CHEP
Community Health Partnerships

Community Health Partnerships'
# TRAILBLAZER AWARD
# 2017

# CHeP

## Mission

Improve the health of Indiana residents through community-university partnerships.

# TRAILBLAZER AWARD CONTACTS

Sarah Wiehe, CHeP Director

Gina Claxton, CHeP Program Manager

Linda Runyon, CHeP Sr. Administrative Assistant

Heidi Beidinger, University of Notre Dame CHeP Liaison

Silvia Bigatti, IUPUI CHeP Liaison

Deena Dodd, CHeP Advisory Board Chair, Indiana Rural Health Association

Carrie Lawrence, Indiana University CHeP Liaison

Donna Vandergraff, Purdue University CHeP Liaison

# PURPOSE OF THIS FUNDING OPPORTUNITY

- Support community engaged research and community-university partnerships
- Identify or reduce health or health care inequities
- Perform a needed evaluation of a valuable health-related program that has the potential to affect health equity
- Support learning communities of awardees
- Involve a diverse array of geographical areas and campuses throughout the state
- Projects that propose achieving objectives through policy, systems, and/or the environment are encouraged

# SYSTEM, POLICY AND ENVIRONMENTAL CHANGE VS. TRADITIONAL PROGRAMS

| Setting | Traditional Programs/Events | Policy, System, and Environmental Change |
|---|---|---|
| School | Celebrate national nutrition month | Add fruits and vegetables to the a la carte options at schools |
| | Assembly about the dangers of drinking and driving | Graduated driver licensing laws, including restrictions on night-time driving and number of passengers for young drivers |
| Community | Brochure about the dangers of second-hand smoke | Smoke-free workplace law |
| | Host a community fun run to raise awareness about diabetes | Add sidewalks, cross-walks, bike lanes, and bike racks to make walking and biking safer and more enjoyable |
| Worksite | Hold health screenings for staff | On-site fitness facilities and workplace policies that promote walking breaks |
| Hospital | Hold free breastfeeding courses for new moms | Implement the World Health Organization 10 Steps to Successful Breastfeeding and become a baby-friendly hospital |
| Clinic | Brochure describing dangers of prescription drug misuse | Connecting data systems so pharmacies and providers can track prescriptions and prevent "doctor shopping" for opiates |

# HEALTH EQUITY

- "Health equity exists 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 (income, education, race/ethnicity, sexual identity, and disability)." (ASTHO, 2011)

- "Health inequities exist when there are differences in health outcomes which are...unnecessary and avoidable...unfair and unjust. Health inequities are systematic disparities in health, or in the major social determinants of health, between groups with different levels of underlying social advantage/ disadvantage (for example, by virtue of being poor, female, or members of a disenfranchised racial/ ethnic, religious, or sexual minority)." (ASTHO, 2011)

# ELIGIBILITY

- At least 1 university and 1 community partner
- 1 partner is designated as Project Lead and 1 as Co-Project Lead
- Both partners must be working in an Indiana-based organization
- Individuals who have received salary support from CHeP (other than pilot award support or Purdue Extension Educator cost-sharing) in the 12 months prior to the submission deadline may not serve as Project Lead or Co-Project Lead
- University partner must be full time faculty member (≥80% FTE). Post-doctoral students, fellows and residents are not eligible as the Project Lead or Project Co-Lead
- Community partner must have ≥80% of his/her work assignment based in the community. If a community partner receives salary support from an academic institution, specifically acknowledge and justify the community partner's role in the community
- All partners join the CHeP Network: https://www.indianactsi.org/chep/join

