

COLLABORATIVE RESEARCH CAPACITY GRANTS PROGRAM REQUEST FOR APPLICATIONS 2009

I. Request for Applications

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

The CERP Grants Program is designed to contribute toward fulfillment of these aims through the provision of funding and technical assistance to community-based organizations (CBOs) to build capacity and skills to conduct research in collaboration with academic researchers. The CERP Collaborative Research Capacity Grants Program invites applications from community-based organizations interested in forming a research partnership with academic researchers affiliated with Morehouse School of Medicine, Emory University, or Georgia Tech. The grants program includes two phases:

Phase 1 (March 1, 2010 to September 30, 2010): During this period, grantees will attend a series of workshops and apply what they learn to a new or existing health project in their organization. Workshops will cover community assessment, program planning, evaluation and grant writing. Grantees will also work in collaboration with one or more academic researchers to design a pilot study that lays the groundwork for a research grant proposal developed in Phase 2. Funding for Phase 1 will be \$15,000 and a brief continuation application will be required.

Phase 2 (October 1, 2010 to September 30, 2011): During this period, grantees will conduct the pilot project planned in Phase 1 and work with academic researchers to write a grant proposal to address a community-identified health disparity. These grant proposals will ultimately be submitted to a government agency or to a foundation. Funding for Phase 2 will be \$15,000.

Regular progress reports will be required to assess the status of the program. Grantees also will be required to participate in cross-site evaluation activities.

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. express interest in partnering 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 participate in a series of trainings on grant writing, community assessment, program planning and evaluation;
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 Baker, Ben Hill, Berrien, Brooks, Calhoun, Clay, Clinch, Coffee, Colquitt, Cook, Crisp, Decatur, Dooly, Dougherty, Early, Echols, Fulton, Grady, Irwin, Lanier, Lee, Lowndes, Miller, Mitchell, Quitman, Randolph, Seminole, Sumter, Terrell, Thomas, Tift, Turner, Wilcox, and Worth.

No grants will be made to individuals.

III. Funds Available

Four CERP Grants of up to \$30,000 each will be awarded in two phases as described in Section I. Funding is from the American Recovery and Reinvestment Act; thus priority consideration will be given to CBOs that use the funds to retain or expand jobs within their organizations. Budgets may include personnel (salaries and fringe), supplies, local travel, stipends, and pilot study participant incentives. Budgets may not include capital expenditures, charges for patient care, tuition remission, rental costs of off-site facilities, or scholarships.

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. Region/County Represented
- A proposal narrative (**using attached 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, etc.)
 - iii. Includes a detailed description of the community and a high priority health disparity
 - iv. Describes organizational experience and capacity to address the selected health disparity
 - v. Describes interest in conducting collaborative research to address the health disparity
 - vi. Describes how staff will benefit from the training and apply the newly learned skills to an existing or new health project



- vii. Describes how funding will be used for job creation and/or retention (note: available funds are from federal stimulus dollars).
- A budget and budget justification
- Appendices which include: A copy of the organization's 501 (c) 3 documentation & resumes from two staff who will attend the training workshops.

V. Selection Process

A selection committee appointed by the CERP Director and Co-Director will review all applications. Selection will include review and input by the CERP Community Steering Board. Decisions will be based on the following criteria:

1. Background: extent to which the description of the community and health disparity demonstrates an understanding of the health problem, its causes and possible solutions (25 points)
2. Experience and Leadership: organizational history and leadership needed to address the identified health disparity. Consideration will be given to applicants with a track record of addressing the health disparity (20 points)
3. Interest in Research: description of why the CBO is interested in partnering with academic researchers to address the health disparity and commitment to participate in all capacity building and academic researcher collaborative activities (15 points)
4. Staff Capacity: description of at least two staff, central to program implementation and administration, who will benefit from training on community assessment, program planning, evaluation and grant writing, and how they may apply their new skills to an existing or new project (25 points)
5. Job Creation/Retention: description of how the funds will be used to create, expand or retain jobs within the CBO (15 points)
6. Budget and Justification: clarity and cost-effectiveness of the budget and justification and their connection to project description (no points)

Total Points: 100

VI. Important Dates/Timeline

- **December 3, 2009 from 2:00 pm to 3:00 pm & December 4, 2009 from 10:00 am to 11:00 am**-Grant Application Teleconference
- **December 14, 2009**- Letter of Intent Due (strongly recommended)
- **January 22, 2010**-Deadline for Receipt of Applications
- **February 15, 2010**-Award Notification
- **March 1, 2010**-Anticipated Project Start Date for Phase 1
- **August 30, 2010**-Progress Report and Continuation Proposal Due
- **October 1, 2010**-Anticipated Project Start Date for Phase 2

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 December 14, 2009** via U.S. mail or e-mail at the address specified in Section VIII below. (Letter should contain title of project and a description of the community identified health disparity – maximum two paragraphs). 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 January 22, 2010**. Send by U.S. mail or e-mail the application to:

Winifred Wilkins Thompson, PhD, MSW
Research Assistant Professor
Rollins School of Public Health of Emory University
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@sph.emory.edu

IX. Technical Assistance: Grant Application Teleconference

Two teleconferences will be held to discuss the purpose of the funding, review the application process and answer questions from potential applicants. These will be held on **December 3, 2009 from 2:00PM to 3:00PM & December 4, 2009 from 10:00AM to 11:00AM**.

Dial-in instructions and materials for the calls will be available from the Emory Prevention Research Center website (<http://www.sph.emory.edu/eprc/>) and the Morehouse School of Medicine Prevention Research Center website (<http://web.msm.edu/prc/>) no later than December 1, 2009.

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

X. Proposal Narrative Template (narrative should be no more than 5 pages)

1. Background: describe the community served by the CBO and the community-identified health disparity, its causes and possible solutions. Also, describe the impact of the health problem in your community. This may include statistics or survey data for the community. (25 points)
2. Experience and History: describe the CBO's organizational history and leadership to address the identified health disparity. Consideration will be given to applicants with a track record of addressing the health disparity. Be sure to include a description of past and current programs and services to address the health disparity. (20 points)
3. Interest in Research: describe why the CBO is interested in partnering with academic researchers to address the health disparity and commitment to participate in all capacity building and academic researcher collaborative activities. If applicable, describe prior experience working with a college or university. (15 points)
4. Staff Capacity: describe at least two staff, central to program implementation and administration, who will benefit from training on community assessment, program planning, evaluation and grant writing. Include a description of how they may apply their new skills to an existing or new health project. Also include their resumes as attachments. (These attachments do not count against the 5-page limit.) (25 points)
5. Job Creation/Retention: describe how the funds will be used to create, expand or retain jobs within the CBO. (15 points)



COMMUNITY ENGAGEMENT AND RESEARCH PROGRAM COLLABORATIVE RESEARCH CAPACITY GRANTS

SAMPLE BUDGET PROPOSAL PAGE

The following is an example worksheet for completing the 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 only (total \$15,000).

Supplies

- Office Supplies
Computer Software
Printing
Incentives

Travel (Example)

- Local Travel (500 miles x .505 per mile)
Lodging at \$200.00 per night
Per Diem at \$50 per day

Contractual Costs

- Evaluation
- Evaluator
- Other Staff

Personnel

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

TOTAL:



COMMUNITY ENGAGEMENT AND RESEARCH PROGRAM COLLABORATIVE RESEARCH CAPACITY GRANTS

SAMPLE

BUDGET JUSTIFICATION PAGE

Narrative Budget Justification

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 needed for training workshops (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.

Personnel – Explain the specific need addressed and/or project responsibilities of each identified staff person included in the budget.

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, meals or food items