

2025 Request for Proposals: Community Engagement Planning Grant Funding Opportunity

Key Dates

RFA Open: Tuesday, December 10, 2024

Application Deadline: Friday, February 28, 2025

Notice of Award: May 2025

The earliest awards will be dispersed in May 2025, and must be spent by April 30, 2026.

Award Budget

Planning grants up to \$15,000 will be awarded. Indirect costs are not allowed.

Background

The purpose of the *Community Health Grant Program* is to encourage collaborative identification of community health priorities and foster equitable and sustainable community-academic partnerships.

The aim of the Community Engagement Planning Grant is to support the development of new, innovative, and impactful research projects that are conducted in community-based and/or clinical settings and have the potential to lead to future community-engaged research opportunities.

Teams are offered training and coaching to facilitate development of meaningful research questions, scientifically rigorous research protocols and successful partnerships that align with accepted principles of community engagement.

Additional Information:

- IRB requirements: Planning grants typically do not include human subjects research, but an approved determination letter from the IRB is required as part of your planning grant application. (Refer to the “IRB approval or determination letter” section of the checklist below for more information)
- Proposals may focus on health-promotion and disease prevention strategies, but must be driven by community need (i.e., stated in letter of support from community organization).
- Proposals require involvement of a community partner in all aspects of the study plan, from design and execution to interpretation and dissemination of results. It is important to confirm a process for formal agreements and transfer of funds between UTSW and partners to avoid delay in your project. Reach out to CTSAProgram@UTSouthwestern.edu if you need related guidance.
- Applications that include populations across priority health areas such as obesity and diabetes, rural populations and mental health, are encouraged.
- The meaningful inclusion of the community organization in the budget will be used to evaluate proposals (i.e., funds allocated for community partner staff or NIH defined Key Personnel).
- If you are uncertain whether your project meets the requirements, please reach out to Farra Kahalnik (Farra.Kahalnik@utsouthwestern.edu) and Dr. Meera Patel (Meera.Patel@utsouthwestern.edu).

Eligible Academic Partners

- Individual(s) with a faculty appointment at UT Southwestern or a CTSA Program-affiliated institution*
- Principal Investigator must be a faculty member. Medical and Post-Doctoral Students may be part of the team
- Priority will be given to 1) early career Investigators or 2) mid to advanced career investigators embarking on a novel community-engaged research project

*CTSA Program-affiliated institutions include:

- Children's HealthSM
- Texas A&M University College of Veterinary Medicine
- Dallas Veterans Affairs Medical Center
- Moncrief Cancer Institute
- Parkland Health & Hospital System
- Southern Methodist University (SMU)
- Texas Scottish Rite Hospital for Children (TSRHC)
- Texas Tech University Health Sciences Center
- University of North Texas Health Sciences Center, Fort Worth (UNTHSC)
- University of Texas at Arlington (UTA)
- University of Texas at Dallas (UTD)

Eligible Community Partners

- Individuals who maintain a primary affiliation, whether employee or volunteer, with a community organization that has:
 - A documented interest in improving the health of the relevant community (e.g., a mission statement)
 - A history of serving the health needs and interests of the relevant community
- These organizations may include, but are not limited to public schools, faith-based organizations, community-based health provider organizations and/or non-profit community and advocacy groups
- Health is defined broadly and intended to be inclusive of factors (e.g., systemic racism, food insecurity, housing instability) that may impact health or result from poor mental or physical health.

Application Narrative – *please attach as a separate document*

- Brief (<1500 words) description of the proposed partnership, including:
 - **Title** of the project
 - **The Problem:** What health problem(s) are you planning to explore? What community will you be working with? Include national or local data when relevant.
 - **Community Partnership:** Please describe how you have used and/or plan to use accepted principles of community engagement. An example of guidance on accepted principles of community engagement can be found here: <https://www.atsdr.cdc.gov/communityengagement/>

Participation Requirements

- Each member of the study team must have completed the CITI Program course *Community-Engaged and Community-Based Participatory Research* before funds are allocated.
- Awardees are required to attend an orientation with The CTSA Program grants management team. Grant recipients will receive an invitation after funds are awarded.
- Study teams will participate in bi-monthly pilot grant check-in meetings with UTSW grant funding program leads.

