

CCTSI COMMUNITY ENGAGEMENT PILOT GRANT APPLICANTS' WEBINAR

November 8, 2024

12:00pm – 1:00 pm MT

WHO WE ARE

CCTSI Community Engagement and Health Equity Core

- The CEHE Core was created in 2008 as part of the Colorado Clinical and Translational Sciences Institute (CCTSI) with funding from the National Institutes of Health (NIH)
- The **Partnership of Academicians and Communities for Translation (PACT)**, within the CEHE 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.

Trailhead Institute

- Denver-based public health organization that collaborates with community and community organizations across Colorado.
- CEHE Community Partner organization
- Fiscal partner and administrator for all community co-PI's

CE PILOT GRANT PROGRAM

- Provides infrastructure and funding to support community-academic partnerships to engage in community-driven research.
- Creates a forum for bi-directional exchange by facilitating community input into the research agenda and linking community with investigators interested and capable of partnering with community and conducting community-based participatory and translational research
- Educate investigators and communities on principles of community-based participatory research (CBPR)

IMPORTANT DATES

10/28/2024:	RFA Release Date
12/11/2024:	Mandatory Intent to Apply Form Deadline (due by 5pm MT)
01/27/2025:	Application Submission Deadline (Due by 5pm)
06/2025:	Notice of Selection
08/ 2025:	Mandatory Training (for both partners)
08/2025:	Financial Webinar
08/01/2025:	Notice of Award/ Start Date
04/30/2026:	<i>Partnership Development Award End Date</i>
07/31/2026:	<i>Joint Pilot Award End Date</i>

