

## **CCTSI Community Engagement Pilot Grants Program (CE-Pilot) 2021 Award Cycle - Request for Applications**

### **I. Funding Opportunity Summary**

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This funding opportunity from the Colorado Clinical and Translational Sciences Institute (CCTSI) Community Engagement & Research Core (CE&R) is designed to support community-academic research partnerships to perform pilot studies that will strengthen relationships and produce preliminary data for future competitive grant applications. Funded projects may encompass partnership development, project planning, capacity building as well as T3/T4 translational research projects within specified areas of emphasis (cardiovascular disease, childhood chronic conditions, social emotional health, COVID-19 effects on the community or other). This includes research evaluating the translation of evidence-based interventions or practices into real world, clinical and community settings. Projects designed to demonstrate that a health disparity exists are not appropriate for this grant program; rather, we are interested in funding projects focused on reducing health disparities or designed to understand how to decrease health disparities. Projects that do not involve Community Engagement within the affected community and/or patient population throughout the research project will not be considered.

Community-Academic partnerships may apply for either a Partnership Development Award or a Joint Pilot Award:

- a) **Partnership Development Awards** provide seed funding to support activities related to the development of new or emerging community-academic research partnerships.
- b) **Joint Pilot Awards** are open to established community-academic partnerships who seek funds for a well-defined translational research project that may produce preliminary data for future competitive grant applications.

Please note: for any Academic and/or Community co-Principal Investigators who have been previously funded by a CCTSI Community Engagement pilot grant, adherence to program requirements will be taken into consideration in the grant review process.

### **II. Key Information**

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<u>Award Categories:</u>	Partnership Development Pilot Grants	\$8,000/award
	Joint Pilot Project Grants	\$20,000/award
<u>Award Duration:</u>	Partnership Development Pilot Grants – 9 months	
	Joint Pilot Project Grants – 12 months	
<u>Award Period:</u>	Partnership Development Pilot Grants – May 2021-January 2022	
	Joint Pilot Project Grants - May 2021–April 2022	
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### III. Important Dates

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08/15/2020:	RFA Release Date
09/16/2020:	Applicants' Webinar/Conference Call
<b>10/15/2020:</b>	<b>Mandatory Intent to Apply Form Deadline for both CE Pilot Grants</b>
<b>11/16/2020:</b>	<b>Application Submission Deadline for both CE Pilot Grants</b>
03/01/2021:	<i>Anticipated</i> Notification of Award
04/22/2021:	Mandatory In-person Training
<b>05/01/2021:</b>	<b><i>Anticipated</i> Award Start Date</b>
01/31/2022:	<i>Anticipated Partnership Development Award End Date</i>
04/30/2022:	<i>Anticipated Joint Pilot Award End Date</i>

### IV. Purpose

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There is a significant gap between the health and healthcare interventions generated through research and the everyday application of those interventions in communities and clinical practice. Often, scientific discoveries are generated through research practices that fail to consider how those discoveries will reach and be utilized by real people within the context of their busy and complicated lives. This has resulted in systemic inefficiencies that delay the translation and decrease the uptake of evidence-based interventions into clinical practice and communities. In recent years, patient and community engagement in research design, implementation, and dissemination has emerged as a reliable method of generating research discoveries that matter to communities, meet the needs of patients, are applicable in routine clinical practice, and improve health outcomes. Health research is evolving beyond the practice of including patients and communities as research subjects, to including them as research partners.

### V. Background

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The [Partnership of Academicians and Communities for Translation \(PACT\)](#) with the CCTSI Community Engagement & Research (CE&R) Core is dedicated to advancing community engagement in research as a critical step in narrowing the gap between what we know based on research discoveries and what we actually do to improve health and healthcare. Accordingly, the funding referred to in this RFA is intended to build capacity in community-academic partnerships, using community-based participatory research (CBPR) principles to translate evidence-based interventions or practices from efficacy studies into effective implementation at the community or clinic level. Through this program, community members and researchers participate in a collaborative journey that begins with partnership development, advances to the identification of shared health and research interests and culminates in a pilot research project. View our current and past awardees on the [CCTSI Past Awards webpage](#).

### VI. Funding Priorities

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Applicants must propose work conducted within a partnership between academic researchers and community organizations or individuals (please see definition of community in **Section IX**). Researchers should employ a community-based participatory approach that involves key stakeholders, including persons affected by disparities in health outcomes, as full participants in the proposed research from conception to the design; implementation, analysis, interpretation, and dissemination of research results.

Applications should focus on T3/T4 Translational Research, which includes research evaluating the translation of evidence-based interventions or practices into real-world, clinical and community sites. The focus may be clinical, and/or focused on health promotion and disease prevention strategies (e.g., is intervention or treatment X more effective than intervention or treatment Y when translated into real-world settings? What are the barriers to using a particular intervention or treatment?); or more policy-oriented (e.g., what is the effectiveness of different community-based dissemination modalities or policies on the use of interventions or practices?).

Projects must be **completed within the time period outlined in this RFA**. Activities for Partnership Development and Joint Pilot Projects are outlined in **Award Categories (Section VII)**.

