



## ***Call for Proposals: Interdisciplinary Community Based Participatory Research in Novel Approaches to Community Health***

To support partnerships formed as a result of participation in Community Driven Research Day between academic researchers and community based organizations, the CDRD planning committee is announcing a competitive pilot grant program to support interdisciplinary, community-based participatory research in health -- specifically related to novel approaches to community health.

This Call for Proposals is limited to faculty of the University of Pennsylvania, Temple University, The Children's Hospital of Philadelphia, Drexel University and Thomas Jefferson University with significant community health-related research experience, working in collaboration with community partners who presented at CDRD held on December 7, 2016.

### **PROGRAM BACKGROUND AND OVERVIEW**

CDRD, an annual event founded by the Philadelphia Collaborative Violence Prevention Center and The Penn Center for Public Health Initiatives, provides an opportunity for community based organizations to discuss their research needs with researchers from five sponsoring academic institutions, including Temple University, University of Pennsylvania, The Children's Hospital of Philadelphia, Drexel University, and Thomas Jefferson University.

We are committed to community-based participatory research (CBPR), which includes the basic tenet that both community partners and research partners are involved in all phases of research as well as the principle that through the research program process, community capacity and related opportunities are developed and sustained.

Thus, all pilot grants considered through this call for proposals must utilize a CBPR approach and propose a research endeavor that builds and maintains respectful, trusting and mutually beneficial relationships between academic and community partners.

Pilot programs are defined as research programs that use qualitative and/or quantitative methods to collect initial data, analyze secondary data, and/or test research methodologies as a means to attract additional support from larger, external funding sources to carry on the work. Projects that have the potential to improve interventions in these fields and/or inform policy are of particular interest.

### **PROGRAM GOALS**

- Foster interdisciplinary, community-based research at Penn, Temple, Drexel, CHOP, and Jefferson that will have meaningful results at the community level.
- Assist in developing meaningful community-academic partnerships that lead to long-term, mutually beneficial research and service initiatives.
- Assist in building a body of work to attract external support for large-scale studies.
- Identify innovative methodologies in health related research that have the potential of informing local, state, and national policy and programming.

## APPLICANT ELIGIBILITY

Each research project must have two Principal Investigators (PIs)—an Academic Partner and a Community Partner. One of the Co-Principal Investigators (Co-PI) must be a faculty member from one of the sponsoring institutions (*Penn, Temple, Drexel, CHOP, Jefferson College of Nursing, or Jefferson College of Population Health*) and the other Co-PI must be a community partner who presented a poster at CDRD on December 7, 2016.

CBOs can apply to multiple institutions with different faculty members (project must be different from one another), but our policy is that we will not fund two projects from the same CBO in the same funding cycle. As a CBO, if you are submitting more than one proposal to different universities, please let all of your faculty partners know this.

## SELECTION CRITERIA

Research projects that will receive priority shall:

- Present clear, relevant research aims.
- Demonstrate how research outcomes and priorities will be relevant to community health.
- Describe how the CBO’s research skills or capacity will be developed or improved.
- Demonstrate how community and academic partners worked together at all stages of the proposal development and equally share responsibility for ideas and proposed actions presented in the proposal.
- Describe how community and academic partners will share “ownership” over research results and will work in collaboration to decide on key issues related to the dissemination and publication of these results.
- Describe CBPR methodologies that are feasible during a one-year time period.
- Demonstrate how the pilot research will relate to future grant and research development.
- Include community and academic partners as research team members in a manner that demonstrates equal partnership from project conception through dissemination of results.
- Aims to achieve results on a grassroots level.

Proposals will be reviewed by a panel comprised of a community member(s) and members from the sponsoring academic institutions, including but not limited to: members from university development office, faculty, Provost Office and student/alumni relations.

## AWARD PROCESS

March 10, 2017	Letter of Intent (LOI) Deadline
March 17, 2017	Notification of invitation to submit full proposal
April 28, 2017	Full Proposal Deadline
May 26, 2017	Decision Date for Full Proposals
July 1, 2017	Disbursement of Funds
June 30, 2018	Deadline for Expenditure of Funds
August 31, 2018	Final Report Due

## LETTER OF INTENT REQUIREMENTS

Interested applicants should submit an informational Letter of Intent to the sponsoring institution **no later than March 10, 2017** to determine eligibility and appropriate partnerships. This letter should not exceed one page in length, and must include:

- Co-PIs and other partners on the grant proposal
- Target audience or area

- Proposed aims of the research endeavor
- Primary contact person
- Additionally, a CV for the faculty project lead and résumé's for the community project lead should be included

All projects determined to be eligible by the review panel will be invited to submit a full proposal. These invitations will be extended no later than March 17, 2017.