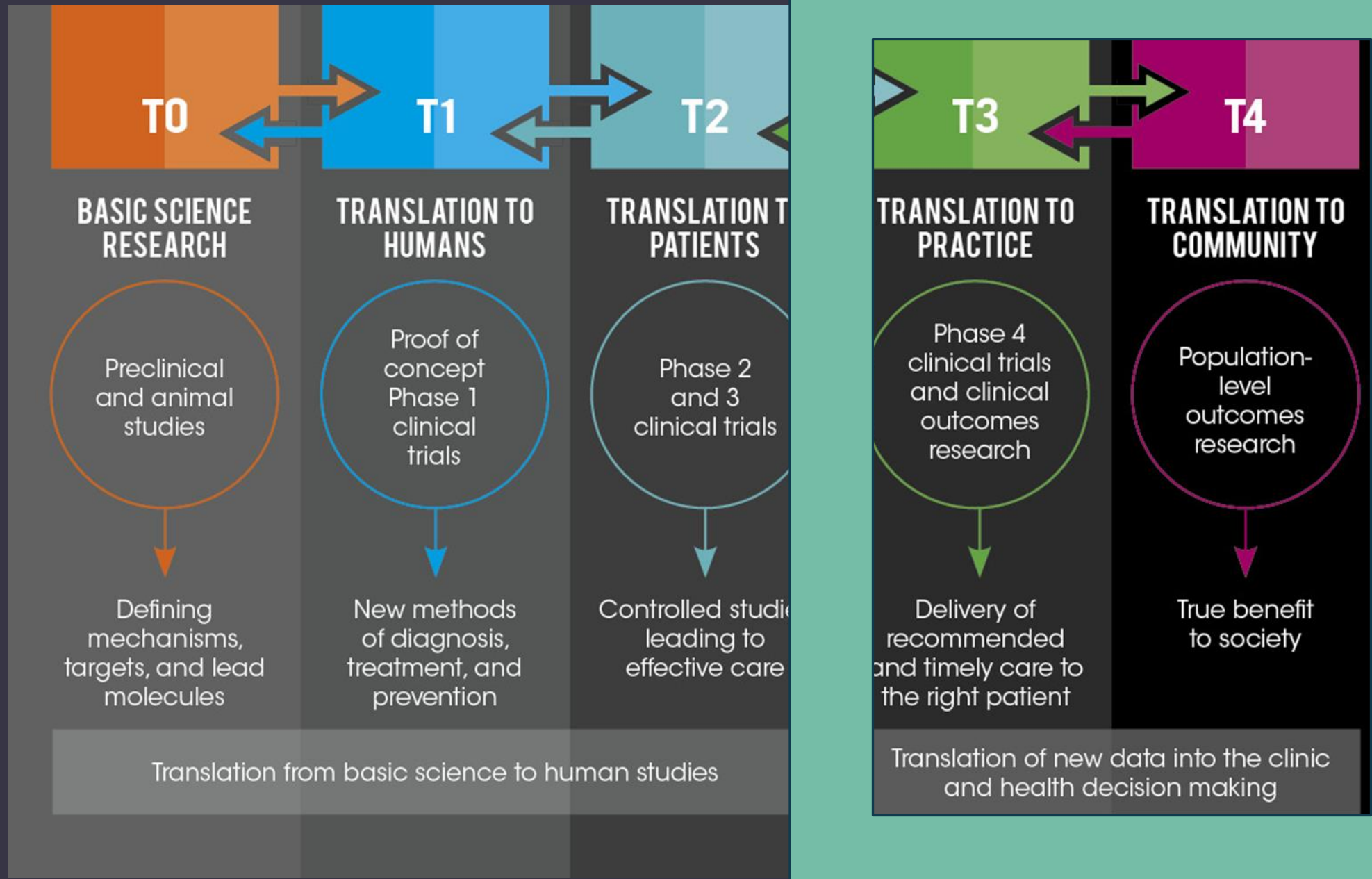
GOALS OF THE PILOT GRANT PROGRAM

- Support pilot studies that will strengthen community-academic relationships and produce preliminary data for future competitive grant applications
- Build capacity in community-academic partnerships to conduct **translational (T3/T4) research** using **community-based participatory research (CBPR)** principles to translate established efficacy into effective implementation at the community or clinic level
- Improve health equity in Colorado communities by fostering partnerships and centering community research agendas



CBPR GOES BEYOND TRADITIONAL RESEARCH FROM DESIGN TO DISSEMINATION:

- Utilizes Full participation of community in identifying issues that are relevant and important
- Community is intimately involved in designing the study
- Community representatives provide guidance for recruitment and retention
- Instruments and interventions are developed with community input and tested in similar populations
- Data is collected, shared, and interpreted with community members
- Community members assist in identifying appropriate and relevant venues to disseminate results



OVERCOMING ROADBLOCKS IN TRANSLATIONAL SCIENCES

Often, scientific discoveries are generated through research practices that fail to consider how discoveries will reach and be utilized by real people within the context of their busy and complicated lives, resulting in inefficiencies that delay the translation of discoveries into every-day practice. **These inefficiencies are called ‘translational gaps’, or ‘roadblocks’.**

In recent years, we have been able to address some of these ‘translational roadblocks’ by developing and conducting research in full partnership with the people who are most affected by the issues being studied. Including patients and community members in the research design, implementation, and dissemination of research findings back into the community 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. The translation of a basic discovery to an improvement in public health requires cross-disciplinary teams of scientists, clinicians, patients, communities, and other stakeholders with wide-ranging expertise and perspectives. **Health research is evolving beyond the practice of including patients and communities as research subjects, to including them as research partner.”**

AVAILABLE FUNDING

- Applicants for Partnership Development projects may request up to \$8,000.
- Applicants for Joint Pilot projects are funded at \$30,000.
- The intention is that Partnership Development projects will apply for a future cycle of Joint Pilot projects for \$30,000.
- However, Joint Pilot project proposals do not have to undergo a Partnership Development project first.
- The RFA for Cycle 17 was released 10/28/2024 and can be accessed at the [CCTSI CE Website](#)

APPLICATION CATEGORIES

Partnership Development

Intended to support new or potential partnerships.

A **9-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 of a Joint Pilot Project.

Partnerships may request up to **\$8,000** (Total budget, per project, for community and academic partners combined.)

Applicants should consider allocations of a minimum of fifty percent (50%) of requested funds to the community partner.

APPLICATION CATEGORIES CONTINUED

Joint Pilot Project

Open to **established community-academic partnerships** that seek funds for a well-defined joint research project using **community engaged and community-based participatory methods** that produces preliminary data for future competitive grant applications.

Support for clinical and translational projects addressing Translational Science Roadblocks.

Pilot Projects must be **completed within 12-months** with the goal of an extramural grant submission submitted at that time.

Applicants for Joint Pilot Projects are funded at **\$30,000**. (Total budget, per project, for community and academic partners combined.)

Applicants should consider allocations of a minimum of fifty percent (50%) of requested funds to the community partner.

PARTNERSHIP DEVELOPMENT AWARDS

The 'dating' grant



PARTNERSHIP DEVELOPMENT POTENTIAL ACTIVITIES

- **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**

JOINT PILOT PROJECTS



JOINT PILOT POTENTIAL ACTIVITIES

- Data collection and/or analysis of community-specific information or other quantitative and qualitative data.
- Implement a small-scale study that can be used in obtaining funding for a larger-scale study
- 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).
- Develop a proposal for larger funding through the results of the research pilot

PROJECTS WE WILL **NOT** FUND...

