

## Community-University Partnership Seed (CUPS) Grant Request for Applications

### Purpose and Goals

This funding opportunity is intended to promote the formation and maintenance of community-university partnership activities in support of research projects that address community-defined health priorities.

Specifically, this funding opportunity is designed to:

- 1) Promote the development and engagement of community and academic partners involved in community-engaged research partnerships,
- 2) Increase the number and quality of grant applications submitted to the MICHR Community University Research Partnership Award (CURES) and other U-M community-engaged funding mechanisms.

This funding opportunity was created based in-part on the Detroit Community-Academic Urban Research Center's (URC) Small Planning Grant Program. **Detroit-based partnerships:** Applicants involved in research partnerships in the city of Detroit should apply through the Detroit URC Small Planning Grant Program. Detroit-based applicants will be awarded through the Detroit URC. Please visit the Detroit URC's Small Planning Grant Webpage (<http://www.detroiturc.org/expertise-programs/small-planning-grants.html>) for more information.

### Overview

The Michigan Institute for Clinical & Health Research (MICHR) is here to enable clinical & translational research at the University of Michigan. Our vision is to be a catalytic partner for clinical and translational researchers at the university, resulting in improved health for local, national and global communities.

The CUPS funding opportunity is supported by the Communities Engagement (CE) Program. The CE Program aims to strengthen collaboration and research focused on community-defined priorities that will improve health and health equity in communities throughout Michigan.

### **What is Community Engagement in Research?**

Community engagement in research is a process that supports authentic partnership of people affiliated with or self-identified by geographic proximity, special interest, and/or similar situations to address issues affecting the well-being of the community of focus.<sup>1</sup> Community-engaged research approaches are built on the premise that the health issues being studied are best understood by the community members living in the environments where the research is taking place, and that communities should be directly involved in the decisions that will affect their lives. This process requires power sharing, equity, and flexibility in conducting research in a manner that fits the priorities, needs, and capacities of the communities involved.<sup>1</sup>

There are different models of community-engaged research that have varying levels of community involvement. Community-Based Participatory Research (CBPR) is a specific type of community-engaged research that equitably involves community members, organizational representatives, and academic researchers in all aspects of the research process.<sup>2,3</sup> Applicants are encouraged to utilize a CBPR approach for this funding mechanism, or a similar participatory approach that strives for equitable involvement of all partners throughout the research process.

### **Partnership Formation, Maintenance, and Sustainability**

Partnerships are the foundation of any community-engaged research endeavor. The process of developing, maintaining, and sustaining a research partnership requires time, commitment, resources, and is different for each project and group of partners involved. Colleagues at the Detroit URC have described this process as

occurring in seven broad stages or phases that commonly occur when conducting CBPR. These phases include forming the partnership, assessing community strengths and dynamics, identifying priority local health concerns and research questions, designing and conducting the research, feeding back and interpreting the research findings, disseminating and translating the findings, and finally maintaining, sustaining and evaluating the partnership.<sup>2,3</sup> There are two core components of this process that are critical to consider for the purposes of this funding opportunity. The first core component is forming the partnership. This is the initial stage that involves identifying potential partners and communities, building trust, and establishing principles and norms for working together. The second core component is maintaining and sustaining the partnership. This occurs continuously throughout all phases of the research as partners work together to share knowledge and skills, strengthen trust, and explore ways that the partnership might be improved or modified to address new collaborative research efforts.<sup>2,3</sup> As described in the next section, this funding opportunity will support efforts at any phase in this process, from the early stages of partnership formation to the ongoing stages of maintaining and sustaining the partnership.

### **Definition of Community**

For the purpose of this funding opportunity, “Community” is defined more broadly as a group of people affiliated by similar characteristics, such as identities (e.g. social/economic backgrounds), geographic location (e.g. city of Flint), special interests (e.g. coalition to reduce childhood obesity), and/or situations that affects the well-being of that group. Applicants must clearly describe the specific community that represents the focus of the partnership. MICHR’s Communities Engagement Program is specifically interested in applications that seek to reduce health disparities and improve health among communities that experience poorer health outcomes and have historically been excluded from opportunities to engage in research (e.g. racial/ethnic minorities, women, low-income families).