**Special consideration will be given to applications that are in response to COVID-19 and working with communities that are disproportionately impacted.** We also encourage applications that target one or more of the following health disparity priority areas: (1) Childhood chronic conditions; (2) Social-emotional health; and (3) Cardiovascular disease (*applications addressing hypertension are encouraged*). Applications addressing other topic areas will also be accepted.

**If unsure whether your topic falls within the scope of this RFA, please contact Benjamin Robb at [brobb@trailhead.institute](mailto:brobb@trailhead.institute) for consultation.**

## **VII. Award Categories**

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The Community Engagement & Research Core expects to award up to a total of \$120,000 to fund pilot projects in two categories. Applicants may submit an application for **one** of the two funding categories (not both):

**A – Partnership Development (PD) Projects** are intended to support new or developing partnerships over a nine-month period dedicated to relationship building, exploration of shared areas of interest, creation of a partnership structure, identification of a specific research collaboration, and the development of a research plan for future submission as a one-year Joint Pilot Project. While successfully funded Partnership Development projects are expected to have time and effort allocated to develop a Joint Pilot research plan, this deliverable is flexible based on the wants and needs identified by the partnership throughout the Partnership Development project. The partnership may use this time to apply for alternative extramural funding that best fits its short- and long-term goals. Applicants for Partnership Development Projects may request up to \$8,000 (total budget, per project, for Community and Academic co-Principal Investigators combined). Applications exceeding \$8,000 will not be considered. Applicants should consider allocations of a minimum of fifty percent (50%) of requested funds to the Community co-Principal Investigator.

**Activities for Partnership Development Awards may include, but are not limited to:**

- Building relationships between partners (e.g., facilitating formal and informal meetings for partners to learn more about each other, to explore the involvement of other potential partners, and to discuss how the partners will adopt and use equitable collaborative principles and operating norms).
- Exploring shared research interests and identifying capacity building needs (e.g., identifying partnership research priorities, determining nature of collaborative research approach that will be used, delineating capacity-building needs, participating in trainings and/or ongoing mentoring opportunities).

- Developing an Advisory Committee and/or other appropriate partnership infrastructure mechanisms (e.g., defining roles and responsibilities, developing communication and decision-making mechanisms, policies and procedures; developing a set of collaborative participatory research principles to guide decisions regarding various aspects of the research process).
- Evaluating the partnership process (e.g., collecting data to assess how and to what extent the partnership is achieving its goals, and the challenges and facilitating factors associated with developing, maintaining and sustaining the partnership).
- Developing a research plan for a Joint Pilot Project.

**B - Joint Pilot (JP) Projects** are appropriate for experienced researchers or junior investigators who demonstrate appropriate mentorship and who have an **established community-academic partnership** in place and seek funds over a one year period for a well-defined joint research project that may produce preliminary data for future competitive grant applications. Applicants for Joint Pilot Projects may request up to **\$20,000** (total budget, per project, for Community and Academic co-Principal Investigators combined). Applications exceeding \$20,000 will not be accepted. Applicants should consider allocations of a minimum of fifty percent (50%) of requested funds to the Community co-Principal Investigator. Please note that renewals or follow-on funding requests from previously funded CE&R **Joint Pilot Awards** will not be considered. However, revisions of previously unfunded applications from earlier cycles are welcome.

**Activities for Joint Pilot Awards may include, but are not limited to:**

- Data collection and/or analysis of community-specific information or other quantitative and qualitative data.
- Disseminating and translating research findings (e.g., development and implementation of appropriate dissemination tools, such as, fact sheets and policy briefs, to community and academic audiences and to policymakers).
- Studies of the community translation process, including studies of dissemination methods.

## **VIII. Available Funding**

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All CE Pilot awards are contingent upon funding made available to the CCTSI from the National Center for Advancing Translational Sciences (NCATS), and the University of Colorado School of Medicine Dean's Office.

The Community Engagement Core expects to award a total of \$120,000 to fund pilot projects in two categories:

- A. Partnership Development Projects - up to \$8,000 total cost per 9-month project
- B. Joint Pilot Projects - up to \$20,000 total cost per 12-month project

Partnerships may submit an application for **one** of the two funding categories (not both). **Indirect costs are not permitted.**

## **IX. Definitions**

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**CCTSI Affiliated Institutions:** University of Colorado Denver (Downtown Campus), University of Colorado - Anschutz Medical Campus), University of Colorado Boulder, Colorado State University, University of Colorado Health, Children's Hospital Colorado, National Jewish Health,

Kaiser Foundation Research Institute, and the Rocky Mountain Regional VA Medical Center.

**Academic co-Principal Investigator:** Any researcher who holds an appointment with a CCTSI affiliated institution. See above for a list of CCTSI Affiliated Institutions. See below for definition of Junior Investigator.

