



## TRAILBLAZER AWARD

# REQUEST FOR APPLICATIONS (RFA)

Community Health Partnerships is requesting applications for collaborative, community-engaged research projects that are designed to improve health equity. Projects will be funded for up to \$25,000.

**Now's your time to blaze the trail!**

### **Proposal Deadline**

June 1, 2023

*Please note that you will be submitting through the Indiana CTSI's grants management software WebCAMP. Please allow enough time to become familiar with this system.*

*The WebCAMP user's guide is also available under the funding announcement here:*  
<https://indianactsi.org/translational-research-development/open-funding-opportunities/>



**Indiana Clinical & Translational Sciences Institute (CTSI)  
Community Health Partnerships**

**TRAILBLAZER AWARD FOR COMMUNITY-ENGAGED RESEARCH  
Request for Applications (RFA)**

**I. Purpose**

The Indiana CTSI Community Health Partnerships (ChEP) is soliciting proposals for collaborative, community-engaged research projects focused on topics that have potential to improve health equity in Indiana. Examples of work we are interested in funding include substance use/misuse, tobacco use, obesity prevention, infant mortality, cardiovascular disease and diabetes, as well as disparities in rural areas. This RFA encourages and prioritizes projects that have outlined a sustainability plan using existing Indiana CTSI infrastructure (i.e., Connections IN Health, Monon Collaborative, etc.) and/or connections to statewide health initiatives.

**II. Types of Projects**

Eligible projects will propose to either: (1) implement research that has the potential to identify or reduce health inequities; or (2) evaluate an existing health-related program that has the potential to improve health equity. Health equity, briefly defined, is “achieved when every person has the opportunity to ‘attain his or her full health potential’ and no one is ‘disadvantaged from achieving this potential because of social position or other socially determined circumstances’” ([CDC, 2021](#)). Projects that propose to achieve their objectives by changing (or demonstrating the potential to change) policy, systems, and/or the environment are encouraged. (See [FAQ](#) page for more on health equity.)

**III. Application Requirements**

Applicants must address a community-engaged research question that is significant and relevant to both the community and university partners. Applicants must demonstrate how the proposed project incorporates community engagement and provide evidence of shared control of the research question by both partners. See [FAQ](#) for a description of community-engaged research. Representatives from the community you wish to serve should be included in the project (i.e., patient or community stakeholder representatives).

There must be both 1) a university partner and 2) a community partner for the project. Both partners must currently be employed in an Indiana-based organization. Individuals who have received salary support from Indiana CTSI Community Health Partnerships (other than previous Trailblazer Award support or Purdue Extension Educator cost-shared support) in the 24 months

prior to the submission deadline may collaborate on the project but may not serve as a Project Lead.

The University Partner must be a “full-time” ( $\geq 80\%$  FTE) faculty member employed by a college, university, or other academic institution located within the state of Indiana. Postdoctoral students, fellows, and residents are not eligible to serve as a University Project Lead.

The Community Project Lead must have  $\geq 80\%$  of their work assignment based in the community. Examples of communities include but are not limited to: (a) geographically-based groups; (b) condition-specific groups (e.g., patients with diabetes, hypertension, STDs, etc.); (c) self-characterized communities (e.g., African American, LGBTQ+, Hispanic or Latino, etc.); (d) community-based hospitals, clinics, health departments, or other health facilities; or (e) neighborhoods, grass-roots organizations, faith-based organizations, and community organizations interested in health. If a community partner receives salary support from an academic institution, specifically acknowledge and justify the community partner’s role in the community.

All individuals listed on the application in any role are required to join the Indiana CTSI Community Health Partnerships Network. To join, please complete this [form](#).

#### **IV. Funding**

Indiana CTSI Community Health Partnerships will provide up to \$25,000 to support each project. Funding will be made available once letter of IRB approval or review exemption is obtained. Indiana University-based leads will receive a university account number for their portion of the budget. Other university-based leads will receive a purchase order to invoice for their portion of the budget. Community leads will receive a check for their awarded amount.

