



FIRESTARTER AWARD

REQUEST FOR APPLICATIONS (RFA)

CHeP is requesting applications for awards supporting the development of community-university partnerships aimed at addressing health, health equity or social determinants of health. Awards will be up to \$5,000.

Email chep@iupui.edu and let us know you plan to apply by
April 23, 2018

Proposal Deadline
May 25, 2018

Please note that you will be submitting through the Indiana CTSI's new grants management software WebCAMP. Please allow enough time to be familiar with a new system.

The WebCAMP user's guide is also available under the funding announcement here:
<https://www.indianactsi.org/funding/all-open-rfps/>



**Indiana Clinical & Translational Sciences Institute (CTSI)
Community Health Partnerships (CHeP)**



Firestarter Award Request for Applications (RFA)

I. Purpose

The Indiana CTSI CHeP is soliciting proposals for the development of community-university partnerships to co-design collaborative initiatives to address health, health equity or social determinants of health (SDOH). The award can be used to establish, strengthen or expand community-university partnerships.

II. Application Requirements

Applicants must explain how they plan to build a partnership with the award and describe the short and long-term goals of the partnership for co-designing collaborative initiatives to address health, health equity or SDOH. A few examples of SDOH include economic stability, access to care and resources, exposure to trauma, and immigration status.

There must be at least one university-based partner and one community-based partner. All partners must currently work in an Indiana-based institution or organization.

It is required that all individuals on the application join the Indiana CTSI CHeP Network. To join the Indiana CTSI CHeP Network, please complete this [form](#).

III. Funding

The Indiana CTSI CHeP will provide up to \$5,000 in funding per partnership.

The proposed budget must be justified, including all planned expenditures. No indirect costs or finance and administration costs are allowed. Funds cannot be used to purchase equipment greater than \$1,000 per piece. Faculty salary support can be covered up to \$1,000 per proposal. Hospitality costs should be a minimal part of the budget and need to be well justified as a required part of meeting the goals. Travel expenses are limited to those that are necessary to achieve the aims of the proposed project. Only in-state travel is allowable, and State of Indiana reimbursement rates apply (<http://www.in.gov/idoa/2459.htm>).

The proposed efforts cannot exceed 12 months from the start date of October 1, 2018.

IV. Review Criteria

Proposals will be reviewed by a committee that includes both community and university representatives.

Selection criteria include:

1. **Engagement/Co-design potential.** Motivation and rationale for partnership from both the community and university perspectives. **[0-20 points]**
2. **Potential Impact.** Potential impact of the partnership **[0-20 points]**
3. **Health/SDOH.** Degree to which health, health equity or SDOH could be addressed **[0-20 points]**
4. **Methods and proposed goals.** Plan/strategies that will be used to develop the partnership with short and long-term goals. **[0-20 points]**
5. **Next Steps.** Plans for future collaborations. **[0-20 points]**

V. **Post-Award Requirements**

During the award period, funded recipients will be required to:

1. Attend one in person meeting hosted by the Indiana CTSI.
2. Submit updates every 6 months during the life of the award, that includes a complete description of the work accomplished and related budget expenditures.
3. Present partnership experience and next steps at a community-engaged research symposium organized by CHeP.

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

1. Summarize their experience and future plans for addressing health, health equity or SDOH in a 1 page report.
2. Every year for up to 5 years after completion of the project, the CTSI will contact recipients to complete a status report on the partnership; and gather data on projects, publications, extramural funding, or intellectual property that resulted from the project.
3. The awardees are required to acknowledge Indiana CTSI CHeP support in all presentations, publications, and reports. Acknowledgement procedures will be explained at the initial post-award meeting.

VI. **Application Materials**

[CHeP Firestarter Weblink](#)

1. **Let us know you plan to apply by** April 23, 2018 by emailing chep@iupui.edu. Please note this is for the purpose of identifying reviewers only, not for proposal selection.

To start your full submission use the **Start a Submission** link found here [CHeP Firestarter Weblink](#) or enter <https://www.indianactsi.org/funding/all-open-rfps/> into your browser and open the CHeP Firestarter section

2. **Partnership Description** (up to 2 pages, single-spaced, Arial 11-point font, 1-in margins)
 - a. Explain the motivation and rationale for this partnership to effectively co-design collaborative initiatives to address health, health equity or (SDOH) from both the community and university perspectives. Describe plans for building a partnership and any unique qualifications or resources. **(up to 1 page)**
 - b. Explain the potential impact of the partnership. **(up to a half page)**

- c. Describe the area of health, health equity or SDOH you intend to address through this partnership. **(up to a half page)**
- d. Describe short-term and long-term goals. **(up to a half page)**
- 3. **Budget & Budget Justification** More information in [FAQ](#) page.
- 4. **Resume, CV or NIH Biosketch of Project Lead and Co-Project Lead**
- 5. **Response to request to use application for educational purposes. See [FAQ](#).**
- 6. **Response to permission to send you a post-application survey. See [FAQ](#).**
- 7. **Application Checklist**

VII. RFA Timeline

RFA Release: March 2, 2018
Let us know you plan to apply: April 23, 2018 by emailing chep@iupui.edu
Proposal Deadline: May 25, 2018
Award decisions: August 2018
Initial Grantee Meeting: September 25, 2018 1:30 – 3:30 pm (EST)
Start date: October 1, 2018

VIII. Contact Information

Gina Claxton, CHEP Program Manager: gclaxton@iu.edu / 317-274-7152
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Please see our [website](#) and [FAQ](#) page for more details on our Trailblazer Award (up to \$25,00/project), community-based participatory research, and health equity. The Trailblazer Award may be an area of interest for future next steps of your partnership.