**Community and/or Community co-Principal Investigator:** We define community and Community co-Principal Investigator broadly as a **group of people linked by characteristics such as geographic location, race, ethnicity, gender, age, occupation, social and/or cultural ties; those who share common perspectives (or a common cause); and/or those who engage in joint action in geographical or virtual settings.** Please consult with us if you have any uncertainty about whether a partner qualifies as a Community co-Principal Investigator.

**Community-Based Participatory Research (CBPR):** A collaborative approach to research that equitably involves all partners in the research process and recognizes the unique strengths that each brings. CBPR begins with a research topic of importance to the community with the aim of combining knowledge and action for social change to improve community health and eliminate health disparities.

**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. Community engagement involves engagement of the affected populations and/or patients within the community. CBPR is a method for community engagement. Other methods include community service, service-learning, training and technical assistance, coalition-building, capacity-building, and economic development.

**Efficacy:** An intervention's ability to do more good than harm among the target population in an ideal setting (e.g., randomized clinical control trial or community-level trial).

**Effectiveness:** An intervention's ability to do more good than harm for the target population in a real world setting.

**Evidence-based:** An intervention has undergone sufficient scientific evaluation to be proven to be efficacious or effective (e.g., intervention is considered valid or "proven" because it is strongly linked to desirable outcome).

**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.

**Human Subject Research (HSR):** Research involving direct and/or indirect interaction with human participants, biospecimen, samples, existing data sets, etc. This includes identifiable and deidentified data, and analysis of specimen that may have been collected for another study.

**Intervention:** An intentional action (singular or constellation) designed for an individual, a community, or a region that alters a behavior, reduces risk, or improves outcome. Interventions can be a medical or behavioral therapy, modification to the natural or built environment, including

engineering controls, public health policy, public health program, health communication, or public health law.

**Junior Investigator:** An investigator within the first 2 years of completion of a degree with a full-time faculty appointment at one or more CCTSI-affiliated institution(s). Junior Investigators will be required to enter into a Mentor/Mentee Relationship throughout the CCTSI project period. A letter from the Mentor must be included in the application materials. See <http://accelerate.ucsf.edu/training/mdp-materials> for Mentor Development Course materials, including mentorship plans and agreements.

**Key Roles:** Academic co-Principal Investigator, Community co-Principal Investigator.

**Mentor:** Mentors should have adequate knowledge, skills and training to guide mentees to successful community-engaged research projects and future funding. Competency areas for mentors of junior clinical and translational science investigators are divided into six thematic areas: (1) Communication and managing the relationship, (2) Psychosocial support, (3) Career and professional development, (4) Professional enculturation and scientific integrity, (5) Research development, and (6) Clinical and translational investigator development (Abedin, Biskup, Silet, et al, 2012). See <http://www.ncbi.nlm.nih.gov/pmc/articles/PMC3476465/> for guidance and additional information.

**Non-Key Roles:** Consultants, Advisory Committee, Professional Research Assistants, Graduate Students, Undergraduate Students, Tech Support, Fellows, etc.

### **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. This funding opportunity from CCTSI is open to research projects focused on T3/T4 Translational Research, which includes **research evaluating the translation of evidence-based interventions or practices into real world, clinical and community settings.**

The translational research continuum generally consists of four phases: T1, or translation phase 1, begins the translation of basic, laboratory (bench), research to the patient bedside, usually through limited Phase 1 and 2 clinical trials (e.g., Will a new treatment X that was discovered in a hospital research lab work in ten patients at that hospital?). T2 research expands that discovery to larger patient populations seen in Phase 3 and 4 clinical trials and observational studies (e.g., Will treatment X now work in two hundred or two thousand patients from different types of populations at different hospitals?). T3 research takes this a step further and seeks to answer such questions as: Is treatment X now actually being used in the community-at-large, and if not, why not? The identification of new questions, barriers, and gaps in care related to treatment X is focused on at this stage. Finally, T4 research seeks to discover the best method to reach clinicians and patients alike with a policy concerning treatment X so that they, first, will understand the new treatment and second, start to use it.

## **X. Eligibility**

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Both communities and academic researchers are eligible to apply and/or serve as the lead applicant. Both the community and academic will be considered co-Principal Investigators on the grant. Academic co-Principal Investigators must have a full-time faculty appointment at one or



more CCTSI Affiliated Institution(s). An individual may be included in a Key Role on only one application in an award year between CO-Pilot, CMH-Pilot, CE-Partnership Development and CE-Joint Pilot Programs. Please refer to **Section IX** for complete definition of Key Role. This restriction is not applicable to Translational Methods-Pilot Grants, or to roles such as consultant, research assistant, fellow, tech support, etc. For a list of the CCTSI Pilot Grants Programs please visit: <https://cctsi.cuanschutz.edu/funding>

Researchers who are housed at or working on behalf of CCTSI Affiliated Institutions (University of Colorado Denver, University of Colorado Anschutz Medical Campus, University of Colorado Boulder, University of Colorado Hospital, Denver Health, Children's Hospital Colorado, Rocky Mountain Regional Veterans Affairs Medical Center, National Jewish Health, Kaiser Permanente Colorado, and Colorado State University) are considered **academic** researchers.

