

# Collaborative Research Capacity Grants Program

## Grant Application Teleconference

December 3, 2009 2:00pm – 3:00pm

&

December 4, 2009 10:00am – 11:00am



Atlanta Clinical & Translational Science Institute  
Community • Discovery • Training

Community Engagement and  
Research Program



EMORY



# Collaborative Research Capacity Grants Program

- **Teleconference Objectives:**
  - To discuss the purpose of the funding;
  - To review the application process;
  - To answer questions from potential applicants



# Collaborative Research Capacity Grants Program

- **Purpose:**

To build capacity to conduct health research in collaboration with academic researchers.

- **Long-Term Goal:**

To jumpstart community-based research projects that involve a partnership between a community-based organization (CBO) and academic researchers from Emory University, Morehouse School of Medicine or Georgia Tech.



# Sponsors

- Community Engagement & Research Program of the Atlanta Clinical and Translational Science Institute, which is a partnership between Emory University, Morehouse School of Medicine, and Georgia Tech.
- Funded by stimulus dollars (American Recovery and Reinvestment Act) from the National Institutes of Health



# Funding

- \$30,000 over two phases
- Four CBOs will receive grants
- Phase 1: March 2010 to September 2010 (\$15,000)
- Phase 2: October 2010 to September 2011 (\$15,000)



# Description of the Phases

- **Phase 1:** Workshops to build research skills and technical assistance to plan a pilot study with an academic researcher. We will help link CBO's to researchers.
- **Phase 2:** In collaboration with an academic researcher, conduct the pilot study and write a grant proposal to address a community-identified health disparity.



# Training

- Topics to be covered in 4-hour workshops
  - Community assessment
  - Program planning
  - Evaluation
  - Grantwriting
- Aims of workshops will be to increase knowledge and skills in these topics to build capacity in preparing a research proposal
- Workshops will occur in Phase 1



# Objectives of the Training Workshops

## Community Assessment

- Define needs and assets of community
- Define needs and assets assessment
- Explain the steps in the conduct of a needs assessment
- Describe primary and secondary data sources
- Discuss methods to prioritize data
- Describe the components of a community assessment report

## Program Planning

- Identify a public health problem or issue
- Describe factors that lead to the public health problem
- Write program goals and objectives
- Describe theories related to behavioral, organizational, and policy change
- Discuss intervention activities or strategies to create behavioral, organizational, and policy change
- Explain steps in program implementation (planning, implementation, evaluation)



# Objectives of the Training Workshops

## Evaluation

- Describe different levels of evaluation
- Discuss the purposes of evaluation
- Define evaluation questions and stakeholders
- Describe different methods of data collection to address the evaluation questions
- Discuss methods to analyze the data
- Describe the components of an evaluation report
- Discuss ways to increase the use of evaluation findings

## Grant writing

- Develop an idea for funding
- Locate funding sources
- Evaluate request for applications (RFAs) and funding agency priorities
- Describe the major sections of a grant
- Discuss grant writing tips
- Create a program budget and timeline
- Describe grant review processes



# Application Requirements

- Cover letter to include: organization name, contact person, county represented
- Maximum 5-page narrative in 11 point or larger
- Budget and budget justification
- Documentation of 501c(3) status
- Resumes for two staff who will attend the training activities



# Eligible Organizations

## Must:

1. Be a not-for-profit community-based organization with 501c(3) status
2. Have a serious interest in participating in health research
3. Commit at least 2 staff to participate in the training series
4. Be located in one of the priority counties (see RFA)



# Evaluation

- Central, required component of participation as a grantee
- Way to find out the impact of program beyond the provision of grant dollars
- Way to define recipe for success (how?, what? and why?)
- Participation is required of all CBO grantee representatives who complete training workshops



# Evaluation Questions

- What is the impact of the training and technical assistance on CBOs knowledge, skills and abilities to plan, implement and evaluate health initiatives?
- What are the things that help or hinder community –researcher partnerships?
- What are CBO and researcher experiences, perceptions and recommendations related to the CERP approach to facilitating CBO-ACTSI researcher partnership?