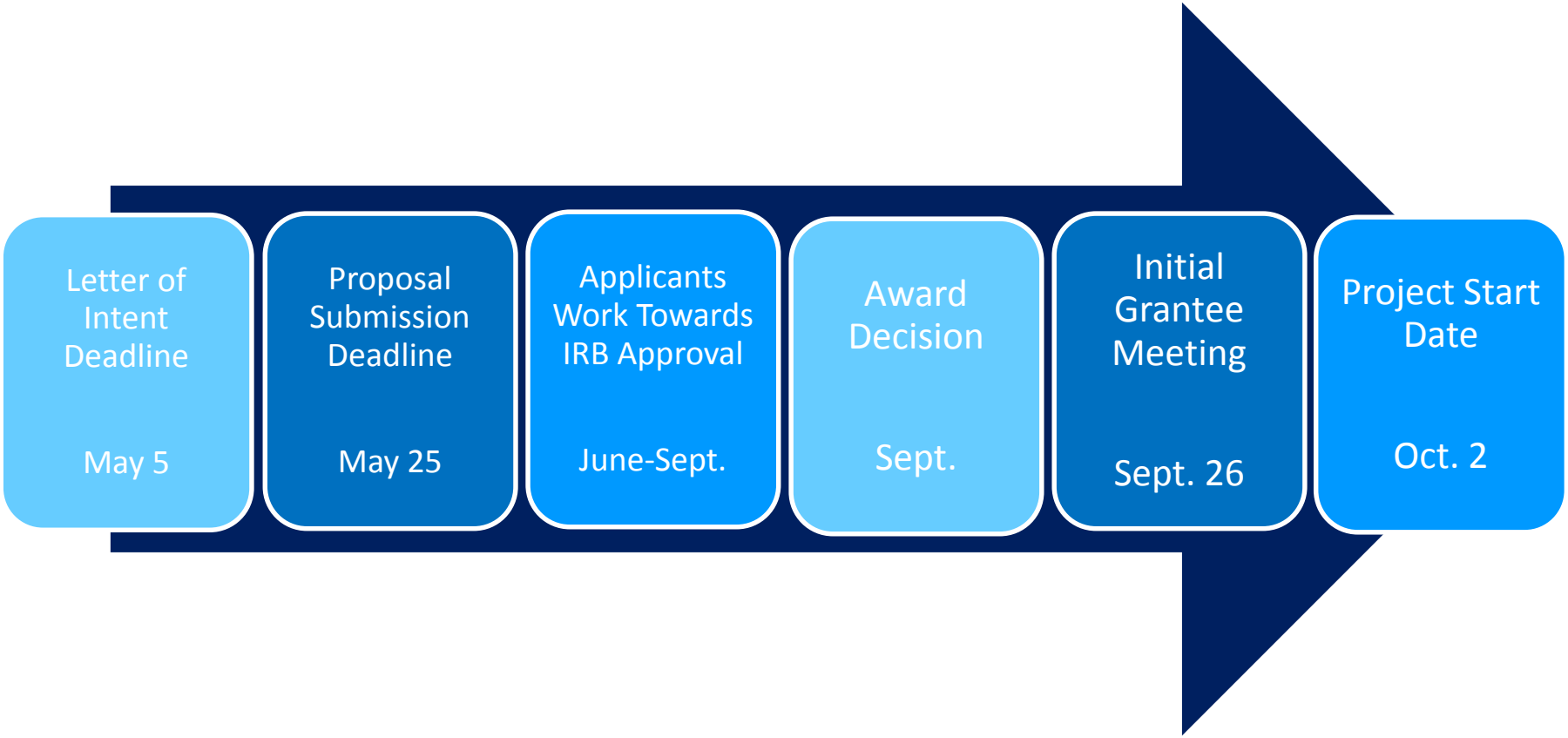
# FUNDING

- Up to $25,000 per project
- Budget and justification required
- At least 25% goes to community partner
- At least 25% goes to the university partner
- Funds may not be used to support faculty salary. An estimated effort is expected in the budget and effort committed cannot be covered by other federal support.
- No indirect costs or finance and administration costs
- No equipment >$5,000 per piece
- No meeting-related/hospitality expenditures
- Only in-State travel is allowable (reimbursement rates http://www.in.gov/idoa/2459.htm)
- Project period is 12 months with up to 1 no-cost extension
- Once all regulatory documentation is on file, the CTSI Finance Office will facilitate the release of funds to the university partner and separately to the community partner in a fashion that best facilitates accomplishment of the project objectives.

# REVIEW PROCESS

- Letter of Intent will be used to identify reviewers only
- CHeP's review committee will include community and university representatives
- The review committee will submit rankings to CHeP's Advisory Board
- The Advisory Board will make recommendations to the Indiana CTSI Executive Committee (EC)
- The EC will make the final funding decision
- Applicants will be notified of the EC's decision and given specific feedback

# TIMELINE


Letter of Intent Deadline
May 5
Proposal Submission Deadline
May 25
Applicants Work Towards IRB Approval
June-Sept.
Award Decision
Sept.
Initial Grantee Meeting
Sept. 26
Project Start Date
Oct. 2

# POINT SYSTEM

**Selection criteria will be based on a point system [0-100 points]**

1. Engagement. Quality and feasibility of community and university partner involvement. Degree to which the Core Elements of CBPR are rigorously embraced 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 on health equity**. [0-20 points]**

4. Methods and proposed products. Use of sound design and methods for (i) a research project or (ii) evaluation plan. **[0-20 points]**

5. Sustainability. Plan for long-term sustainability, expansion, and future funding potential. **[0-20 points]**

# POST-AWARD REQUIREMENTS DURING PROJECT PERIOD

1. Seek IRB approval (if not already approved) or written confirmation from the IRB that the project does not need IRB review and approval. Funding will not be released until one of these options is done.
2. Submit progress reports every 6 months during the life of the award, that includes a complete description of the work accomplished and related budget expenditures.
3. Attend quarterly meetings with the other current awardees. The first will be a required "face-to-face" meeting; subsequent meetings can be either face-to-face or via telephone, although face-to-face is always preferred, when feasible.
4. Present project results at a community-engaged research symposium organized by CHeP.
5. Present project (typically in poster format) at the CTSI annual meeting.

# POST-AWARD REQUIREMENTS ONCE PROJECT COMPLETED

1. Summarize the project and primary findings for dissemination to the public (1 page).
2. Submit a final project summary report which will include project results; lessons learned; any publications and extramural funding applications applied for and/or received; and plans for sustainability, dissemination, and other next steps (up to 5 pages).
3. Every year for up to 3 years after completion of the project, the CTSI will contact recipients to complete a status report on the project; confirm on-going regulatory approvals (IRB); and gather data on publications, extramural funding, or IP that resulted from the project.
4. The project is required to acknowledge Indiana CTSI CHeP support in all presentations, publications, and reports. Acknowledgement procedures will be explained at the initial post-award meeting.

