



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. This RFA encourages and prioritizes projects focused on responses to the COVID-19 outbreak and/or rural health. Projects will be funded for up to \$25,000.

Now's your time to blaze the trail!

Proposal Deadline

June 1, 2020

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

Indiana CTSI Community Health Partnerships 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 misuse, tobacco use, obesity prevention, infant mortality, cardiovascular disease and diabetes. The Trailblazer RFA will continue to focus on health equity through 2022. This RFA encourages and prioritizes projects focused on responses to the COVID-19 outbreak and/or rural health.

II. Types of Projects

Eligible projects will either propose to: (1) implement research that has the potential to identify or reduce health inequities or (2) to evaluate of an existing health-related program that has the potential to improve health equity. Health equity, briefly defined, is “when all people have the opportunity to thrive and no one is limited in achieving comprehensive health and wellness because of their social position or any other social factors/determinant of health” (ASTHO, 2011). 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 liaison 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-sharing) in the 24 months prior to the submission deadline 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 Lead.

The Community Lead must have $\geq 80\%$ of his/her 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 Americans, LGBT, Hispanic or Latino, etc.); (d) community-based hospitals, clinics, health departments, or other health facilities; or (e) grass-root organizations, neighborhoods, 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 IRB approval 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% each). Faculty salary may be supported up to \$5,000 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.
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. The top scoring applicants will be contacted to submit additional information

(maximum of 1 page) independently from both the university and community leads to express their roles in the project. This will help insure funds are being used for truly collaborative, community-engaged projects. 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. This RFA is prioritizing proposals with a rural health focus. This tool will allow you to determine whether you are considered a rural location or not <https://www.ruralhealthinfo.org/am-i-rural> .

Review criteria include:

1. **Engagement.** Quality and feasibility of community and university partner collaboration/engagement in 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. Responses to the COVID-19 outbreak and/or rural health will be prioritized. **[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. **[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 done.
2. Submit progress reports every 6 months during the life of the award that describes the work accomplished to date and related budget expenditures.
3. Attend quarterly meetings with the other current awardees. See our [FAQ](#) page for more details.
4. Present project results at the annual Community Health Partnerships research symposium in Indianapolis.
5. Present project (typically in poster format) at the annual Indiana CTSI meeting in Indianapolis.

Once the project is completed, all recipients will be required to:

1. Summarize the project and primary findings for dissemination to the public (1 page).
2. Submit a final report describing project results; lessons learned, and other next steps (up to 5 pages).
3. For up to 5 years after completion of the project, the Indiana CTSI will contact recipients annually to complete a status report on the project; and gather data on publications, extramural funding, or IP that resulted from the project.

4. The project is required to acknowledge Indiana CTSI Community Health Partnerships support in all presentations, publications, and reports.

VII. Completing the Application

To start your full submission use the **Start a Submission** link found here [CHeP Trailblazer Link](https://www.indianactsi.org/researchers/funding/open-funding-opportunities/) or enter <https://www.indianactsi.org/researchers/funding/open-funding-opportunities/> into your browser and open the Community Health Partnerships Trailblazer section

1. **Cover Page.** University Lead and 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 and target population, expected outcomes, and potential impact.
3. **Project Description** (up to 6 pages total, single-spaced, Arial 11-point font, 1-in margins)
 - a. Project specific aims **(up to half a page)**
 - b. Project significance and innovation **(up to 1 page)**
 - c. Health equity impact statement (in lay language) **(up to half a page)**
 - d. Project design and methods **(up to 2 pages)**
 - e. Ethical considerations to participants and the community at large. See [FAQ](#) page. **(up to half a page)**
 - f. Desired outcome and anticipated short-term and long-term impact and how you plan to evaluate this impact. **(up to 1 page)**
 - g. Description of partnership. Include how the partnership and project idea came about, the level of commitment, 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. Please see [FAQ](#) section for the guiding principles of community engaged research. **(up to 1 page)**
 - 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 half a page)**
 - i. Dissemination plan including how you will share the results of your project with the community you seek to serve **(up to half a 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 Community Health Partnerships support/funding, explain how this project will complement your other Indiana CTSI supported work
5. **Proposed timeline** that includes all the major components of the project
6. **References/Literature cited**
7. **Detailed Budget & Budget Justification.** Example in [FAQ](#) page.
8. **Resume, CV, or NIH Biosketch of University Lead and Community Lead**
9. **Letters of Support** (include with application, not as separate attachment; maximum of 3)
10. **Response to request to use application for educational purposes.** See [FAQ](#).
11. **Response to request for permission to send you a post-application survey.** See [FAQ](#).

12. Application Checklist

VIII. Timeline

<u>RFA Release:</u>	<u>February 3, 2020</u>
<u>Proposal Deadline:</u>	<u>June 1, 2020</u>
<u>Award decisions:</u>	<u>September, 2020</u>
<u>Initial Grantee Meeting:</u>	<u>September 22, 2020 9-11am</u>
<u>Start date:</u>	<u>October 1, 2020</u>

IX. We encourage you to reach out to Gina Claxton and/or your regional liaisons including the following:

Gina Claxton, Program Manager: gclaxton@iu.edu / 317-274-7152

Heidi Beiding, University of Notre Dame Liaison: hbeiding@nd.edu / 574-631-7636

Silvia Bigatti, IUPUI Liaison: sbigatti@iu.edu / 317-274-6754

Carrie Lawrence, Indiana University Bloomington Liaison: calawren@iu.edu / 812-325-2026

Donna Vandergraff, Purdue University Liaison: dvanderg@purdue.edu / 765-494-8538

Susan Rawl, Advisory Board Chair, Indiana University School of Nursing: srawl@iu.edu