Reporting

- An annual progress report outlining key outcomes will be due by March 31, 2026.
- Oral presentation on key learnings and future directions with Q&A at OCHRE's annual community engagement symposium meeting in Spring 2026.
- Planning for a scientific deliverable is due by March 31, 2026 (i.e., conference presentation, poster presentation, manuscript).

Acknowledgement

All publications must be registered with PubMed Central, and all UT Southwestern CTSA Program grant recipients must acknowledge the support of the CTSA in all publications, presentations, and posters by stating "Research reported in this publication was supported by the National Center for Advancing Translational Sciences of the National Institutes of Health under the award number 1UL1TR003163. The content is solely the responsibility of the authors and does not

necessarily represent the official views of the NIH.”

*Principles of Community Engagement, Second Edition, developed by the Clinical and Translational Science Awards Consortium Community Engagement Key Function Committee Task Force on the Principles of Community Engagement. NIH Publication No. 11-7782. Printed June 2011. <https://www.atsdr.cdc.gov/communityengagement/>

APPLICATION FACE PAGE

Total Budget Request

PRINCIPAL INVESTIGATOR/APPLICANT INFORMATION

Principal Investigator		NIH eRA Commons ID	Degree	Academic Rank
Last Name	First Name			
Department		Division		Institution
Phone		E-Mail		
Administrative Contact Name and E-mail			Departmental Financial Contact Name and E-mail	
Are you a current KL2 scholar?				<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you an Associate Professor proposing a new direction in their research?				<input type="checkbox"/> Yes <input type="checkbox"/> No
If you are an Associate Professor, please describe how the research proposed in the pilot application is a substantial shift in your research direction				

PROJECT INFORMATION

Title of Project	
Title and Principal Investigator of Parent Study (if proposed research is ancillary to another study)	
Translational Stage(s) of Research (Definitions)	Choose an item.
Research Category Term(s)	Choose an item.
Is this study collecting genomic data? See: NIH Genomic Data Sharing	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the study include a foreign component ?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Investigational new drug/device	Choose an item.
Does the research involve vertebrate animal research?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes to vertebrae animal research, the following section is required:	
Animal Welfare Assurance #	
IACUC Study Number	
IACUC Approval Date	
Title* of Approved Research Protocol (*Title must match the title submitted to the IACUC for approval)	
Does this research involve human subjects?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, to human subject research, the following section is required:	
Category 1 Research	<input type="checkbox"/> Greater Than Minimal Risk <i>(as designated by institution and/or IRB)</i> <input type="checkbox"/> Clinical Trial (NIH-defined) <i>(regardless of the risk level, based on NIH definition)</i>
Category 2 Research	<input type="checkbox"/> Exempt Exemption # <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 Existing data with identifiers <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Minimal Risk <i>*All NIH-defined clinical trials are considered Category 1 Research even if proposed research might otherwise be considered Minimal Risk</i>
IRB Approval and/or Exemption Determination	<input type="checkbox"/> I confirm the study has either: 1.) IRB approval 2.) IRB exemption or determination letter and I have provided an approval or determination letter with the proposal
IRB Study Number	
Title* of Proposed Research Protocol (*This must match the title on the IRB-Approval	

