

Community Partnership Development Seed Grant Program

Request for Proposals 2020 Submission

***Funding of University at Buffalo's Clinical and Translational Science Institute (CTSI) seed grant awards will be pending receipt of the Notice of Award for the CTSA renewal application and allocation of funds to the grant program.**

The [UB Clinical and Translational Science Institute \(CTSI\)](#) provides seed grants that support the planning of community-based participatory research projects and engagement of communities in research. The goal of these awards is to increase the number of community-academic partnerships that are prepared to collaborate on the design and implementation of research projects, specifically those that address health disparities, aim to improve health equity, and generate preliminary data for submission of larger grants to intramural and extramural sources.

Seed grants not exceeding \$5,000 will be awarded to academic-community teams for:

- Development of community-engaged research partnerships
- Collaboration on the design of pilot research
- Development of community-engaged research proposals for intramural and external funding

Eligibility Criteria

Grants are awarded only to teams comprised of researchers and community partners in which each partner has an essential role in the project. Proposals must exhibit an active engagement between partners and demonstrate that the topic area is of mutual interest.

Applicants can be:

- 501(c)(3) community organizations located in Western New York
- Full-time, junior/senior faculty member at UB or [Buffalo Translational Consortium](#) institution

Awards may fund projects that:

- Identify shared goals in order to work together more effectively and maximize partnership impact and next steps to address a particular health condition, health disparity and/or health equity
- Facilitate open dialogue around strengths, challenges, and research opportunities to address community health needs
- Identify shared research interests, priorities and next steps and/or plan future research through the help of third party facilitation
- Explore and develop innovative methods for engaging and building understanding/interest/participation of underrepresented communities in translational research
- Build capacity for community and academic partners for meaningful participation in partnered research (e.g. developing advisory committees, training on research design/methods, ethics training, community context, community engagement mechanisms, etc.)

Projects must be completed by December 31, 2020. Please note that no cost extensions are not allowable.

Application Process

Applying for funding involves a two-tiered process:

- 1) Submission of a Letter of Intent (LOI), and
- 2) Submission of a full proposal (if invited, following review of the LOIs)

Letter of Intent Submission

There is a two-page limit for LOIs. The **first page** should provide 1) lay-friendly project title and 2) names/titles of both the academic lead and the community lead and their institutional/organizational affiliations. The **second** page (500 words maximum) should include the following sections 1) a succinct summary of the proposal; 2) a clear statement of the significance of the project; 3) expected outcomes and potential application of those outcomes; and 4) how the seed grant will lead to further funding.

DUE DATE: Monday, March 9, 2020

LOIs should be submitted as a single PDF in Arial 11-point font, single-spaced text, 0.5-inch margins. Submissions must be emailed to CTSA-Pilot-Studies@buffalo.edu. All applicants will be notified by mid-March with a decision as to whether or not their proposal has been selected to move forward to the second tier of the application process.

Full Proposal Submission (by invitation)

Invited applicants should use the following template.

Page 1:

- a. Lay-friendly project title
- b. Names/titles of both the academic lead and the community lead and their institutional/organizational affiliations
 - While there may be more than one collaborating community and/or academic partner, for purposes of the application, information should be submitted for only one community/faith/public partner designated as Community Lead and only one UB faculty member designated as Academic Lead.
- c. Succinct summary of proposed project
 - This should be written in lay language and able to stand alone. Include the shared health interest(s) you will explore or build upon together, community of focus and/or and the main aim of your partnership.
- d. Five key words relevant to your research topic

Pages 2-4 (3 page limit):

- a. Statement of significance
- b. Brief description of partnership (partners/history/capacity/roles during grant)
- c. Brief description of specific aims and funded activities, including how award will lead to:
 - Sustained partnership
 - Future research collaboration and funding
 - Potential outcomes and potential application of those outcomes
 - Potential hurdles and how they will be addressed
- d. Study timeline with specific milestones to be accomplished by December 31, 2020. Please note that no cost extensions are not allowable.
- e. How the seed grant will lead to further funding

Additional Information

1. **References** (if applicable)
2. **Budget and Justification (1-page limit):** The maximum allowable budget is \$5,000 direct costs; there are no indirect costs. All costs needed for the project must follow the Uniform Guidance Cost Principles and must be allowable, reasonable, allocable and consistent. Please note that faculty salaries/fringe, tuition, and equipment are not allowable expenses on seed grants. In terms of the budget, there is no required split. Budget should be allocated appropriately between UB/Buffalo Translational Consortium institution and community partner(s) and the justification should be reflective of the needs of the project.
3. **NIH Biosketches:** An [NIH biosketch](#) for each partner should be provided (5-page limit per biosketch). The personal statements should clearly state each investigator's role as it pertains to the project.
4. **Appendix:** If this project has been submitted previously to another funding source, please include that critique.

DUE DATE: Friday, April 17, 2020

Full proposals should be submitted as a single PDF in Arial 11-point font, single-spaced text, 0.5-inch margins. Proposals must be emailed to CTSA-Pilot-Studies@buffalo.edu. All applicants will be notified by mid-May with a decision as to whether or not their proposal has been selected for funding.

Timeline

Letters of intent due	Monday, March 9, 2020
Notification of applicants	Mid-March 2020
Full proposals due	Friday, April 17, 2020
Full proposal selection, notification of applicants	Mid-May 2020
Funding start date (tentative)	Monday, June 1, 2020

Review Process

All applications will be reviewed by both community and academic representatives with experience in and respect for community-academic collaboration, health and research.

Applications will be rated using the following criteria:

- a. Significance
- b. Qualifications of the partners and strength of the partnership
- c. Quality and feasibility (with activities and timeline)
- d. Strength and potential for future research collaboration and funding
- e. Alignment with application priorities i.e. health equity, health disparities, etc.
- f. Rationale and utilization of proposed budget

Post Award Information

- a. Initial Team Consultation (in-person)
 - Before funds are released, funded teams will be required to participate in a session with the CTSI Community Engagement Team to discuss specifics of the project and how the principles of community-based participatory research can be applied

- b. Mid-Project Meeting (in-person with other funded teams)
 - Teams will give updates on their projects and troubleshoot any obstacles encountered
- c. Final report on funded activities.
- d. Awardees are required to acknowledge the CTSI in all publications and presentations (specific language will be provided)
 - Teams are also encouraged to consider alternative dissemination options beyond traditional venues, such as community forums, community newsletter, etc.
- e. Awardees may have the opportunity to present the progress of their projects at the annual CTSI Pilot Studies Colloquium. This year's colloquium is scheduled for Friday, October 23, 2020

Resources

Community-based participatory research is an approach to research that equitably involves community members, organizational representatives, and others in all aspects of the research process, with all partners in the process contributing their unique expertise and sharing in the decision-making and ownership.

Community-partnered and engaged research differs in several ways from traditional research inquiry, including the time it takes to create and maintain mutually beneficial relationships, and the ability for partners to understand and acknowledge each other's expertise and contributions.

For more information on community engaged research, please see Principles of Community Engagement (Second Edition) at https://ncats.nih.gov/ctsa_2011/ch5_v2.html.

If you have any further questions, please e-mail Megan Wilson-Crowley at meganw@buffalo.edu.