

Appalachian Community-Academic Partner Program

PURPOSE

The Clinical and Translational Science Awards (CTSA) Centers at the **University of Kentucky (UK)**, the **University of Cincinnati/Cincinnati Children's Hospital (CCHMC)**, the **West Virginia University (WVU)**, and the **Pennsylvania State University (PSU)** are soliciting applications from faculty members of the five institutions for pilot projects for the Appalachian Community-Academic Partner Program. This program supports the CTSA mission of promoting and stimulating innovative and long term collaborations that help develop sustainable partnerships between academic researchers and community stakeholders to enhance the mission of the Appalachian Translational Network <http://appalachianresearch.org/>. This grant program is designed to stimulate **long-term** collaborations that will promote the translation of clinical and translational research into effective practice and public policy.

The Program will award a total of up to \$100,000 direct costs, as a two-year pilot grant (s) to strengthen or support development of sustainable partnerships between academic researchers and community stakeholders for translational research. Grants will support either: (1) joint pilot projects proposed by established community based settings-academic partnerships; or (2) development of new community-academic partnerships. Proposals should address health disparities for underserved populations in Appalachia including but not limited to outcomes measured by the following [Appalachian Regional Commission Report](#). They should promote participation, discovery, application, and dissemination of science that reduces Appalachian's health disparities.

Research activities may include, but are not limited to: conducting community assessments, analyzing existing data, pilot testing data collection instruments or procedures, conducting formative research on intervention strategies or messages, and testing intervention feasibility.

**Please note that community partners proposing "Human Subject Research" activities must have "Institutional Review Board" and "Federal Wide Assurance approval" before project initiation. The CCTS provides services and guidance to applicants in obtaining IRB and FWA assurances. For more information please contact [your](#) local CTSA administrator.*

ELIGIBILITY CRITERIA

The eligibility is limited to:

- ❖ Investigator(s) from the University of Kentucky, University of Cincinnati including Cincinnati Children's Hospital Medical Center, West Virginia University, and the Pennsylvania State University. This/These individual(s) must have the skills, knowledge, and resources necessary to carry out the proposed research as the Program Director/Principal Investigator/Co-Principal Investigator.
- ❖ Investigator(s) affiliated with universities in the Appalachian Translational Research Network (ATRN): Marshall University, Wake Forest University, Pennsylvania, Ohio University and Ohio State University are eligible to act as the Co-Investigator(s) for the proposed research.

AND

- ❖ Investigator(s) formally affiliated with a community-based organization with recognized status as a 501(c)3, LLC, or fully incorporated entity. These individual(s) must have the skills, knowledge, and resources necessary to carry out the proposed research as the Program Director/Principal Investigator/Co-Investigator.
- ❖ Please note that this program requires a researcher from a community based organization to serve as the Principal Investigator/Co-Principal Investigator or Co-investigator.

For purposes of this award, **community organizations** are defined as organizations that (1) have a documented (e.g., mission statement) interest in improving the health of the relevant community; and (2) have a history (3 years or more) of serving the health needs and interests of the relevant community.

- A shared leadership plan must be included in the application.
- Applicants must identify specific plans to organize an “Advisory Board” as a part of the activities to be performed under this award. This Advisory Board should consist of representatives from both the afore mentioned CTSA institutions and the community(ies) of interest.

PRIORITIES FOR FUNDING

Applications will be reviewed and ranked for funding priority. The main priorities for funding are: (1) the scientific rigor and technical merit of the proposed approach, (2) clear clinical and translational relevance, (3) and the likelihood that the project will promote meaningful, sustained collaboration between community-based and academic investigators. Where appropriate, priority will be awarded based upon the strength of the research team. Other priorities for funding include:

- Significance of the clinical and/or translational work in terms of potential health impact.
- Scientific rigor and novelty of the proposed approach.
- Experience and productivity of the investigators.
- Significance of the work in terms of impact on health knowledge, practice, or policy.
- Does research employ novel approaches or methods to fulfill its purpose?
- Does the proposed research employ novel community partnership approaches or methods to fulfill the program’s purpose?
- Capacity for overall impact on health of the Appalachian Kentucky, Ohio, Pennsylvania, and West Virginia.

FUNDING INFORMATION

The research activities at each participating research site will be funded by that institution’s CTSA. Because each institution participating in this program determines how much funding will be devoted to the program, the amount of funding available will vary depending on the institutions of the investigators involved in a proposal. It is anticipated that funds up to **\$100,000 in total direct**

costs may be available over a 24-month period for these collaborative projects. Proposed costs should be commensurate with the work.

