



## TRAILBLAZER AWARD

# REQUEST FOR APPLICATIONS (RFA)

CHeP is requesting applications for community-engaged projects that address health equity. Projects will be funded for up to \$25,000.

**Now's your time to blaze the trail!**

**Submit Letter of Intent to [chep@iupui.edu](mailto:chep@iupui.edu)**

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)  
Trailblazer Award for Community Engaged Research | Request for Applications (RFA)**

**I. Purpose**

The Indiana CTSI CHeP is soliciting proposals for collaborative research projects focused on topics that affect health equity, including but not limited to reducing substance misuse through innovative community-driven prevention approaches. CHeP will continue the health equity focus for the next five years (2018-2022). This RFA will support projects from a diverse array of geographical areas and campuses throughout the state.

**II. Types of Projects**

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. (see [FAQ](#) page for more on health equity)

**III. Application Requirements**

Applicants must address a community-engaged research question that is significant and relevant to both the community and university partners. Applicants are encouraged to demonstrate how the proposed project incorporates Core Elements of Community-Based Participatory Research (CBPR; see [FAQ](#) page for a description of CBPR).

There must be both 1) a university partner and 2) a community partner for the project, and one partner must be designated as the Project Lead and the other partner as the Co-Project Lead. Both partners must currently work in an Indiana-based institution or organization. Individuals who have received salary support from the Indiana CTSI CHeP (other than previous Trailblazer 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.

The university partner must be a “full-time” ( $\geq 80\%$  FTE) faculty member employed by a college, university or other academic institution of higher education located within the state of Indiana. Post-doctoral students, fellows and residents are not eligible as the Project Lead or Project Co-Lead.

The community partner must have ≥80% of his/her work assignment based in the community. Examples of communities include but are not limited to (a) geographically-based, (b) condition-specific (e.g., patients with diabetes, hypertension, STDs, etc.), (c) a self-characterized community (e.g., African Americans, LGBT, Hispanic or Latino, etc.), (d) community-based hospitals, clinics, health departments, or other health facility, or (e) health information exchange system organizations. If a community partner receives salary support from an academic institution, specifically acknowledge and justify the community partner's role in the community.

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

#### **IV. Funding**

The Indiana CTSI CHeP will provide up to \$25,000 in funding per project.

Requirements:

1. Budget allocations must be split between the community and university partners (minimum 25% each). Faculty salary may be supported up to \$5,000 total per project with appropriate justification. An estimated effort for both supported and in-kind work is expected in the budget and effort committed cannot be covered by other federal support. (See FAQ page). You may reimburse for personnel time required to complete CITI training.
2. The proposed budget must be justified, including all planned expenditures. Please indicate if there are other resources committed to the project in the total budget. Total project costs may exceed \$25,000 when other funding entities have committed to the project.
3. No indirect costs or finance and administration costs are allowed. Funds cannot be used to purchase equipment greater than \$5,000 per piece, or for meeting-related / hospitality; travel expenses (in-state only) are limited to those that are necessary to achieve the aims of the proposed project. Please use the [current state of Indiana reimbursement rates](#). (not the university rates).
4. The proposed project period cannot exceed 12 months.

Visit our [FAQ](#) page for an example.

#### **V. Review Criteria**

Proposals will be reviewed by a committee that includes both community and university representatives. The CTSI Executive Committee reserve the right for final discretion based on geographical and institutional diversity as well as project alignment with other CTSI initiatives.

Selection criteria include:

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]

## VI. Post-Award Requirements

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

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 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. See our [FAQ](#) page for more details.
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.

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

1. Summarize the project and primary findings for dissemination to the public (1 page).
2. Submit a final 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 5 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.

## VII. Application Materials

### [CHeP Trailblazer Weblink](#)

1. **Letter of Intent (LOI).** Due April 23, 2018. Submit to [chep@iupui.edu](mailto:chep@iupui.edu). Must 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. Submitting a LOI does not bind you to submitting a full proposal, this is for the purpose of identifying reviewers. All are invited to submit a full application at any time after submitting an LOI.

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

2. **Cover Page.** All applicants must complete and sign the application form. Please indicate whether your research involves human subjects. If an IRB application has been submitted, indicate the protocol number and either the approval date or 'pending'.
3. **Summary/Abstract** (up to 300 words) Include the target geographic area and population.
4. **Project Description** (up to 6 pages total, single-spaced, Arial 11-point font, 1-in margins)
  - a. Project specific aims **(up to half a page)**
  - b. Project significance and innovation **(up to 1 page)**
  - c. Health equity impact statement (in lay language) **(up to half a page)**
  - d. Project design and methods **(up to 2 pages)**
  - e. Ethical considerations to participants and the community at large. See [FAQ](#) page. **(up to half a page)**
  - f. Desired outcome and anticipated short-term and long-term impact **(up to 1 page)**
  - g. Description of partnership. Include how the partnership and project idea came about, the level of commitment, importance of the project to the community, how the partnership will function, and any unique qualifications and resources. If a community partner receives salary support from an academic institution, specifically acknowledge and justify the community partner's role in the community. Please see [FAQ](#) section for the guiding principles of CBPR. **(up to 1 page)**
  - h. As this award is intended to support the work of community-university partners, describe a method or metric you will use to evaluate the change in quality of your partnership throughout the project. **(up to half a page)**
  - i. Dissemination plan **(up to half a page)**
  - j. Proposed next steps, including extramural funding opportunities, written products (e.g., needs assessment report, evaluation report, presentations, manuscripts, etc.) and/or intellectual property (IP) that will be pursued **(up to half a page)**
  - k. Plan for long-term sustainability **(up to half a page)**
5. **If applicable, explain how this project will complement any of your other CHEP supported work**
6. **Proposed timeline** that includes all the major components of the project
7. **References / Literature cited**
8. **Detailed Budget & Budget Justification.** Example in [FAQ](#) page.
9. **Resume, CV or NIH Biosketch of Project Lead and Co-Project Lead**
10. **Letters of Support** (include with application, not as separate attachment; maximum of 3)
11. **Response to request to use application for educational purposes.** See [FAQ](#).
12. **Response to permission to send you a post-application survey.** See [FAQ](#).
13. **Application Checklist**

## VIII. RFA Timeline

<b>RFA Release:</b>	<b>March 2, 2018</b>
<b>Letter of Intent Deadline:</b>	<b>April 23, 2018 submit to <a href="mailto:chep@iupui.edu">chep@iupui.edu</a></b>
<b>Proposal Deadline:</b>	<b>May 25, 2018</b>
Write Protocol/IRB Approval:	June-August, 2018
<b>Award decisions:</b>	<b>August 2018</b>

Initial Grantee Meeting: September 25, 2018 1:30 – 3:30 pm (EST)

Start date: **October 1, 2018**

**IX. Contact Information**

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