

# Community Health Mini-Grant Program

Supported and funded by the Center for Community Health & Prevention and the Clinical & Translational Science Institute of URMC

## REQUEST FOR APPLICATIONS

*Revised January, 2023*

### **PURPOSE:**

To provide grants up to \$2,000 for the development, strengthening, or evaluation of URMC and community health improvement partnerships for research, education, intervention, or service. During each of the 2 funding cycles (applications due in March and September), up to 2 awardees will be selected to receive up to \$2,000 each. In general, Mini-Grants can be used to support URMC Community Partnerships to:

- Initiate new research or program partnerships between URMC and community partner(s).
- Help sustain ongoing community efforts in periods of transition (e.g., between grant funding).
- Help existing partnerships grow to the next level (e.g., adding research activities to an ongoing community service project).

The Mini-Grants are one-time grants awarded twice yearly and limited to one community project each year per partnership. The intention is to fund a wide range of projects.

Grantees are eligible to reapply for a Mini-Grant one year after the end date of their previous Mini-Grant application. These awards should not be used to replace funds already allocated or available in funded grants, or to support personnel expenses.

Funds are awarded for a six-month period. All reimbursements for funded applications submitted in the September cycle must be processed by May 31. Funds will be distributed on a reimbursement basis when either a signed Employee Expense Report (F-3) with original receipts or a Request for Payment (F-4) with an invoice, receipts, signed incentive log (as applicable) and described business purpose are sent to the Center for Community Health & Prevention within 30 days of expenditure. Reimbursement will be made within approximately 21 days of receipt.

### **DEFINITION OF COMMUNITY:**

For the purposes of the Mini-Grant Program, “community” refers to community members; persons affected by a condition/issue being addressed or studied; and other key community stakeholders, including community-based health practitioners. “Community” is a unit of identity involving emotional connection, identification with others, shared norms and values, common language and customs, similar goals and interests, and a desired to meet shared needs<sup>1</sup>.

### **EXAMPLES OF FUND SUPPORTED WORK:**

- Development of a research or intervention program.
- Development of plans/proposals to obtain additional resources from other funding agencies.
- Provision of technical assistance or educational activities to develop partnership (e.g., grant writing, information sharing).
- Creation of plans, procedures, policies, or purpose statements that will facilitate or strengthen the partnership development (e.g., mission statement, action plans).
- Dissemination of best practices, information, and “how to” documents for projects.

### **EXAMPLES OF COVERED FUND EXPENSES:**

- Research-Related Expenses (e.g., research questionnaires)
- Focus Group Expenses (e.g., transcription, facilitation, transportation/parking fees, childcare for participants’ children, non-cash incentives\*)
- Meeting Space Rental
- Refreshments for Meetings\*
- Materials and Supplies

\* **NOTE:** Cash incentives **are not** permitted under the Mini-Grant Program. If your budget includes incentives for program or research participants, gift cards are allowed with a completed “incentive log” documenting either name or initials of each recipient. If your budget includes food/refreshments, no more than \$400 per grant award will be allowed for this line item.

**ELIGIBLE APPLICANTS:** Faculty, staff, and advanced trainees (post-docs, residents, etc.) at the University of Rochester Medical Center and Community Partners associated with a community-based 501(c)(3) organization are eligible to apply. Grant applicants must be part of a community-URMC partnership that serves the Rochester/Monroe County/Finger Lakes region.

Funded projects can be research, quality improvement or programmatic. All applicants are required to review documents describing human subjects and definition of research (embedded in application portal). If any outcomes from this funding will be made widely available (ie poster, manuscript) and/or falls into definition of human subject research, please contact the IRB for guidance. Any awardee that is deemed to be conducting research will be required to provide documentation of IRB approval or exemption.

### **APPLICATION INSTRUCTIONS**

Please apply online, using the online portal. If online application is not possible, please mail the complete application via interdepartmental mail to Box 614, or by first class mail to Center for Community Health & Prevention, 46 Prince Street, Suite 1001, Rochester, NY 14607.

**Narrative:** A total of three (3) pages, including a cover sheet and two-page, single-spaced narrative. Any references cited should be included in the 2 page narrative. Please use Times New Roman 12-point font or comparable font size. The cover sheet should include the names of the applicant(s) and project.