Sufficient justification and detail should be provided to validate the need and cost of each item. The budget will be comprehensively reviewed to insure that the funds being requested are appropriate for the research being proposed.

EXAMPLE OF ALLOWABLE COSTS

- Equipment essential for the conduct of the study
- Travel and per diem allowances directly related to the project
- Participant reimbursement costs/recruitment costs
- Research assistant salary support
- **Non faculty** personnel salary support
- Project specific specimen collection/analysis or testing/chemistry and biological lab supplies

Applicants must account for fringe benefit costs when considering research assistant salary levels. NO INDIRECT COSTS ARE ASSIGNABLE THROUGH THIS MECHANISM.

LETTER OF INTENT (LOI) SUBMISSION PROCESS

Investigators are strongly encouraged to contact their local CTSA to explore services available for their project.

LOI & BIOSKETCH SUBMISSION INSTRUCTIONS

Letters of Intent (LOI) and Biosketch (BS) in NIH format will be solicited from faculty AND Resume(s) will be required from community partners' leadership involved in the project. The LOIs will be reviewed and subject to a standard NIH-type study section assessment by a committee composed of faculty from the funding institutions. A subset of meritorious LOIs will be selected and applicants will be invited to submit Full Applications.

Beneath the LOI, each of the key personnel and their departmental affiliation should be noted. The key personnel should minimally include the PI (CTSA Institution(s) and/or community partners) and the designated mentor (applicable for new investigators), Co-PI(s) and Co-I(s) (CTSA Institution(s) and or community partners and/or ATRN partners). Data analysis consultants (if included), collaborating investigators, collaborating community partners and others may be listed, if they will play a significant, active role in the conduct of the proposed work. Key personnel listed should provide a letter confirming their role (INCLUDE THESE LETTERS IN THE APPENDIX).

Specific partnership with universities in the ATRN and community partners (not included in the two pages LOI limit): Explain how this partnership will provide new opportunities for the investigators, any development activities that will be conducted throughout the project, and how these activities will build a sustainable infrastructure for an ongoing partnership (not more than 250 words).

Failure to follow the guidelines below may result in the Letter of Intent being removed from consideration.

The Letter of Intent must adhere to the following NIH formatting guidelines:

- Margins must be no smaller than 0.5” at all points.
- Use an Arial, Helvetica, Palatino Linotype, or Georgia typeface, a black font color, and a font size of 11 points or larger. (A Symbol font may be used to insert Greek letters or special characters; the font size requirement still applies).
- Type density, including characters and spaces, must be no more than 15 characters per inch. Type may be no more than six lines per inch.
- EACH page should provide the applicant’s name in the upper right hand corner. The application should be numbered consecutively in the center bottom.

Letter of Intent must be limited to a **two page-summary**:

- a. descriptive title
- b. rationale
- c. overall hypothesis or goal
- d. specific objectives
- e. approach
- f. potential impact and expected outcomes
- g. project milestone

LOI appendix

- Biosketch in NIH format
- Resume
- Partnership description (250 words or less)
- Key personnel support confirmation letter(s).
- References- Authors, year, title and journal information is expected for each citation

Email LOI to: Elodie.elayi@uky.edu - **DEADLINE DATE for LOI: August 23, 2017**

[The BIOSKETCH template](#) can be downloaded here.

LOI REVIEW PROCESS & CRITERIA

Your submission will initially be administratively reviewed. You will be notified if portions are missing or incomplete. The LOI (s) will be subject to a standard NIH-type study section assessment by a standing committee composed of academic and community partners. All applications will be scored based upon the written reviews, relevance to the Priorities and Scope outlined above, and the overall relevance to the long term goals of the ATRN and participating CTSA institutions. The reviewers will provide written feedback addressing the merits of each LOI. You will be notified of the outcome.

KEY DATES

Call for Letter of Intent: July 12, 2017

Letter of Intent Due: August 23, 2017

Letter of Intent Finalists Notified: September 29, 2017

Full Application Due: October 27, 2017

Funding Decision: January 2018

PLEASE DIRECT ALL QUESTIONS TO: Elodie Elayi, at elodie.elayi@uky.edu or 859-323-7939 in Lexington, KY.

Instructions regarding full submission will be provided to the LOI finalists at the time of notification.