# CONSULT SERVICES

- **Ethical question?:** Indiana CTSI Bioethics and Subject Advocacy Program can help clarify and address ethical issues that arise in planning, carrying out, and analyzing human subject's research. To request a consult visit: https://www.indianactsi.org/bioethics-advocacy/
- **Human subjects/IRB question?:** All projects involving human subjects must be reviewed and approved by the IRB before funding is released. The Indiana CTSI Regulatory Knowledge & Support: https://www.indianactsi.org/regulatory/ can guide you through the IRB process
- **Statistics or study design question?:** The Indiana CTSI Design and Biostatistics Program to assist with study design: https://www.indianactsi.org/design-biostatistics/

# CITI TRAINING

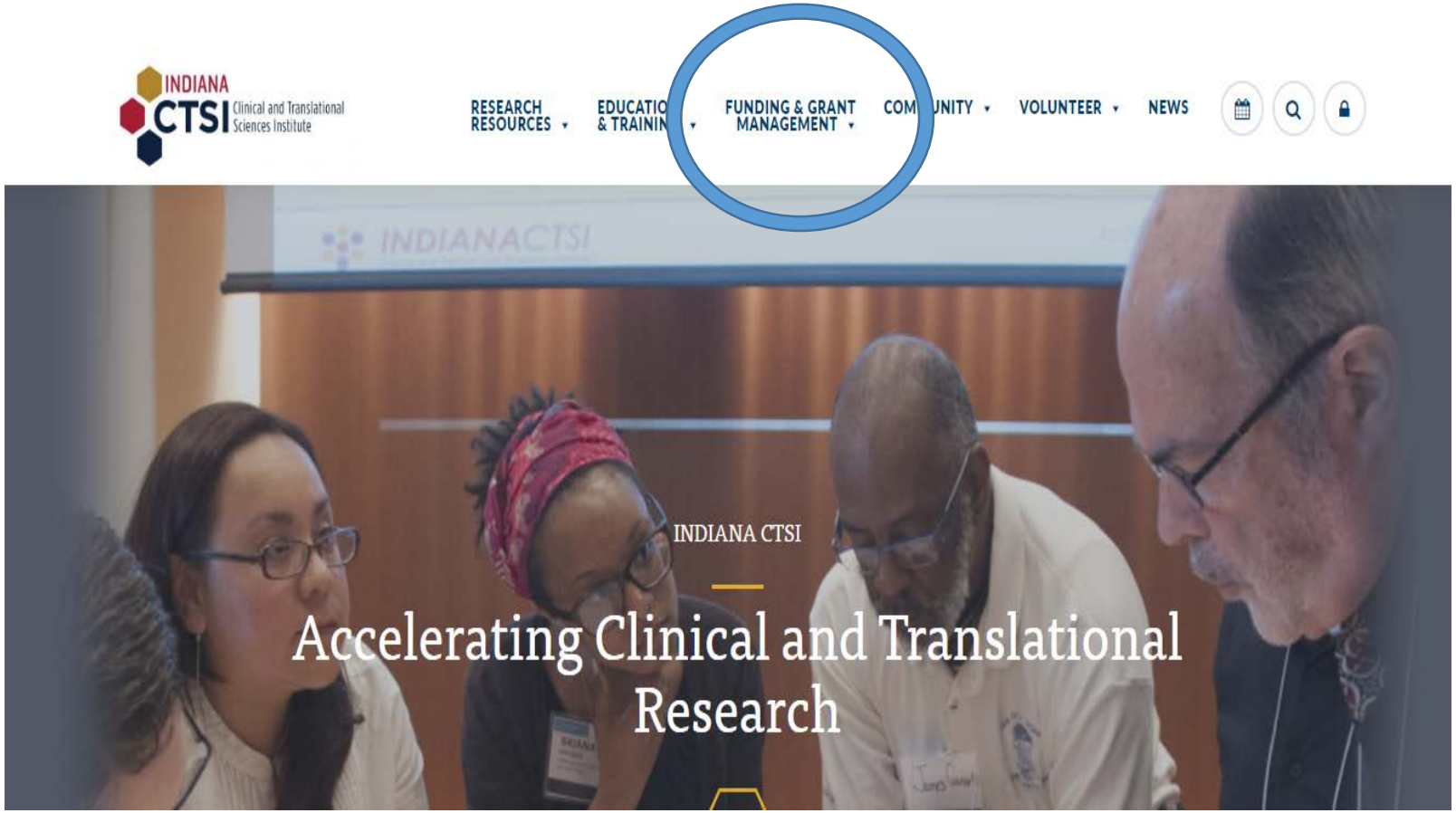
- All key personnel and researchers directly interacting with human subjects are required to complete CITI training every 3 years
- CITI training can take a considerable amount of time, and you may want to budget for this as part of your personnel costs
- Personnel that need to complete CITI training can do so here: https://about.citiprogram.org/en/homepage/
- For assistance determining who needs to complete CITI training contact Chris Caldwell, Indiana CTSI Regulatory Program Manager, csego@iu.edu or 317-274-2115

