

Meharry-Vanderbilt Community Engaged Research Core (CERC) PARTNERSHIP DEVELOPMENT MINI-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 partnership to undertake pilot research activities.** Both grants require the active participation of all partners in the development of the proposal and expect that the projects proposed will mutually benefit the partners involved. **These guidelines describe the Partnership Development Grant.** For more information on either opportunity, please contact lexie.lipham@vumc.org.

Partnership Development Grants will support the creation of new community-academic partnerships and the strengthening of existing community-academic partnerships. These grants are not intended to support research projects, but to enable partners to develop the trust, capacity and skills to undertake research in the future.

Examples of possible grant activities include:

- Engaging potential partners and collaborators for a proposed project through a series of workshops to explore shared research interests, resources and capacities to conduct sustainable research
- Joint partner training activities to develop skills in design and implementation of community engaged research
- Developing partnership infrastructure mechanisms to facilitate on-going research (such as Mission Statement, Memorandum of Understanding, Guiding Principles, Logic Models, Advisory Committee By-Laws)
- Planning activities to enable future collaborative grant writing

Funding of up to \$2,500 may be used for meeting space, supplies, meeting facilitation, consultants, or training, but **not** for salaries of existing staff or direct support of existing services or current operating budgets. Funds may be used for existing salaries, however, if it is beyond the staff person's normal responsibilities and for grant purposes only. **Activities must clearly contribute to future collaboration on research projects and related proposals.** Funded projects must be completed within **12 months** of award.

Review criteria will include responsiveness to the application criteria, the potential for building or strengthening a sustainable community-academic partnership, mutual benefit to each partner, and a clear picture of how the partnership will address community health priorities. 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 be collaborators.

The lead academic partner must be affiliated with either Meharry Medical College or Vanderbilt University and committed to developing expertise in ongoing, community-engaged health-related research. Collaborations may include faculty and researchers from other area institutions. Graduate students may apply to serve as the lead academic

partner, but **must** have a faculty mentor from Meharry Medical College or Vanderbilt University who is willing to actively supervise their work and to continue on-going partnership activities with their community partner if needed.

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://vctr.vanderbilt.edu/pub/message.html?message_id=202) or contacting lexie.lipham@vumc.org.**
- **A brief email of intent to apply with the names of the academic and community partners and indication that you are applying for a Partnership Development Grant must be sent in an email to 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 4 PAGES** in 12 point type. Additional appendices of up to 4 pages may be added as explained below.

1. **Title of Partnership Project**
2. **Brief statement of purpose:** Why are you undertaking this partnership project? What is the community health concern or research question you hope to be able to address through this partnership?
3. **Project plan:**
 - a. **Description of how this project improves the ability of the partner organizations to engage in research in the community**
 - b. **Main components of the project**
 - c. **Completion of a GIVE-GET GRID that explains what each partner plans to contribute (to “give”) to the project and how each partner expects to benefit (to “get”) from the partnership development proposal (see example below)**
 - d. **Timeline indicating the sequence of steps in the project implementation** (grant activities must be completed within 12 months; the 12 month period begins when funds have been received.)
 - e. **Budget with brief justification of how you arrived at the budget numbers.**

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

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.*

4. **Outcomes/Products:** Briefly describe the expected outcomes of the proposed activity, and how your partnership will measure success in attaining these outcomes. For example, the outcome of a partnership building grant might be completion of joint training on community-based participatory research with key organizational and research staff. Success in reaching this outcome might be measured by comparison of pre- and post-testing to measure what was learned. Or, if the goal of the project is to explore how research will

enhance the mission of the community partner, the outcome might be a new Logic Model for the organization that incorporates research as a strategy for achieving long-term goals.

If a tangible product is proposed, a copy of each product must accompany your final report or, in the case of publications, be submitted when they become available. **NOTE: All publications need to state that the work was "supported in part by the Vanderbilt CTSA grant UL1 TR000445 from the National Center for Advancing Translational Sciences/ National Institutes for Health. 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".**

5. **Impact on community health:** *Please share your vision of how this partnership-building activity will lead to research that might ultimately improve health.*

6. **Appendices:**

- **Two appendices are REQUIRED:**
 - **Appendix A: Community Partners.** 1-2 page description of applicant organization's mission, history and current work in the subject area of this proposal should be appended. If there are other collaborating agencies they should submit letters of support that acknowledge their role in the partnership.
 - **Appendix B: Academic Partners.** 1-2 page biosketch of the lead academic partner must be appended. If the lead academic partner is a graduate student, a letter of support from a faculty mentor **must** also be included in this Appendix. The letter needs to confirm a faculty mentor's commitment to supervising the student's work and to continuing the relationship with the community partner(s). If there are additional collaborating academic partners, then please include a one to two paragraph description of the experience and interest of each relative to this proposal.
- **Additional appendices of up to 3 pages** may also be included if the appended material helps explain elements of the proposal and has been referenced in the text of the proposal.

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 on-line by midnight September 13, 2019.**

To submit on-line go to <https://redcap.vanderbilt.edu/surveys/?s=DJPATHFJKK>. 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 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**.

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. Your **final report** will also include completion of another **GIVE-GET GRID** (see example below) that will help us understand how each partner actually contributed and what each partner learned from the experience. This will help us understand **how each partner actually contributed to partnership development and what each partner actually learned from the experience**. In addition, if you have tangible outcomes for your partnership project (e.g., an MOU or a Logic Model), we expect you to **include a copy with your final report**. The final report will also include a description of the next steps in your partnership.

Gave–Got Grid for Final Report

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

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.

What if we have additional questions?

If questions arise during preparation of your proposal that have not been answered by these Guidelines or in the informational session you attend, please feel free to email Lexie Lipham at 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) and the **Meharry-Vanderbilt Alliance** website (<http://www.meharry-vanderbilt.org/>).