**Academic researchers who are 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 resources but does not obligate you to participate in any studies or activities: <https://cctsi.cuanschutz.edu/funding/membership>. Community applicants also are encouraged to become CCTSI members, but membership is not required prior to submitting applications.

All awarded projects which include Human Subject Research are subject to Institutional Regulatory Board (IRB) policy, and some projects may require NIH/NCATS prior-approval before award funds can be spent on research activities involving human subjects.

Please refer to **Exclusions (Section XI)** and **Definitions (Section IX)** for details on Community co-Principal Investigator eligibility.

## **XI. Exclusions/Restrictions**

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The following exclusions/restrictions apply to all CCTSI Pilot Grant Awards:

- An individual may be included in a Key Role on only one application in an award year between Colorado (CO-Pilot), Child and Maternal Health (CMH-Pilot), and Community Engagement (CE-Pilot) Programs. This restriction is not applicable to the Translational Methods (TM-Pilot) Program, or to Non-Key Roles. Please refer to **Section IX** for complete definitions of Key Role and Non-Key Role.
- Projects designed to demonstrate that a health disparity exists are not appropriate for this grant program; rather, we are interested in funding projects focused on reducing health disparities or designed to understand how to decrease health disparities.
- **Projects that do not involve community engagement within the affected community and/or patient population throughout the research project will not be considered.**
- Renewals or follow-on funding requests from previously funded Partnership Development or Joint Pilot projects will not be considered. However, revisions of previously *unfunded* applications from earlier cycles are welcome.
- Projects with primary research sites that are outside of the Rocky Mountain Region (or outside of the United States) will not be considered.
- Academic Junior Investigators who have not identified a mentor and included a letter of support in the application will not be considered. Please refer to **Definitions (Section IX)** for details on what is required of the junior investigator, or mentee, and the mentor.
- In accordance with the new congressional mandate section [479\(b\) of the Public Health Service Act](#) (as amended by the Consolidated Appropriations Act, 2012, Public Law 112-74),

NCATS cannot support CCTSI Pilot Program studies beyond Phase IIA. If you anticipate a Phase IIB or Phase III trial, please contact us for clarification of funding approval PRIOR to submitting the Intent to Apply Form.

- Pilot Awards do not support indirect (F&A) costs.

## **XII. Application Process**

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**Submission Method:** Access the online submission system by clicking “Submit Intent to Apply Form” on the Community Engagement webpage (link). The mandatory Intent to Apply Form and Application Form are submitted online and are time-stamped upon submission. The “Save and Return Later” button at the bottom of the online forms allows applicants to access and revise information as often as needed up until they click “Submit.” Items received after the deadlines will not be accepted.

**Application Guidelines:** Refer to the Application Guidelines posted on the Community Engagement webpage (<https://cctsi.cuanschutz.edu/community/ce-pilot>) for information and documentation that is collected in the online Intent to Apply Form and Application Form.

- A. Intent to Apply Form: AN INTENT TO APPLY FORM IS MANDATORY AND MUST BE SUBMITTED NO LATER THAN 5:00 PM ON OCTOBER 15, 2020.** This online form collects minimal information about the proposal for development of review panels. A formal letter is not required. While submission of the Intent to Apply Form is mandatory, the information collected is not binding and may be minimally changed at the time of application. The Intent to Apply Form is not used to determine inclusion or exclusion of applicants for full application. Applicants who do not submit an Intent to Apply Form by the deadline stated above will not be eligible to submit an application. Upon submission, both co-Principal Investigators should receive an immediate confirmation email, which includes a unique link to the online Application Form. There are no restrictions on the number of Intent to Apply Forms submitted by an individual investigator; however, the investigator and other individuals listed in Key Roles may apply for only one project across the current CO-Pilot, CMH-Pilot, and CE-Pilot award cycle (see XI. Exclusions/Restrictions). Find the button to access the Intent to Apply Form here: <https://cctsi.cuanschutz.edu/community/ce-pilot>
- B. Application Form: APPLICATIONS ARE DUE BY 5:00 P.M. ON NOVEMBER 16, 2020.** The unique link to the online Application Form is included in the confirmation email that is sent after submitting the Intent to Apply Form. Upon submission, both co-Principal Investigators should receive an immediate email confirmation, including a PDF of the full application submission. Once submitted, applications are considered final and cannot be modified – no exceptions. If you have any questions about using the CCTSI online submission system, please contact Debra Szuster ([debra.szuster@cuanschutz.edu](mailto:debra.szuster@cuanschutz.edu)) for assistance.
- C. Formatting Guidelines**
1. Applications must be submitted online (using the unique application link sent to you in your Intent to Apply Form confirmation email) as a **single document** in Adobe PDF format.
  2. Applications will require some information to be completed online (contact information, a 250-word maximum abstract, and a summary of the funding request) and some will be completed offline and uploaded in PDF format.
  3. Offline portions of the applications must be written in Arial, 11- point font.