# APPLICATION

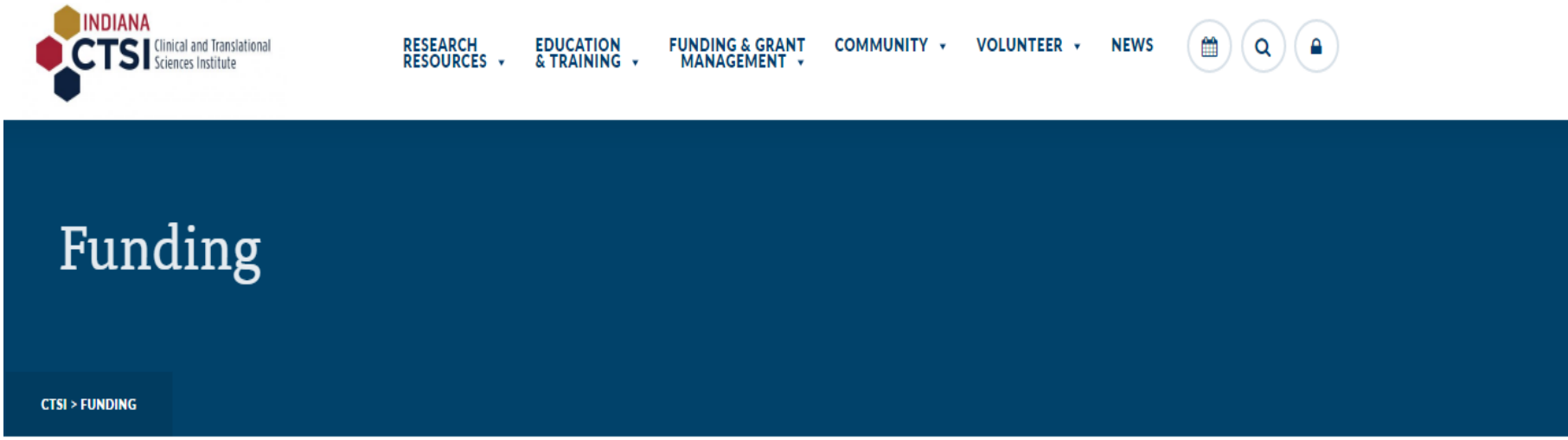
- Submit LOI by May 5, include: Project Lead and Project Co-Lead and their organizational affiliations, overall objective, health focus area, health equity impact statement, target population and signed application checklist. chep@iupui.edu

- Submit a full application. Applications will be accepted without an LOI, however it will be noted in your application whether an LOI was submitted or not.

