Call for Proposals:
Interdisciplinary Community-Based Participatory Research for Health

The Community Driven Research Day (CDRD) competitive pilot grant program between academic researchers and community-based organizations, supports interdisciplinary, community-based participatory research in health – specifically focused on this year's theme of Advancing Health and Equity Through Community-Academic Partnerships. This funding mechanism supports research partnerships formed after participation in CDRD.

This Call for Proposals is limited to faculty, postdocs, and doctoral students with an identified faculty mentor from the University of Pennsylvania, Temple University, The Children's Hospital of Philadelphia, Drexel University, Thomas Jefferson University, and the Philadelphia College of Osteopathic Medicine working in collaboration with community partners who presented at CDRD held on January 27, 2022.

PROGRAM BACKGROUND AND OVERVIEW

CDRD, an annual event founded by the Philadelphia Collaborative Violence Prevention Center and The Penn Center for Public Health Initiatives, provides an opportunity for community-based organizations to discuss their research needs with researchers from six sponsoring academic institutions - Temple University, University of Pennsylvania, The Children's Hospital of Philadelphia, Drexel University, Philadelphia College of Osteopathic Medicine, and Thomas Jefferson University.

We are committed to community-based participatory research (CBPR), which includes the basic tenet that both community partners and research partners are involved in all phases of research as well as the principle that through the research process, community capacity and related opportunities are developed and sustained.

Thus, all pilot projects considered through this call for proposals must utilize a CBPR approach and propose a research project that builds and maintains respectful, trusting, and mutually beneficial relationships between academic and community partners.

Pilot projects are research programs that use qualitative and/or quantitative methods to collect initial data, analyze secondary data, and/or test research methodologies as a means to attract additional support from larger, external funding sources to continue the work. Projects that include aims to support capacity building between academic and community partners to engage in research will be considered if clear outcomes with associated data metrics are identified. Projects that have the potential to improve interventions and/or inform policy are of particular interest.

PROGRAM GOALS

- Foster interdisciplinary, community-based research at Penn, Temple, Drexel, CHOP, Jefferson, and PCOM that will have meaningful results at the community level
- Assist in developing meaningful community-academic partnerships that lead to long-term, mutually beneficial research and service initiatives
- Assist in building a body of work to attract external support for large-scale studies
- Identify innovative methodologies in health-related research that have the potential of informing local, state, and national policy and programming

APPLICANT ELIGIBILITY

Each research project must have two Principal Investigators (co-PIs) - an Academic Partner and a Community Partner. The Academic Partner must be a faculty member, postdoc, or doctoral student with an identified faculty mentor from one of the sponsoring institutions (*Penn, Temple, Drexel, CHOP, Jefferson, or PCOM)* and the Community Partner must be an organization that presented a 2-minute presentation during CDRD on January 27, 2022.

The focus of the project must be in, around, or relevant to Philadelphia and the surrounding region. This includes Philadelphia, Montgomery, Bucks, Delaware and Chester counties, as well as parts of Southern New Jersey and Delaware.

Community-based organizations (CBOs) can apply to multiple institutions with different faculty members, but the projects must be different from one another. Also, there is a policy that one CBO will not be funded for two projects in the same funding cycle. As a courtesy, if you are a CBO and you are submitting more than one proposal to different institutions, please let all your faculty partners know this.

SELECTION CRITERIA

The Community and Academic Partners must be involved in an equal partnership from project conception through dissemination of results. Research projects that will receive priority shall:

- Demonstrate how community and academic partners worked together at all stages of the proposal development and equally share responsibility for ideas and proposed actions in the proposal.
- Describe how the funds will be used to further develop the partnership.
- Describe how the CBO's research skills or capacity will be developed or improved through this partnership.
- Describe CBPR methodologies that are feasible during a one-year time period.
- Present clear, relevant research aims.
- Demonstrate how the research questions and results will be relevant to community health.
- Describe how community and academic partners will share "ownership" over research results and will collaborate and cooperate to decide on key issues related to the dissemination and publication of these results.
- Demonstrate how the pilot research will relate to future grant and research development.

Proposals will be reviewed by a panel comprised of a community member(s) and members from the sponsoring academic institutions, including but not limited to members from university development office, faculty, Provost Office and student/alumni relations.