4. Offline portions of the applications must be single-spaced with one-inch margins.
5. Applications may include up to two letters of support/commitment, up to two MOU's and a one-page bibliography as a single appendix (which means they must be merged into one, PDF document with the application).
6. Academic Co-Principal Investigators will be required to submit a current Biosketch.
7. Junior Investigators must submit a letter from a Mentor outlining the support the Junior Investigator will receive from the Mentor. See **Definitions (Section IX)** for the definition of a Junior Investigator.
8. Applications must adhere to the page limits and other instructions outlined in the application forms.

### **XIII. Review Process**

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A Review Committee composed of academic and community reviewers experienced in community engaged research and community-based participatory research will review all grant applications, giving preference to those that have the potential to meaningfully engage community partners in the research process, improve research translation at clinic or community level, and decrease health disparities while meeting the criteria outlined in this RFA. Applications should be well written, precise, succinct, and should answer all applicable questions **in the order in which they are presented** in the application. All applications will be evaluated by community *and* academic reviewers.

### **XIV. Review Criteria**

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Scoring criteria will include: potential for building strong working partnerships, general responsiveness to the RFA requirements, a well-demonstrated conceptual understanding of the principles of community engaged research, project focus, project outcomes related to community-engagement, partnership development, translational research and health disparities. In addition, scoring criteria for Joint Pilot Projects will include quality of the study design and measurement methods within the framework of CBPR collaboration and probability of extramural funding, if successful.

Funding recommendations will be based on an assessment of the merits and potential impact of each application and a comparison of the budget request to the proposed work plan, which will be reflected in a numerical score by which applications will be ranked. Previous adherence to CCTSI CE pilot grant program requirement will also be considered, if applicable. Applications will be funded in order of rank until funding is exhausted. The Review Committee will present funding recommendations to the PACT Council and the CCTSI Executive Committee for approval. All funding decisions are final. Brief, written feedback will be provided to unfunded applicants.

### **XV. Pre-award Requirements**

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All CCTSI Pilot Grant awards are distributed after CCTSI, institutional, and federal pre-approval requirements have been met:

- A. Applicants are strongly encouraged to demonstrate capacity in their application to obtain regulatory approvals upon Notice of Award Selection (March) to avoid delays in releasing award funds (May).

- B. Grantees conducting research involving human subjects must submit their projects to an accredited Institutional Review Board (IRB) and must comply with IRB training requirements. Applications selected for award which include Human Subjects Research may also require NIH/NCATS Approval. The CCTSI administrative office will coordinate that process. Note that Institutional Review Board (IRB) approval must be obtained before documents can be submitted for NIH review.
- C. Funded community co-Principal Investigators and academic co-Principal Investigators must attend any specified mandatory workshops or trainings as defined by the CCTSI Community Engagement & Research Core and agree to participate in project-specific Facilitated Coaching Session(s). A mandatory in-person training session will be held in Denver in April 2021. Attendance by both the Academic and Community co-Principal Investigators is required.
- D. Funded Community co-Principal Investigators and Academic co-Principal Investigators must attend a mandatory finance and administration webinar.
- E. All funded grantees are required to submit a mid-project progress report and a final progress report at the end of the funded project that evaluates the community-academic partnership, the community engagement process, project implementation, project results, and lessons learned.
- F. An additional report is required one year later, detailing progress to date and all submitted publications and grant applications (pending or funded) relating to the pilot project.
- G. Grantees agree by their acceptance of this funding to identify, and budget for, an opportunity for the partnership to disseminate project outcomes back to the community and prepare a short presentation at a PACT Council Meeting. Awardees also are strongly encouraged to accept invitations to networking events designed to disseminate project outcomes.
- H. If you intend to use any Clinical and Translational Research Centers (CTRC) resources, your research protocol also will 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. For more information, visit <https://cctsi.cuanschutz.edu/resources>
- I. Awardees are expected to publish their findings in scholarly peer-reviewed journals, present their research at professional meetings, and share findings with relevant communities through established communication channels (i.e., newsletters, local news publications, etc.). Investigators are responsible for submitting any peer-reviewed journal articles resulting from research funded by this award to PubMed Central, the NIH digital archive of biomedical and life sciences journal literature. Investigators must also cite the CCTSI NIH grant numbers on all publications.
- J. **Spending Account Setup:** CCTSI will coordinate the spending account setup for each project at the Academic co-Principal investigators institution, including speedtypes. Funding account number(s) are included in the official Notice of Award. Community Co-Principal Investigators funds will be administered via reimbursement through Trailhead Institute.
- K. **Intellectual Property and Products:** Applicants are reminded to avoid public disclosure (text or verbal) of results without first determining if intellectual property exists, as this may result in a lost opportunity to protect and commercialize any invention. If awarded funding for a Joint Pilot Project, Academic co-Principal Investigators must contact Paul Tabor at CU Innovations Office (303-724-0221) to discuss the possibility of intellectual property (including patents), publications, and presentations prior to receiving CCTSI Pilot Award funds. Community co-Principal Investigators are welcome to join the conversation, but it is not required. In the event

that a patent does arise from a funded project, it is imperative that CCTSI support is acknowledged ([Cite Our CTSA Grant](#)).

