Funding Opportunity

**Who?** Partnerships between Community Organizations and iTHRIV Research/Academic Institutions. See additional partnership information below.

**What?** Up to 12-month long health-related research projects, $5,000-$20,000 may be requested, total of $75,000 is available (multiple projects will be funded).

**Where?** Partnerships may be located in northern, central, southwest or southside Virginia.

**When?** Informational conference call Thursday, October 10, 2019 (1:00pm), proposal due Friday, November 1, 2019, notification of award January 2020. Anticipated project start March, 2020.

**How?** The Request for Proposals (below) has all the information needed to apply.
Request for Proposals (RFP)

iTHRIV Community Organization & Research/Academic Institution Partnership

Due date
November 1, 2019 11:59 pm

Overview of RFP

This funding opportunity is available through the integrated Translational Health Research Institute of Virginia (iTHRIV). The mission of the iTHRIV partnership and the national Clinical Translational Science Award (CTSA) program is to promote interdisciplinary research that translates basic research findings into clinical applications, clinical research into community practice, and improves the process of research. Community engaged research is one good way to improve what and how research is conducted. A major iTHRIV goal is to implement research that will benefit underserved populations.

Proposed community-based research projects may address a wide range of health-related topics, including any health outcomes, or social determinants of health such as economic development, education, etc. See additional information at the end of this RFP: Community Engaged Research and Social Determinants of Health.

Projects with direct health outcomes will be given priority.

Projects should address needs that are identified through a community health prioritization process such as a Community Health Assessment/ Community Health Improvement Plan (CHA/CHIP/MAPP2HEALTH) or targeted needs assessment that includes appropriate primary and/or secondary data.

All grantees are required to submit a progress report no later than November 1, 2020 and a final report no later than May 1, 2021.

Eligibility

Community-Research partnerships are eligible to apply for this funding. A Community-Research partnership is defined as a researcher (based in a university or healthcare system) working with a community-based partner on a health improvement project to answer a research question. Partnerships may include existing relationships, or newly formed ones.

Proposals must come from a research partnership that includes at least one researcher and one community-based partner.
Proposals with the greatest potential to foster sustainable collaborative research projects will be given priority. The research partner can be from any of the iTHRIV institutions (University of Virginia, Virginia Tech, Carilion Clinic and INOVA Health System). Researchers must be full-time researchers or full-time faculty members.

The community partner can be from any of the regions served by iTHRIV (northern, central, southwest and south side Virginia) and their organization must be registered as a 501c3, non-profit or government agency. The community partner cannot be formally associated with the iTHRIV partner through employment, joint practice/clinical sites, etc.

If a member of iTHRIV is listed as a partner (whether community or research/academic), he/she will not participate in any aspect of the review process. A designated person will complete the review tasks and any other requirements necessary until all the projects in the round have begun.

Application Components

Proposals should provide sufficient detail to allow review committee members to judge the merit and feasibility of the project. Applicants must clearly define the purpose of the research and describe how proposed methods will lead to the proposed outcome(s).

Applicants should explain how the information gained may be used to build the foundation for subsequent research. Proposals will be reviewed by clinicians, scientists, and non-scientists from local communities. Therefore, benefits, outcomes and impact should be described in a straightforward manner, with clear practical implications.

Proposals must be written in Arial 11 point font, with one-inch margins, in the order listed below.

1. **Application Cover Sheet**
   See the Application Cover Sheet at the end of the RFP.

2. **Abstract (maximum 300 words)**
   Include the following headings: Background and Significance, Impact, Partners and Previous Related Work, Approach.

3. **Research Plan***
   A maximum 5-page, single-spaced document describing the project concisely and completely.

Use the following overall format:

   a. Background and Significance: Describe the specific health problem that the partnership will address and its relevance to the communities involved. Describe the community
health assessment report/tool used and how the partnership determined the research question.

b. Impact: Describe how the proposed activities will lead to sustained research collaborations and/or additional funding opportunities, and plans for sustaining partnership efforts. Describe strategies to disseminate results and "lessons learned."

c. Partners and Previous Related Work: Describe any previous experience that the partners have working together and/or conducting community-engaged research, and the expertise that the different partners will bring to the research partnership. Describe the capacity of the community and research team leaders to successfully implement the community-based project.

d. Approach: Include 1) framework and/or approach to community-engaged research that the partnership will utilize, 2) purpose and measurable desired outcomes of the partnership, 3) how project impact will be evaluated, 4) specific activities that the partners will utilize to meet the desired outcomes 5) dissemination plan and 6) project timeline.

