

DISSEMINATION Grant**COMMUNITY-ACADEMIC RESEARCH PARTNERSHIPS
GRANTS PROGRAM
REQUEST FOR APPLICATIONS
2015****I. Background**

The Community Engagement Research Program (CERP) is a core component of the Atlanta Clinical Translational Science Institute (ACTSI), a collaborative effort of Emory University, Morehouse School of Medicine, and Georgia Institute of Technology (Georgia Tech). The CERP aims to support community-university research partnerships, facilitate community input into university research, and build community capacity to conduct health research that is both responsive and relevant to the health needs of the community.

This grants program is designed to meet these aims through the provision of funding and technical assistance to community-based organizations (CBOs) to strengthen an existing community academic partnership by supporting their dissemination activities. The CERP invites proposals from CBOs in an established partnership with academic researchers affiliated with Morehouse School of Medicine, Emory University, or Georgia Tech. Selected partnerships must have already completed a community-engaged research project and must use the funds for dissemination activities. If selected, the CBO and/or academic partner will collaboratively write at least one paper for a peer-reviewed journal and prepare at least one dissemination product or event for a lay audience/community members (e.g., host a community forum, prepare and distribute research or policy briefs). The intent of these activities is to provide time and resources for sharing research study results back to different audiences, both academic and community. The grant will provide \$10,000 over an 18 month period. The partnership will also be provided with a Graduate Research Assistant support to help with the dissemination activities (5-10 hours per week).

The project will be funded in two phases as follows:

Phase 1 (November 16, 2015 to May 31, 2016):

During this period, grantees and researchers will attend a kick-off meeting and begin planning in collaboration with their faculty partner. Funding for Phase 1 will be up to \$5,000. The deliverables include an outline of the journal article and a detailed plan for the dissemination event/activity.

Phase 2 (June 1, 2016 to May 31, 2017):

During this period, grantees will draft and submit a journal article to a peer-reviewed academic publication and conduct the community-focused dissemination activity. Funding for Phase 2 will be \$5,000. Deliverables for this phase include: 1) the submitted journal article, 2) documentation of the community-focused dissemination product/event. All grantees will be required to participate in a cross-site evaluation.

II. Eligibility Criteria

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

1. be not-for-profit under Section 501c(3) of the Internal Revenue Code,
2. have already partnered with faculty affiliated with Morehouse School of Medicine, Emory University, or Georgia Tech on a research proposal to address a community-identified health disparity,
3. commit to have at least 2 staff attend the half day kick-off meeting,
4. serve communities within Atlanta's core metropolitan areas including Clayton, Cobb, DeKalb, Douglas, Fulton and Gwinnett counties *or* communities within Southwest Georgia counties including Atkinson, Baker, Ben Hill, Berrien, Brooks, Calhoun, Clay, Clinch, Coffee, Colquitt, Cook, Crisp, Decatur, Dougherty, Early, Echols, Grady, Irwin, Lanier, Lee, Lowndes, Miller, Mitchell, Quitman, Randolph, Seminole, Sumter, Terrell, Thomas, Tift, Turner, and Worth.

No grants will be made to individuals. Institutions of higher education are NOT eligible.

III. Funds Available

A maximum of two grants of up to \$10,000 will be awarded over an 18 month period beginning in November 2015. Budgets may include personnel (salaries and fringe), consultants, supplies, travel/registration fees for a conference presentation. Budgets may not include capital expenditures, charges for patient care, or rental costs of off-site facilities.

IV. Application Requirements

- A cover letter that includes:
 - i. Organization Name
 - ii. Contact Person (Name, address, phone and fax number, and e-mail address)
 - iii. County Represented
 - iv. Lists that you are applying for the Community Engagement Research Program Community-Academic Research Partnerships Grants Program ***Dissemination Grant***
- A proposal narrative (**using template in Section X**) that:
 - i. Is no more than 5 pages (the budget and budget justification are not included in this count)
 - ii. Is in black font color, and a font size of 11 points or larger (Times Roman, Arial, Courier)
 - iii. Includes a detailed description of the community academic partnership (e.g., duration of partnership, academic partner and affiliation, focus of partnership (e.g., health topic, community).
 - iv. Describes the completed research project and the results that will be disseminated (e.g., research questions, study design, sample size, main findings, role of each partner in conducting the study).

- v. Describes organizational experience and capacity to disseminate results to the community.
- vi. Describe preliminary plans to disseminate the research findings to the community.
- vii. Describes commitment to collaborating with the academic partner in writing a journal article for submission to a peer-reviewed journal

Not included in the 5-page limit:

- A budget and budget justification
- A copy of the organization's 501(c) 3 status
- Resumes from two staff who will attend the half day kick-off meeting and be involved in the project, and
- A letter of commitment from the faculty partner.

All items should be submitted in **one** pdf document with the name of your organization clearly marked on the hard copy or saved with your organization name on the electronic copy.

