

**University of Rochester Medical Center
Clinical and Translational Science Institute (CTSI)
Request for Applications –
Community-Based Participatory Research (CBPR) Pipeline Pilot Awards
For Projects Beginning January 1, 2018**

The CTSI announces a CBPR pipeline pilot grant opportunity of up to \$15,000. This award is intended for academic and community partners who completed or intend to complete CTSI's Introduction to CBPR training, or who have demonstrated experience in CBPR. Research teams must consist of one faculty member from the University of Rochester and at least one community partner of the greater Rochester area. For the purposes of these pipeline pilot awards, "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 and community-based organizations. The focus of the application should be on a planning grant or a pilot research project leading to a CTSI pilot funding application, or to independent external funding.

Award Duration: Six (6) to twelve (12) months

Monetary Award Amount: Up to \$15,000

Number of Awards: A minimum of two (2)

Application Deadline: November 15, 2017

Award Notification: December 31, 2017

Earliest Start Date: January 1, 2018

Awards starting on January 1, 2018 will be six-month awards.

Goals:

The main goal of this program is to stimulate research partnerships between University of Rochester faculty and community-based organizations in the greater Rochester area, facilitating their ability to address a local health issue using CBPR as the research approach. Applicants must clearly demonstrate how the program or pilot generated from this award will be used to develop a pilot grant and/or a larger, independently-funded study.

The focus of the application should be on a planning grant or a pilot research project leading to a CTSI pilot funding application, or to independent external funding. This award is not meant to supplement ongoing funded research.

Eligibility: Academic applicants must have a faculty appointment at the University of Rochester. To qualify for this CBPR pipeline award, applicants with little or no experience with CBPR must participate in the CTSI's Introduction to Community-Based Participatory Research course in the spring of 2018. For any questions about the course please contact Indrani Singh [Indrani_singh@urmc.rochester.edu].

Allowable Costs: The program will support costs normally allowed for NIH-funded research projects, including salaries. Facilities and administrative costs or "indirects" are required for subcontracts with other institutions and will be paid from the direct costs of the award. Note that fees for use of the Clinical Research Center may be discounted for successful applicants.

Review Process: Proposals are reviewed by a CTSI Community Engagement Core review committee, that includes both University of Rochester researchers and community partners. Reviewers will use a scoring system based on a 5-point scale and judge each application on the basis of scientific merit, application of CBPR principles, the potential impact of the planning grant or pilot findings, and potential of the research team to engage in ongoing collaborations.

Following the review process and a discussion and scoring meeting, funding recommendations are made to the CTSI Executive Team for funding of the most meritorious projects.

About the CTSI's Community Engagement Function (CEF):

The Community Engagement Function (CEF) fosters community-engaged research between University of Rochester researchers, multi-sector stakeholders, and the community at-large, with the goal of accelerating the application of scientific findings to clinical and community practice. The CEF provides capacity building opportunities for community-based participatory research and offers opportunities for engaging communities in research.

APPLICATION INSTRUCTIONS

1. **Online Submission:** Proposals must be submitted electronically via the following link: <https://redcap.urmc.rochester.edu/redcap/surveys/?s=7KNYY84DKE> by 5:00 PM on **Wednesday, November 15, 2017.**
2. Via the online submission system, provide the title of the proposal and contact information for the Principal Investigator and each co-Principal Investigator, co-investigator, collaborator, and consultant.
3. Upload the components below **as one document in PDF format, in the order listed.**
 - a. Proposal title and synopsis (500 words maximum in a minimum 11 point font)
 - b. Project Description. **The project description may not exceed two (2) single-spaced, typed pages** (11 or 12 point font required; Arial typeface preferred; ½ inch margins allowed), **excluding references, biosketches and CVs, and letter(s) of commitment.** The project description must include:
 - 1) *Specific Aims/Goals:* What are you planning to do?
 - 2) *Rationale and Significance:* Why is this project worth doing?
 - 3) *Methods:* Describe how the project will be conducted.
 - i. For applicants new to CBPR, we strongly encourage applicants to seek consultation with CBPR course instructors and CEF personnel prior to submission of this proposal to review feasibility and to develop the budget.
 - 4) *Subsequent Planned Research Activity:* The applicants should describe planned next steps for seeking additional CTSI or external funding.

- i. What specific grant application(s) do you plan to submit and when? Provide a plan and timeline for grant applications to the CTSI Pilot Awards, NIH, private foundations, or other external funding sources.
 - 5) *Study Timeline*: Include a study timeline that outlines the various stages of your research from start date to final product.
- c. References (limited to no more than 15)
- d. Budget and Budget Justification.
 - 1) This is a one-time award in the sum of up to \$15,000.
 - 2) The budget must directly support the proposed research. Each line item must be justified in the budget justification section of the application. Expenses may include salary, equipment, computer costs, research-related costs, meeting-related costs, travel, etc., but the justification must be clearly stated.
 - 3) A six-month budget must be submitted for a proposal starting January 1, 2018. A budget for up to 12 months must be submitted for a proposal starting June 1, 2018.
 - 4) The budget must include the categories below with sub-totals for each, and a total that includes all categories.
 - i) Salaries with fringe benefits
 - ii) Equipment
 - iii) Supplies
 - iv) All other expenses
- e. NIH-style bio-sketch for each researcher and/or a CV for each CBO partner
- f. Letter(s) of Commitment/Support. Applications must include letters from the academic applicant's home department chair and the community applicant's executive director (if the applicant does not hold the position of executive director), agreeing to the use of the necessary space, personnel, and facilities needed in support of this proposal.

Note: Institutional Review Board (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 must be forwarded to the CTSI before human subjects are enrolled.

PROPOSALS THAT FAIL TO FOLLOW THESE INSTRUCTIONS WILL BE RETURNED WITHOUT REVIEW.

DO NOT INCLUDE APPENDICES.

PIPELINE PILOT AWARD WINNERS WILL BE ANNOUNCED IN DECEMBER 2017.

FUNDING WILL BE AVAILABLE IN JANUARY 2018.

Contacts:

If you have questions regarding this RFA, please contact one of the following.

General inquiries:

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Introduction to CBPR Training:

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