4. Publication/Dissemination Plan
Awardees are encouraged, but not required, to publish their findings in a scholarly peer-reviewed journal and/or present this research at professional research and clinical meetings. Awardees should have a plan to share their findings with the community in which they conducted the research.

5. References
Not included in the page limit. Any reference style that clearly indicates the source of information cited is acceptable.

6. Budget
Not included in the page limit.
All applications must be accompanied by a budget and budget narrative (justification) describing how funding will be used to successfully carry out the project.

Funds cannot exceed $20,000. Applicants are expected to develop a budget whereby funds are shared equitably between the research partner and the community partner. Detailed project budgets must be submitted for both partner agencies.

No funds will be provided for indirect or administrative costs, clerical help, books and subscriptions, tuition remission, or publication expenses.

Allowable costs include faculty/staff salary or wage, graduate student support, community partner salaries, materials/supplies, participant incentives, travel which is necessary for
conducting the research, and software. Meals/food costs may be permitted only if well-justified.

If in doubt, please contact Sophie Wenzel (swenzel@vt.edu, 540-231-8173) to determine whether a cost is allowable.

At least 40% of all funding must go directly to the community partner agency to support their role in the project.

Funds must be spent within 12 months of funding notification — cost extensions are not permitted.

Funds may be available on a reimbursement basis to support development of the IRB application before the funding period begins. These expenditures must be pre-approved.

7. **Biosketch/Resume**

Provide a current NIH bio-sketch for the research partner and any co-investigators (including postdoctoral fellows and graduate or medical students), and a CV or resume for the community agency partner.

8. **Letter of Commitment**

Provide one letter of commitment from the community organization and one from the research/academic institution, outlining the scope of work, resources provided to the project and funds requested.

**Total grant funding**

The total amount available for this funding opportunity is $75,000, not to exceed $20,000 per project. Grantees will submit invoices for reimbursement on a monthly basis.

**Timeline**

Notification of recommendation for funding will be provided January 2020.

We recommend applicants submit the research protocol to the research/academic institution’s Institutional Review Board (IRB) when they submit their proposal to avoid any delays in project start date.

All proposals recommended for funding that include *human subjects research* will be sent to the National Center for Advancing Translational Sciences (NCATS) prior to final funding approval. This process may take up to one month. More information on the required documents is included at the end of this RFP.

Projects that do NOT include *human subjects research* do not need to be sent to NCATS and therefore may begin sooner than projects WITH *human subjects research*. 
All projects may begin when final funding approval is obtained and must be completed within 12 months.

* Research: A systematic investigation designed to develop or contribute to generalizable knowledge (45CFR 46).

**According to 45CFR 46, a human subject is "a living individual about whom an investigator (whether professional or student) conducting research:

- Obtains information or bio specimens (urine, blood, tissues, cells, etc.) through intervention or interaction with the individual, and uses, studies, or analyzes the information or bio specimens;
  
  Or

- Obtains, uses, studies, analyzes, or generates identifiable private information or identifiable bio specimens."

Requestor conference call
A zoom conference call will be held Thursday, October 10 at 1:00pm (EST) for all parties who would like more information about this Request for Proposals.
Join Zoom Meeting [https://zoom.us/j/415800928](https://zoom.us/j/415800928) (with computer) or by Phone dial +1 646-558-8656       Meeting ID: 415 800 928

How to submit
Please submit as an attachment by email to Sophie Wenzel at swenzel@vt.edu by the due date. The title of the email should read: iTHRIV Community Organization and Research/Academic Institution partnership.