### **Sponsoring Institutions Submission Requirements**

#### **Temple University:**

Two Colleges at Temple University are offering pilot grants, each up to \$10,000 : the College of Public Health and the College of Liberal Arts. If you are applying to work with the College of Public Health, one of the co-PIs should be a Temple University College of Public Health faculty member. If you are applying to work with Temple University College of Liberal Arts, one of the co-PIs should be a Temple College of Liberal Arts faculty member. All Letters of Intent and questions should be directed to Alice Hausman at 215.204.5112 or [hausman@temple.edu](mailto:hausman@temple.edu). When invited to submit a full proposal, all full proposals should be sent as Word document attachments via email to [hausman@temple.edu](mailto:hausman@temple.edu) with "CDRD" in the subject line.

#### **University of Pennsylvania**

If you are applying to the University of Pennsylvania, please send your letter of intent (or address any questions you may have) to Sarah Green, [shgreen@upenn.edu](mailto:shgreen@upenn.edu). The Center for Public Health Initiatives at the University of Pennsylvania and the Community Engagement and Research Core of the University of Pennsylvania Clinical and Translational Science Award (CTSA) each anticipates funding grants up to \$10,000. CPHI and CEAR Core prioritize community-academic partnerships with a strong focus on community impact and engagement that address core determinants of health. When invited to submit a full proposal, all full proposals should be sent as Word document attachments via email to [shgreen@upenn.edu](mailto:shgreen@upenn.edu) with "CDRD" in the subject line.

#### **The Children's Hospital of Philadelphia (CHOP)**

**Healthy Weight Program (HWP)** is soliciting proposals that address all aspects of childhood obesity. If you are applying to the Healthy Weight Program, one of the co-PIs should be CHOP faculty/attending physician and the other a community partner representative. Please note, Fellows must have a faculty mentor, to be considered for funding. Please send your letter of intent (or any questions you may have) to Katie Tente at [tentek@email.chop.edu](mailto:tentek@email.chop.edu) or 215-590-5389. Grants will be considered in amounts up to \$5,000. When invited to submit a full proposal, all full proposals should be sent as Word document attachments via email to [tentek@email.chop.edu](mailto:tentek@email.chop.edu) with "CDRD" in the subject line.

**The Violence Prevention Initiative (VPI)** is soliciting proposals that address all aspects of violence prevention. If you are applying for a VPI grant, one of the co-PIs should be a CHOP investigator and the other a community partner representative. Please send your letter of intent (or any questions you may have) to Ayana Bradshaw at [bradshawa@email.chop.edu](mailto:bradshawa@email.chop.edu) or 267-426-2255. Grants will be considered in amounts up to \$10,000. When invited to submit a full proposal, all full proposals should be sent as Word document attachments via email to [bradshawa@email.chop.edu](mailto:bradshawa@email.chop.edu) with "CDRD" in the subject line.

#### **Drexel University**

If you are applying to Drexel University, please submit your letter of intent in .pdf format on the Drexel University Funding Portal, <https://drexel.infoready4.com>. Questions should be directed to Amy Confair,

arc333@drexel.edu. When invited to submit a full proposal, a link to competition on the Drexel University Funding Portal will be provided. Grants will be considered in amounts up to \$10,000.

### **Thomas Jefferson University**

Two of the Colleges at Thomas Jefferson University are providing grants: the Jefferson College of Nursing and the Jefferson College of Population Health. If you are applying to work with the Jefferson College of Nursing, one of the co-PIs should be a Jefferson College of Nursing faculty member and the other a community partner representative. Please send your letter of intent and any questions you may have to Nicole Thomas at [nicole.thomas@jefferson.edu](mailto:nicole.thomas@jefferson.edu) or 215-503-5343. If you are applying to work with the Jefferson College of Population Health, one of the co-PIs should be a Jefferson CPH faculty member and the other a community partner representative. Please send your letter of intent to Russell McIntire at [Russell.mcintire@jefferson.edu](mailto:Russell.mcintire@jefferson.edu) . Grants will be considered in amounts up to \$10,000.

