



University at Buffalo
The State University of New York
Civic Engagement & Public Policy (CEPP)

UB's Civic Engagement and Public Policy (CEPP)
Community-Based Health Disparities Research Mentoring Fellowship
2015-2017

Letters of Intent: Outline Proposals due by 12:00 pm on Friday, January 8, 2016

Guidelines and Application Forms

The goal of this program is to support the career development and progression of health disparities researchers through the development of interdisciplinary mentoring teams and the utilization of a committed coach to help navigate new partnerships and provide intermediary guidance.

This program is supported by the National Research Mentoring Network (National Institutes of Health, National Institute of General Medical Sciences [NIGMS] Award Number U54 GM119023). Awardees are required to enroll in the National Research Mentoring Network portal and participate in on-line training activities.

All research and scholarship supported by CEPP fellowships advance community-based research and scholarship that address issues of social justice, equity, and public policy. Such research requires collaboration with a non-academic partner and will confront issues that may range from local to global.

PURPOSE

This program will support the mentoring activities of two community-based health disparities research fellows or teams. Full-time faculty members or faculty teams at the University at Buffalo who are developing community-based research projects that address health disparities are eligible to apply. Mentorship teams may include internal and external mentors and must include a community partner. A coach will be assigned to each mentee to facilitate the process. The planned program of mentoring may involve longer intense study in a continuous block of time or several shorter visits spread out over the 18-month period of the fellowship over the 2015-16 and 2016-17 academic years. Funding will support a face-to-face exchange that may take place at the mentor's institution or at professional conferences. External mentors will be invited to come to UB to meet with their mentee and present their work to a larger audience. Fellows are required to register by creating a user profile with the National Research Mentoring Network and participate in the on-line mentoring program as a mentee. It is strongly encouraged that fellows utilize their NRMN profiles' other features and participate in additional NRMN mentee opportunities.

The fellowship is available to junior and senior individual faculty or research teams to further their program of community-based research and scholarship that addresses health disparities. Such research

must involve collaboration with a community research partner. Each academic year, up to \$5,000 will be available to support mentorship activities for individual faculty and up to \$7,500 for group fellowships, for a maximum of two academic years.

OBJECTIVES

1. To offer training and develop mentorship teams to assist the faculty member or team in developing a specific plan, to develop or strengthen a community-based research project or program, or transition to a new area of community-based research, within the broad realm of health disparities,
2. To offer training and develop mentorship teams to assist the faculty member or team in developing a research proposal for extramural funding and/or provide critical review for proposals and manuscripts, and
3. To provide intermediary advice to strengthen the mentor-mentee relationship and the likelihood of success in community-based health disparities research.

FUNDING

Up to \$5,000 per academic year is available for mentor/mentee activities, or \$7,500 per academic year for faculty teams, for a maximum of two academic years. Expenditures will be approved by Dr. Tumiel Berhalter to ensure compliance with NRMN guidelines. All expenditures will be managed through the UB Department of Family Medicine.

The main expenditure categories are:

- Travel funds for fellows to meet face to face with external mentors
- Support for visits of external mentors to UB
- Support for participation in NRMN training
- Supplies or other miscellaneous items: books, software, manuals, etc., that are not normally provided by the mentees department.

Funds may NOT be used for:

- Faculty salaries
- Honoraria for UB faculty mentors or external mentors
- Research assistant salaries
- Research project expenditures (note: applicants may have received or have applied for other CEPP Research Fellowships that cover these expenses).

ACTIVITIES SUPPORTED

- Development of a mentorship team
- Linkage to a community partner
- Access to a coach to facilitate mentorship team development
- Participation with National Research Mentoring Network activities

MENTOR

Definition and responsibilities of each mentor:

- Is an expert in the topic area or methodology, for example, the mentor has an active program of research and scholarship, a history of major research funding, and books or publications in peer reviewed or other scholarly journals
- Agrees to a targeted period of mentoring over two academic years
- Will meet regularly with the faculty member either by phone or webinar, at the mentor's home institution, at UB, or at professional meetings both plan to attend
- Is willing to visit UB, and may include a presentation at an appropriate forum.

- Mentors are required to register by creating a user profile with the National Research Mentoring Network, and are encouraged to participate in the on-line mentoring program as a mentor.

OUTCOMES

Outcomes may include:

- Scholarship (publications or equivalent)
- Development, establishment, or renewal of an active program of community-based research
- Acquisition of new knowledge or expertise
- Submission of grants for extramural funding
- Presentation at an open forum
- Participation in NRMN training activities

SUBMISSION GUIDELINES

The application for the Mentoring Fellowship is a **two-step process**:

Step 1

Letter of Intent/Outline Proposal

An outline proposal should be submitted electronically by 12:00 pm on **January 8, 2016** to CEPP Coordinator, Laura Mangan at Lmangan@buffalo.edu. The outline should be a maximum of two (2) pages in length (11 pt font, single-spaced, 1" margins), and should state briefly:

- name, title, and contact information of the applicant(s)
- title of the project
- name of community research partner(s)
- purpose of the mentoring
- expected outcomes
- name(s) of proposed mentor(s), and
- reasons why you believe your mentor(s) would be the best for your purpose.

Questions should be addressed to Laura Mangan at 645-5376, or by email to Lmangan@buffalo.edu.

Proposal Review

The CEPP Fellowship Review Committee will review all outline proposals. A short list of applicants will be chosen by January 13, 2016. These short-listed applicants will be asked to meet with a representative from the Review Committee. After this discussion, applicants will be asked to submit a **full proposal by February 10** taking into consideration the recommendations by the CEPP Review Committee.

Further details about the Step 2 proposal requirements will be given to the selected applicants. These applicants will be expected to submit full proposals by February 10 that will be reviewed by the Fellowship Review Committee. Notification of awards will be anticipated by the end of February and mentoring may commence immediately thereafter.



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