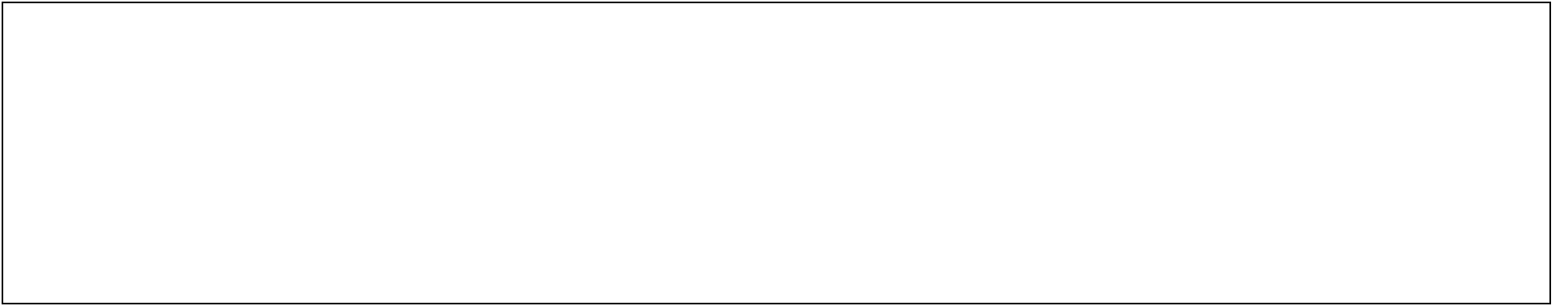
documentation)	
IRB Approval Date	Click or tap to enter a date.
Human Subjects Training Certifications for Principal Investigator and key personnel	<input type="checkbox"/> I confirm that the appropriate human subjects training has been completed and have provided the training certification(s) with the proposal

RESEARCH PLAN (BACKGROUND & SIGNIFICANCE, RESEARCH OBJECTIVE & SPECIFIC AIMS, APPROACH)

- Background and Significance <500 words

Research Objective and Specific Aims <500 words

Approach <500 words



APPLICATION CHECKLIST (All items listed below must be completed)

- ☐ Face Page (use the template provided above)
 - Principal Investigator/Applicant Information
 - Project Information
 - ☐ Vertebrae animal research section (if applicable)
 - ☐ Human subject research section (if applicable)
 - ☐ IRB approval and determination letters (if applicable)
 - ☐ Human Subjects Training certifications (if applicable)
 - Research Plan
 - ☐ Background and Significance
 - ☐ Research Objective and Specific Aims
 - ☐ Approach
- ☐ Application Narrative (attached as a separate document)
- ☐ PHS 398 Detailed Budget using the NIH template - [Budget Form](#)
- ☐ Budget Justification (<500 words)
 - Briefly describe all costs in the budget and the distribution of costs between the academic and community partner. *The faculty PI cannot use this grant to pay part of their salary.*
 - Please provide a justification if salary time is provided for the academic partner but there is no comparable time for the community partner.
 - Note: Examples of appropriate uses of planning funds include, but are not limited to, the following:
 - Staff salaries to support work
 - Program supplies required for implementation
 - Support for community partner organization or staff
- ☐ For PI and key academic team members: NIH Biosketch
- ☐ For community partner key team members: Resume or CV
- ☐ Timeline
 - This project must be completed in twelve months with no opportunity for extension beyond April 30, 2026. Please provide a timeline that outlines your main project activities and the date of anticipated completion. (<100 words)
- ☐ PHS Human Subject Section (if applicable)
- ☐ Letter(s) of support from proposed community partner(s)
- ☐ IRB approval or determination letter
 - Note: If you believe your proposed project does not include human subjects research, please ensure that it fits into one of the categories listed on the [Y2 Non-Regulated Research Form](#). If you are not sure, please contact program leads Farra Kahalnik (Farra.Kahalnik@utsouthwestern.edu) and Dr. Meera Patel (Meera.Patel@utsouthwestern.edu).
 - ***You will need to have completed and submitted your Y2 form and received an approved determination letter from the IRB prior to submission of your planning grant application.***

- For questions regarding the application, please contact ochre@utsouthwestern.edu.
- **Submit completed applications to CTSAProgram@UTSouthwestern.edu.**