### **Award Description and Examples**

CUPS grant funding is intended to support community-academic partnerships at any phase of the research process. Applicants who are in the early stages of forming their partnership may have a greater focus on relationship building, exploration of shared areas of interest, and creation of the partnership structure. Examples of activities that can be funded to support newly forming partnerships include, but are not limited to:

- building relationships between partners (e.g. facilitating meetings for partners to learn about each other, explore the involvement of other potential partners, and how the partners will adopt and use equitable collaborative principles);
- exploring shared research interests and identifying capacity building needs (e.g. identifying partnership research priorities, determining research approach that will be used, participating in trainings and mentoring opportunities);
- developing a Steering Committee and/or other appropriate partnership infrastructure mechanisms (e.g. defining roles and responsibilities, developing communication and decision-making mechanisms, policies and procedures);

Applicants who are already engaged in an established partnership may be focused on different activities, such as the dissemination of research findings or evaluation of the partnership process. These activities would support the ongoing maintenance, sustainability, and/or evaluation of the research partnership. Examples of activities that can be funded to support partnership maintenance, sustainability, and evaluation include, but are not limited to:

- conducting community assessment(s) to inform new collaborative research efforts (e.g. focus groups to gather data to inform the research question and/or methods);

- disseminating and translating research findings (e.g. development of dissemination tools, such as, fact sheets and policy briefs, to specific audiences ); and
- evaluating the partnership process (e.g. collecting data to assess to what extent the partnership is achieving its goals, challenging and facilitating factors, and identifying future directions for the partnership).

### **Roles & Eligibility Requirements**

Applications must be submitted on behalf of at least two investigators; an academic partner representing a school/department at the University of Michigan (U-M) and a community partner representing a non-academic community partner organization. Applicants may propose a Lead/Principal Community or Academic Investigator (PI) and Co-Academic or Co-Community Investigator (Co-I), or Co-Principal Investigators, as long as the proposed partnership demonstrates collaboration, joint ownership, and shared leadership between both academic and community partners.

**Detroit-based partnerships:** Applicants involved in research partnerships in the city of Detroit should apply through the Detroit URC Small Planning Grant Program. Detroit-based applicants will be awarded through the Detroit URC. Please visit the Detroit URC's Small Planning Grant Program Webpage (<http://www.detroiturc.org/expertise-programs/small-planning-grants.html>) for more information.

#### **Academic Partners**

All academic faculty (12 month and 9 month appointments) with lecturer or instructor appointments or higher from all schools and colleges at U-M are eligible to apply as Lead/Principal Investigators, Co-Lead/Principal Investigators, or Co-Investigators. Applicants must have a faculty appointment at the time of the application deadline.

Early career academic partners are faculty with the appointment of Assistant Professor and below. This includes but is not limited to Instructors, Assistant Professors, Research Assistant Professors, and Assistant Research Scientists. In order to promote the advancement of early career faculty, applications from eligible early career investigators will receive priority. A letter of support from a mentor or department chair attesting to their commitment to the development of the mentees' long-term career plan enhances the likelihood that the application will be awarded.

Senior academic partners are faculty with the appointment above the level of Assistant Professor. This includes but is not limited to Associate Professors, Professors, Associate Research Scientists, Research Scientists, Research Associate Professors, and Research Professors.

Adjunct faculty, post-doctoral trainees and fellows are not eligible to serve as Lead/Principal Investigators; however, they are eligible to serve as Co-Investigators, and they may play a prominent role in conducting the project. Pilot Grant Program funding may not be used to support effort (salary & benefits) for Fellows who are already supported by Accreditation Council for Graduate Medical Education or equivalent programs.