Requirements:

1. Budget allocations must be split between the community and university partners (minimum 25% to each partner). Faculty salary may be supported up to \$5,000 (including fringe and benefits) total per project with appropriate justification. There is no limit to non-faculty salary support. An estimated effort for both supported and in-kind work is expected in the budget, and effort committed cannot be covered by other federal support. (See [FAQ](#) page). You may reimburse for personnel time required to complete CITI training or equivalent.
2. The proposed budget must be justified, including all planned expenditures. Please indicate if there are other resources committed to the project in the total budget. Total project costs may exceed \$25,000 when other funding entities have committed to the project.
3. Funds cannot be used to purchase equipment greater than \$5,000 per piece.
4. All hospitality expenses must be justified.
5. Travel expenses (in-state only) are limited to those necessary to achieve the aims of the proposed project. Please use the [current state of Indiana reimbursement rates](#) (not the university or federal rates).
6. The proposed project period cannot exceed 24 months.

Visit our [FAQ](#) page for an example of a successful application or budget.

## V. Review Criteria

Proposals will be reviewed by a committee that includes both community and university representatives, and the committee's funding recommendations will be sent to the Indiana CTSI CHeP Advisory Board for review. After review by CHeP AB, funding recommendations will be made to the Indiana CTSI Executive Committee. The Indiana CTSI Executive Committee reserves the right to make final funding decisions based on priorities regarding geographical and institutional diversity as well as project alignment with other Indiana CTSI initiatives. Review criteria include:

1. **Engagement.** Quality and feasibility of community and university partner collaboration on the project. Degree to which community engagement is illustrated in the proposed project at appropriate levels. **[0-20 points]**
2. **Significance.** Significance of the health condition that will be addressed, the potential impact of the project on this health condition, and its potential to change a related policy, system, and/or environmental issue. **[0-20 points]**
3. **Health Equity.** Degree to which health equity is addressed and the potential impact the project will have to improve health equity. **[0-20 points]**
4. **Methods and proposed products.** Use of sound design and methods for (i) a research project or (ii) a comprehensive evaluation. **[0-20 points]**
5. **Sustainability.** Plan for long-term sustainability of the partnership, expansion of the research project, and future funding potential. This RFA encourages and prioritizes projects that have outlined a plan for how to sustain activities through existing Indiana CTSI infrastructure (i.e., Connections IN Health, Monon Collaborative, etc.) and/or connections to statewide health initiatives. **[0-20 points]**

## VI. Post-Award Requirements

During the project period, funded recipients will be required to:

1. Obtain IRB approval (if not already approved) or written confirmation from the IRB that the project does not need IRB review. Funding will not be released until one of these is submitted.
2. Submit progress reports annually during the life of the award that describe the work accomplished to date and related budget expenditures.
3. Attend quarterly meetings with the other current Trailblazer Grant awardees. See our [FAQ](#) page for more details.
4. Present project results at the annual Indiana CTSI CHeP Community Health Partnerships Annual Meeting.
5. Present results of the project (typically in poster format) at the annual Indiana CTSI meeting in Indianapolis. (The meeting may be in-person in Indianapolis, virtual, or hybrid depending on COVID-19 rules).

Once the project is completed, all recipients (via WebCAMP) will be required to:

1. Provide a written summary of the project and major findings for dissemination to the public (one page).
2. Provide a project impact statement with project close out information.
3. Annually complete status reports on the partnership as well as data on projects, publications, extramural funding, or intellectual property that resulted from the project for at least five years. The CTSI staff will contact awardees with the link to the online progress reporting system.
4. Acknowledge Indiana CTSI Community Health Partnerships support in all presentations, publications, and reports. Acknowledgement procedures will be explained at the initial post-award meeting.

## VII. Completing the Application

To start your full submission use the **Start a Submission** link found here [Indiana CTSI Trailblazer Link](https://indiana.ctsi.edu/researchers/services-tools/translational-research-development/open-funding-opportunities/) or enter <https://indiana.ctsi.edu/researchers/services-tools/translational-research-development/open-funding-opportunities/> into your browser and open the Community Health Partnerships Trailblazer section

