

Community-Based Participatory Research Program Seed Grants Community-Academic Partnerships to Improve Community Health: Request for Proposals

Letter of Interest: May 5, 2008

Submission Date: June 2, 2008

Community-Based Participatory Research Program (CBPR-P)

CBPR-P is committed to improving community health by:

- facilitating collaborative research partnerships with Chicago-area community-based organizations and Northwestern University academic partners that respect community input and perspectives and build upon the strengths of involving community partners in all aspects of research,
- building a more supportive environment for collaborative research partnerships by investing in efforts to build and increase the capacity of community and academic partners to conduct mutually beneficial research together, and
- creating a better path for community voice and participation in conversation with Northwestern about community health and research priorities.

Learn more at www.nucats.northwestern.edu/centers/cerc/

Background: Why Community-based Participatory Research?

The CBPR-P supports and promotes research that is conducted using a community-based participatory (CBPR) approach. CBPR:

- begins with a research topic of importance to the community;
- is a collaborative approach to research that equitably involves all partners in the research process and recognizes the unique strengths that each brings;
- promotes co-learning and capacity building among all partners; and
- has the aim of combining knowledge with action and achieving social change.

By combining the knowledge and interests of communities with the expertise and resources of academics, the CBPR approach aims to increase the value of research for both and produce new perspectives, insights, and approaches to improving the health of the community.

About the Seed Grant Program

Purpose and Scope: Proposed projects should be consistent with CBPR-P's mission to improve community health and build stronger community-academic partnerships. Any area of health will be considered. The CBPR-P Seed Grants program will award two types of grants:

- 1) **Partnership building grants:** These should be submitted by newly developing or potential partnerships between community-based organizations and Northwestern University academics and can focus on partnership development, including such activities as:
 - building relationships between partners (*e.g. structured discussion meetings to learn more about partners, identification and outreach to potential additional key partners, methods for incorporating input from stakeholder groups*),
 - exploring areas of shared interest and compatible skills (*e.g. organized process for identifying partnership priorities/focus, determination of feasibility of CBPR approach for potential research projects/partners, planned strategies for necessary partner capacity-building to support collaboration- training/conference, materials, consultation*),
 - defining roles and responsibilities of various partners (*e.g. methods for delineating tasks in future planned collaboration based on partner interest, capacity, research objectives*),

- developing community advisory boards and/or other appropriate partnership infrastructure (*e.g. development of processes, communication mechanisms, agreements, policies and procedures to support research collaboration*), and
- planning future research collaboration and project development proposals (*e.g. identification of potential funding sources, selection and design of appropriate methods or intervention, proposal preparation*).

2) CBPR implementation grants: These should be submitted by more established partnerships between community-based organizations and Northwestern University academic partners and should focus on participatory research projects such as:

- community assessments (*e.g. map community assets and strengths*) or collecting data through methods such as surveys or focus groups, (*e.g. development of feasible tools and methods*),
- data analysis of existing data (*e.g. collaborative review and interpretation of available or previously collected data*),
- building community capacity for conducting research (*e.g. hiring and training community members to recruit research participants, collect data, and/or deliver intervention*)
- translation of research findings (*e.g. development of appropriate dissemination methods to community audiences; or partnership and larger community discussions about possible actions to address issues identified by the findings*) or
- assessing how the partnership is doing or assessing barriers (methodological, implementation, dissemination, translation) and exploring strategies for overcoming them (*e.g. development or refinement of supportive partnership processes or infrastructure, planned strategies for necessary partner capacity-building*).

Applicants are encouraged to submit feasible partnership development proposals that include a clear path to future studies and have a high likelihood of attracting additional support. Note: Most CBPR implementation grants will require Institutional Review Board review. *The timeline of these proposals should allot 4-6 months for this review.*

Funding: The maximum amount per grant is \$20,000. Award amounts will vary depending on the scale of the project. The grant period duration should be 12-18 months. Grant funds may be used for partner staff salaries, consultant fees, training and conference fees, meetings, supplies, project-related travel, data collection and analysis, and other direct project expenses. Note: *Indirect costs are not awarded to academic partners. Indirect costs of up to 10% may be requested for community partners.* There is no matching requirement for the project. If requested funds are for a portion of a larger grant, the request should be clear about the exact expenses this funding will cover. Note: NU Community-Engaged Research Center has additional funding available to facilitate mapping services from the Center for Neighborhood Technology if required by proposed projects. Contact CBPR-P staff for more information regarding these resources (*Contact information is included at end of the document*).

Eligibility: Proposals must seek to develop partnerships using an approach that reflects the CBPR principles as described above.

- Proposals must be submitted by a team that includes the participation of at least one community-based organization and at least one full-time NU graduate student, fellow, or faculty member (regular or adjunct). Each team must have one person designated as the “Community co-principal investigator (co-PI)” and one as the “Academic co-PI.” The co-PIs take leadership on the research project and ensure adequate representation of both community and scientific perspectives. Separate funds will be awarded to the Community co-PI and the academic co-PI, with each partner serving as PI of his/her respective budget and program initiatives.

- Community co-PIs must be from community-based organization (CBO) partners serving as members of the CBPR-P steering committee. Each steering committee CBO partner may submit one proposal.
- Students and fellows serving as Academic co-PI must provide a letter of support from their primary faculty mentor.
- Demonstration is required of both partners' involvement in grant preparation and commitment to active participation in the funded program.
- Projects should focus within the Greater Chicagoland metropolitan area.
- Collaboration between multiple partners is encouraged and expected, but responsibility for implementation and the administrative and fiscal aspects of the project lies with the identified lead organizations (one community and one academic).

