University at Buffalo | Clinical and Translational Science Institute

Community Partnership Development Seed Grant Program

Request for Proposals 2022 Submission

The UB Clinical and Translational Science Institute (CTSI) provides seed grants that support the planning of community-based participatory research partnerships and engagement of communities on research teams. The goal of these awards is to prepare community-academic partnerships to successfully collaborate on the design of research projects, specifically those that address health disparities, aim to improve health equity, and generate a research plan for submission of larger grants to intramural and extramural sources.

Seed grants not exceeding $5,000 will be awarded to academic-community teams for:
- Developing community-engaged research partnerships
- Planning shared research agendas
- Planning community-engaged research proposals for intramural and external funding

Eligibility Criteria
Grants are awarded <u>only</u> to teams co-led by researchers and community partners in which each partner has an essential and equitable role. Proposals must exhibit active engagement between partners and demonstrate that the topic area is of mutual interest.

<u>Applicants can be</u>:
- 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 partnerships that:
- Identify shared goals in order to work together more effectively and maximize impact through the partnership
- Prepare 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.)

Funding is to build partnerships therefore should not require IRB review. Proposed activities must be completed by December 31, 2022. 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) Specific aim(s) of the proposed work to be supported by the seed grant; 2) a succinct summary of proposed activities; 3) a clear statement of the significance of the partnership; 4) expected outcomes and potential application of the partnership; and 5) how the funding will lead to future partnered research and further funding.

DUE DATE: Tuesday, October 12, 2021

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 October 18, 2021, with a decision as to whether or not their proposal has been selected for submission of a full proposal.

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 the aim (s) and proposed activities to build the partnership
   - 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 partnership

Pages 2-4 (3 page limit):
a. Statement of significance
b. Brief description of partnership (partners/history/capacity/roles for proposed activities)
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 partnership
   - Potential hurdles and how they will be addressed
d. Timeline with specific milestones to be accomplished by December 31, 2022.
e. How the seed funding will lead to future partnered research and further funding

Additional Information

1. **References** (if applicable). Please note that references are not included in the page limit.
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. Resumes will suffice for community partners.
4. **Appendix:** If this project has been submitted previously to another funding source, please include that critique.

==DUE DATE: Monday, November 15, 2021==

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-December with a decision as to whether or not their proposal has been selected for funding.

Timeline

Letters of intent due	Tuesday, October 12, 2021
Notification of applicants	Monday, October 18, 2021
Full proposals due	Monday, November 15, 2021
Full proposal selection, notification of applicants	Mid-December 2021
Funding start date (tentative)	Saturday, January 1, 2022

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) in the context of the budget and duration of the award.
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. The colloquium is scheduled for October 2022.

Resources
Community-partnered and engaged research differs in several ways from traditional research inquiry, including the time it takes to build 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.

Join us for an information session on Wednesday, September 8, 2021 from 1:00-2:00. This session will provide prospective applicants an overview of the program and answers to their questions. Click here to register.

If you have any further questions, please e-mail Rosaura Romero at rosaurar@buffalo.edu.