# From www.indianactsi.org select Funding & Grant Management

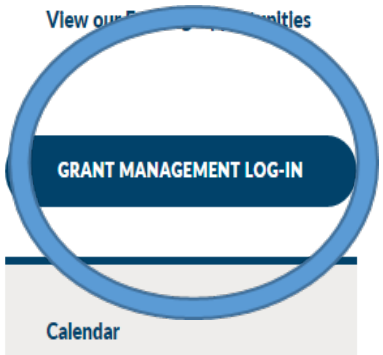


# Select ‘Grant Management Log-in’

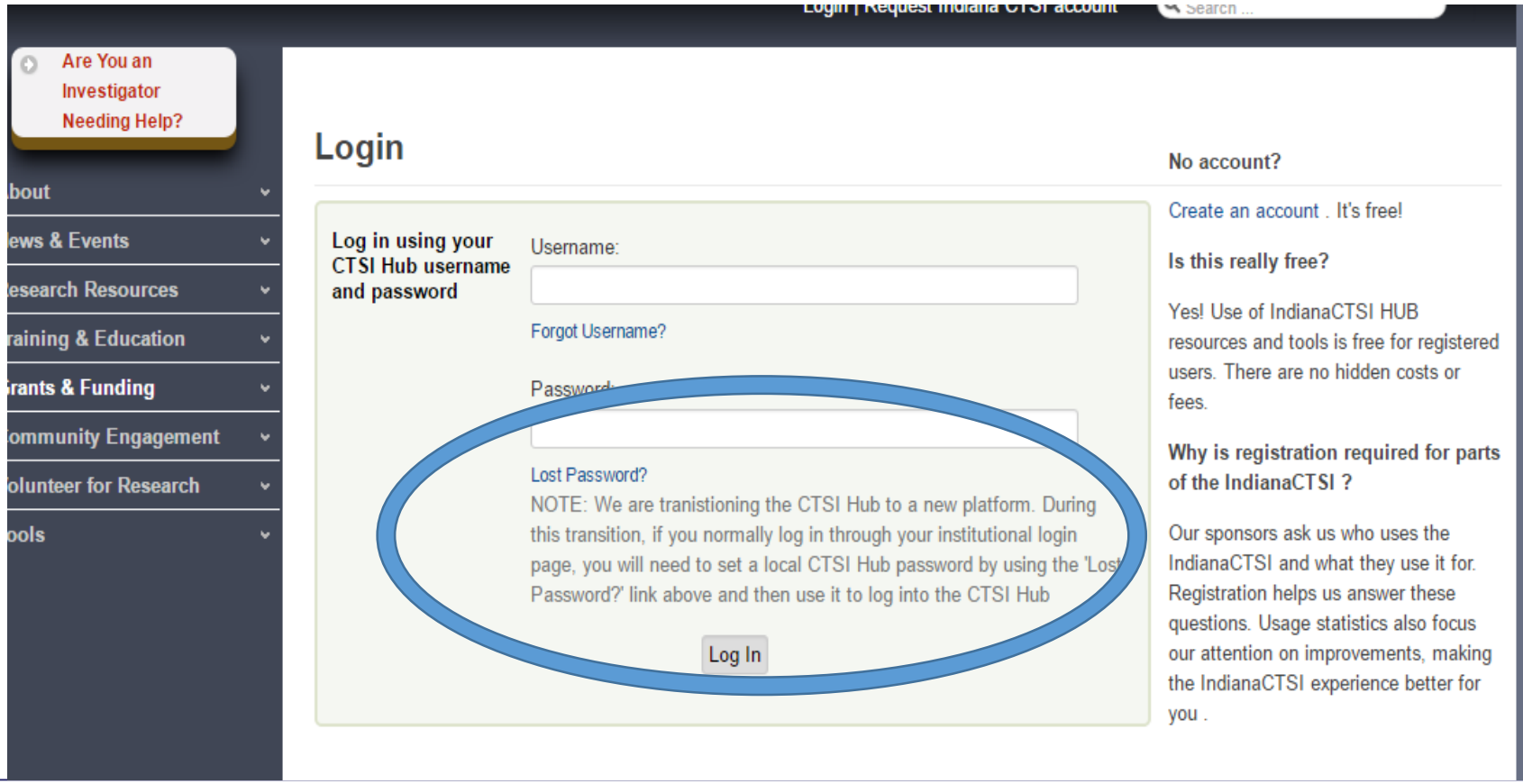



**At Indiana CTSI we support translational research through funding for pilot studies, career development and training, and fellowships and mentoring.**

In addition we are preparing future generations of translational scientists by providing funding and programs for high school students, undergraduates and medical students.



- Due to construction on the CTSI webpage, you will need to create an account.
- If you normally log in through your institutional login page you will need to set a local CTSI Hub password using the 'Lost Password' and then use it to log into the CTSI Hub. See screen shots below.
- https://legacy.indianactsi.org/grants/index.php/CBR17 will also direct you here



# If you do not have an institutional login, you will need to create an account.

Indiana CTSI Hub

https://legacy.indianactsi.org/login?return=component/com_ilogin?app=grants

Most Visited | Getting Started | Suggested Sites | Web Slice Gallery

INDIANACTSI Clinical and Translational Sciences Institute

Accelerating Clinical and Translational Research

Login | Request Indiana CTSI account

Search ...

Are You an Investigator Needing Help?

- About
- News & Events
- Research Resources
- Training & Education
- Grants & Funding
- Community Engagement
- Volunteer for Research
- Tools

## Login

**Log in using your CTSI Hub username and password**

Username:

Forgot Username?

Password:

Lost Password?

NOTE: We are transitioning the CTSI Hub to a new platform. During this transition, if you normally log in through your institutional login page, you will need to set a local CTSI Hub password by using the 'Lost Password?' link above and then use it to log into the CTSI Hub

Log In

**No account?**

Create an account . It's free!

**Is this really free?**

Yes! Use of IndianaCTSI HUB resources and tools is free for registered users. There are no hidden costs or

**Why is registration required for parts of the IndianaCTSI ?**

Our sponsors ask us who uses the IndianaCTSI and what they use it for. Registration helps us answer these questions. Usage statistics also focus our attention on improvements, making the IndianaCTSI experience better for you .

Indiana CTSI Grant Management

https://legacy.indianactsi.org/grants/index.php/index/index

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and University of Notre Dame.

Applications to this program are limited to [illegible] in duration.

START

## CHeP Community Based Research Awards - 2017.05

**LETTER OF INTENT DEADLINE - MAY 5, 2017**
**SUBMISSION DEADLINE - MAY 25, 2017 (5:00 PM)**

The Indiana CTSI CHeP is soliciting proposals for collaborative research projects focused on topics that affect health equity. This RFA will support projects of commun[illegible] university partnerships from a diverse array of geographical areas and campuses throughout the state. These projects are to pursue one or both of the following: ([illegible] implement research that has the potential to identify or reduce health or health care inequities or (2) to perform a needed evaluation of an existing health-related p[illegible]am that has the potential to affect health equity. Health equity briefly defined is "when all people have the opportunity to thrive and no one is limited in achieving comp[illegible]sive health and wellness because of their social position or any other social factors/determinant of health" (ASTHO, 2011). Projects that propose achieving their ob[illegible]es by changing (or demonstrating the potential to change) policy, systems, and/or the environment are encouraged. For more details, see FAQ page: https://w[illegible]anactsi.org [illegible]/trailblazer-award/trailblazer-award-faq/

START

## Pilot Funding For Research Use of Core Facilities - 2017.04

**FULL APPLICATION DEADLINE - APRIL 24, 2017 (5:00 PM)**

The Indiana CTSI Pilot Funding program is intended to promote the use of technologies and expertise afforded by the Indiana CTSI Core Facilities available at all partner institutions. Successful proposals will demonstrate outstanding scientific merit that can be linked to generating extramural funding or novel intellectual property (IP). Success of the program will be viewed, in part, by the fostering of new funded grants or providing significant contributions to grant renewals. Therefore, proposals will be judged with equal measure on scientific merit and the likelihood of generating new IP or extramural grant support.

