



REQUEST FOR 2009-2010 (CYCLE 2) PILOT GRANT APPLICATIONS  
**IMPROVING TRANSLATIONAL RESEARCH  
THROUGH  
COMMUNITY-ACADEMIC PARTNERSHIPS**

Application Release Date: June 30, 2009  
Mandatory Letter of Intent Date (*see page 8*): September 1, 2009  
Application Submission Date: October 2, 2009  
Earliest Anticipated Start Date: January 1, 2010

**I. Background: (See Definitions on Page 9, Section X)**

The CCTSI's Partnership of Academicians and Communities for Translation (PACT) Council will award a total of \$200,000 in one-year pilot grants to strengthen community-academic partnerships for translational research. Eligible grants will support either (1) joint pilot projects proposed by established community-academic partnerships or (2) development of new community-academic partnerships. Applications should target health disparities and focus on translational research. ***The goal of translational research is to narrow the gap between what we know based on research advances and what we actually do to improve health and health services across geographic, cultural, and socioeconomic boundaries. The PACT is committed to developing a broad-based translational research enterprise that results in reduced barriers and improved health among people and communities.***

The PACT will fund applications submitted by either individuals/organizations from the community or academic researchers. At the end of the grant period, we expect that selected community-academic partnerships will be prepared to submit competitive grant proposals to governmental sources (e.g., National Institutes of Health, Centers for Disease Control and Prevention, Colorado Department of Public Health and Environment), university sources (e.g., CCTSI), and private funding sources (e.g., philanthropic foundations that support health research in Colorado).

**II. Eligibility:**

Both communities and academic researchers are eligible to apply. You are permitted to submit a single application to only one of three pilot grant programs offered through the CCTSI (this one OR CO-Pilot OR Child and Maternal Health). ***Academic researchers submitting/listed on pilot grant applications must become members of the CCTSI in order to submit the application.*** A simple membership application can be found at the following Web site and entitles you to access various CCTSI initiatives but does not obligate you to participate in any studies or activities: (<http://cctsi.ucdenver.edu>). Community applicants are also encouraged to become CCTSI members, but membership is not required prior to submitting applications.

The PACT Council will fund two categories of applications targeting health disparities, with preference given to partnerships that address translational research in clinical and community settings. Applications will be accepted for one of two funding categories (not both):

**A – Joint Pilot Projects:** Applicants who **already have a community-academic partnership** in place and seek funds for a joint research project that results in pilot data and submission of a proposal to an external agency (with either the community or academic researcher serving as the primary applicant).

**B – Partnership Development:** Applicants who seek funds for **developing a new community-academic partnership** that results in submission of a pilot project proposal either to the CCTSI as a Category A (Joint Pilot Projects) application and/or an external funding agency (with either the community or academic researcher serving as the primary applicant).

**For this 2009/2010 round of Pilot Grant Applications, revisions of unfunded 2008/2009 applications are welcome. Renewals or follow-on funding requests for Joint Pilot Projects funded in the prior grant cycle are NOT allowed, but funded Partnership Development grantees are eligible to submit applications for Joint Pilot Projects in later funding cycles.**

Applications for joint projects can request funding for a variety of activities related to translational research, such as data collection and/or analysis of community-specific information or other quantitative and qualitative data; evaluating an existing community-based program; studies of the community translation process, including studies of dissemination methods; and other innovative ideas, programs, and methods that advance the objectives of the CCTSI. Applicants must propose work conducted within a partnership between academic researchers and community organizations or individuals.

### **III. Requirements for Funded Projects:**

Funded community partners and academic researchers must attend a mandatory 8-hour Community Engagement training curriculum that takes place in multiple 2-3 hour sessions. Receiving a pilot grant award does not eliminate the need to obtain research approval from other appropriate review groups. Grantees conducting research involving human subjects must submit their projects to an accredited Institutional Review Board (IRB) and must comply with IRB training requirements. Applicants are strongly encouraged to demonstrate their capacity to submit to IRB as soon as possible upon receipt of the award.