# Evaluation-What Grantees Can Expect

- Surveys before and after workshops to:
  - Assess the impact of the trainings on knowledge, skills and abilities
- Key informant interviews to:
  - Understand perceived barriers and facilitators to community-research partnerships
  - Gain first-hand perspectives regarding CBO-researcher collaborative experiences
  - Understand identified strengths, weaknesses and recommendations for CERP's future efforts in these areas
- Collaboration with all participants to tell the story of how we did it and if it worked!



# Narrative Detail: Background (25 pts)

- Describe the community the CBO is serving
- Describe the health disparity of interest, its causes and possible solutions
- Describe the impact of the health problem in the community, include health statistics if available

**Review Criterion:** To what extent does the description demonstrate a thorough understanding of the community and the health problem to be addressed?



# Narrative Detail: Experience and History (20 pts)

- Describe the CBO's capacity to address the health disparity
- Describe the CBO's track record of current and past programs or services in the community

**Review Criterion:** To what extent does the CBO have the organizational history, leadership and track record to address the health disparity in the identified community?



# Narrative Detail:

## Interest in Research (15 pts)

- Describe why the CBO is interested in partnering with academic researchers to address a health disparity
- Describe the CBO's commitment to attend the training activities, and to work with an academic researcher to develop a pilot study, conduct a pilot study and write a grant proposal
- Describe prior experience working with a college or university

**Review Criterion:** To what extent does the applicant make a compelling case for wanting to participate in collaborative research activities?



# Narrative Detail: Staff Capacity (25 pts)

- Describe at least two staff who will benefit from the required training, include resumes as attachments
- Describe how new skills in community assessment, program planning, evaluation, and grant writing will be useful to the CBO and how the staff will be able to apply their new skills to a new or existing health program

**Review Criterion:** Does the applicant describe 2 staff who will benefit from the training and how will their new skills be applied to a new or existing health program?



# Narrative Detail:

## Job Creation/Retention (15 pts)

- Describe how the funds will be used to create, expand or retain jobs within the CBO or community

**Review Criterion:** To what extent will the funds promote job creation, expansion or retention?



# Budget (no points)

- Your budget and justification will not be scored, but they will be reviewed for clarity and connection to the project description
- Include a detailed budget for Phase 1 only (\$15,000)
- Use the sample provided or a similar template to describe basic budget categories



# Budget – What's allowed?

- Budgets may include personnel (salaries and fringe), supplies, local travel, stipends, and pilot study participant incentives
- Budgets may not include capital expenditures, charges for patient care, tuition, rental costs of off-site facilities, or scholarships



# Budget Justification

- Use the narrative budget justification to describe the need for the items in the budget categories
- Expenses should relate directly to the proposed project/activities and not to general organizational functioning
- Do not include large equipment, meals or food items



# Funding Mechanism

- Funded organizations will invoice Emory through a fee-for-service agreement
- Agreement will include basic deliverables, based on the grant proposal
- Organizations will need to provide W-9 form with tax ID
- Specific instructions will be provided to the funded organizations



# Application Process

## Letter of Intent

- Strongly encouraged but not required
- All Letters of Intent should be received by **5:00pm on Monday, December 14, 2009** (via e-mail or U. S. mail)



# Application Process

## Application Submission:

- 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, #110
- Atlanta, GA 30303
- E-mail: [Wthomp3@sph.emory.edu](mailto:Wthomp3@sph.emory.edu)
- All applications must be received by **5:00pm** on **Friday, January 22, 2010** (via e-mail or U.S. mail)



# Application Process

- All Questions and Answers from both teleconferences will be posted on the Emory University & Morehouse School of Medicine Prevention Research Center websites.



# QUESTIONS??



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