Community Organization & Research Institution Partnership Grant

TIMELINE

- June 27th, 2022: Request for Proposals Release Date

- July 14th, 2022 at 9:00am ET: First Information Session: [Click here](#) to register

- August 9th, 2022 at 12:00pm ET: Second Information Session: [Click here](#) to register

- August 29th, 2022 by 5 pm ET: Application Deadline

- October 28th, 2022: Anticipated notification of award

- February 1, 2023: Anticipated project start

OVERVIEW

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

What? 12-month health-related research projects, up to $40,000 may be requested. Two projects will be funded.

Where? All projects must be located in Virginia.

When? Required pre-proposal informational Zoom meetings will be held on July 14, 2022 at 9:00am ET and on August 9, 2022 at 12:00pm ET. One member of your research team must attend one of these meetings. The proposal is due August 29, 2022 5pm ET, notification of award will be October 28, 2022. Anticipated project start is February 1, 2023.

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

Due Date and Time-August 29, 2022, 5:00 pm ET

GENERAL INFORMATION

This funding opportunity is available through the integrated Translational Health Research Institution 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 research process.**

Community engaged research is one important way to improve what and how research is conducted. A major iTHRIV goal is to implement research that will benefit under-resourced communities.

This funding opportunity is specifically seeking applications that aim 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, rural communities, women, low-income families).

Proposed community engaged research projects may address a wide range of health-related topics. Projects may target direct health outcomes (e.g. improved screening rates, glycemic control, physical activity, diet, etc.) and/or social determinants of health (e.g. socio-economic, cultural and environmental conditions, etc.). See additional information at the end of this RFP describing Community Engaged Research and Social Determinants of Health.

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

Proposals with the greatest potential to foster sustainable, collaborative research projects will be given priority.

Partnerships that could benefit from additional research expertise (e.g. project design and proposal development) may reach out to Sophie Wenzel at swenzel@vt.edu prior to submission to discuss potential connections to iTHRIV affiliated researchers.

Individual iTHRIV members from a Community Organization or Research Institution who are included on an application will recuse themselves from the application review and selection process.

Projects types may include (but are not limited to):
● New research projects based on community need
● Adapting an existing community-focused research project to address a new population
● Adding a new specific aim or additional goal to a currently funded project

Project types should not include:
● Projects that are dependent on a submitted, but not yet funded grant
● Existing projects seeking supplemental funding towards original goals

Funding:

Funding requests cannot exceed $40,000. At least 40% of all funding must directly fund the Community Organization's role in the project. The detailed project budgets must demonstrate the meaningful allocation of funds to the Research Institution and to the Community

Organization.

APPLICATION PROCESS:

Eligibility

- All proposals must include a Community Organization and at least one researcher employed by an iTHRIV institution (University of Virginia, Virginia Tech, Carilion Clinic, Inova)
- The iTHRIV researcher must be eligible to serve as a Principal Investigator on an external grant at their institution
- Only applicants (both community and research institution) who have NOT received funding under this mechanism in the past 2 years are eligible
- Eligible Community Organizations must meet the following criteria:
    - Registered as a 501c3 organization OR government agency
    - Office located in region served by iTHRIV (northern, central, southwest and southside Virginia)
    - Eligible to receive federal funding (see requirements below)

Community Organization Eligibility Requirements to Receive Federal Funding

Funds from this granting mechanism are NIH flow-through dollars which REQUIRE any entity/community organization receiving those funds to meet the following criteria:

- Must be registered in SAM.gov: (Click here to register)
- Must have a DUNS Number: (Click here for more information)
- Must have a completed single audit or an independent auditor's report.
    - Organizations that DO NOT have a single audit will need to address the following mini audit questionnaire: Does the organization have
        - internal controls which provide reasonable assurance that the use of resources is consistent with laws, regulations, and award terms
        - Is able to safeguard resources against waste, loss, and misuse
        - Will obtain, maintain, and fairly disclose reliable data in reports
- Must have internal financial system that is in accordance with generally accepted accounting principles
- Must have checks and balances over authority of financial transactions.
- Must have a PHS compliant policy OR must have the ability and willingness to follow UVA's COI policy.
- To receive funding, the community organization will need to enter into a contract with the University of Virginia. To review all requirements and the full process for receiving funding, click here. During the submission process, you will be asked to confirm that you have read this document.

Additional questions about organizations' eligibility can be
directed to Kayla Calvo at KRC7D@hscmail.mcc.virginia.edu.

Application Submission

Proposals should provide sufficient detail to allow review committee members to assess the merit and feasibility of the project. Applicants must clearly define the purpose of the research and describe how proposed methods will address the targeted health outcome(s) and/or social determinants of health in under- resourced communities.

Proposals will be reviewed by clinicians, researchers, and community members. 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 and combined into a single PDF for submission.** Please submit the PDF to the following [REDCap link](#).

Submission Requirements:

1. **Application Contact Sheet** (This is located on the REDCap survey and will request name, contact information and demographics. All components of your proposal will be uploaded on this [REDCap link](#).