- L. **Citing CCTSI Funding:** All publications, grants, and presentations resulting from research funded by the CCTSI or using CCTSI resources should cite the CCTSI UL1 TR002535 Grant Number as a contributing source of support. Please refer to the [How to Cite our CCTSI Grant](#) for all publications, patents, or other tangible outcomes from this project during and after project completion.

## **XVI. Questions**

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- A. **Please visit the Community Engagement Pilot Program website to find our Frequently Asked Questions (FAQ's):** <https://www.cuanschutz.edu/cctsi/funding/cepilot>

- B. **Community Engagement Pilot Grant Applicants' Webinar:**

The purpose of the webinar is to explain the application requirements in detail and to address questions from potential applicants. We will post the presentation slides and an updated Q&A on the website after the webinar.

**DATE: SEPTEMBER 16, 2020, 12:00-1:00PM MDT. PLEASE CHECK THE WEBSITE FOR ADDITIONAL INFORMATION ABOUT THE WEBINAR:**

<https://cctsi.cuanschutz.edu/funding/cepilot>

To join the webinar please use the information below:

Join from PC, Mac, Linux, iOS or Android: <https://zoom.us/j/220561396>

Or join by phone: 1-646-558-8656

Meeting ID: 220 561 396

- C. **Ongoing Technical Assistance:**

Ongoing technical assistance is available from Trailhead Institute throughout the project period for both Academic and Community co-Principal Investigators. Trailhead provides technical assistance to grantees in a variety of formats, including:

- A direct contact at Trailhead for programmatic and fiscal support for community and academic affiliate partners
- Access to tools, discussion boards and other items on Trailhead's technical assistance website, [www.trailhead.institute](http://www.trailhead.institute)

- D. **Application Questions:**

All Partnership Development and Joint Pilot Project applications must be completed as a **collaborative** effort between the community and academic Co-Principal Investigators and questions specific to each partner should be answered accordingly. Please complete the application **beginning on the next page**. Answer the questions, in the order presented, adhering to the formatting guidelines listed in **Section XII. Application Process**.

We recommend using the form fields embedded in this document. You may delete the pages from this document that you don't need for the application (such as the pages containing the RFA information and application guidelines) and save the final, completed application as a PDF document. Combine your completed application with your appendix items, into one single PDF. Then, upload the PDF document through the online application system.

*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.*

**Continue to the next page to access the application documents.**

**PARTNERSHIP DEVELOPMENT APPLICATION (skip to Joint Pilot application on page 16 if appropriate)**

Please answer questions 1-6 in the order presented, using the formatting guidelines listed in **Section XII** of the RFA, in six pages or less. Be sure to answer each part (parts a, b, c, etc.) of each numbered question. After completing the questions below, please complete your [budget and budget justification](#).

- **Project Name:**
  - **Lead Academic Organization:**
  - **Academic co-Principal Investigator:**
  - **Lead Community Organization:**
  - **Community co-Principal Investigator:**
  - **Academic funds requested:** \$
  - **Community funds requested:** \$
1. **Focus of Partnership Development:** a) What common health interest has brought you together that you want to explore or build upon? b) What community-relevant health disparity will this partnership focus on during the coming year? Note: please provide data supporting that a health disparity exists in the community. (For Colorado data, see: <https://www.colorado.gov/cdphe>)
  2. **Desired Outcome(s):** a) What do you plan to accomplish throughout this 9-month grant period and how will you measure your outcomes? b) What kind of relationship growth between you and your partner do you expect to create throughout this 9-month grant period?
  3. **Description of Your Partnership:** a) Why do you think your chosen partner is the right one for accomplishing your goals? b) If this is a previously existing partnership, why do you think this partnership is right for this project? c) If this is a new partnership, how did you identify this partnership? d) How did each of the partners, academic and community, contribute to the development and submission of this grant proposal (give specific examples)?
  4. **Applicant Background and Skills:** a) What background, skills, and previous experience does each partner have related to the work proposed in this application? b) What previous experience do you and/or your organization have (if any) working within a Community-Academic Partnership?

5. **Community Engagement:** a) How will your Community and Academic partner be engaged in this project? b) How/why do you think engagement is important to the proposed project and its success? c) Describe the key people and communities you plan to form connections with during this contract period. d) How will you ensure that both partners are equitably involved? Please be specific about the roles of each partner and the plan for how engagement will take place.
6. **Proposed Next Steps:** a) What are your intermediate and long-term goals for continuing the Community-Academic partnership and research proposed in this application? The PACT Council hopes that successful partnerships move from Partnership Development into application for Joint Pilot funding, based on what a successful partnership has looked like in the past, how do you see this partnership progressing to a Joint Pilot Project?