V. Selection Process

A selection committee appointed by the CERP Community Steering Board will review all proposals. Selection will include review and input by the CERP Community Steering Board.

Decisions will be based on the following criteria:

5. Existing Partnership: description of the existing community academic research partnership; commitment of partners to an ongoing relationship (25 points)
6. Description of the completed research project: likelihood of publication/quality of the study; how dissemination of findings will benefit the partnership and the community (25 points)
7. Dissemination Plans: preliminary plans for the community-focused dissemination event/product. Likelihood of effectively reaching the community of interest. Consideration will also be given to applicants with a track record of community engagement and strong community ties (25 points)
8. Organizational Capacity: organizational history and leadership needed to complete the dissemination activities; 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. (25 points)
9. Budget and Justification: clarity of the budget and justification (no points)

Total Points: 100

VI. Important Dates/Timeline

9/2/2015	Release of RFA
9/11/2015-10:00am	Grant Application Teleconference
9/18/2015- 5:00pm	Letter of Intent Due
10/2/2015 -5:00pm	Deadline for Receipt of Applications
11/9/2015- 5:00pm	Award Notification
11/13/2015- TBA	Half day kick-off grantee meeting
11/16/2015 -TBA	Anticipated Project Start Date for Phase 1

VII. Letters of Intent

Letters of intent are strongly recommended but are not required. If your organization chooses to submit a letter of intent, letters must be **received by 5:00pm EST 9/18/15** via U.S. mail, fax, or e-mail to the address specified in Section VII below. (Letter should contain title of project and a description of the community identified health disparity – maximum two pages). The letter of intent is not binding.

VIII. Application Submission

A hard copy or an electronic copy of the applications must be received by 5:00pm EST **October 2, 2015**. When sending an electronic version, please submit one pdf document and save the document with your organization name. Send U.S. mail or e-mail the application to:

Winifred Wilkins Thompson, PhD, MSW
Research Assistant Professor
Emory University Rollins School of Public Health
Department of Behavioral Sciences & Health Education
49 Jesse Hill Jr. Drive, SE, Office 110
Atlanta, GA 30303
O - 404-778-1349
F - 404-778-1315
E-mail: wthomp3@emory.edu

IX. Technical Assistance: Grant Application Teleconference

A teleconference will be held to discuss the purpose of the funding, review the application process, and answer questions from potential applicants. Date: September 11, 2015 at 10:00am.

Please dial **1-866-730-7514. PIN 978973#**. Materials for the call can be downloaded from the CERP website (<http://www.actsi.org/areas/cerp/>), or the Morehouse School of Medicine Prevention Research Center website (<http://web.msm.edu/prc/>). Materials will be available after **September 4, 2015**.

If you have any questions about this Request for Applications or the application process, please contact Dr. Winifred Thompson (contact information in Section VIII).

Technical Assistance will be provided throughout the grant funded timeframe.

X. Proposal Narrative Template

1. Description of the Partnership: Describe the partnership. How was the partnership initiated? How long has it existed? Who is the academic partner and what is their university affiliation? What health topics have you conducted research on? What community has been engaged in the research and how? (25 points)
2. Description of the Completed Research Project: Describe the research project that you completed through an academic community partnership. What were the research questions? What was the study design? What was the sample size? When was data collection completed? Have the data been analyzed? If so, what were the main findings? What was the role of your CBO and what was the role of the academic partner? How will the results benefit your community? (25 points)
3. Dissemination Plans: Describe your preliminary plans for the community-focused dissemination activity. Describe your ties to the community of interest for dissemination. (25 points)
4. Organizational Capacity: Describe the CBO's organizational history and leadership to complete the dissemination activities. Describe the qualifications of at least two staff who will work on this project, including who will be assigned as the main contact person for CERP and the faculty partner (include their resumes as attachments). Include the number of FTE in the organization and the annual operating budget (total dollars per year). Include a letter of commitment from your faculty partner (25 points)

**COMMUNITY ENGAGEMENT AND RESEARCH PROGRAM MINI-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 of them may be relevant to your proposal.

Provide a detailed budget for Phase 1 and for Phase 2 (18 months total).

Type of Expense

Personnel

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

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 _____

TOTAL: _____

**COMMUNITY ENGAGEMENT AND RESEARCH PROGRAM MINI-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 – Generally self-explanatory; however, if not, briefly describe the need for specific supplies and an explanation of how the cost has been estimated. (e.g., flipcharts for a community forum (5 @ \$15/chart = \$75)

Travel – Explain 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

Grant funds may not be used for the following types of expenses:

Grant funds cannot be used for large equipment or entertainment expenses. Food may only be covered with very strong justification (e.g., a community meeting with 50 attendees).

Grant funds cannot be used to pay salary or consulting fees for Morehouse, Emory, or Georgia Tech faculty.