

## Meharry-Vanderbilt Community Engaged Research Core (CERC) COMMUNITY-ENGAGED RESEARCH GRANT Guidelines September 2019

*The **CERC Mini-Grant Program** provides support for the development of mutually beneficial research partnerships between community organizations and academic researchers at Meharry Medical College, Vanderbilt University Medical Center, or Vanderbilt University. The long term **goals** of the Mini-Grant Program are to foster sustainable research partnerships that will improve community health outcomes, decrease health disparities, increase access to health and health related services, enhance the quality and effectiveness of health interventions, or inform more equitable health policy.*

*Two types of mini-grants are available: **Partnership Development Grants of up to \$2,500 to support the development or strengthening of partnerships between community-based organizations and academic researchers, and Community Engaged Research Grants of up to \$10,000 to enable the partnerships to undertake pilot research activities.** Both grants require the active participation of each partner in the development of the proposal and that the projects will result in benefits to all the partners involved. **These guidelines describe the Community-Engaged Research Grant.** For more information about the opportunity, please contact [lexie.lipham@vumc.org](mailto:lexie.lipham@vumc.org).*

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**Community-Engaged Research Grants** are intended to engage academic and community partners in a well-planned pilot research project that will foster sustainable, long-term collaboration and address important community health issues. Priority will be given to partnerships with a well-defined research question that can produce preliminary data for a larger grant application, or test out an intervention on a small scale for later scale up, or otherwise lead to continuing research. Examples include:

- Introducing an evidence-based health services innovation in a new practice setting and comparing patient clinical outcomes
- Gathering qualitative data from focus groups to identify themes for further study
- Conducting a targeted survey to collect pilot data for a larger grant submission
- Assessing how new health insurance coverage options impacts health-seeking behaviors

**Funding of up to \$10,000** is available to support research activities, including data collection and analysis, recruitment and compensation of study participants, and dissemination of study results. Training and consultative research support services may be included. Funding may **not** be used for operating support for existing programs or salaries for existing staff. Funds may be used for existing salaries, however, if it is beyond the staff person's normal responsibilities and for grant purposes only. Funded projects should be completed within **18 months** of award.

**Review criteria** will include responsiveness to the application criteria, involvement of each partner in the proposal development, mutual benefit to each partner, potential for sustaining the research partnership, alignment of research question with health needs in community, soundness of research design, clarity of each partner's role, capacity of partners to fulfill roles, and potential to impact important health concerns. Award decisions are made by a review committee consisting of four community representatives and four community health researchers from Meharry Medical College and Vanderbilt University. Announcements should be made by **November**.

## Who may apply?

**Community partners with non-profit status (501(c)(3)) are eligible to apply.** This includes community service organizations, advocacy groups, neighborhood associations, faith-based organizations, or coalitions. Public agencies and private organizations without 501(c)(3) status may also be collaborators.

**The lead academic partner must be a faculty member from either Meharry Medical College or Vanderbilt University and demonstrate a commitment to developing expertise in ongoing, community-engaged health-related research.**

**Collaborations of multidisciplinary teams and with faculty and researchers from other academic institutions are encouraged.** Graduate students may participate as part of the research team.

### Additional information for applicants:

- **Attendance at an informational session or participation in an informational webinar by both community and academic partners is required prior to submission of a proposal.** A list of scheduled dates for these informational sessions can be found on the Meharry-Vanderbilt Community Engaged Research website ([https://victr.vanderbilt.edu/pub/message.html?message\\_id=202](https://victr.vanderbilt.edu/pub/message.html?message_id=202)) or contacting [lexie.lipham@vumc.org](mailto:lexie.lipham@vumc.org).
- **A brief letter of intent with the names of the community and academic partners, the topic of your study, and a statement that you are applying for a Community Engaged Research Grant must be sent in an email to [lexie.lipham@vumc.org](mailto:lexie.lipham@vumc.org) by Friday, September 6, 2019.**
- **Deadline for on-line submission of mini-grant (see below) is midnight Friday, September 13, 2019.**

## How does one apply?

**Application Format:** Your application must include the following sections, **plus two required appendices** described below. The application itself (not including appendices) should **NOT EXCEED 6 PAGES** in 12 point type. Additional appendices of up to 4 pages may be added as explained below.

