2023 Request for Proposals:
Community Engagement Planning Grants (Phase 1)

Key Dates
RFA Open: Thursday, February 2, 2023
Application Deadline: Wednesday, March 1, 2023
Notice of Award: Monday, April 3, 2023

Awards will be dispersed by Monday, May 1, 2023, and must be spent by Tuesday, April 30, 2024.

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 Community Engagement Planning Grants aim 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 will receive training and mentorship through CTSA Program services to facilitate the development meaningful research questions, scientifically rigorous research protocols and successful partnerships that align with the principles of community engagement. Upon completion of the planning phase and IRB approval, teams will be eligible to apply for the Community Engagement Pilot Grant funding opportunity which includes up to $30,000 to implement their research project.

Additional Information:
- Proposals may focus on clinical research, or on health-promotion and disease prevention strategies, but must be driven by community need (i.e., need stated in LOS 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.
- Applications that include UT Southwestern CTSA Program priority populations including Hispanics and rural populations and priority health areas including obesity 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 key personnel).
- If you are uncertain whether your project will qualify, please email Dr. Heather Kitzman, Faculty Director (Heather.Kitzman@utsouthwestern.edu) and Farra Kahalnik, Program Manager (Farra.Kahalnik@utsouthwestern.edu).

Eligible Academic Partners
- Individual(s) with a faculty appointment at UT Southwestern or a CTSA Program-affiliated institution*

- Students and post-docs may be included, but a faculty member will be required to be the Principal Investigator
- Priority will be given to new community-academic partnerships or existing partnerships needing support to develop formal research applications.

*CTSA Program-affiliated institutions include:

- Children's Health℠
- 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 Partner(s)

- Individual(s) who maintains 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); and
    - a history of serving the health needs and interests of the relevant community.
- These organizations may include, but are not limited to public schools, community-based organizations, faith-based organizations, community-based health provider organizations and/or 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 and Submission Information

Please submit the following application components:

- Letter of support from proposed community partner(s)
- Team members qualifications:
    - For PI and key academic team members: NIH biosketch
    - For community partner key team members: resume or CV
- Brief budget and justification outlining how the planning funds are intended to be used. 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
    - Data collection/analysis to inform the research question
- Brief (<1500 words) description of the proposed partnership, including:
    - The Problem: What health problem are you planning to explore? What community will you be working with? Include national or local data when relevant.

- The Community Partnership: Please describe how you have used and/or plan to use the PRINCIPLES OF COMMUNITY ENGAGEMENT, addressing at least one principle in each of the three sections listed below*.

*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/

BEFORE STARTING A COMMUNITY ENGAGEMENT EFFORT…

1. *Be clear about the purposes or goals of the engagement effort and the populations and/or communities you want to engage*
2. *Become knowledgeable about the community's culture, economic conditions, social networks, political and power structures, norms and values, demographic trends, history, and experience with efforts by outside groups to engage it in various programs. Learn about the community's perceptions of those initiating the engagement activities.*

FOR ENGAGEMENT TO OCCUR, IT IS NECESSARY TO…

3. *Go to the community, establish relationships, build trust, work with the formal and informal leadership, and seek commitment from community organizations and leaders to create processes for mobilizing the community.*
4. *Remember and accept that collective self-determination is the responsibility and right of all people in a community. No external entity should assume it can bestow on a community the power to act in its own self-interest.*

FOR ENGAGEMENT TO SUCCEED…

5. *Partnering with the community is necessary to create change and improve health.*
6. *All aspects of community engagement must recognize and respect the diversity of the community. Awareness of the various cultures of a community and other factors affecting diversity must be paramount in planning, designing, and implementing approaches to engaging a community.*
7. *Community engagement can only be sustained by identifying and mobilizing community assets and strengths and by developing the community's capacity and resources to make decisions and take action.*
8. *Organizations that wish to engage a community as well as individuals seeking to effect change must be prepared to release control of actions or interventions to the community and be flexible enough to meet its changing needs.*
9. *Community collaboration requires long-term commitment by the engaging organization and its partners.*

Submit completed applications to CTSAProgram@UTSouthwestern.edu.

Participation Requirements

- Each member of the study team must complete the CITI Program course *Community-Engaged and Community-Based Participatory Research.*
- Study teams must participate in monthly planning grant cohort conference calls. Individual support/mentorship available as needed.

Reporting

Due at the close of the funding period (April 30, 2024):

1. A progress report outlining key outcomes
2. Presentation to OCHRE faculty on key learnings and future directions + Q&A

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."