Contact information
Sophie Wenzel, MPH, DrPH
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Kathy Hosig, PhD, MPH, RD
Associate Professor, Population Health Sciences, Virginia Tech
Director, Center for Public Health Practice and Research
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Kristin Miller
iTHRIV Partnership Manager
University of Virginia
krismiller@virginia.edu
434-924-6217
Title of Proposal

Community PI (Last Name, First Name)

Community PI Organization

Community PI email address

Community PI phone number

Research PI (Last Name, First Name)

Research PI Institution

Research PI School & Department

Research PI email address

Research PI phone number

Collaborators/Consultants/Other Investigators (please indicate institutional affiliations)

Please check the box below to acknowledge the eligibility requirements for this award.

☐ The Research PI of this proposal is a full-time faculty or research member at an iTHRIV partner institution.

My signature below indicates that this information is accurate and up-to-date.

Community PI signature: ______________________________

Research PI signature: ______________________________
Additional information on community engaged research and social determinants of health

[Adapted from MICHRI (Michigan Institute for Clinical and Health Research)]

Applicants interested in applying for this funding are encouraged to refer to this section for definitions of key terms and background information about community engagement in research.

What is Community Engagement in Research?

Community engagement in research is a process that supports authentic partnership of people affiliated with or self-identified by geographic proximity, special interest, and/or similar situations to address issues affecting the well-being of the community of focus. Community-engaged research approaches are built on the premise that the health issues being studied are best understood by the community members living in the environments where the research is taking place, and that communities should be directly involved in the decisions that will affect their lives. This process requires power sharing, equity, and flexibility in conducting research in a manner that fits the priorities, needs, and capacities of the communities involved.

There are different models of community-engaged research that have varying levels of community involvement. Community-Based Participatory Research (CBPR) is a specific type of community-engaged research that equitably involves community members, organizational representatives, and academic researchers in all aspects of the research process. Applicants are encouraged to utilize a CBPR approach for this funding mechanism, or a similar participatory approach that strives for equitable involvement of all partners throughout the research process.

Definition of Community

For this funding opportunity, “community” is defined more broadly as a group of people affiliated by similar characteristics, such as identities (e.g. social/economic backgrounds), geographic location (e.g. city of Flint), special interests (e.g. coalition to reduce childhood obesity), and/or situations that affects the well-being of that group. Applicants must clearly describe the specific community or communities that represent the focus of the partnership. This funding opportunity is specifically interested in applications that seek to reduce health disparities and improve health among communities that experience poorer health outcomes and have historically been excluded from opportunities to engage in research (e.g. racial/ethnic minorities, women, low-income families).
What are social determinants of health?

Healthy People 2020 provides a definition of social determinants of health: “Social determinants of health are conditions in the environments in which people are born, live, learn, work, play, worship, and age that affect a wide range of health, functioning, and quality-of-life outcomes and risks.”

“Examples of social determinants include:

- Availability of resources to meet daily needs (e.g., safe housing and local food markets)
- Access to educational, economic, and job opportunities
- Access to health care services
- Quality of education and job training
- Availability of community-based resources in support of community living and opportunities for recreational and leisure-time activities
- Transportation options
- Public safety
- Social support
- Social norms and attitudes (e.g., discrimination, racism, and distrust of government)
- Exposure to crime, violence, and social disorder (e.g., presence of trash and lack of cooperation in a community)
- Socioeconomic conditions (e.g., concentrated poverty and the stressful conditions that accompany it)
- Residential segregation
- Language/Literacy
- Access to mass media and emerging technologies (e.g., cell phones, the Internet, and social media)
- Culture

Examples of physical determinants include:

- Natural environment, such as green space (e.g., trees and grass) or weather (e.g., climate change)
- Built environment, such as buildings, sidewalks, bike lanes, and roads
- Worksites, schools, and recreational settings
- Housing and community design
- Exposure to toxic substances and other physical hazards
- Physical barriers, especially for people with disabilities
- Aesthetic elements (e.g., good lighting, trees, and benches)”
General socio-economic, cultural and environmental conditions

Social and community networks

Individual lifestyle factors

Living and working conditions

- Work environment
- Education
- Agriculture and food production

- Unemployment
- Water and sanitation
- Health care services
- Housing

Age, sex and constitutional factors

Source: Dahlgren and Whitehead, 1991
References