## PARTNERSHIP DEVELOPMENT BUDGET AND BUDGET JUSTIFICATION

Please provide a detailed budget and justification using the guidelines and budget template below. **The budget and justification are limited to two pages (total).**

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

- Requested total grant funds are encouraged to be ***divided between Community co-Principal Investigators and Academic co-Principal Investigators***. Applicants should consider allocations of a minimum of fifty percent (50%) of requested funds to the Community co-Principal Investigator. If awarded, Academic and Community co-Principal Investigators will each administer their own portion of the budget.
- Applicants must budget for presenting their work to the PACT Council (**see Section XV, item G**). The budget should include costs for poster development and printing, and necessary travel expenses for participants located outside the Denver-Metro Area. Since participation in this project requirement may occur outside of Partnership Development project period, it is recommended that expenses related to this post-award requirement are included on the academic side of the budget, which offers more flexibility in this type of spending. Expenses for other dissemination activities are also allowable.
- Indirect costs are not an allowable expense for this grant program.
- Pilot funds cannot be used to pay for program-related costs (i.e., for program development, or for educational or dissemination programs)—funds CAN be spent on research/evaluation of such programs or for other translational research.
- **Partnership Development** applicants may request funds for a variety of expenses related to developing and sustaining a new Community-Academic partnership as outlined in this RFA. These funds can be used to meet with partners, (e.g., costs related to hosting meetings, including refreshments), further develop the 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).

Using the table on the following page, list the total expected costs of the project, with each of the budget categories broken down to show the amounts allocated to the Academic and Community co-Principal Investigators. All budget figures should be entered to the nearest dollar. **Include a brief budget justification for these budget items.**

<b>Budget Proposal</b>		
<b>Project Name:</b>		
<b>Total (Academic and Community) Amount Requested: \$</b>		
<b>Personnel</b>	<b>Academic Amount</b>	<b>Community Amount</b> (suggested minimum of 50% of the total combined request)
Salary	\$	\$
Benefits	\$	\$
<b>Total Personnel</b>	\$	\$
<b>OTHER DIRECT COSTS</b>		
Consultants	\$	\$
Supplies	\$	\$
Equipment	\$	\$
Print/Copy	\$	\$
Postage	\$	\$
Functions/Events	\$	\$
Meetings	\$	\$
Study Subject Incentives	\$	\$
Other	\$	\$
<b>Total Other Costs</b>	\$	\$
<b>TRAVEL</b>		
In-State Only	\$	\$
<b>Total Travel Costs</b>	\$	\$
<b>Total Academic/Community Project Costs</b>		
<b>TOTAL COMBINED PROJECT COSTS</b>	\$	

**Budget Justification:**

Please include a brief justification for each budget line item. Please provide specifics about costs for each line item along with the justification.

## JOINT PILOT PROJECT APPLICATION

This application is split into two Sections, Section A and Section B. **Section A is to be answered and completed by previous CCTSI Community Engagement Partnership Development grantees ONLY.** If you are a partnership who did not receive a previous CCTSI Community Engagement Partnership Development Grant, please do not respond to the two items in Section A.

**For previous CCTSI Community Engagement Partnership Development Grantees**, please answer questions 1-10 in the order presented, using the [formatting guidelines](#) listed in Section XII of the RFA, in **seven** pages or less (up to one page for Section A, six pages for Section B). Be sure to answer each part (parts a, b, c, etc.) of each numbered question. After completing the questions below, please complete your [budget and budget justification](#).

**For applicants who are NOT previous CCTSI Community Engagement Partnership Development Grantees**, please answer questions 3-10 in the order presented, using the [formatting guidelines](#) listed in Section XII of the RFA, in **six** pages or less. Be sure to answer each part (parts a, b, c, etc.) of each numbered question. After completing the questions below, please complete your [budget and budget justification](#).

- **Project Name:**
- **Lead Academic Organization:**
- **Academic co-Principal Investigator:**
- **Lead Community Organization:**
- **Community co-Principal Investigator:**
- **Academic funds requested:** \$
- **Community funds requested:** \$

**PLEASE ONLY COMPLETE SECTION A IF YOU HAVE RECEIVED A CCTSI COMMUNITY ENGAGEMENT PARTNERSHIP DEVELOPMENT GRANT PRIOR TO THIS CYCLE OF FUNDING**

### **SECTION A: ON YOUR PREVIOUS PARTNERSHIP DEVELOPMENT GRANT (up to 1 page)**

1. **Introduce your Partnership:** How has the *partnership* changed since the inception of your Partnership Development (PD) funding? Why did the changes occur? How did the partnership evolve? How have you maintained or strengthened your partnership since the start of the initial Partnership Development funding? If you have had a change in key personnel since your Partnership Development funding, why did this change occur? How will your partnership account for this personnel change within your Joint Pilot Project?
2. **Introduce your Project:** How has the *project* changed since the inception of your Partnership Development funding? How does this differ from what you originally proposed during that year of funding? Why did any changes occur? How did the project evolve? What impact did the changes in the partnership have on the project plan or scope?