Applications to this program are expected to have a **maximum requested amount of $10,000**; projects are typically **two years in duration**.

START

## Indiana CTSI/IUSM Core Equipment Funding - 2017.03

**SUBMISSION DEADLINE: MARCH 24, 2017 at 5:00 PM**

CHeP Community Based Resea...

https://legacy.indianactsi.org/grants/index.php/CBR17

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# CHeP Community Based Research Awards - 2017.05 (CBR17)

## Full Description

**LETTER OF INTENT DEADLINE - MAY 5, 2017**
**SUBMISSION DEADLINE - MAY 25, 2017 (5:00 PM)**

The Indiana CTSI CHeP is soliciting proposals for collaborative research projects focused on topics that affect health equity. This RFA will support projects of community-university partnerships from a diverse array of geographical areas and campuses throughout the state. These projects are to pursue one or both of the following: (1) to implement research that has the potential to identify or reduce health or health care inequities or (2) to perform a needed evaluation of an existing health-related program that has the potential to affect 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 achieving their objectives by changing (or demonstrating the potential to change) policy, systems, and/or the environment are encouraged. For more details, see FAQ page: https://www.indianactsi.org/chep/trailblazer-award/trailblazer-award-faq/

Both community and academic researchers are eligible to apply as project lead. However, there MUST be both an academic partner and a community partner on the project. Both partners must currently be working in an Indiana-based institution / organization. Eligible project leaders must have the skills, knowledge, and resources necessary to carry out the proposed research.

For further details on eligibility and a complete description of proposal requirements, please refer to the guidelines and application form attached below.

2017 CHeP RFA Frequently Asked Questions: https://www.indianactsi.org/chep/trailblazer-award-faq

## Principal Contact

| | |
|---|---|
| Name: | Gina Claxton |
| Title: | Program Manager |
| Email: | gclaxton@iu.edu |

## Files for Investigators

DOWNLOAD THE COMPETITION GUIDELINES
DOWNLOAD APPLICATION FORM
SAMPLE BUDGET
FAQ
CHECKLIST

START

# For Letter of Intent Checklist

CHeP Community Based Resea...

https://legacy.indianactsi.org/grants/index.php/CBR17

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## Files for Investigators

DOWNLOAD THE COMPETITION GUIDELINES

DOWNLOAD APPLICATION FORM

SAMPLE BUDGET

FAQ

CHECKLIST

START

CTSI Grant Management software is based on Open Journal Systems and modified by the IU School of M

# Download application form, complete and save.

CHeP Community Based Resea...

