

OCTRI Community Research Coalition Grants

Request for Applications: due June 30, 2015

This document provides important information about how to submit an application for an Oregon Clinical and Translational Research Institute (OCTRI) Community Research Coalition Grant. Please read the entire document and contact your community health organization or your OHSU Community Liaison if you have questions.

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Published May 12, 2015

Key Dates

Full application deadline: 12:00pm on **June 30, 2015**

Notification of Award: **July 15, 2015**

Earliest funding start date: **July 31, 2015**

Cost extensions will not be available for this funding cycle.
All spending must be complete by June 30, 2016.

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About Community Research Coalition Grants

OCTRI Community Research Coalition Grants are intended to fund project proposals that focus on health-related concerns identified by the communities within each of the three named regional research coalitions. This grant supports community organizations' efforts to plan, implement, and evaluate specific and rigorous research projects. It also fosters the development of local resources and OHSU investigator collaborations, both of which help ensure the success of future community programs.

OHSU believes community-academic research coalitions are essential for asking and answering questions that address regionally-specific health concerns throughout Oregon. These collaborations improve local health outcomes by supporting research best practices and data driven decision-making. Community-identified needs, geographical location, and local resources shape the work of these community-academic partnerships. Accordingly, their leadership, membership, and strategies vary by region.

OHSU Community Liaisons based in each research coalition connect the local organization(s) with academic researchers, technical assistance, and other resources that may be outside of each coalition's region. Community Liaisons can also assist with application development, adapting evidence-based projects to match community needs, sharing best practices, and guiding evaluation plans.

WHO CAN APPLY?

Applicants must be representatives of community organizations, schools, government bodies, health/medical clinics, health systems, or businesses. Individuals are not eligible to apply. Additionally, please note that funded projects must have an [eligible OHSU academic collaborator](#).¹ This individual will provide technical and/or topic-related expertise as needed. Please use the link above or in the Key Personnel section below to access eligibility requirements for OHSU academic collaborator.

¹ For the purpose of this grant, the community applicant is considered the principal investigator (PI). The OHSU academic collaborator is a co-investigator but still must meet OHSU principal investigator requirements.

Grant Details

OCTRI intends to award \$60,000 in grants across three research coalitions: North Coast, South Coast and Central Oregon. Each community is expected to identify 2-4 projects with budgets that range between \$5,000-20,000.

- Applications are due **June 30, 2015**
- All funds must be spent by **June 30, 2016**

All grants will include the following key components:

Access to an OHSU Community Liaison: Applicants are encouraged to contact their OHSU Community Liaison to assist in the application development process.

Examples of what a community liaison might offer to an applicant:

- Connections to an academic collaborator
- Assistance with formulating a research question
- Study design and evaluation plan strategies

Evaluation: Awardees must provide an evaluation plan that demonstrates how the success of their funded work will be determined.

Reporting: Formal project summaries are due within 30 days of end of the funding period. Reporting templates will be provided.

Writing and Submitting a Proposal

1. Application components include:

- Online application form that includes an abstract of the project.
- Project description as outlined below. Attach document as a MS Word file (.doc) to the online application.
- Detailed budget using the 398 budget form as described below. Attach document as a MS Word file (.doc) to the online application.
- Budget Justification as outlined below. Attach document as a MS Word file (.doc) to the online application.
- Biosketches, resumes, or CVs of key personnel. Combine all documents into a single document with the Principal Investigator Biosketch first. Attach as a PDF file to the online application.

2. Submit your application by June 30, 2015 to OCTRI via REDCap:
<https://octri.ohsu.edu/redcap/surveys/?s=M44DYW9E7D>

PROJECT DESCRIPTION

Application (3-page maximum, 11-pt, single-spaced)

Please organize your project description using the headings below.

Abstract

Project Abstract: Provide a 250-word paragraph that gives a clear and concise description of how the project meets the Community Research Coalition program intent.

Significance and Impact

Local issue

- Explain the need for this project in your community.
- What is the health-related concern addressed by the proposed project?

Target audience

- Identify the target population.
- Define population demographics (i.e., ethnicity, geography, income, education, age, and gender).

Objectives

- What are the objectives and framework upon which this project is based?
- What outcomes does this project hope to achieve?

Impact

- What is the long-term plan for addressing the health-related need identified in the application? How will this project eventually impact the community? For example, will the project continue as-is, or will its scope broaden? Will its approach change?
- Describe any health-related disparities addressed by the proposed work.

Approach

Outreach and engagement strategy

- Describe the strategies and tactics that will be used to engage community partners and target populations.
- Describe available resources and the plan to use them. Include alternatives to these resources, if possible.

Methodology

- How will the desired outcomes be accomplished?

Evaluation

- Describe the evaluation plan. Include a timeline that states how key milestones will be assessed; describe quantitative (numbers and data) and/or qualitative (descriptive) methods that will measure and capture the milestone outcomes.

Sustainability

- What are next steps that will support long-term project goals?
- How will the initiatives of this project be sustained beyond the funding period?

Organization and Team

Organization

- Describe your organization. What is its mission?
- What are the organization's current goals and recent achievements?

Partners and project team

- Describe the project team members (i.e., personnel, volunteers or other community members).

