

## OVERVIEW

The Institute for Integration of Medicine & Science (IIMS) and the UTSA College for Health, Community, and Policy (HCaP) are 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

## COMMUNITY ENGAGEMENT

Community engagement can take many forms, and partners can include organized groups, agencies, institutions, or individuals. Collaborators may be engaged in health promotion, research, or policy making. The goals of community engagement are to build trust, discover new resources and allies, create better communication, and improve overall health outcomes as successful projects evolve into lasting collaborations.

Proposals should reflect that there is a mutually beneficial and bidirectional relationship between partners. Community partners should be involved in the planning and implementation of each phase of the project. We highly encourage partnerships to use the following resources to assess their current community engagement efforts and plan their proposed work:

- [Community Engagement Assessment Tool](#)
- [Principles of Community Engagement](#)
- [The Spectrum of Community Engagement to Ownership](#)

## ELIGIBILITY

Applications will be accepted from **community-campus research partnerships** in South Texas. Existing partnerships are encouraged, but not required. Those who have worked together for one or more years will be given special consideration. Applications **should include at least one UT Health San Antonio investigator** who will serve as PI or Co-Investigator.

We define **campus (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. Campus partners may represent one or more of the following institutions:

- UT Health San Antonio
- UTHealth School of Public Health in San Antonio
- University of Texas at San Antonio
- South Texas Veterans Health Care System
- Texas Biomedical Research Institute
- Brooke Army Medical Center (BAMC)
- UT Austin College of Pharmacy
- UT Austin Dell Medical School
- Other local universities

We define **community partners** as key stakeholders who play a vital and important role in the development and implementation of projects. Community partners should be directly involved in addressing barriers and identifying solutions to health concerns. 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 groups and/or agencies including community health centers, county health departments, non-profits, schools, social services agencies, and/or volunteer groups.

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](#).

## FUNDS

We anticipate that \$35,000 will be available to fund 7 or more proposals. The maximum award is \$5,000. Smaller budgets will be considered. One award will be reserved for a community-campus partnership co-led by faculty from UTSA College for Health, Community and Policy (HCAP) and UT Health SA collaboration.

Due to liability issues, the IIMS will not issue checks directly to awardees. Instead, awardee accounts will be centralized at the IIMS (or UTSA HCAP). 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). Expenses will require the approval of both the student awardee and faculty sponsor. Preference will be given to budgets that include benefit(s)/compensation for community partners.

### 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
- 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

Applications must be **submitted via Survey Monkey Apply** platform (<https://apply-uthscsa.smapply.io/>) under the Principal Investigator's account. This grant program is listed as: **2022-2023 IIMS Community Engagement Small Project Grants**. **The application deadline has been extended to April 3, 2023.**

---

<sup>1</sup> UTHSA Research teams seeking participant incentives are required to follow [UTHSCSA Policy Chapter 7](#). Review the [UTHSCSA Research Team Process Guide](#) to ensure proper money handling procedures. ClinCard setup and reloading fees should be included in budget, if applicable. For more info regarding participant incentives, contact the [UTHSCSA Clinical Trials Office](#).

All documents should be written in 11-point Arial font and set to at least 0.5" margins. Incomplete applications will NOT BE REVIEWED. Proposals should be organized as follows:

- Electronic Application (available at the link included above)
  - Proposed Project Plan (maximum of 4 total pages) of which Specific Aims and Background & Significance can be maximum of 1 page
- 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 **May 1, 2023**. 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 from awardees who excessively delay providing copies of these documents.

Awardees will be required to present a poster at the 2023 IIMS Community Engagement Symposium in November 2023. A 6-month interim report and 12-month final report will be required. 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-campus partnership
6. How the community-campus partnership will together address community identified barriers to health.
7. Potential for ultimately improving health outcomes
8. Plans for downstream award funding

### AWARDEE RESPONSIBILITIES

Awardees are required to:

- Abide by NIH rules and regulations
- Abide by IIMS-CTSA and CTSA partner policies and procedures
- Submit complete and timely progress reports
- [Acknowledge support from the IIMS](#) in all project-related publications and reports

### CONTACT INFORMATION

For a list of previous awardees go [here](#). Contact us at (210) 562-4087 or at [IIMS-CE@uthscsa.edu](mailto:IIMS-CE@uthscsa.edu) for more info.