https://legacy.indianactsi.org/grants/index.php/CBR17

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## Files for Investigators

DOWNLOAD THE COMPETITION GUIDELINES

DOWNLOAD APPLICATION FORM

SAMPLE BUDGET

FAQ

CHECKLIST

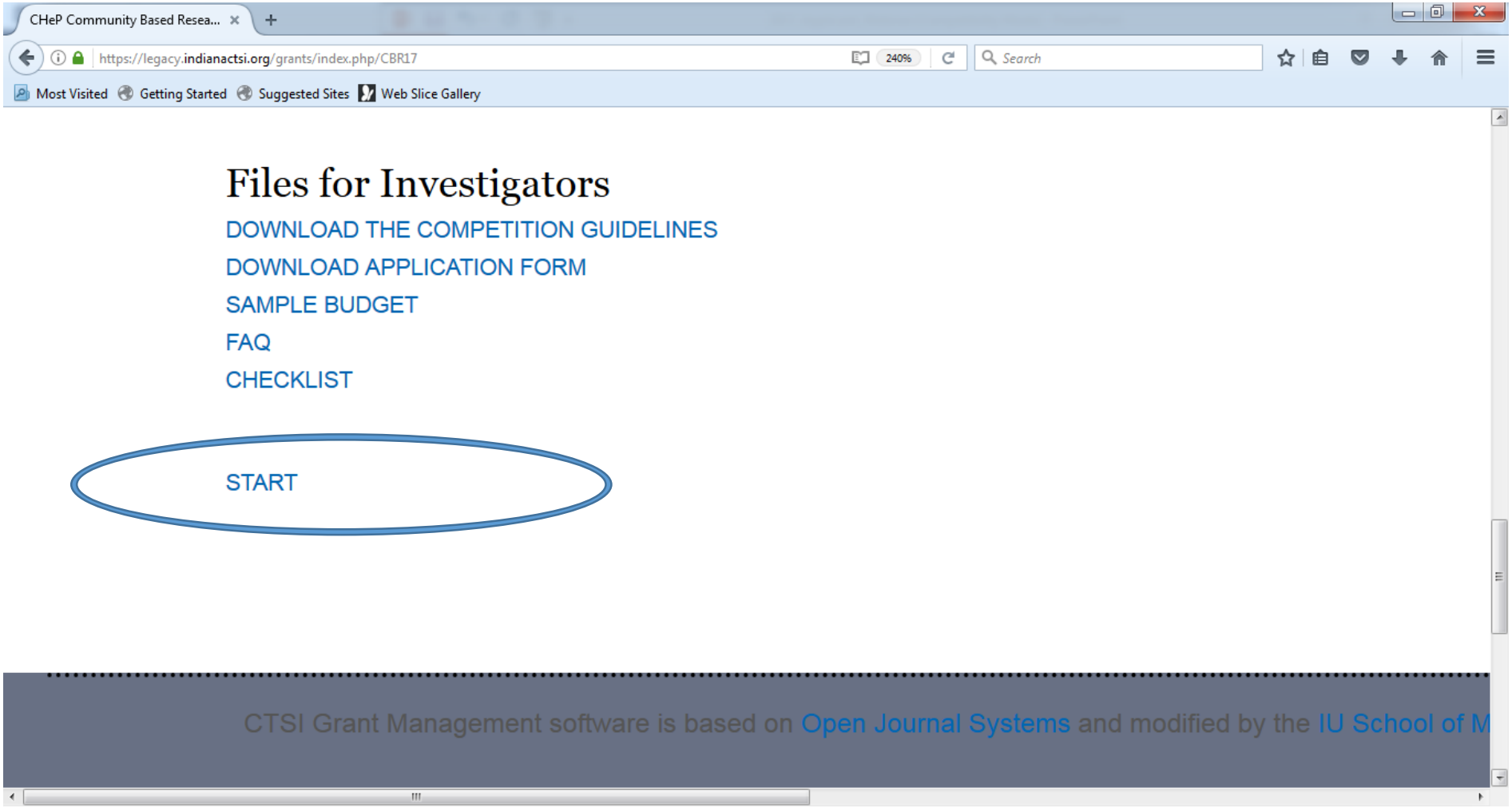
START

CTSI Grant Management software is based on Open Journal Systems and modified by the IU School of M

# APPLICATION FORM

- Cover Page
- Summary/Abstract (up to 300 words)
- Project Description (up to 6 pages)
- If applicable, explain how this project will complement any of your other CHeP supported work
- Proposed Timeline
- Literature Cited
- Detailed Budget & Budget Justification
- Resume, CV and/or NIH Biosketch of Project Lead & Co-Project Lead
- Letters of Support (if applicable; maximum of 3)
- Response to request to use application for educational purposes
- Application Checklist

# Start application, submit by 5 pm, May 25th



Indiana CTSI Hub - Indiana... | Active Proposals

https://legacy.indianactsi.org/grants/index.php/CBR17/author

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WORK ON A COMPETITION | LIST ALL COMPETITIONS | ABOUT THE SITE | HELP | EDIT PROFILE | LOG OUT

List All Competitions > Work on a Competition > Investigator > **Active Proposals**

# Active Proposals (CBR17)

ACTIVE | ARCHIVE

| ID | MM-DD SUBMIT | INVESTIGATORS | PROPOSAL TITLE | STATUS |
|---|---|---|---|---|
| | | | *No Proposals* | |

## Start a New Proposal

DOWNLOAD THE COMPETITION GUIDELINES
DOWNLOAD APPLICATION FORM
SAMPLE BUDGET
FAQ
CHECKLIST
CLICK HERE to go to step one of the five-step submission process.

Indiana CTSI Hub - Indiana... | Step 1. Starting the Proposal

https://legacy.indianactsi.org/grants/index.php/CBR17/author/submit/1

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List All Competitions > Work on a Competition > Investigator > Proposals > **New Proposal**

# Step 1. Starting the Proposal

**1. START** 2. ENTER DETAILS 3. UPLOAD PROPOSAL 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

Encountering difficulties? Contact Gina Claxton for assistance.

## Competition's Privacy Statement

The email addresses entered in this site will be used exclusively for Indiana CTSI purposes, they will not be made available to any other party for any other purpose.

The files and data submitted to this competition may be used to fulfill federal Indiana CTSI reporting requirements / metrics tracking and to create and 'expertise' database to help match collaborators. In addition, proposals will be shared with the appropriate Indiana CTSI administrative personnel. The personnel are responsible for tracking progress on funded projects. For those projects not funded, Indiana CTSI representatives may be able to help explore other avenues for funding and/or provide project development assistance.

Save and continue | Cancel

* Denotes required field

Indiana CTSI Hub - Indiana... | Step 2. Entering the Proposal's ...

https://legacy.indianactsi.org/grants/index.php/CBR17/author/submit/2?articleId=4682

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List All Competitions > Work on a Competition > Investigator > Proposals > New Proposal

# Step 2. Entering the Proposal's Details

1. START 2. ENTER DETAILS 3. UPLOAD PROPOSAL 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

## Investigators

| | | |
|---|---|---|
| First name* | Gina | |
| Middle name | | |
| Last name* | Claxton | |
| Position/Title | Program Manager | |
| Department | Indiana CTSI | example: Biology |
| School* | CHEP | example: Science |
| Affiliation* | Indiana University School of Medicine | |
| Email* | gclaxton@iu.edu | |
| URL | | |
| Bio statement (E.g., field of expertise, keywords, etc.) | community-engaged research, community-academic partnerships, community based participatory research, health, Indiana | |

5:48 AM 3/21/2017

Indiana CTSI Hub - Indiana... | Step 3. Uploading the Proposal

https://legacy.indianactsi.org/grants/index.php/CBR17/author/submit/3?articleId=4682 120%

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List All Competitions > Work on a Competition > Investigator > Proposals > **New Proposal**

# Step 3. Uploading the Proposal

1. START 2. ENTER DETAILS **3. UPLOAD PROPOSAL** 4. UPLOAD SUPPLEMENTARY FILES 5. CONFIRMATION

To upload a proposal to this grant, complete the following steps.