Principal Investigator

- Describe the proposed role of the Principal Investigator in this project.

Format

- Compose the project description using single-spaced, 11-point Arial font with margins no smaller than 0.5 inches.
- Spell out and define all acronyms the first time they are used.
- The project description should be no longer than three pages in length; anything longer than six pages will be returned. The budget, budget justification, works cited, and letters of support do not count toward the page limit.

BUDGET GUIDELINES AND WORKSHEETS

Budget

- Use the budget information below to fully describe and justify the costs associated with this project.
- The total budget cannot exceed \$20,000.
- All funds must be spent by June 30, 2016 because OCTRI cannot provide extensions during the 5th year of its grant.
- The budget must be appropriate for the proposed work. Account for all expenses required to complete the scope of work in the application. Strong applications will have budgets that make efficient use of resources.
- Include direct costs that are reasonable for the scope of work, such as personnel, consultants, equipment, supplies, travel, and clinical services.

Due to the structure of the OCTRI grant, facilities and administration, overhead, or other indirect costs may not be included in the budget.

Detailed Budget

Detailed Budget: You must use the PHS 398 budget template which is referenced at the end of this document or download here: <http://grants.nih.gov/grants/funding/phs398/phs398.html> ("Form page 4: Detailed Budget for Initial Budget Period").

Budget Justification

A budget justification is a narrative explanation of each of the components of the budget, which "justify" the itemized costs in terms of the proposed work. The explanations should focus on how each budget item is required to achieve the aims of the project and how the estimated costs in the budget were calculated. When a detailed budget is submitted, all items in the budget must be justified. Please refer to: <http://grants.nih.gov/grants/funding/phs398/phs398.pdf> ("Form page 4.4: Budget Instructions"). Use the descriptions below as a guide in creating a budget justification document.

Personnel

Salary is the actual salary to be paid to an individual. The requested salary should be commensurate with the time the individual will work on the project. For example, if the project will occupy 25% of the individual's work time, then include only 25% of the individual's salary in the project budget.

Fringe benefits are the actual cost of benefits that the employing organization will pay to provide benefits to the employee, commensurate with the time an individual works on the project. For example, if the project will occupy 25% of the individual's work time, then only include 25% of the benefits costs to be paid for that particular employee. Note that benefits for employees should be consistent with your organization's benefits policies, and applicants may be asked to provide proof of benefits policies.

Consultants

Itemize the cost of each consultant separately.

Equipment

Provide a total for equipment costs. If a single piece of equipment is more than \$500, list it as a separate item.

Materials and Supplies

Identify general categories (e.g., office supplies), indicating total cost per category.

Travel

Identify general categories (e.g., mileage, lodging, food, etc.), indicating total cost per category.

Clinical Care/Services

Detail the costs for any clinical care or services.

Other Costs

This category generally is a list of services, rather than items, and may include miscellaneous, project-specific costs. Examples include professional translation, event space, transportation, participant incentives, marketing, formative evaluation costs, and other costs that do not fit under previously listed categories. Please use this section to itemize any costs not listed elsewhere.

KEY PERSONNEL

Principal Investigator and Other Key Personnel

Include biosketches, resumes or CVs for the Principal Investigator (PI) and any Co-Investigators and other key personnel whose involvement in the project is unique and important.

You may use a short-form or long-form biographical sketch format prescribed by any federal agency or listing, such as the most recent version of the NIH Biographical Sketch Format Page (attached and available at <http://grants.nih.gov/grants/funding/phs398/phs398.html>).

Eligibility requirements for OHSU academic collaborators can be found here:

http://www.ohsu.edu/research/rda/documents/PI_Eligibility_Awards.pdf

Application Review Criteria

Below are the criteria reviewers will use to score applications. Budgets are reviewed, but they do not receive scores and are not a factor in the “overall impact” score.

Overall Impact

Based on all elements of the application, what is the likelihood that the proposed project will have an impact on a health-related issue in the target community?

Significance and Impact

Does the project address an important need or a critical barrier to addressing a health-related problem? If the goals of the project are achieved, how will the community benefit, now and in the future?

Approach

Are the overall strategy, methodology, and evaluations well-reasoned and appropriate to accomplish the goals of the project? If the proposed work qualifies as human subjects research, is there a plan for obtaining appropriate regulatory approvals?

Is there a plan for sustaining all or some portion of the project beyond the Community Research Coalition funding?

Organization and Team

Are the lead applicant, organization, collaborators, and other key personnel well-suited to the project? For applicants that are new to project development and evaluation, are there experienced team members (e.g., an academic collaborator) who can provide consultation throughout the project? In projects with multiple team members and/or community partners, do the team members have complementary and integrated expertise? Are the leadership approach, project governance, and organizational structure appropriate?

Budget

Do the key team members have adequate room in their respective workloads for their described roles on the project? Are the cost considerations necessary for project execution both fully described and adequate?

Review Process

A diverse panel of academic experts and community members will review applications. Reviewers will score each application and provide written feedback.

Notification of Grant Awards

Applicants who receive a funding notification will receive further information about an award agreement, which will be signed by fund recipient representatives and the OCTRI community program director.