**If you intend to use any Clinical and Translational Research Centers (CTRC) resources, your research protocol will also require separate Scientific and Advisory Review Committee (SARC) submission and approval.** CTRC resources include: inpatient and outpatient research facilities, clinical research nursing support, nutrition research support, exercise research laboratory, ancillary funds; and CTRC Core lab support; see: <http://ctsa1.uchsc.edu/Research-Resources/Clinical-Research-Resources/Pages/ProtocolSubmission.aspx>.

All grantees are expected to submit a six-month progress report and a brief final report to the PACT Council that includes evaluation of the community-academic partnership, the community engagement process, project implementation, project results, and lessons learned.

#### **IV. Available Funds:**

The PACT will allocate up to \$200,000 total funds for this 2009-2010 cycle (Cycle 2), with allocation of funds based on the number and quality of applications received in both categories:

**A – Joint Pilot Projects:** Awards will range from \$10,000 to \$30,000 (total budget for community and academic partners combined), depending on the number of projects selected. Funding amounts above \$30,000 will not be reviewed favorably unless there is compelling rationale for a higher amount. No applications exceeding \$50,000 will be considered.

**B – Partnership Development:** We will fund up to \$10,000 for partnership development (total budget for community and academic partners combined), with awards ranging from \$5,000 to \$10,000. No applications exceeding \$10,000 will be considered.

#### **V. Submission and Contact Information:**

The mandatory letter of intent (LOI) and application materials should be submitted by e-mail to Dee Smyth, PACT Pilots Grants Coordinator, at [dee.smyth@ucdenver.edu](mailto:dee.smyth@ucdenver.edu), phone: 303.724.2447. Questions should be sent to Dee Smyth, who will forward your questions to members of the PACT Pilot Grants Review Committee. A list of common Questions and Answers will be developed and posted by the end of July on the CCTSI Web site (<http://cctsi.ucdenver.edu>).

#### **VI. Review Criteria:**

The PACT Pilot Grants Review Committee (led by Drs. Debbi Main and David Magid) will review all grant applications, giving preference to those that have the potential to improve community translation and decrease health disparities. All decisions will be final, with brief, written feedback provided to all unfunded applicants. Criteria used in scoring applications will include: project focus and outcomes related to translational research and health disparities, partners and partnership, and the community engagement process.

## **VII. PILOT GRANT APPLICATION**

**1. Name of Applicants** (list both Academic Researcher and Community Partner):

**2. Title of Project:**

**3. Applicant Organization:**

**4. Applicant Category** (*check one*):  Community Organization or Member is project lead  
 Academic Researcher is project lead

**5. Application Type** (*check one*):

- Category A – Joint Pilot Project (for an Existing Community-Academic Partnership)
- Category B – Partnership Development (*check one*):
- Have already identified a NEW partner
- Have not yet identified a partner (and will work with PACT Council and Staff to identify a partner after grant award)

**6. Brief Abstract of Project (200 words or less)**: Briefly describe the project focus, desired outcomes, your partnership, and proposed next steps.

**7. Narrative** (*limited to five single-spaced pages, Arial, 11-point font, 1-inch margins*):

Applications that do not follow these guidelines will not be reviewed. **No appendices are allowed.**

Please complete the Category A **or** Category B application (only one can be submitted) by answering listed questions. *We recognize that the focus and content of these applications may change during the project period; this application represents your best ideas and plans at the time of application.*

### **Category A Application – Joint Pilot Project:**

- a. **Focus of Pilot Project:** What is the primary focus of your pilot project in terms of translational research? What health disparity will this partnership help you address?
- b. **Desired Outcome(s):** What do you plan to accomplish throughout this 12-month grant period? How will you know if you've accomplished this? How will you demonstrate this?
- c. **Study Design and Methods:** What is the design of the study to achieve your objective? What methods will you use to achieve your objective?
- d. **Description of the Community-Academic Partnership:** How long has this partnership existed? What previous collaborative work have you done? How will this partnership strengthen proposed research?
- e. **Description of Community Partner:** What background, skills, and previous experience does the Community Partner have related to the work proposed in this application – and in engaging or working with Academic Researchers?