#### **Community Partners**

Community partners are eligible to serve as Lead/Principal Investigators, Co-Lead/Principal Investigators, or Co-Investigators. Multiple community partners may serve in these roles for any project and applicants may collaborate with multiple non-academic community partner organizations. Community partners must be affiliated with one of the following types of organizations: Nonprofits; Small Business; For-Profit Organizations; Indian/Native American Tribal Government; Indian/Native American Tribally Designated Organizations; Minority-serving institutions; Governmental health agencies; or Faith-based organizations. Community partners

must be directly affiliated with a non-academic community partner organization located within the State of Michigan.

### **Application and Submission Information**

Applications will be accepted on a rolling basis and reviewed on a quarterly basis. Applications received by **Friday, March 11<sup>th</sup>, 2016** will be reviewed by the end of March. Applications received by **Friday, May 13<sup>th</sup>, 2016** will be reviewed by the end of May.

Applicants will use U-M Medical School's Competition Space (<https://umms.infoready4.com>) to submit their application. U-M applicants may use their Level 1 Password to login to Competition Space. Community partner and non U-M applicants will need to register to use Competition Space by creating an account and providing an email address and password. Applicants may also designate a Proxy to apply on their behalf through Competition Space. In order to designate a Proxy, please complete the following steps:

1. The person who will serve as a Proxy must first login to Competition Space once before he/she can be assigned as a Proxy.
2. The applicant (i.e. Principal Investigator) will need to login to Competition Space.
3. Once the applicant is logged in, she/he should see their name in the upper right-hand corner of the page. Click on the applicant name to go to the Profile Page.
4. Once on the Profile Page, click on the checkbox that states "I want to designate an applicant proxy, who can apply to competitions on my behalf."
5. Enter the email address of the Proxy. The name field should automatically populate.
6. Click Save.

Applications should be submitted using the forms provided on Competition Space, which include the face page, budget template, and proposal narrative outline. A biographical sketch template is also provided if applicants choose to submit this optional component with their application.

The application consists of the following components:

1. Face Page  
The face page can be accessed via competition space and includes information about the partners and collaborators involved, an abstract that succinctly describes the proposed activities, a series of yes/no questions about the partnership, and budget information.
2. Proposal Narrative  
The proposal narrative should provide an overview and description of the partnership and proposed activities. This narrative should be specific, informative, and avoid redundancies. The sections within the narrative include:
  - A. Background and Significance: (1 page limit)  
Describe the specific health problem that the partnership will address and its relevance to the communities involved. Describe the specific community or communities with whom the partnership seeks to include or has already included in addressing the health problem.
  - B. Description of the Partners Involved and Previous Related Work: (1 1/2 page limit)  
Describe the roles and responsibilities of the partners involved; the history that the partners have working together and conducting community-engaged research, and the experience and/or expertise the different partners will bring to the partnership and/or research project.

- C. Community-Engaged Research Approach: (1/2 page limit)  
Describe the framework and/or approach to community-engaged research that will be utilized and how community and academic partners will share responsibility for the partnership and/or project activities. Newly forming partnerships can describe potential frameworks or approaches that may be utilized.
- D. Proposed Partnership Goals and Objectives: (1/2 page limit)  
Describe the proposed goals and objectives that will be accomplished. (For the purposes of this application, “goal” refers to the overarching purpose of the partnership/project, and “objective” refers to desired outcomes that are measurable and have a defined endpoint.)
- E. Partnership Formation, Maintenance, and/or Sustainability Activities (1 page limit)  
Describe the specific activities and project timeline for meeting each of the objectives.
- F. Impact Statement and Future Plans (1/2 page limit)  
Describe the expected outcomes, and how the partnership activities will lead to future research collaboration and/or funding opportunities, including what steps the partners will take to pursue funding, sustain the partnership, and explore future collaborative efforts.

3. Budget

The budget can be for any amount up to \$5,000 and must be well justified. Unallowable items include, but are not limited to: indirect costs, cost overruns, retroactive funding, publications, grant preparation costs, graduate student stipends and tuition costs, travel unrelated to the conduct of the partnership activities (e.g. to conferences), renovations, office supplies or equipment, including computers. Computer programs may be considered if specialized and directly related to the proposed project.