### **INVITED FULL PROPOSAL REQUIREMENTS**

Invited applicants should submit a Full Proposal consisting of the Scope of Work, Financial Component, and Required Additional Materials. The deadline for full proposals is **5:00 pm on Friday, April 28, 2017**.

#### **Scope of Work:**

*No more than five pages in length, single spaced. Please use 1 inch margins and a font of Arial 11.*

- Provide the hypothesis, and goals and objectives of the research project. Please include the anticipated number of people you propose to reach.
- Describe the significance of the research to the specified community.
- Describe what you know about the target population to be served, specifying which neighborhood(s) will be targeted by the proposed project.
- Explain the methods, analytic plan and the work to be undertaken.
- Describe the proposed staffing for the project, including roles and responsibilities of community and academic staff members and their experience serving the targeted community
- Describe how the community and academic partner will collaborate throughout the entire research project.
- Describe how the results of the research will be disseminated to community stakeholders.
- Describe how the community partner's research skills or capacity will be developed or improved as part of the project.
- Discuss the potential for external funding and any future extension of the research.
- Provide a detailed timeline of tasks to be completed during the one-year project. Please include the responsibilities of each research team member.

#### **Financial Component:**

*No more than two pages.*

- A **Project Budget** including Personnel Costs and Other Expenses (consultants, supplies, travel, etc.). In the Personnel Costs section include the role, current salary of each staff person, their % effort on the project, and the cost of fringe benefits. In the Other Expenses section include the total costs of each line item.
- A **Budget Justification** including a detailed description of each line item. For example, the justification should include the duties of each staff person listed in the budget, the type of supplies required (and purpose), and the name (if applicable), duties, and hourly rate of proposed consultants, etc.

**Required Additional Materials:**

*No overall page limit.*

- **Abstract Page:** The abstract page should be no longer than 250 words
- **Background documents** describing the experience of the applicants. These one-page narratives should describe:
  - The prior experience of the applicants serving the target population
  - Relevant experience in stress and/or community wellness related activities
  - Prior engagement in community-based participatory research.
  - Academics may also submit bio-sketches no longer than 2 pages each.
- **Letters of support** demonstrating evidence of relationship with collaborating community partners.

**Submission Information:**

**All applications must be sent directly to the contact listed above for each institution by 5:00pm on April 28, 2017.**

The Center for Injury Research and Prevention/Violence Prevention Initiative at CHOP will publically announce Awards by June 7, 2017. Each University may notify successful applications sooner and/or on different dates. Successful applications will receive funding on or immediately after July 1<sup>st</sup> 2016 (contingent on Institutional Review Board (IRB) approval unless otherwise specified by the sponsoring institution) and all funds must be expended by June 30<sup>th</sup> 2018 unless otherwise specified by individual institutions.

**AWARD TERMS****IRB Approval:**

As a condition of funding, all proposals must receive approval from the Institutional Review Board (IRB) of their respective institutions so as to assure funded activities are in line with regulatory standards. Funded applicants must be prepared to submit IRB applications within 7 days of award announcement (unless otherwise specified by the sponsoring institutions). IRB approval should be taken into consideration when preparing the timeline for your proposed project. IRB approval letters should be forwarded to the contact person of the sponsoring institution listed above.

**Memorandum of Understanding**

A Memorandum of Understanding between the academic Co-PI and the Community Partner Co-PI outlining agreed upon roles and responsibilities and related sharing of resources must be submitted to the contact person of the sponsoring institution listed above prior to the release of any grant funds.

**Use of Grant Funds:**

Funds may be used to pay for project staff salary and benefits, consultant fees, supplies and other direct expenses related to program activities (e.g. travel, incentives for community participants, etc.). The purchase of equipment will only be supported if it is demonstrated that there is no other way for the research team to access necessary equipment other than direct purchase. Funds may not be used to support the salary or benefits of University/Hospital faculty. Faculty and staff tuition will also not be supported.

**CDRD Scholars Symposium:**

Those awarded pilot funds will be considered “CDRD Scholars” and may be asked to present research results at the annual Community Driven Research Day scheduled to take place in Winter 2017/2018.

**Final Report:**

A final report is due August 31, 2018, two months after the completion of the funded project on June 30, 2018. A template will be provided.