1. On this page, click Browse (or Choose File) which opens a Choose File window for locating the file on the hard drive of your computer.
2. Locate the file you wish to submit and highlight it.
3. Click Open on the Choose File window, which places the name of the file on this page.
4. Click Upload on this page, which uploads the file from the computer to the CTSI's grant management web site and renames it following the appropriate conventions.
5. Once the submission is uploaded, click Save and Continue at the bottom of this page.

Encountering difficulties? Contact for assistance.

## Proposal File

No submission file uploaded.

Upload submission file [Browse...] No file selected. [Upload]

[Save and continue] [Cancel]

Indiana CTSI Hub - Indiana... | Step 4. Uploading Supplement...

https://legacy.indianactsi.org/grants/index.php/CBR17/author/submit/4?articleId=4682 120%

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INDIANACTSI Clinical and Translational Sciences Institute — Accelerating Clinical and Translational Research

WORK ON A COMPETITION | LIST ALL COMPETITIONS | ABOUT THE SITE | HELP | EDIT PROFILE | LOG OUT

List All Competitions > Work on a Competition > Investigator > Proposals > **New Proposal**

# Step 4. Uploading Supplementary Files

1. START 2. ENTER DETAILS 3. UPLOAD PROPOSAL **4. UPLOAD SUPPLEMENTARY FILES** 5. CONFIRMATION

Please refer to the Competition Guidelines as to what is appropriate to upload in this section.

| ID | TITLE | ORIGINAL FILE NAME | DATE UPLOADED | ACTION |
|---|---|---|---|---|
| *No supplementary files have been added to this submission.* | | | | |

Upload supplementary file [Browse...] No file selected. [Upload]

[Save and continue] [Cancel]

Indiana CTSI Hub - Indiana... | Step 5. Confirming the Proposal

https://legacy.indianactsi.org/grants/index.php/CBR17/author/submit/5?articleId=4682

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WORK ON A COMPETITION | LIST ALL COMPETITIONS | ABOUT THE SITE | HELP | EDIT PROFILE | LOG OUT

List All Competitions > Work on a Competition > Investigator > Proposals > **New Proposal**

# Step 5. Confirming the Proposal

1. START 2. ENTER DETAILS 3. UPLOAD PROPOSAL 4. UPLOAD SUPPLEMENTARY FILES **5. CONFIRMATION**

To submit your proposal to CHeP Community Based Research Awards - 2017.05 click Finish Proposal. The submission's principal contact will receive an acknowledgement by email and will be able to view the submission's progress through the review process by logging in to the grant web site. Thank you for your interest in CHeP Community Based Research Awards - 2017.05.

## File Summary

| ID | ORIGINAL FILE NAME | TYPE | FILE SIZE | DATE UPLOADED |
|---|---|---|---|---|
| 18202 | 2017_CHEP_RFA_FINAL_PDF.PDF | Proposal File | 319KB | 03-21 |

Finish Proposal | Cancel

# Email confirmation

Gina Claxton:

Thank you for submitting the proposal, "Example" to CHeP Community Based Research Awards - 2017.05. With the online program management system that we are using, you will be able to track its progress through the decision process by logging in to the program web site:

Manuscript URL:
https://legacy.indianactsi.org/grants/index.php/CBR17/author/submission/4682
Username: gclax

If you have any questions, please contact me. Thank you for considering this journal as a venue for your work.

Gina Claxton
CHeP Community Based Research Awards - 2017.05

# TRAILBLAZER SYMPOSIUM

**You're invited to celebrate the Indiana CTSI Community Health Partnerships' Trailblazer Awardees!**

We will hear from our 2015 cohort of awardees on their partnership experiences and pilot project outcomes. This is a wonderful opportunity to network and learn more about community-engaged research.

**Wednesday April 5, 9 am – 3 pm**

**Indianapolis Central Library, 40 E. St. Clair St.**

**You must RSVP to attend. Please email chep@iupui.edu**

Lunch and refreshments will be provided.

# MORE INFORMATION

https://www.indianactsi.org/chep/trailblazer-award/

Contact Us:

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

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

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

**Carrie Lawrence**, Indiana University CHeP Liaison: calawren@indiana.edu / 800 - 566-8644

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

**Deena Dodd**, CHeP Advisory Board Chair from the Indiana Rural Health Association: ddodd@indianarha.org

Sarah Wiehe, CHeP Director: swiehe@iu.edu / 317-278-0447

# QUESTIONS AND ANSWERS