4. Biographical Sketch/Resume (Optional)

Applicants may provide a recent NIH style biographical sketch, curriculum vitae, or resume for each partner listed on the project to supplement information provided in the proposal narrative. Applicants who choose to submit this information may use either a recent NIH style biographical sketch or a CV/resume that contains information about professional experience, education, and other related skills and expertise.

5. Letter(s) of Support (Optional)

Applicants are encouraged to provide letters of support from each non-academic community partner organization and the UM school/department(s) for each academic researcher(s) involved. These letters should address the interest and commitment of the partners to engage in the proposed partnership.

6. Appendix (Optional)

Applicants may submit additional items (limited to 5 pages) that illustrate the intent to establish collaborative research partnership or the degree to which such a partnership is already established as appendices with the application submission.

**Format Specifications:** Unless otherwise indicated, applications should be typed in Arial Font and Font Size 11. A symbol font may be used to insert Greek letters or special characters; the font size requirement still applies. Text should be single spaced on standard size (8.5” x 11”) paper.

## **Review Process and Selection Criteria**

Applications will be reviewed by a committee composed of both community and academic partners with extensive experience in and understanding of community-engaged research. Reviewers will assess applications for their potential to create new or develop existing effective community-engaged research efforts that will address community-defined health priorities. The following criteria will be used to evaluate applications:

- **Significance/Relevance:** Does the research address a significant clinical or health-related challenge that is relevant and responsive to the community partner's needs/interest?
- **Partnership:** Do the partners and other collaborators have complementary experience and expertise? Is there evidence that there will be equitable involvement of all partners?
- **Approach:** Are concepts and principles of community-engaged research incorporated in the goals and objectives? Are the proposed activities feasible within the allotted timeframe? Are the overall strategy and activities appropriate to accomplish the objectives?
- **Budget:** Is the budget realistic and appropriate considering the work proposed?
- **Community/Academic Benefit:** How will the project result in potential benefits for the community partner organization(s) and community partner(s) involved? How will the partnership activities increase the likelihood for academic and community partners to engage in future collaborative research?
- **Sustainability/Future Plans:** What is the potential that the partnership will be sustained and that this award will result in new grant applications or collaborative research efforts to improve health?

## **Award Information & Awardee Responsibilities**

CUPS grants may be funded up to a maximum amount of \$5,000 with a grant period duration of up to one year. If a proposal is approved for funding, the applicant will be notified by email. Any residual funds at the close of the study will be returned to MICHR; deficits are the responsibility of the department/division/unit. The Principal Investigator and/or her/his grant administrator will have 90 days beyond the project end date to reconcile any applicable account activity incurred during the grant term. At which time, MICHR Finance in collaboration with the department grand administrator will facilitate closure.

Awardees will receive progress report requests at 6- and 12-months. A request for a well-justified maximum 6 month extension may be submitted with this progress report. However, if no progress has been made toward completion of the project after the one year period, the Communities Engagement Program reserves the right to request that unexpended MICHR funds be returned.

In the event that the Lead/Principal Investigator or Co-Lead/Principal Investigator leaves the institution or organization during the period of the grant, the Lead/Principal Investigator is responsible for notifying the MICHR CE Program; at which time, they may either:

1. Designate a new eligible Lead/Principal Investigator or Co-Lead/Principal Investigator; or
2. If no eligible faculty can be named before the faculty departs, the project may be discontinued and any remaining funds returned to MICHR upon the Principal Investigator's departure.

**Budgets:** Awarded funds are limited specifically to the expenses itemized and approved as part of the original application. Funds may not (without MICHR approval) be utilized for any other expenditure not previously identified. A request to change the budget must be accompanied by an updated budget and budget justification form. Any change to the budget must be approved by the MICHR CE Program.

**Regulatory Requirements:** Projects may require review and approval from an authorized Institutional Review Board (IRB), or an amendment to an existing IRB protocol. The charge of an IRB is to protect the rights and welfare of participants in clinical and other research studies involving humans. Applicants should consult with an appropriately designated IRB affiliated with their institution or organization to determine whether their project requires review. If a project requires IRB approval, applications should be initiated immediately following award notification. All regulatory approvals must be obtained within 3 months of the award start date.