### 1. Title of Research Project

**2. Brief statement of purpose and intended impact:** Why are you undertaking this research? What is the community health concern you ultimately hope to address through this partnership? How will the findings of this research project contribute to improving the health concern you are addressing?

### 3. Research design, including:

#### a. research question

**b. description of research methods** (quantitative/qualitative/mixed; observational/formative /experimental/evaluative)

**c. data you plan to collect, how it will be collected** (e.g., record review from existing sources, personal interviews, focus groups, on-line or in-person surveys) **and from whom it will be collected.**

**i.** If using an existing data source, please indicate the source and document source willingness to share the data through a letter of support or data use agreement that describes protections for personal health information, consenting concerns, etc.

**ii.** If obtaining data from human subjects provide inclusion and exclusion criteria for the study group(s) (and comparison group if used), recruitment plan, consenting plan, compensation plan.

**iii.** Describe plans for/status of IRB submission. (The academic partner is responsible for meeting all IRB requirements. Please factor IRB review time into your timeline.)

**d. methodologies that will be used to analyze and interpret data.** If biostatistical or methodological consultations have taken place or are needed please indicate that here.

**e. measures you will use to determine whether this project was successful in accomplishing its research goals**

**4. Academic and Community Partner roles:** list all collaborating organizations and/or key individuals. Describe **how each partner has been involved in the development** of this project, **what their roles will be during implementation**, and **what in-kind resources they will contribute to this project.**

**5. Benefits to partners and partnership:** How will each academic and community partner benefit from this project? How will this project contribute to sustaining your community-academic research partnership? How will benefits to partners be measured? Please provide this information in the form of a GIVE/GET GRID\* as shown here:

### GIVE-GET GRID

Expected Contributions	Expected Benefits
What <u>community partner</u> plans to “give” to partnership	What <u>community partner</u> hopes to “get” from partnership
What <u>academic partner</u> plans to “give” to partnership	What <u>academic partner</u> hopes to “get” from partnership

- *\*Using the give-get grid to understand potential expectations of engagement in a community-academic partnership. Southerland J, Behringer B, Slawson DL. Health Promot Pract 2013 November 14(6): 909-917.*

**6. Outcomes/Products:** Briefly describe

- anticipated **outcomes/products** (aka “deliverables”) of the proposed activity,
- **plan for disseminating results of the project to stakeholders**, and
- **next steps** your partnership will take to move forward on your long-term research goals.

If a tangible product is proposed—such as a manuscript, presentation abstract, or white paper--a copy of each product should accompany your final report or be submitted when published/presented if this is at a later date.

**NOTE:** All publications and posters need to state that the work was “**supported by CTSA award No. UL1TR000445 from the National Center for Advancing Translational Sciences. Its contents are solely the responsibility of the authors and do not necessarily represent official views of the National Center for Advancing Translational Sciences or the National Institutes of Health**”.

**7. Timeline:** Indicate the sequence of steps in implementing your project over the project period. **Community engaged research projects may extend to 18 months if needed.** Please be sure to plan time for IRB approval if needed, and to disseminate your work to stakeholders. For your planning purposes, please note that it may take up to 2-3 months for contracting and funding to be completed after the mini-grant award is announced. This time could be used to complete the IRB process. The official start of the grant period will begin on the date the funds are received.

**8. Budget and justification:** Indicate how the funding will be used and how you arrived at the budget numbers. Note that funding may not be used to support **existing** program operations or salary, or activities unrelated to the development of research partnerships or the research being proposed. If participants are being asked to contribute time for interviews, surveys, or focus groups for example, budget adequate compensation for their time. Please reference in-kind donations from the participating partners (such as staff time, use of facilities). Grant funds will be awarded to the **community partner** who will be responsible for sound accounting of the funds and may be subject to random audit by the funding institution.

