

2016 IIMS COMMUNITY ENGAGEMENT SMALL PROJECT GRANTS FUNDING ANNOUNCEMENT

OVERVIEW

The Institute for Integration of Medicine & Science (IIMS) is seeking proposals for one-year community engagement small project grants. Our goal is to promote, develop, and expand community and academic research partnerships for the translation of science from basic discovery, to clinical practice, to public health benefit. Funds may be used to develop or expand collaborative projects in one or more of these areas:

1. Community-engaged research or assessment
2. Education or training
3. Dissemination of research results, program features, or policy implications

ELIGIBILITY

Applications will be accepted from **community and academic research partnerships** from South Texas. Existing partnerships are encouraged, but not required. Those who have worked together for one or more years will be given special consideration.

We define **Community Partners** as key stakeholders who play a vital and important role in the development and implementation of projects. Community partners **should not** represent the same institution as the academic partner and vice versa. Community partners may include, but are not limited to:

- Practice-based research networks
- Translational Advisory Boards (TABs)
- Other community collaborative groups and/or agencies including community health centers, county health departments, non-profits, schools, social services agencies, and/or volunteer groups.

We define **Academic Partners** as faculty and/or students who provide technical and/or research support for the development of projects that address community-identified health priorities. Academic Partners may represent one or more of the following institutions:

- UTHSCSA
- UT School of Public Health
- University of Texas at San Antonio
- South Texas Veterans Health Care System
- Texas Biomedical Research Institute
- Fort Sam Houston
- UT Brownsville
- UT Pan American
- UT College of Pharmacy

Student applicants are required to identify a faculty sponsor who will advise them during the development of their project. The student and faculty sponsor are responsible for working together to complete their project.

Individuals may submit only one application as a Principal Investigator, plus one as a Co-Investigator per year. The Principal Investigator role may be designated to either a community or academic partner.

PROPOSAL TOPICS

Topics are unrestricted; however, they should focus on community-identified health priorities. To do so, applicants are strongly encouraged to refer to publicly available health assessments such as the *Bexar County Community Health Assessment and Community Health Improvement Plan (CHIP)*.

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FUNDS

We anticipate that \$30,000 will be available to fund 6 or more proposals. The maximum budget award is \$5,000. Smaller budgets will be considered.

Due to liability issues, the IIMS will not cut checks directly to awardees. Instead, awardee accounts will be centralized at the IIMS. Budgeted expenses will be supported via supply orders and payment vouchers. Other budgeted expenses may require the submission of an invoice.

Funds for budgeted expenses of projects co-led by other non-UTHSCSA academic partners will be disbursed as invoices are received.

Faculty sponsors will be responsible for awards granted to their student awardee(s). Accounting information for the faculty sponsor should be included in the application. Funds will only be used for budgeted expenses per the approval of both the student awardee and faculty sponsor.

Allowable expenses include:

- ClinCard research incentives¹
- Consumable supplies and equipment
- Consulting fees
- Light snacks and beverages
- Journal publications (\$500 maximum)
- Software
- Travel, including meeting conference registrations
- Other justifiable and essential expenditures

Non-allowable expenses include:

- Door prizes
- Facilities and administrative expenses
- Faculty and staff salaries
- Indirect costs
- Meals
- Petty cash or gift card reimbursements
- Professional or societal memberships

SUBMISSION, TERMS, AND CONDITIONS

Applications are due on **Monday, July 18, 2016 at 11:59 pm**. All supporting documents should be written in 11 point Arial or Times New Roman font; set to at least 0.5" margins; and numbered. Also, supporting documents should be saved as **PDF files** and uploaded with the electronic application. Incomplete applications will NOT BE REVIEWED. Proposals should be organized as follows:

- Electronic Application
- Proposed Plan (maximum of 3 total pages)
 - Specific Aims
 - Background and Significance (maximum of 1 page)
 - Work Proposed
- History of Community and Academic Partnership (maximum of 1 page)
- Detailed Budget Form (maximum of 1 page)

¹ Research teams seeking participant incentives are required to follow UTHSCSA Policy 7.7.2 [Management of Research Participant Payments](#) to ensure proper money handling procedures. Clin Card setup and reloading fees should be included in budgets, if applicable. For more information regarding study participant incentives, contact the [UTHSCSA Clinical Trials Office](#).

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- Budget Justifications (maximum of 1 page)
- CV or Resume of Principal Investigator (maximum of 4 pages)
- CV or Resume of Co-Investigators (maximum of 4 pages)
- Literature Citations (maximum of 1 page)
- Letters of Collaboration and Support

Awards will be made starting on or about **September 1, 2016**. Research project funds **will not** be disbursed until a copy of an Institutional Review Board approval letter is submitted. Awards may be withdrawn from awardees who excessively delay providing a copy. Also, we encourage that awardees and their teams complete *CITI Human Subjects - Community Engaged Research and Community-Based Participatory Research* training.

Awardees will be required to submit a 6 month progress and 12 month final report after the initiation of funding. Those who do not submit meaningful and timely reports may be ineligible for future funding.

Awardees will be required to present a poster at the 2017 IIMS Community Engagement Symposium.

The IIMS Community Health Advisory Board (CHAB) and the Community Engagement Team will support the community-academic partnership awardees by providing guidance during planning/ implementation, analysis, and dissemination as needed.

APPLICATION REVIEW PROCESS

CHAB members and Community Engagement Team members will conduct the first review round. A second and final round of reviews will be led by the IIMS Principal Investigators. Applications will be scored based on:

1. Significance, novelty, and innovation
2. Strengths of the project design, feasibility, integration with ongoing projects
3. History and productivity of the community and academic partnership
4. Contribution to career development of the researcher(s) and/or community partner(s)
5. If the project meaningfully expands a community and academic partnership
6. Potential for ultimately improving health outcomes

AWARDEE RESPONSIBILITIES

Awardees are required to:

- Abide by NIH rules and regulations
- Abide by IIMS-CTSA and CTSA partner policies and procedures
- Provide demographic information as required before expenditures can be authorized
- Submit complete and timely progress reports
- Acknowledge support from the IIMS in all project-related publications and reports

CONTACT INFORMATION

For more information about the CE Small Project Grants program, go to <https://iims.uthscsa.edu/> or contact Elisabeth De La Rosa at (210) 562-4087 or at delarosa@uthscsa.edu