Coffee, Colquitt, Cook, Crisp, Decatur, Dooly, Dougherty, Early, Echols, Fulton, Grady, Irwin, Lanier, Lee, Lowndes, Miller, Mitchell, Quitman, Randolph, Seminole, Sumter, Terrell, Thomas, Tift, Turner, Wilcox, and Worth.

No grants will be made to individuals.

#### **IV. Funds Available**

Four CERP Mini-Grants of up to \$4,000 each will be awarded for a nine-month project implementation period. Budgets may include supplies, local travel, equipment, consulting fees, salaries, fringe benefits, stipends or patient incentives. Budgets may not include capital expenditures, charges for patient care, tuition remission, rental costs of off-site facilities, or scholarships.

#### **V. 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 attached template on pages 5-7**) that:
  - i. Is no more than 5 pages (the budget and budget justification are not included in this count)
  - ii. Is typed in 12-point font (Times Roman, Arial, Courier, etc.)
  - iii. Includes a detailed background and community description
  - iv. Describes organizational experience, capacity, and academic partnerships to carry out the project
  - v. Describes project, including related goals, objectives, strategies and activities
  - vi. Lists methods and/or tools for measuring project objectives
- A budget and budget justification
- Appendices which include:
  - i. A letter of commitment from partnering faculty person affiliated with Morehouse School of Medicine, Emory University, or Georgia Tech for program planning, implementation or evaluation
  - ii. A copy of the organization's 501 (c) 3 documentation

## **VI. Selection Process**

A selection committee appointed by the CERP Director and Co-Director 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 community-specific need warrants the proposed project (15 points)
2. Experience and Capacity: organizational history, leadership needed to conduct project. Special consideration will be given to applicants proposing new academic-community partnerships (15 points)
3. Project Description: documentation of goals, objectives, related strategies and activities, and timelines for attainment/completion (10 points)
4. Evaluation: criteria by which achievement of objectives are to be measured (5 points)
5. Budget and Justification: clarity and cost-effectiveness of the budget and justification and their connection to project description (5 points)

**Total Points: 50**

## **VII. Important Dates/Timeline**

- April 9, 2009-Grant Writing Workshop 102
- May 4, 2009-Required Letter of Intent Due
- June 1, 2009-Deadline for Receipt of Applications
- June 22, 2009-Award Notification
- July 1, 2009-Anticipated Project Start Date
- May 7, 2010-Project Completion Date and Project Final Report Due

## **VIII. Letters of Intent**

**Letters of intent are required and must be received by 5:00pm EST Monday, May 4, 2009** via U.S. mail at the address specified in Section IX below.

## **IX. Application Submission Mailing Address**

Katherine Erwin, DDS, MPA  
Morehouse School of Medicine  
720 Westview Drive, SW  
Atlanta, Georgia, 30310

## **X. Technical Assistance**

If you would like assistance in identifying a faculty partner to collaborate in the planning, implementation and/or evaluation of your proposed health project or have questions related to application submission please contact Katherine Erwin, DDS, MPA at [kerwin@msm.edu](mailto:kerwin@msm.edu).



**Experience and Capacity (15 points)**

4. Describe your organization's capacity, history, and leadership related to the proposed health project.

5. Describe the importance and value of your partnership(s) with an academic organization or a faculty person or other agency for the planning, implementation or evaluation of your propose health project.

**Project Description (10 points)**

6. List each specific goal and related objective for the proposed health project.

**Example of a Goal:** To increase the capacity of peer educators to provide comprehensive sex education to African American youth ages 12-14 in Metropolitan Atlanta.

**Example of a Related Objective:** 50% increase in knowledge among trained peer educators by January 31, 2010

*(Objectives should be S.M.A.R.T-Specific, Measureable, Achievable, Realistic and Time-Bound)*

7. List and number each specific strategy/activity for your health project and a date by which each will be completed.

**Example of a Strategy/Activity:** Provide training for 10 peer educators to provide Breast Cancer Education by January, 31 2010

**Evaluation (5 points)**

8. Specifically describe the method(s) and/or tool(s) that you will use to track *each* objective listed in response to Question 8. (5 points)

***Example of Method Description:*** The 50% increase in knowledge among trained peer educators will be measured using pre/post intervention surveys.

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

**BUDGET PROPOSAL PAGE**

The following is an example of detailed worksheet for completing the mini-grant budget. The specific categories and line items presented here may or may not be relevant to your proposal.

**Object Class Categories**

**Supplies**

Office Supplies \_\_\_\_\_

Computer Software \_\_\_\_\_

Printing \_\_\_\_\_

**Travel (Example)**

Local Travel (500 miles x .505 per mile) \_\_\_\_\_

Lodging at \$200.00 per night \_\_\_\_\_

Per Diem at \$50 per day \_\_\_\_\_

**Contractual Costs**

Evaluation

- Evaluator \_\_\_\_\_
- Other Staff \_\_\_\_\_

**Training Personnel**

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

**TOTAL:** \_\_\_\_\_

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

**BUDGET JUSTIFICATION PAGE**

**Narrative Budget Justification**

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**Supplies** – Generally self explanatory; however, if not, describe need. Include explanation of how the cost has been estimated.

**Travel** – Explain need for all local travel.

**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 category, explain the need.

**Personnel** – Explain the specific need addressed and/or project responsibilities of each identified.

**Unallowable Expenses:**

**Supplies**

Funds cannot be used for large equipment, meals or food items

**Travel:** Out of town trips, gas, hotels

**Personnel**

Salary or consulting fees cannot be used to pay Morehouse, Emory, or Georgia Tech faculty.