## 9. Appendices:

- **Two appendices are REQUIRED:**
  - **Appendix A: Community Partner.** 1-2 page description of applicant organization's mission, history and current work in the subject area of this proposal. If there are other collaborating agencies include letters of support from each that acknowledge their role in the partnership in this Appendix.
  - **Appendix B: Academic Partner.** 1-2 page biosketch of the lead academic partner. If there are additional collaborating academic partners also include a one to two paragraph description of the experience and interest of each.
- **Additional appendices:**
  - **Up to 4 pages of additional material** may be included as appendices if the material helps explain elements of the proposal and has been referenced in the text of the proposal (e.g., outline of questions that will be used in interview or survey).

## Application Requirements and Process:

- **The application must be submitted on-line.** More detailed information will be provided at informational sessions offered at the times and places listed at end of these Guidelines.
- **Your application and appendices must be combined in a single PDF.**
- **Completed applications must be submitted electronically by midnight September 13, 2019.**

To submit on-line go to <https://redcap.vanderbilt.edu/surveys/?s=3LLX44KDHf>. You will be asked to enter contact information about the lead community and academic partner, and upload your application. If you have any questions about submitting this way or if electronic submission is not possible, please email [lexie.lipham@vumc.org](mailto:lexie.lipham@vumc.org) or call her at 615-936-2565.

## When will awards be announced?

You should hear back from the Review Committee by **November**. If you are awarded a grant, the contracting process can take up to 3 months. A realistic start date for this cycle would be **February 1, 2020**. The time between announcement of award and receipt of award could be used to obtain IRB review if needed.

## What type of grant reporting is expected?

CERC staff will maintain contact with you during the implementation of your project, and we ask that you inform us of any problems that surface during the implementation of the grant. Upon completion of the project, if you have proposed a tangible outcome (deliverable) for your research project (e.g., an abstract for submission to a conference or a manuscript submission to a peer-reviewed journal or an article for a newsletter), **include a copy of each product with your final report**. The final report itself will be brief and focus on whether you were able to accomplish the goals of your research and strengthen your research partnership. It will also include completion of a **Gave-Got Grid** that will help us understand **how each partner actually contributed and what each partner learned from the experience**. See example of a completed **Gave-Got Grid** on next page.

## What if we have additional questions?

If questions arise during preparation of your proposal that have not been answered by these Guidelines or by the informational session you attend, please feel free to email Lexie Lipham at [lexie.lipham@vumc.org](mailto:lexie.lipham@vumc.org) or call 615-936-2565.

**Where can we find more information?** The CERC Mini-Grant Guidelines, link to submission site, and upcoming schedule for Informational Workshops and submission deadlines will be available on the **CERC** website ([https://victr.vanderbilt.edu/pub/message.html?message\\_id=202](https://victr.vanderbilt.edu/pub/message.html?message_id=202)), and the **Meharry-Vanderbilt Alliance** website (<http://www.meharry-vanderbilt.org/>).

## ***Gave – Got Grid for Final Report***

<b>Actual Contributions (Gave)</b>	<b>Actual Benefits (Got)</b>
<b>What <u>community partner</u> actually “gave” to partnership</b>	<b>What <u>community partner</u> felt was “gained” from partnership</b>
<b>What <u>academic partner</u> actually “gave” to partnership</b>	<b>What <u>academic partner</u> felt was “gained” from partnership</b>

For more information on the Give/Get Grid please see *Using the give-get grid to understand potential expectations of engagement in a community-academic partnership. Southerland J, Behringer B, Slawson DL. Health Promot Pract 2013 November 14(6): 909-917.*

**NOTE: Any publications resulting from a Mini-Grant Award must include the following funding acknowledgement:**  
*The project [publication or poster] described was supported by CTSA award No. UL1TR000445 from the National Center for Advancing Translational Sciences. Its contents are solely the responsibility of the authors and do not necessarily represent official views of the National Center for Advancing Translational Sciences or the National Institutes of Health.*