PROPOSAL DEVELOPMENT PROCESS

This section lays out the typical progression of a research partnership from the CDRD event through the submission of a CDRD proposal for funding:

1. Academic researchers and representatives from community-based organizations (CBOs) attended CDRD and were encouraged to make connections with each other at the event.
2. CBOs and academic researchers received a compendium after the event that includes contact information for all participants. Everyone should use the compendium to find potential partners with shared interests and reach out to them to connect. Members of the CDRD planning committee can also help connect people and groups if you are having trouble.
3. When a CBO representative and an academic researcher have connected to discuss research interests, they may decide to partner with one another to submit a proposal for funding. The next step is to submit a Letter of Intent (LOI), which the CBO and academic researcher prepare

together. The LOI must be submitted to the sponsoring institution where the academic researcher is employed (Penn, Drexel, Temple, CHOP, Jefferson or PCOM).
4. Each sponsoring institution will review the LOIs that involve their own faculty to check for eligibility.
5. As long as the partnership represents a CBO who presented at CDRD and an academic researcher from the sponsoring institution, they are generally invited to develop a full proposal. Sometimes clarifications are requested, or suggestions are made by the institution at this point, but generally this is simply a check for eligibility and appropriateness of the research question(s).
6. Then the full proposal is co-produced by both partners and sent to the sponsoring institution who will decide the awards.

AWARD PROCESS TIMELINE
April 11, 2022   Letter of Intent (LOI) Deadline
April 15, 2022   Notification of invitation to submit full proposal
May 25, 2022   Full Proposal Deadline
June 15, 2022   Decision Date for Full Proposals
July 1, 2022   Disbursement of Funds
June 30, 2023   Deadline for Expenditure of Funds
August 31, 2023   Final Report Due

LETTER OF INTENT REQUIREMENTS
Interested applicants should submit an informational Letter of Intent to the sponsoring institution **no later than April 11, 2022** to determine eligibility and appropriate partnerships. This letter should not exceed one page in length, and must include:

- Co-PIs' names and affiliations, and any other partners on the grant proposal
- Target audience or area
- Proposed aims of the research endeavor
- Primary contact person
- *CV for the faculty PI(s) and résumé(s) for the community PI should be attached.

All projects determined to be eligible will be invited to submit a full proposal. These invitations will be emailed no later than April 15, 2022.

SPONSORING INSTITUTIONS' SUBMISSION REQUIREMENTS

Temple University
The Office of Community Engaged Research & Practice (CERP) at the College of Public Health is offering up to $8,000 in pilot funding. If you plan to apply for Temple College of Public Health funding, one of the co-PIs must be a Temple University College of Public Health faculty member, PhD student, post-doc or fellow, and the other a community partner representative. All Letters of Intent and any questions should be emailed to Amy Confair at amy.confair@temple.edu with "CDRD" in the subject line. If invited, full proposals should be sent as Word document attachments via email to Amy Confair at amy.confair@temple.edu with "CDRD" in the subject line.

University of Pennsylvania
If you are applying to the University of Pennsylvania, please send your letter of intent (or address any questions you may have) to Krista Scheffey, krista.scheffey@pennmedicine.upenn.edu.The Center for Public Health Initiatives at the University of Pennsylvania and the Community Engagement and Research

Core of the University of Pennsylvania Clinical and Translational Science Award (CTSA) each anticipates funding grants up to $10,000. CPHI and CEAR Core prioritize community-academic partnerships with a strong focus on community impact and engagement that address core determinants of health. When invited to submit a full proposal, all full proposals should be sent as Word document attachments via email to krista.scheffey@pennmedicine.upenn.edu with "CDRD" in the subject line.

The Children's Hospital of Philadelphia (CHOP)
The Center for Violence Prevention (CVP) is soliciting proposals that address all aspects of violence prevention. If you are applying for a CVP grant, one of the co-PIs should be a CHOP investigator (Faculty, Scientist or Fellow) and the other a community partner representative. Please send your letter of intent (or any questions you may have) to India Shepherd Hammond at cdrd@chop.edu. Grants will be considered in amounts up to $10,000. When invited to submit a full proposal, all full proposals should be sent as Word document attachments via email to cdrd@chop.edu with "CDRD" in the subject line.

Drexel University
Grants will be considered in amounts up to $10,000 for one year. If you are applying to Drexel University, please submit your letter of intent through the Drexel University Funding Portal. Please search CDRD in the funding portal or use this link: https://drexel.infoready4.com/#applicationGrid/1862732. After the Letter of Intent is reviewed and applicants receive an invitation to submit a full proposal, full proposals may be submitted through the Funding Portal. Questions should be directed to fundingportal@drexel.edu.

Thomas Jefferson University
Two of the Colleges at Thomas Jefferson University are providing grants: the Jefferson College of Nursing and the Jefferson College of Population Health.

If you are applying to work with the Jefferson College of Nursing, one of the co-PIs should be a Jefferson College of Nursing faculty member, PhD student, post-doc or fellow, and the other a community partner representative. Please send your letter of intent and any questions you may have to Gabrielle Santulli at gabrielle.santulli@jefferson.edu or 215-503-9115. Grants will be considered in amounts up to $10,000.

