



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, Fulton, 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, 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 \$4,000 each will be awarded for a seven-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 4-7**) 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 project and community description
 - iv. Describes organizational experience, capacity, and academic partnerships to carry out the project
 - v. Lists evaluation objectives and methods and/or tools to track them
- 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. Project and Community Description: extent to which the community-specific need warrants the proposed project (20 points)
2. Experience and Capacity: organizational history, leadership needed to conduct project, and community-academic partnerships (15 points)
3. Strategies and Activities: rationale for proposed approaches and realistic timeline for completion (10 points)
4. Evaluation: documentation of realistic objectives that are connected to strategies and activities with specified ways to measure progress towards achievement (15 points)
5. Budget and Justification: clarity of budget and justification and their connection to strategies and activities (5 points)

VII. Important Dates/Timeline

July 18, 2008	Letter of Intent Due
August 15, 2008	Deadline for Receipt of Applications
September 17, 2008	Award Notification
October 1, 2008	Anticipated Project Start Date
May 2, 2009	Project Completion Date
July 1, 2009	Project Final Report Due

VIII. Application Submission Mailing Address

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

IX. Letter of Intent

Submission of a letter of intent is encouraged, but not mandatory. The letter of intent should be received by June 18, 2008 at the address provided above.

X. Technical Assistance

Technical assistance questions related to application submission can be directed to Melanie Pearson, PhD at mapears@sph.emory.edu or Tabia Henry Akintobi, PhD at takintobi@msm.edu. Budget-related questions can be directed to Katherine Erwin, DDS, MPA at kerwin@msm.edu.

4. Describe the cultural appropriateness of your health project's approach. (5 points)

Experience and Capacity (15 points)

5. Describe your organization's capacity, history, and leadership related to the proposed health project. (5 points)

6. Include specific outcomes of previous projects that illustrate a successful track record of working with the target population. (5 points)

7. Describe your partnership(s) with an academic organization or a faculty person for health project planning, implementation, or evaluation. (5 points)

Strategies and Activities (10 points)

8. List and number each specific strategy/activity for your health project and a timeframe for completion of each one. (10 points)

Example of a Strategy/Activity: Provide training for 10 peer educators to provide Breast Cancer Education

Evaluation (15 points)

9. List and number *each* target objective related to your health project. (10 points)

Example: 50% increase in knowledge among trained peer educators by May 2, 2009.

10. Specifically describe the method and/or tool that you will use to track *each* objective listed in Question 9. (5 points)

Example: 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

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

Travel – Explain need for all 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.

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