

## 2020-2021 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:

- UT Health San Antonio
- UTHealth School of Public Health
- University of Texas at San Antonio
- South Texas Veterans Health Care System
- Texas Biomedical Research Institute
- Fort Sam Houston
- UT Rio Grande Valley
- UT Austin College of Pharmacy
- UT Austin Dell Medical School
- Other local universities

All applications should include at least one UT Health San Antonio faculty member who will serve as the PI or Co-Investigator.

Student applicants are required to identify a UT Health San Antonio faculty sponsor. The student and faculty sponsor are responsible for working together to develop and complete the proposed project. Also, the UT Health San Antonio faculty sponsor will help identify administrative support within their department.

### 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 [Health Collaborative's Community Health Improvement Plan](#).

## 2020-2021 COMMUNITY ENGAGEMENT SMALL PROJECT GRANTS FUNDING ANNOUNCEMENT

### 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 issue 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. Expenses will require the approval of both the student awardee and faculty sponsor.

#### Allowable expenses include:

- ClinCard research incentives<sup>1</sup>
- Consumable supplies and equipment
- Consulting fees
- Journal publications (\$500 maximum)
- Software
- Staff salaries (\$2500 maximum)
- Conference registrations (when possible, include community partners)
- Other justifiable and essential expenditures

#### Non-allowable expenses include:

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

### SUBMISSION, TERMS, AND CONDITIONS

Apply at: [https://apply-uthscsa.smapply.io/prog/2020-2021\\_iims\\_CE\\_Grants](https://apply-uthscsa.smapply.io/prog/2020-2021_iims_CE_Grants) . Applications are due on **Feb. 1, 2021 at 5pm**. All supporting documents should be written in 11 point Arial font; set to at least 0.5" margins; and numbered. 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), and Work Proposed
- History of Community and Academic Partnership (maximum of 1 page)
- Community Engagement Plan (maximum of 1 page)
- Detailed Budget Form (maximum of 1 page)
- 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 **March 9, 2021**. Research project funds **will not** be disbursed until (1) a copy of an Institutional Review Board approval letter and (2) *CITI Human Subjects - Community Engaged Research and Community-Based Participatory Research* proof of training is submitted to the IIMS. Awards may be revoked

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<sup>1</sup> 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. ClinCard setup and reloading fees should be included in budgets, if applicable. For more info regarding study participant incentives, contact the [UTHSCSA Clinical Trials Office](#).

## **2020-2021 COMMUNITY ENGAGEMENT SMALL PROJECT GRANTS FUNDING ANNOUNCEMENT**

from awardees who excessively delay providing copies of these documents.

Awardees will be required to present a poster at the 2021 IIMS Community Engagement Symposium. A 6-month interim report and 12-month final report will be required after the initiation of funding. Those who do not submit meaningful and timely reports may be ineligible for future funding. The IIMS Community Health Advisory Board (CHAB) and the Community Engagement Team will support the awardees and their partners by providing guidance during planning/implementation, analysis, and dissemination as needed.

### **APPLICATION REVIEW PROCESS**

Applications will be reviewed by members of the IIMS Community Health Advisory Board (CHAB), IIMS Community Engagement Leaders, and 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. Extent to which 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 [IIMS-CE@uthscsa.edu](mailto:IIMS-CE@uthscsa.edu).