If you are applying to work with the Jefferson College of Population Health, one of the co-PIs should be a Jefferson CPH faculty member, PhD student, post-doc or fellow, and the other a community partner representative. Projects that have the potential to be disseminated in the form of national or international presentations and/or as peer-reviewed manuscripts will be prioritized. Please send your letter of intent to Katie DiSantis, PhD, MPH, at Katie.DiSantis@Jefferson.edu. Grants will be considered in amounts up to $10,000.

Philadelphia College of Osteopathic Medicine
The Philadelphia College of Osteopathic Medicine (PCOM) supports a one-year grant for up to $10,000 for interdisciplinary, community-based research, focusing on the areas of health equity, health literacy, maternal health, or behavioral health in West and Southwest Philadelphia. Each research project (a maximum of two will be awarded) must have two Principal Investigators (co-PIs) - a faculty member from PCOM and a community-based organization partner. Student participation in the research project is a requirement for funding. Please refer to the college's website (www.pcom.edu) for information about the graduate programs offered that align with your research. Interested applicants should submit a Letter of Intent to Dr. Marcine Pickron-Davis, Chief Diversity & Community Relations Officer, at marcinepi@pcom.edu.

INVITED FULL PROPOSAL REQUIREMENTS

Invited applicants should submit a Full Proposal consisting of the Scope of Work, Financial Component, and Required Additional Materials. The deadline for full proposals is **Wednesday, May 25, 2022**.

Scope of Work (*no more than five pages in length, single spaced. Please use 1-inch margins and a font of Arial 11*):

- Provide the hypothesis, and goals and objectives of the research project. Please include the anticipated number of people you propose to reach.
- Describe the significance of the research to the specified community.
- Describe what you know about the target population to be served, specifying which neighborhood(s) will be targeted by the proposed project.
- Explain the methods, analytic plan and the work to be undertaken.
- Describe the proposed staffing for the project, including roles and responsibilities of community and academic members and their experience serving the targeted community
- Describe how the community and academic partner will collaborate throughout the entire research project.
- Describe how the community partner's research skills or capacity will be developed or improved as part of the project.
- Describe how the results of the research will be disseminated to community stakeholders.
- Discuss plans for securing funding for future extensions of the partnership or research.
- Provide a detailed timeline of tasks to be completed during the one-year project.

Financial Component (*no more than two pages*)**:**
- A **Project Budget** including Personnel Costs and Other Expenses (consultants, supplies, travel, etc.). In the Personnel Costs section include the role, current salary of each staff person, their % effort on the project, and the cost of fringe benefits. In the Other Expenses section include the total costs of each line item.
- A **Budget Justification** including a detailed description of each line item. For example, the justification should include the duties of each staff person listed in the budget, the type of supplies required (and purpose), and the name (if applicable), duties, and hourly rate of proposed consultants, etc.

Required Additional Materials (*no overall page limit)***:**
- **Abstract Page:** The abstract page should be no longer than 250 words

- **Background documents** describing the experience of the applicants. These one-page narratives should describe:
   - The prior experience of the applicants serving the target population
   - Relevant experience in stress and/or community wellness related activities
   - Prior engagement in community-based participatory research.
   - Academics may also submit bio-sketches no longer than 2 pages each.

Submission Information:

All applications must be submitted based on the instructions listed above for each institution by May 25, 2022.

Awards will be publicly announced on the CDRD website by June 20, 2022. Each University may notify successful applications sooner and/or on different dates. Successful applications will receive funding on

or immediately after July 1, 2022 (contingent on Institutional Review Board (IRB) approval unless otherwise specified by the sponsoring institution). All funds must be expended by June 30, 2023, unless otherwise specified by individual institutions.

AWARD TERMS

IRB Approval:
As a condition of funding, all proposals must receive approval from the Institutional Review Board (IRB) of their respective institutions so as to assure funded activities are in line with regulatory standards. Funded applicants must be prepared to submit IRB applications within 7 days of award announcement (unless otherwise specified by the sponsoring institutions). IRB approval should be taken into consideration when preparing the timeline for your proposed project. IRB approval letters should sent to the contact person of the sponsoring institution listed above.

Memorandum of Understanding:
A Memorandum of Understanding between the Academic and Community Partners (Co-PIs) outlining agreed upon roles and responsibilities and related sharing of resources must be submitted to the contact person of the sponsoring institution listed above prior to the release of any grant funds.

Use of Grant Funds:
Funds may be used to pay for project staff salary and benefits, consultant fees, supplies and other direct expenses related to program activities (e.g. travel, incentives for community participants, food, meeting space etc.). The purchase of equipment will only be supported if it is demonstrated that there is no other way for the research team to access necessary equipment other than direct purchase. Funds may not be used to support the salary or benefits of University/Hospital faculty. Faculty and staff tuition will also not be supported.

Final Report:
A final report is due August 31, 2023, two months after the completion of the funded project on June 30, 2022. A template will be provided.