Community and academic partners are encouraged to contact CBPR-P staff for assistance in identifying and connecting with potential partners. ***Unless there is an existing relationship, interested academic partners should not contact Steering Committee CBO partners directly but should solicit CBPR-P staff support.***

Selection process and criteria: In this competitive process, full application proposals will undergo peer review by a committee of community and academic representatives with an understanding of community-academic collaboration and research. This committee may include representatives of the steering committee and NU faculty and staff (*Review members would be required to recuse themselves in any case of potential conflicts of interest*). The committee may also include CBPR practitioners or experts from outside of Chicago. After review, proposal revisions may be requested, e.g., to clarify the proposal, make recommended changes, or revise the budget. Applicants will have two weeks to submit revisions.

Selection criteria will be based on:

- Quality of community and academic partner involvement and support
- Quality and feasibility of proposed partnership development program
- Evidence of application of basic CBPR principles
- Previous related experience
- Potential positive impact on community health
- Potential for future research collaboration
- Reasonable and realistic budget
- Future funding potential

Grant Awardees will be asked to:

- 1) Participate in a **mid-term progress meeting** with other awardees to share grant developments and troubleshoot challenges;
- 2) Provide a **project summary report** to the CBPR-P by 1 month after the completion date;
- 3) The Community co-PI and the Academic co-PI are each required to submit a **budget report** on their actual expenditures for the budget component granted to and managed by that co-PI. If there is any difference from the proposed budget in the original application, please note the differences. If excess funds remain, you may submit a request to employ those funds to continue the project.
- 4) Attend an **Awardee presentation/education event** to celebrate awardees and share lessons learned and tools developed with the larger Chicago and Northwestern community.

Letter of Interest (LOI): LOIs are requested but are not mandatory. The purpose of the LOI is to inform the review committee of the number of reviewers needed. The one-page LOI should include the names & titles of the co-PIs and the focus of the project. **LOIs are due May 5, 2008.**

Full Application:

- 1.) **Cover page** (use attached form) with signatures of the community-based organization's Executive Director or Board Chair and the academic partner's department chair,
- 2) **Summary** of proposed project (maximum 300 words)
- 3) **Detailed budget** (not to exceed \$20,000) and budget justification. See above for eligible budget expenses. Funds for academic partner expenses (e.g. salary, travel, etc.) will be granted to and managed by the Academic co-PI. All other expenses will be granted to and managed by the Community co-PI.
- 4) **Project Description** (2-3 pages) that includes: community health issue(s) or problem(s) to be addressed; partnership description (list of potential partners and roles, infrastructure for participation); clear description of the project goals, timeline, and expected outcomes.
- 5) **Collaborative Plans** (1-2 pages): Brief description of project team's prior experience in similar projects and community-academic partnerships and plans for partner training/capacity-building. Outline how the partners will work together to complete the project and potential plans for future collaboration.
- 6) **Mentor support letter**, if necessary.

Submission: Use letter-size white paper with 12-point type. Single space the application with double spacing between sections and paragraphs. Leave one-inch margins on all four sides. Letters of interest are due by May 5. Completed full applications must be received by 5:00 pm, June 2, 2008. Both LOIs and full applications should be submitted electronically to j-kauper-brown@northwestern.edu or send an original and 4 copies of the application materials. Deliver to Attn: CBPR-P Seed Grant, 750 N Lake Shore, 11th Floor, Chicago, IL 60611.

For more information:

Questions: Jen Kauper-Brown, CBPR-P Co-Director, j-kauper-brown@northwestern.edu, Phone: 312-503-2942. Website: <http://www.nucats.northwestern.edu/centers/cerc/>

Technical Assistance: CBPR-P staff are eager to provide technical assistance in grant preparation and helping to broker potential community-academic partner connections.

Grant Information Workshop: CBPR-P staff will be offering a workshop on April 10, 2008, 2-5 pm to give community partners and Northwestern University academic partners an overview of our Seed Grant awards. This in-person workshop will provide an introduction to CBPR and an orientation to the grant application process. While attending the workshop is not required for submitting a proposal, it is strongly encouraged. Contact CBPR-P staff to RSVP for this session.

CBPR Information: Visit the Community-Campus Partnerships for Health CBRP resource webpage at <http://depts.washington.edu/ccph/commbas.html>. You may also visit The Field Museum's website on participatory action research at www.fieldmuseum.org/par.

Seed Grant Program Timeline

Grant Information Workshop	April 10, 2008
Letter of Interest Deadline	May 5, 2008
Submission Deadline	June 2, 2008
Notice of Awards	On or about July 11, 2008
Award Start	August 1, 2008

Community-Based Participatory Research Program Seed Grants
Community-Academic Partnerships to Improve Community Health:
Request for Proposals

Submission Date: June 2, 2008

Cover Page

Project Title: _____

Amount Requested: \$ _____

Community Co-Principal Investigator

Name: _____

Title: _____

Organization: _____

Address: _____

E-Mail: _____

Phone Number: _____

Signature: _____ Date: _____

Endorsement of Organization Executive Director or Board Chair

As Executive Director or Board Chair of _____, I endorse this application and the information provided above.

Executive Director or Board Chair (circle one): _____

Signature: _____ Date: _____

Academic Co-Principal Investigator

Name: _____

Academic Rank: _____

School: _____ Department _____

Address: _____

E-Mail: _____

Phone Number: _____

Check one:

Graduate student (faculty mentor letter attached)

Research fellow (faculty mentor letter attached)

Faculty member, tenure track

Faculty member, adjunct/non-tenure track

Signature: _____ Date: _____

Endorsement of Department Chairman

As Chairman of the Department of _____, I endorse this application and the information provided above.

Department Chairman: _____

Signature: _____ Date: _____