The start date that begins the one year funding period is set by MICHR Finance and commences with or without IRB approval. If approvals have not been obtained within this timeframe, the award may be revoked or deferred unless justification of further delay can be made to the CE Program. If you are using a pre-existing application, you are required to amend your Sponsor section to include MICHR as an Internal funding source.

**Post-Award Meeting:** Awardees will be required to attend an orientation meeting with MICHR faculty and staff to discuss funding expectations, project plans, and MICHR support services available to partners.

**Publication – Citing MICHR’s Grant Number:** As a requirement for accepting a MICHR award and to continue to ensure CTSA support for clinical and translational research, please cite our grant number UL1TR000433 in all relevant publications and presentations.

**Progress Updates:** Awardees will be required to complete 6-month and one-year updates providing a summary of progress to date, including partnership outcomes and plans for dissemination and applying for extramural funding, and if applicable, an explanation for any project delays. This is also the approved method for requesting a no-cost extension.

**Research Symposium:** All awardees will be invited to present the outcomes from their partnership work at either a poster session or a MICHR-sponsored event/symposium. Awardees are encouraged to disseminate their work widely.

## **Contacts and Resources**

For assistance with CUPS and MICHR funding opportunities that require community engagement, please contact: Adam Paberzs, Research Liaison at 734-763-8880 or [adampabe@umich.edu](mailto:adampabe@umich.edu).

For MICHR Pilot Grant Program information, please contact:  
Lisa Ahrens, Pilot Grant Program Coordinator at 734-998-7308 or [MICHR-PilotGrants@umich.edu](mailto:MICHR-PilotGrants@umich.edu).

**Detroit-based partnerships:** Applicants involved in research partnerships in the city of Detroit should apply through the Detroit URC Small Planning Grant Program. Detroit-based applicants will be awarded through the Detroit URC. Please visit the Detroit URC’s Small Planning Grant Program Webpage (<http://www.detroiturc.org/expertise-programs/small-planning-grants.html>) for more information.

## Useful Links

MICHR's Community Engagement Program Webpage

<http://www.michr.umich.edu/community/communityengagementandresearch>

MICHR's Pilot Grant Program Webpage

<http://www.michr.umich.edu/funding/pilotgrant>

UMMS Competition Space

<https://umms.infoready4.com/>

Detroit Community-Academic Urban Research Center Small Planning Grant Program

<http://www.detroiturc.org/resources/small-planning-grants.html>

## MICHR Resources

Communities Engagement Program

Provides consultation, resources and education for community-engaged researchers and linkages to community and practice-based organizations.

<http://www.michr.umich.edu/community/communityengagement>

Research Development Core (RDC)

Provides free services and consultation to strengthen study design and grant proposals

<http://www.michr.umich.edu/services/researchdevelopment>

Clinical & Health Research Recruitment Program

Provides expertise, tools, and resources to facilitate participant recruitment in clinical and health research studies

<http://www.michr.umich.edu/services/recruitmentprogram>

Biostatistics

Provides state-of-the art knowledge, service, education, and methodology in the areas of biostatistics and outcomes measurement

<http://www.michr.umich.edu/services/biostatistics>

Michigan Clinical Research Unit (MCRU)

Provides the clinical staff, resources, and infrastructure necessary to conduct human clinical research protocols at the University of Michigan

<http://www.michr.umich.edu/services/mcru>

## References

1. Ahmed S, Palermo A. Community engagement in research: Frameworks for education and peer review. *American Journal of Public Health*. 2010; 100(8):1380–1387.
2. Israel B, Rowe Z. Strategies for building and sustaining equitable, effective community-based participatory research partnerships. *Presented at the MICHR Community Engagement Symposium*. 2013.
3. Becker, A, Israel, B, Allen, A. Strategies and techniques for effective group process in CBPR partnerships. *Methods in community-based participatory research for health*. 2005; 52-72