- f. Description of Academic Researcher: What background, skills, and previous experience does the Academic Researcher have related to the work proposed in this application – and in engaging or working with Community Partners?
- g. Description of Community Engagement: How will the Community Partner be engaged in the proposed project? How is community engagement important to the proposed project and its success?
- h. Proposed Next Steps: What do you plan to do once this one-year grant cycle ends? What are your intermediate and long-term goals for continuing the Community-Academic partnership?

**Category B Application – Partnership Development:**

- a. Focus of Partnership Development: What health disparity will a new Community-Academic partnership help you address? What translational research will this partnership address?
- b. Desired Outcome(s): What do you plan to accomplish throughout this 12-month grant period? How will you know if you've accomplished this? How will you demonstrate this?
- c. Applicant Background and Skills: What background, skills, and previous experience do you and/or your organization have related to the work proposed in this application? What previous experience do you and/or your organization have working within a Community-Academic Partnership?
- d. Your Ideas About Engagement: How will your new Community or Academic partner be engaged in this project? How do you think engagement is important to the proposed project and its success?
- e. Your New Partnership:
  - 1) For applicants who have identified a new partner (and will use funds to develop this new partnership):
 

How long have you known this new partner? What are you looking for in a partner?
  - 2) For applicants who will engage new partners: Because members of the PACT Council and PACT staff will help applicants meet and identify partners for developing a Community-Academic partnership, please offer any information that may help in this process:
 

What are you looking for in a research partner?
- f. Proposed Next Steps: What do you plan to do once this one-year grant cycle ends? What are your intermediate and long-term goals for continuing the Community-Academic partnership?

**VIII. Budget and Budget Justification** (limited to two pages, including budget table):

Although we are flexible in how requested grant funds are used, all applicants must abide by the following budget guidelines:

- Requested total grant funds will be **split between Community Partners and Academic Researchers**, with Community Partners receiving at least half of total grant funds.
- Applicants in Category A (Joint Pilot Projects) and B (Partnership Development) must request funds within limits described on page 2.
- Funds cannot be requested for salary, benefits, or tuition of Academic Research Investigators, but can cover personnel costs for research assistants and other research personnel.
- Pilot grants cannot be used to pay for IRB submission fees. However, reasonable costs to prepare the necessary materials for IRB review can be included in the requested budget. In general, for projects that require IRB review, pilot grant funds cannot be released until IRB approval has been obtained. If grant funding will be required to support IRB preparation or other non-research activities prior to IRB approval, grant recipients may request access to a small portion of funding at the start of their projects. Such requests will be reviewed on a case-by-case basis.
- Pilot funds cannot be used to pay for program development, or for educational or dissemination programs – funds must relate to translational research.
- **Category A – Joint Pilot Project** applicants may request pilot funds for many different expenses related to planning and implementing research projects (e.g., costs related to hosting meetings, including refreshments; personnel costs, data collection, and/or analysis of community-specific information or other quantitative and qualitative data; evaluating an existing community-based program; expenses for community facilitation or other consultants).
- **Category B – Partnership Development** applicants may request funds for a variety of expenses related to developing and sustaining a new Community-Academic partnership. These funds can be used to meet potential partners, (e.g., costs related to hosting meetings, including refreshments), develop a new community-academic partnership (e.g., facilitation or training materials), and plan collaborative research projects and joint grant proposals (e.g. literature searches, printing articles, grant proposals). Members of the PACT Council and PACT Staff will provide assistance at no charge to applicants awarded partnership development grants. Although current CCTSI community and academic partners (listed on <http://cctsi.ucdenver.edu>) are good candidates for new community-academic partnerships, other partners not yet affiliated with CCTSI are also welcome.