- Projects designed to demonstrate that a health disparity exists (we want projects focused on reducing health disparities and/or improving health equity)
- Projects without community engagement
- Projects outside of the Rocky Mountain Region
- Junior Investigators who have NOT identified a mentor and included a Letter of Support in their application
- Academic Co-Principal Investigators who are currently post-docs/post-grads/fellows
- Project/program development
- Renewals or continuation funding requests from previously-funded Partnership Development or Joint Pilot Projects

ELIGIBILITY REQUIREMENTS

- All projects **must** have a community partner **and** an academic partner identified at the time the application is submitted. Both are considered co-Principal Investigators.
- **Academic co-Principal Investigator:** Any researcher who holds a faculty appointment within a CCTSI Partnering Institution. See RFA or website for a list of CCTSI Partnering Institutions. This role is responsible, along with the community co-principal investigator, for co-submitting and co-managing all aspects of the grant, including financial management.
- **Community co-Principal Investigator:** An individual who serves as a representative for the community and/or belongs to a community-based organization that is serving the affected population. This role is responsible, along with the academic co-principal investigator, for co-submitting and co-managing all aspects of the grant, including financial management.

ELIGIBILITY REQUIREMENTS

- Academic researchers who are listed on pilot grant applications must become members of the CCTSI.
- If projects include Human Subjects Research, Institutional Review Approval must be obtained and submitted to CCTSI staff.
- All Joint Pilot Projects* will need to submit IRB approvals, through the CCTSI staff, to the National Center for Advancing Translational Sciences (NCATS).
- IRB Approval and NCATS approval must be received **prior to conducting any project activities involving human subjects.**



* Some exceptions may apply

BUDGET GUIDELINES

- Requested total grant funds will be divided between Community and Academic Partners
 - Consider allocations of a minimum of fifty percent (50%) of requested funds to the community partner.
 - Funds allocated to the Community Partner flow through our partner organization, Trailhead Institute, and will go directly to the community partner.
 - Funds allocated to an Academic Partner come from the University and are managed by the academic investigator.
 - Once the allocations are made to each partner, they cannot be modified (i.e., money can't be shifted from the academic budget to the community budget and vice versa).

BUDGET GUIDELINES: UNALLOWABLE EXPENSES

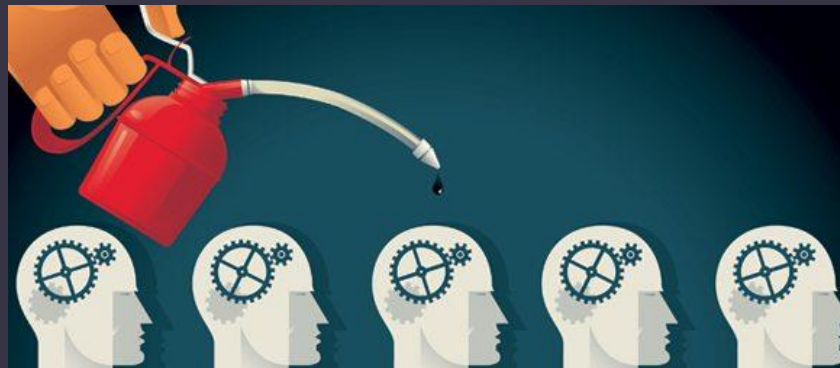
- Indirect costs are not an allowable expense for this grant program.
- Office furniture or other items not typically allowed on federal grants are not allowable expenses for this grant program unless otherwise stated in the RFA (i.e., food and other meeting expenses are allowed).
- Pilot funds cannot be used to pay for program implementation costs (i.e., costs related to program development, or for educational or dissemination programs)—funds CAN be spent on research/evaluation of such programs or for other translational research.

BUDGET GUIDELINES: ALLOWABLE EXPENSES

- **Applicants** may request funds for expenses related to developing and sustaining community-academic partnerships as outlined in the RFA, such as:
 - costs related to hosting meetings, including refreshments;
 - costs related to further developing the community-academic partnership (e.g., facilitation or training materials); and
 - costs associated with planning collaborative research projects and joint grant proposals (e.g., literature searches, printing articles, grant proposals).

