

**University of Rochester Medical Center
Clinical and Translational Science Institute (UR CTSI)
Request for Applications – Equity-Focused Dissemination and
Implementation (EQ-DI) Mini-Grant Program**

PURPOSE:

To provide grants up to \$2,000 for the development, strengthening, or evaluation of equity-focused dissemination and implementation (EQ-DI) research related activities. D&I research generates scientific knowledge regarding strategies for disseminating and implementing evidence into practice. EQ-DI applies an equity lens to D&I through prioritizing health equity in conceptualization of D&I activities, strategies to promote equitable dissemination and implementation, and evaluating equity as an important outcome of D&I. We will continue to accept applications throughout the year until available funds are allocated. The Mini-Grants are one-time grants awarded periodically and limited to one project each year per URMC investigator-led team. The intention is to fund a wide range of EQ-DI activities, usually not new research requiring de novo IRB approval. Funds awarded must be used by May 31, 2022. If funds are not used within this timeframe, the awardee will lose rights to any remaining unspent funds and no extensions will be granted. Grantees are eligible to reapply for a Mini-Grant one year after the end date of their previous Mini-Grant award. These awards should not be used to replace funds already allocated or available in funded grants, or to support personnel expenses. 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 is sent to the CTSI.

EXAMPLES OF FUND-SUPPORTED WORK:

- Convening community partners and other stakeholders in preparation for EQ-DI research
- Conducting a small proof-of-concept feasibility study or mini-pilot related to EQ-DI
- Collecting preliminary data, e.g. surveys, key informant interviews, or secondary data analyses, designed to support EQ-DI research
- Development of a research or intervention EQ-DI program in concert with partners
- Assessing barriers and facilitators to translation of equity-focused interventions into practice by clinical teams, community-based organizations, policymakers, etc.
- Development of plans/proposals to obtain additional resources for EQ-DI from other funding agencies
- Creation of plans, procedures, policies, or purpose statements that will facilitate or strengthen the partnership development in preparation of an EQ-DI intervention (e.g., mission statement, action plans)
- Dissemination of best practices, information, and “how to” documents for completed research
- Development of media and content to translate the findings of completed studies to target audience, with enough justification, if using an approved University vendor and if the work can be completed within the allotted time.
- Literature review in preparation of EQ-DI studies
- Presenting EQ-DI research findings in conferences and publication in Open-access journals
- Software purchase for eligible data collection and analysis for EQ-DI

EXAMPLES OF COVERED FUND EXPENSES:

- Research activity related expenses (e.g., developing research questionnaires)
- Focus Group or Key Informant Interview Expenses
- Design and piloting of surveys
- Analyzing data, e.g. de-identified existing data, extracted electronic data, qualitative data
- Meeting Space Rental
- Materials, supplies, and items to support meetings/planning
- Audio-visual, online, and written content

***NOTE:** If your budget includes incentives for program or research participants, IRB approval will be required before spending any funds and use of Advarra participant payments would be expected.

The above examples do not represent a comprehensive list of all allowable expenses. We strongly advise applicants to contact EQ-DI function leadership (see below) and request pre-approval for any specific expenses in their application budget if they are not listed in the above examples or if there is any doubt about whether they are allowable. This should be done at least 3 weeks prior to submitting the application.

HOW TO APPLY:

ELIGIBLE APPLICANTS:

Faculty and advanced trainees (post-docs, residents, etc.) at the University of Rochester Medical Center are eligible to apply.

APPLICATION INSTRUCTIONS

Please [apply online](#).

SUBMITTING THE PROPOSAL

Please provide the following:

1. Complete the required fields in the application submission system.
2. Upload the documents detailed below in a single PDF. Please use Times New Roman 12-point font or comparable font size.
 - [NIH PHS 398 Face Page](#) (Items 1-7 only)
 - A cover sheet with the names of the applicant(s) and project title (which will be posted on the CTSI if funded)
 - Two-page (maximum) narrative including the following:
 - i. Mini-grant project objectives
 - ii. Description of grant activities
 - List the specific activities to be supported by this mini-grant, including the rationale for how this work will advance the applicant's overall/long term EQ-DI research goal(s). If this work is related to a proposed protocol or funded grant, please include that information here.
 - iii. Partnership relationship description (if applicable).
 - 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 related to EQ-DI
 - iv. Deliverables, including anticipated outcomes from the grant activities and how success of this project will be measured.

3. Upload the budget on [NIH PHS 398 Form Page 4](#) and a detailed budget justification as a single PDF. Describe the items included in the budget and how they will impact the success of the project.
4. Upload letters of support as a single PDF, as appropriate. For example, if the proposal involves a community or clinical partner (s), having a letter of support can strengthen the proposal.

DEADLINE:

Applications are accepted on a rolling basis until all funds are allocated.

REVIEW:

Estimated time for review of submitted applications is roughly three weeks. Funding announcements will ordinarily be made within four to five weeks following the application submission deadline. The awardees will be in contact with the CTSI finance team to approve and finalize the allowable budget, before the start of the project.

NOTE: All sections of the application must be thoroughly completed. Incomplete applications will result in a delay.

GRANT REVIEW PROCESS

A Review Committee comprised of three members from the CTSI EQ-DI function will complete a rating sheet for each application that includes both a numeric rating and comment section. Funding decisions will be based on the rating sheets and availability of funding.

Applications will be judged on the following project activity criteria:

- Likelihood of advancing to next phase of EQ-DI resulting in successful grant funding
- Potential for innovation in EQ-DI
- Consistent with the purpose of the EQ-DI 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
- Feasibility given time remaining, i.e. full expenditure of award funds by May 31, 2022

Applicants awarded funding will be notified via an Award Letter.

REQUIREMENTS IF FUNDS ARE AWARDED:

1. **Institutional Review Board (IRB) approval:** IRB approval is not required at the time of application. However, if a research team is awarded funding and the project includes human subjects research activities, documentation of IRB protocol approval or exemption must be submitted to the UR CTSI before human subjects are enrolled or engaged.
2. **Publications:** All publications that benefit in whole or in part from support provided by the UR CTSI must:
 - a. Comply with the NIH Public Access Policy: Assistance with the compliance process is available through the Miner Library. Information regarding the Public Access Policy is located on the Miner Library website at [NIH Public Access Policy](#).
 - b. Acknowledge UR CTSI grant funding. We recommend using the following language: "The project described in this publication was supported by the University of Rochester CTSA award

number UL1 TR002001 from the National Center for Advancing Translational Sciences of the National Institutes of Health. The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Institutes of Health."

3. **2 CFR 200 Procurement Principles Training:** All University of Rochester Principal Investigators on the project and each person that will initiate purchases must provide documentation that they have completed the 2 CFR 200 Procurement Principles training available in MyPath.
4. **ORCID IDs:** All key personnel on the project must obtain an ORCID ID which provides a persistent digital identifier that the investigator owns and controls, and that distinguishes the investigator from every other researcher.

CONTACTS

If you have any content questions regarding the EQ-DI Mini-Grant Program, please contact any of three EQ-DI function leaders:

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