*Complete applications will include:*

- Grant project objectives.
- Specific time frame in which the funds will be used (within six months of award date) even if the project is ongoing.
- Overall/long term goal of the community/URMC partnership.
- Partnership relationship description.
  - Briefly explain the roles and responsibilities of all partners along with the frequency and type of contact among the partners. Include how this grant might further promote/strengthen future community/URMC partnerships.
- Description of grant activities.
  - List the specific activities to be supported by this Mini-Grant, including the rationale for how this work will contribute to community/URMC partnership goals and objectives. If this work is part of a proposed protocol or funded grant, please include that information here.
- Outcomes, including anticipated outcomes from the grant activities and how success of this project will be measured.
- Guiding Principles for Community-Engaged Research (for URMC applicants only).
  - Briefly explain how the Guiding Principles (page 4 of this RFA), developed by the URMC Community Advisory Council (CAC) will be incorporated into this project and how this will contribute to the sustainability of the partnership and success of this project.

**Budget:** Description of items included in budget and how they will impact the success of the project. (Please note that the budget should be uploaded separately in the online portal.)

**LOS:** Applications must be accompanied by two (2) letters or e-mails of support as follows:

- **URMC Applications from Staff**
  - Letters or e-mails should be provided by the Program Director and the lead community agency.
- **URMC Applications from Faculty/Advanced Trainees**
  - Letters or e-mails should be provided by the Department Chair and the lead community

agency.

- **Community Partner Applications from Agency**
  - Letters or e-mails should be provided by the agency Director and by URM C Partner Program Director or Department Chair (see guidelines above).

**DEADLINE:** Applications are accepted two times each fiscal year **by noon** on the following dates:

- **March 20, 2023** (*earliest start date of funded grant activities July 1, 2023*)
- **September 18, 2023** (*earliest start date of funded grant activities December 1, 2023*)

**REVIEW:** Estimated time for review of submitted applications is three weeks. Funding announcements will ordinarily be made within four to five weeks following the application submission deadline.

**NOTE:** All sections of the application must be thoroughly completed. Incomplete applications will result in a delay. **Applicants submitting incomplete applications will be invited to make revisions and resubmit application(s) for review in the next quarterly funding cycle.**

If you have any content questions regarding the Community Health Mini-Grant Program, please contact Laura Sugarwala via email at [Laura.Sugarwala@URMC.Rochester.edu](mailto:Laura.Sugarwala@URMC.Rochester.edu) or call (585) 602-0808.

### **GRANT REVIEW PROCESS**

A Review Committee comprised of at least three members - including two URM C faculty or staff and one member from the community - will review each application. Reviewers will complete a rating sheet for each application that includes both a numeric rating and comment section. Funding decisions made are based on the rating sheets and availability of funding.

Applications are judged on the following project activity criteria:

- Contributes to URM C-Community Partnership(s)
- Consistent with the purpose of the Mini-Grant Program
- Able to support the achievement of the project's purpose
- Budget is complete and reasonable to meet the project's goals and is within funding guidelines
- Supports and contributes to the partnership's long-term goals
- URM C-Community Partners related to the project are clearly identified

Applicants awarded funding will be notified via an Award Letter. Those who are not funded will receive reviewer letters with suggestions for strengthening future applications.

1. Detroit Community Academic Urban Research Center. Community Based Participatory Research Principles. <https://www.detroiturc.org/about-cbpr/community-based-participatory-research-principles#:~:text=CBPR%20recognizes%20community%20as%20a,desire%20to%20meet%20shared%20needs>

# UNIVERSITY OF ROCHESTER MEDICAL CENTER (URMC) COMMUNITY ADVISORY BOARD

## GUIDING PRINCIPLES FOR COMMUNITY-ENGAGED RESEARCH APPROVED SEPTEMBER 2008

- Long-Term Engagement  
Research investigators work through existing partnerships in the community when such partnerships exist. The level of partnership corresponds to each project's level of community interaction and impact.
- Mutual Benefit  
Increased knowledge improves the health of the community and benefits both the community and the researchers/URMC.
- Mutual Respect  
Researchers and community members work together with humility, candor and mutual respect for expertise and cultural differences.
- Shared Findings  
Research findings are shared with community partners and stakeholders.
- Enhanced Community Capacity  
Members of the "target community" for the research project are hired and trained to help build and enhance community assets, where possible and appropriate.
- Shared Responsibility  
All partners (URMC and Community Partners) have obligations towards the project and the community.
- Evidence-Based  
The best available evidence guides research relationships between URMC and the community, and best efforts are made to evaluate each project.
- **Collaborative from start to finish\***  
There is collaborative and equitable engagement of all partners in all key phases of the research including:
  - Identification of Population of Focus
  - Research Objectives,
  - Project Organization
  - Interpretation of Data
- **Responsive to community priorities and perspectives\***  
**Community-Based Participatory Research addresses the health needs, interests, and priorities established by the community. Health is addressed from both individual and ecological perspectives (i.e. considering social, economic, cultural, and policy contexts).**  
*\* These guidelines apply specifically to Community-Based Participatory Research*