BUDGET REQUIREMENTS

- Grantees agree by their acceptance of this funding to identify, and budget for time and travel to attend an in-person training.
- 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 Meeting.
- Budget for community dissemination methods



BUDGET EXAMPLE

	Academic	Community
Personnel		
Salary	\$1,995	\$1500
Other Direct Costs	\$505	
Consultants		\$1,800
Supplies		\$100
Print/Copy	\$500	
Meetings		\$500
Participant Incentives		\$800
Travel	300	300
Sub-Totals	\$3,300	\$5,000
Total		\$8000

PRE—AWARD REQUIREMENTS

- Awardees conducting research involving human subjects must submit their projects to an accredited Institutional Review Board (IRB) and must comply with IRB training requirements.
- Additionally, Institutional Review Approval must be obtained and submitted, through CCTSI staff, to the National Center for Advancing Translational Sciences (NCATS) for approval prior to the release of a letter of award and prior to the release of funding

IRB APPROVAL

- Upon award selection notification, awardees who will be engaging in Human Subjects Research (HSR) will need to prepare for IRB submission and subsequently to the National Center for the Advancement of Translational Sciences (NCATS)
 - Projects involving Human Subjects Research must have IRB approval and approval from NCATS **before doing any HSR work and prior to receiving your official Notice of Award.**
 - Assistance on NCATS approval will be provided by CCTSI staff
- Awardees 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 when notified of selection of award.**
- Applicants will be contacted by Kristen House to undergo a short consultation about IRB for COMIRB. This will streamline the IRB application process should the project be selected for an award: Kristen.House@cuanschutz.edu.

POST—AWARD REQUIREMENTS

Awardees must participate in project-specific trainings, Facilitated Coaching Sessions, and technical assistance activities:

- Awardees, both partners, must attend a mandatory Community Engagement workshop in August 2025*.
- Awardees are required to attend a 30-minute finance and administration webinar
- Awardees are required to engage in 4 hours of coaching sessions

All awardees are required to submit a mid-project progress report at the midpoint of award period and a final progress report at the end of the funded project.

- Additional reports detailing progress to-date and all submitted publications and grant applications (pending or funded) may be required.

POST-AWARD REQUIREMENTS (CONT.)

- All awardees are required to participate in CCTSI evaluation activities related to the pilot grant program.
- All awardees will 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 Meeting. Awardees also are strongly encouraged to accept invitations to networking events designed to disseminate project outcomes.
- 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 <http://www.ucdenver.edu/research/CCTSI/programs-services/ctrc/>.
- Research dissemination in scholarly peer-reviewed journals, meeting settings, and back to the community

REVIEW CRITERIA

- Applications should be well written, precise, succinct, and should answer all applicable questions in the order in which they are presented in the application.
- Preference to those that have the potential to improve community translation and improve health equity while meeting the criteria outlined in this RFA.



REVIEW CRITERIA

NIH CATEGORY	DESCRIPTION
Factor 1	<p>(Significance) If this project is successful, does it have the potential to change the world.</p> <p>(Innovation) What's new and unique</p>
Factor 2	<p>(Approach) Partnership growth, Activities, Methods/Study Design, Outcomes, Dissemination</p> <p>(Rigor) How will you assess and monitor the project</p> <p>(Feasibility) Barriers and challenges</p>
Factor 3	<p>(Investigators) People and background and skills. Tell us about yourself</p> <p>(Environment) Resources available to each Co-PI. The capacity of each Co-PI</p>

REVIEW CRITERIA

- Scoring criteria for both categories will use:
 - **NIH scoring:** Scores range from 1-9, with the lower the score the better.
 - 3 categories in criteria scores
 - Overall Impact Score:
 - Overall impact, for a research project, is the project's likelihood to have a sustained, powerful influence on the research field(s) involved, but may be defined differently for different types of applications

Overall Impact or Criterion Strength	Score	Descriptor
High	1	Exceptional
	2	Outstanding
	3	Excellent
Medium	4	Very Good
	5	Good
	6	Satisfactory
Low	7	Fair
	8	Marginal
	9	Poor

SUBMISSION REQUIREMENTS

Intent to Apply form must be submitted online no later than 5:00pm on December 11, 2024. You can find the button to submit at:

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

Applications must be submitted on-line no later than 5:00pm on January 27, 2025. The unique link to the online Application Form is included in the confirmation email that is sent after submitting the Intent to Apply Form.

FORMATTING GUIDELINES

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.
- Offline portions of the applications **must** be written in Arial, 11 - point font.
- Offline portions of the applications **must** be single-spaced with one-inch margins.
- Offline portions of the applications **must** include page numbers in the footer.
- Application files must follow this naming convention: CE-PD/JP-LastNameAcademic-LastNameCommunity
- Applications may not exceed 6 pages; not including the additional appendix materials.
 - Appendix Materials: Applications may include up to two letters of support/commitment, up to two Memorandums of Understanding (MOUs) and a one-page bibliography as a single appendix (meaning all documents must be merged into one PDF document with the application).
- Academic co-Principal Investigators will be required to submit a current NIH Biosketch.
- Junior Investigators must submit a letter from a Mentor outlining the support the Junior Investigator will receive from the Mentor

CONTACT INFORMATION

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