2. **Abstract (maximum 250 words):** Not included in the page limit. Briefly summarize the components of the research plan as described below. <u>Use lay language to assist community reviewers in better understanding the proposal</u>.

3. **Research Plan (5 page limit includes the following components):**

- <u>Background and Significance:</u> Describe the specific health outcome(s) or social determinant(s) of health that the partnership will address and the relevance to the communities involved. Describe the community health assessment report/tool used, the research question, and how the partnership determined the research question.
- <u>Partners and Previous Related Work:</u> Describe any previous experience that the partners have working together, working with the community identified, and/or conducting community-engaged research. Describe the expertise that the different partners will bring to the partnership. Describe the capacity of the Community Organization and Research Institution team members to successfully implement the community-engaged project.
- <u>Approach:</u> Include 1) purpose and measurable desired outcomes of the project, 2) specific activities designed to meet the desired outcomes, 3) framework and/or approach that the partnership will use to engage community members in research, 4) how project impact will be evaluated and 5) project timeline.
- <u>Impact:</u> Describe how the proposed research will benefit the communities involved and

how the results of the study will be communicated to them. Describe strategies to disseminate results and "lessons learned" to researchers and to the communities involved in the study. Describe how the proposed activities could lead to sustained research collaborations and/or additional funding opportunities and plans for sustaining partnership efforts.

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

5. **NIH Style Budget & Budget Justification:** Not included in the page limit. Include a budget and budget justification for both the iTHRIV institution and for the community partner.

6. **Biosketch/Resume:** Not included in the page limit. Provide a current NIH biosketch for the Research Institution Principal Investigator (please use Rev. 12/2020 version) and any co-investigators (including postdoctoral fellows and graduate or medical students) and a CV or resume for the Community Organization Principal Investigator.

7. **Letters of Commitment**: Not included in the page limit. Provide one letter of commitment signed by the Community Organization Principal Investigator and one letter of commitment signed by the Research Institution Principal Investigator, outlining the scope of work, resources provided to the project, and funds requested.

Budget Guidelines

NIH Budget Justification Sample

iTHRIV Budget Template

- Funds must be spent within 12 months of the project start date. Cost extensions are not permitted.
- Allowable costs include Research Institution faculty/staff salary and fringe, student support, Community Organization personnel salary and fringe, materials/supplies, participant incentives, travel necessary for conducting the research, and software.
- NO funds will be allowed for food, books, subscriptions, publication expenses, or indirect costs
- Only direct costs should be included on the budgets and at least 40% of the funding must go to the Community Organization's project budget.
- Separate Budget and Budget Justifications should be submitted for:
  - o iTHRIV Research Institution
  - o Community Organization

Please direct budget questions to Kayla Calvo (KRC7D@hscmail.mcc.virginia.edu)

Regulatory Approvals

Human subjects research is defined as:

> 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.

If awardees plan to conduct human research, the following must occur:

- Awardees must obtain all applicable regulatory approvals (e.g. IRB) and meet all compliance requirements <u>prior to receiving</u> funds and maintain approvals during the entire length of the award.
- When applying for IRB approval, indicate that this research is supported by the National Institutes of Health (iTHRIV Award number UL1TR003015). Funding source: NIH/NCATS.
- IRB approval(s) must be kept current and active for the duration of the award period. Copies of all approval letters need to be sent to Medard Ng, PhD, Research Quality Manager- HTN3U@hscmail.mcc.virginia.edu
- Any multi-site <u>non-exempt</u> human subject research study will be required to follow the NIH mandate for use of a single IRB of record.
- All funded proposals which involve human subjects will require submission to and review of the project by NCATS <u>prior</u> to beginning the project. Teams who are awarded funding will meet with the Research Quality Manager for guidance through this process.
- **NOTE:** The IRB approval process can take up to several months. In order to protect against delays, <u>all applicants are encouraged to seek IRB approval concurrent with the submission of this application or as soon as possible after award.</u>
- If your project is an NIH-defined clinical trial (see below), you must register your project and report results on clinicaltrials.gov.

NIH Clinical Trial Definition
A research study in which one or more human subjects are prospectively assigned to one or more interventions (which may include placebo or other control) to evaluate the effects of those interventions on health-related biomedical or behavioral outcomes

Timeline

Notification of awards will be provided by October 28, 2022 (anticipated funding dates are February 1, 2023- January 31, 2024). Interim progress reports will be required, and a final report is expected within 30 days of the project end date.

Project implementation and deliverables (including regulatory requirements (e.g. IRB and institutional approvals) must be feasible within the one year grant period.

Required Pre-Proposal Virtual Meeting

One of the two informational virtual meetings must be attended by at least one of the members of the partnership intending to respond to this Request for Proposals. Partnerships can decide which call to attend.

July 14th, 2022 at 9:00am ET: First Information Session: Click here to register

August 9th, 2022 at 12:00pm ET: Second Information Session: Click here to register

QUESTIONS?

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Additional Information on Community Engaged Research and Social Determinants of Health

integrated Translational Health Research Institute of Virginia