## **ALL JOINT PILOT PROJECT APPLICANTS MUST COMPLETE SECTION B**

### **SECTION B: ON YOUR JOINT PILOT PROPOSAL (up to 6 pages)**

3. **Focus of Pilot Project:** a) What is the primary focus of your community translational research project? b) What makes your research project translational? c) What health disparity will you address in the project? d) Describe the community with whom you are going to be working. Note: please provide data supporting that a health disparity exists in the community. (For Colorado data, see: <http://www.colorado.gov/cs/Satellite/CDPHE-Main/CBON/1251647897443>).
4. **Desired Outcome(s):** a) What do you plan to accomplish throughout this 12-month grant period and how will you measure your outcomes? b) What health disparity will this Community-Academic partnership focus on during the coming year? c) Describe how your project will benefit the community.
5. **Description of Your Partnership:** a) How long has this partnership existed? b) What previous collaborative work has the partnership done, including research? c) How did each of the partners, academic and community, contribute to the development and submission of this grant proposal (give specific examples)? d) Why do you think your chosen partner is the right one for accomplishing your goal?
6. **Applicant Background and Skills:** a) What background, skills, and previous experience does each partner and/or organization have related to the work proposed in this application? b) What previous experience do you and/or your organization have working within a Community-Academic Partnership? c) If the academic researcher in your partnership is a junior investigator (*an investigator within the first 2 years of completion of a terminal degree or who is currently pursuing a masters or terminal degree within one of the CCTSI Affiliate Organizations*), briefly describe a mentoring plan from senior investigator(s). d) Describe the mentoring or other support available to the community investigator from his/her organization's leadership. e) Describe each applicant's previous experience (if any) with the CCTSI Community Engagement Core (i.e., Pilot Grant, Immersion Participation, other projects, etc.)
7. **Description of Academic and Community Collaboration:** Joint Pilot Awardees are expected to conduct translational research projects within the framework of CBPR collaborations. a) How do you think community engagement is important to the proposed project and its success? b) How will each partner be engaged in this project? c) How will you make sure that partners are equitably involved? Please be specific about the roles of each partner and the plan for how engagement will take place.

8. **Study Design and Methods:** a) What study design will you use to address the objectives of your project? b) What specific methods will be used to implement the study design (for example, how will you recruit subjects, what methods will be used to collect data, etc.)? c) Describe how the community partner was involved in creating the study design.
  
9. **Proposed Next Steps:** a) What are your plans for continuing this work together once this one-year grant cycle ends? b) What are your intermediate and long-term goals for continuing the Community-Academic partnership and research proposed in this application? c) Please describe each partner's anticipated role in dissemination activities (i.e., how will project findings be shared with the community; will both partners participate in drafting manuscripts or making presentations detailing project findings; how will you ensure that the community partner is adequately involved in these activities, etc.).
  
10. **Extramural Funding:** a) A key deliverable for the Joint Pilot Project is an extramural grant submission using data gathered as part of the funded pilot project. Please include specific plans to secure further funding to support your work together.

## JOINT PILOT PROJECT BUDGET AND BUDGET JUSTIFICATION

Please provide a detailed budget and justification using the guidelines and budget template below. **The budget and justification are limited to two pages (total).**

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

- Requested total grant funds are encouraged to be ***divided between Community co-Principal Investigators and Academic co-Principal Investigators***. Applicants should consider allocations of a minimum of fifty percent (50%) of requested funds to the Community co-Principal Investigator. If awarded, academic and community partners will each administer their own portion of the budget.
- Applicants must budget for presenting their work to the PACT Council (**see Section XV, item G**). The budget should include costs for poster development and printing, and necessary travel expenses for participants located outside the Denver-Metro Area. Expenses for other dissemination activities are allowable
- Indirect costs are not an allowable expense for this grant program.
- Pilot funds cannot be used to pay for program-related costs (i.e., for program development, or for educational or dissemination programs)—funds CAN be spent on research/evaluation of such programs or for other translational research.
- **Joint Pilot Project** applicants may request pilot funds for many different expenses related to planning and implementing research projects as outlined in this RFA. (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).

Using the table on the following page, 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 co-Principal Investigators. All budget figures should be entered to the nearest dollar. **Include a brief budget justification for these budget items.**



<b>Budget Proposal</b>		
<b>Project Name:</b>		
<b>Total (Academic and Community) Amount Requested: \$</b>		
<b>Personnel</b>	<b>Academic Amount</b>	<b>Community Amount</b> (suggested minimum of 50% of the total combined request)
Salary	\$	\$
Benefits	\$	\$
<b>Total Personnel</b>	\$ 0	\$ 0
<b>OTHER DIRECT COSTS</b>		
Consultants	\$	\$
Supplies	\$	\$
Equipment	\$	\$
Print/Copy	\$	\$
Postage	\$	\$
Functions/Events	\$	\$
Meetings	\$	\$
Study Subject Incentives	\$	\$
Other	\$	\$
<b>Total Other Costs</b>	\$ 0	\$ 0
<b>TRAVEL</b>		
In-State Only	\$	\$
<b>Total Travel Costs</b>	\$ 0	\$ 0
<b>Total Academic/Community Project Costs</b>		
	\$ 0	\$ 0
<b>TOTAL COMBINED PROJECT COSTS</b>		
	\$ 0	

**Budget Justification:**

Please include a brief justification for each budget line item.