1. **Cover Page:** The University Lead and the Community Lead must complete and sign the application form. Institutional signatures must also be obtained. Please indicate whether your research involves human subjects. If an IRB application has already been submitted, indicate the protocol number with the approval date or indicate that approval is 'pending'.
2. **Summary/Abstract** (*up to 300 words*): Include the title, partners involved, purpose/aims, methods, geographic area, target population, expected outcomes, and potential impact.
3. **Project Description** (*up to six pages total, single-spaced, Arial 11-point font, 1-in margins*): The guidelines below are to help applicants gauge how much content to dedicate to each section. They represent the maximum length of each section for a maximum of six pages total.
  - a. Project specific aims (*up to one-half page*)
  - b. Project significance and innovation (*up to one page*)
  - c. Health equity impact statement (in lay language) (*up to one-half page*)
  - d. Project design and methods (*up to two pages*)
  - e. Ethical considerations to participants and the community at large. (*up to one-half page*)  
See [FAQ](#) page.
  - f. Desired outcome, anticipated short-term and long-term impact, and how you plan to evaluate this impact. (*up to one page*)
  - g. Description of partnership. Include how the partnership and project idea came about, the level of commitment for each partner, importance of the project to the community, how the partnership will function, and any unique qualifications and resources. If a community partner receives salary support from an academic institution, specifically acknowledge and justify the community partner's role in the community. (*up to one page*) Please see [FAQ](#) section for the guiding principles of community engaged research.
  - h. As this award is intended to support the work of an existing community-university partnership, describe the method or metric you will use to evaluate the change in quality of your partnership throughout the project. (*up to one-half page*)

- i. Dissemination plan including how you will share the results of your project with the community you seek to serve. *(up to one-half page)*
- j. Proposed next steps and plans for long-term sustainability, including extramural funding opportunities and/or intellectual property (IP) that will be pursued. *(up to one page)*
- 4. **Prior Funding:** If you have received prior Indiana CTSI support/funding (e.g., prior Trailblazer Award, Trailblazer Planning Grant, Project Development Team (PDT) funding, or other Indiana CTSI pilot funding), explain how this project relates to and/or will complement your other Indiana CTSI supported work.
- 5. **Prior Application:** If this is a revised and resubmitted Trailblazer Award application, please explain what changes have been made and why.
- 6. **Proposed timeline** that includes all the major components of the project.
- 7. **References/Literature cited.**
- 8. **Detailed Budget & Budget Justification.** Example in [FAQ](#) page.
- 9. **Resume, CV, or NIH Biosketch of University Lead and Community Lead.** *(maximum 5 pages each)*
- 10. **Letters of Support** (include with application, not as separate attachment; maximum of 3).
- 11. **Response to request to use application for educational purposes.** See [FAQ](#).
- 12. **Response to request for permission to send you a post-application survey.** See [FAQ](#).
- 13. **Application Checklist.**

#### VIII. Timeline

RFA Release:	March 1, 2023
Informational Webinar:	April 10, 2023 10am – 11am
Virtual Q&A Session:	May 22, 2023 2pm – 3pm
Proposal Deadline:	June 1, 2023
Award decisions:	September 2023
Initial Grantee Meeting:	September 26, 2023 11am – 1pm
Start date:	October 1, 2023

#### IX. We encourage you to reach out to Sarah Glock and/or your regional Community Health Partnerships liaisons, including the following:

**Sarah Glock**, Program Manager: [sardowns@iu.edu](mailto:sardowns@iu.edu) / 317-278-8416

**Heidi Beidinger**, University of Notre Dame Liaison: [hbeiding@nd.edu](mailto:hbeiding@nd.edu) / 574-631-7636

**Silvia Bigatti**, IUPUI Liaison: [sbigatti@iu.edu](mailto:sbigatti@iu.edu) / 317-274-6754

**Priscilla Barnes**, Indiana University Bloomington Liaison: [prbarnes@indiana.edu](mailto:prbarnes@indiana.edu) / 812-855-4789

**Donna Vandergraff**, Purdue University Liaison: [dvanderg@purdue.edu](mailto:dvanderg@purdue.edu) / 765-494-8538

For more details, please attend our informational webinar on April 10<sup>th</sup> at 10am. We will also hold a virtual Q&A on May 22<sup>nd</sup> at 2pm. Zoom information for both the informational webinar and Q&A is as follows:

Join from computer or mobile:

<https://iu.zoom.us/j/83576396143?pwd=R2RTUHVWYzlUMnFNZWp3NDB6VGpEUT09>

Meeting ID: 835 7639 6143

Password: 243930