Using the table below, list the total expected costs of the project, with each of the budget categories broken down to show the amounts allocated to the academic researcher and community partner. All budget figures should be entered to the nearest dollar. **Include a brief budget justification for these budget items.** Funds cannot be used for salary, benefits, or tuition of the Principal Investigator or Co-Investigator. **No indirect costs are allowed.**

<b>Proposed Budget</b>			
<u>Budget Categories</u>	<u>Amount to Support Academic Research Partner</u>	<u>Amount to Support Community Partner</u> (must be at least 50% of total requested funds)	<u>Total</u>
Personnel (salary and benefits)			
Research/Evaluation Costs			
Food			
Travel			
Consultants			
Other (e.g., supplies, materials)			
Total Requested Funds			

**Budget Justification:** *Don't forget to include a brief justification for each major budget item!*

**IX. Letter of Intent – REQUIRED:**

**Please complete the following form and e-mail by 5:00 PM September 1, 2009 to:** Dee Smyth, PACT Pilot Grants Coordinator, at [dee.smyth@ucdenver.edu](mailto:dee.smyth@ucdenver.edu), phone: 303.724.2447

**2009/2010 Letter of Intent  
Improving Translational Research  
Through Community-Academic Partnerships**

1. Name of Applicants (List Academic Researcher and Community Partner if applicable):

\_\_\_\_\_

2. E-Mail Address of Lead Applicant: \_\_\_\_\_

3. Applicant Organization: \_\_\_\_\_

4. Title of Project: \_\_\_\_\_

5. Applicant Category (*check one*):

- Community Organization or Member will be project lead
- Academic Researcher will be project lead

6. Application Type (*check one*):

- Category A – Joint Pilot Project (for an Existing Community-Academic Partnership)
- Category B – Partnership Development
  - Have already identified a NEW partner
  - Have not yet identified a partner (and will work with PACT Council and Staff)

## **X. Definitions:**

**Colorado Clinical and Translational Science Institute (CCTSI) Consortium:** University of Colorado (UC) Denver, UC Boulder, UC Hospital, The Children's Hospital, Denver Health, National Jewish Health, Kaiser Permanente of Colorado, the Denver Veteran Affairs Medical Center, and over 15 other community organizations and research networks.

**Community or Community Partner:** We define *community* and *community partners* as a set of persons with shared commonalities, such as a geographic location (e.g., the community of Colorado Springs), work specialization (e.g., the community of cardiovascular care providers), or a common cause (e.g., a group of residents advocating for homeowners' rights). Eligible community partners can include current CCTSI Community Partners (listed on <http://ctsa1.uchsc.edu>), or other community partners willing to collaborate on pilot projects with Academic Researchers.

**Community Engagement:** *Community engagement* is a collaborative process through which communities and researchers work together to solve mutually recognized problems and build on strengths that each party brings to the collaboration. The methods for community engagement include community service, service-learning, community-based participatory research, training and technical assistance, coalition-building, capacity-building, and economic development.

**Academic Researcher:** Any researcher who is affiliated with academic partners of the CCTSI or UC Denver (includes UC Denver, UC Boulder, University of Colorado Hospital, The Children's Hospital, Denver Health, National Jewish Health, Kaiser Permanente of Colorado) or other academic institutions in Colorado.

**Health Disparities:** Simply stated, a disparity in health or health care is an avoidable and UNWANTED difference or gap—among individuals and groups. This definition of health disparities includes differences in health status, the presence of disease, health outcomes, as well as quality of and access to health care. Health disparities can affect many different populations including those with lower socioeconomic status, racial and ethnic minorities, residents in rural areas, women, children, the elderly, and persons with disabilities.

**Translational Research:** The goal of translational research is to narrow the gap between what we know based on research advances and what we actually do to improve health and health services across geographic, cultural and socioeconomic boundaries. The PACT is committed to developing a broad-based translational research enterprise that results in reduced barriers to research translation and improved health among people and communities. The goal is to help build long-lasting Community-Academic relationships that redefine the way that community organizations, public health providers, and academic researchers improve public health.