

# Community Partnership Development Seed Grant Program

## Request for Proposals 2025 Submission

The University at Buffalo [Clinical and Translational Science Institute](#) (CTSI) was created to accelerate the delivery of basic scientific discoveries from the laboratory to clinical trials, and from clinical trials into public health programming and healthcare delivery. Its vision is to improve health and reduce health disparities in our community.

The **UB Clinical and Translational Science Institute** provides seed grants that support the planning of community-based participatory research partnerships and engagement of communities on research teams. The goal is to prepare community-academic partnerships to successfully collaborate on the design of research projects. The primary objective of the funding is to provide resources to build community-academic partnership capacity and planning opportunities for future research. This RFA does not require research implementation as part of the proposed project to be funded. However, if research elements are included, they should be secondary to partnership development. The projects must address:

- health disparities, or health equity, and
- how the partnership will plan for the submission of a [CTSI Pilot Study Program](#) or other funding application. The Community Partnership Development Seed Grant does not support research but rather the collaborative planning of a research project.

Seed grants not exceeding \$5,000 will be awarded to community-academic teams for:

- Developing community-engaged research partnerships that align with the mission, vision, and culture of the partnering community-based organization
- Aligning priorities and exploring possibilities for collaboration (for example program evaluation, intervention developments, resource development)
- Developing innovative community-engaged research proposals to be submitted for CTSI Pilot Study Program and other external funding opportunities

### Eligibility Criteria

Grants are awarded only to teams co-led by researchers and community partners in which each partner has an essential and equitable role. Proposals must exhibit active engagement between partners and demonstrate that the topic area is of mutual interest.

Community applicants can be:

- 501(c)(3) community-based organizations located in Western New York; priority will be given to Erie and Niagara counties
- Grassroots organizations
- A coalition, collaborative, or other community task force

Researcher applicants can be:

- Full-time, junior/senior faculty member at UB or an institution within the [Buffalo Translational Consortium](#)

Awards may fund (but are not limited to) partnerships that:

- Develop a research or intervention program that addresses a health disparity
- Develop plans/proposals for funding from other funding agencies
- Obtain technical assistance or educational activities to develop the partnership
- Create shared goals, plans, policies, to work together more effectively
- Disseminate best practices, information, or research findings
- Facilitate open dialogue around strengths, challenges, and research opportunities to address community health needs
- Develop innovative methods for engaging and building understanding/interest/participation of underrepresented communities in translational research (rural, low-income, people of color, LGBTQ+, people under 18 or over 65, etc.)
- Build capacity for meaningful participation in partnered research (e.g., developing advisory committees, training on research design/methods, ethics training, community context, community engagement mechanisms, etc.)

Proposed activities must be completed by December 31, 2025. **Please note that no-cost extensions are not allowable.**

## Application Process

Applying for funding involves a two-tiered process:

- 1) Submission of a Letter of Intent (LOI), and
- 2) Submission of a full proposal (if invited, following review of the LOIs)

## Letter of Intent Submission

There is a two-page limit for LOIs.

The **first page** should provide

- a. project title in plain language and
- b. names/titles of both the academic lead and the community lead and their institutional/organizational affiliations.

The **second page** (500 words maximum) should include the following sections

- a. specific aim(s) of the proposed work to be supported by the seed grant;
- b. succinct summary of proposed activities;
- c. clear statement of the significance of the partnership;
- d. expected outcomes and potential application of the partnership; and
- e. how the funding will lead to future partnered research and further funding.

**DUE DATE: October 7, 2024**

LOIs should be submitted as a single PDF in Arial 11-point font, single-spaced text, 0.5-inch margins. Submissions must be emailed to [EngageUB@buffalo.edu](mailto:EngageUB@buffalo.edu). All applicants will be notified within three weeks after the deadline with a decision as to whether their proposal has been selected for submission of a full proposal.

### Full Proposal Submission (by invitation)

Invited applicants should use the following template.

**Page 1: Completed title page template (see attached)**

**Page 2:**

- a. Succinct summary of the aim (s) and proposed activities to build the partnership
  - This should be written in plain language and able to stand alone. Include the shared health interest(s) you will explore or build upon together, community of focus and the main aim of your partnership.
- b. Five key words relevant to your partnership

**Pages 3-5 (3 page limit):**

- a. Statement of significance
- b. Brief description of partnership (partners/history/capacity/partner roles for proposed activities)
- c. Brief description of specific aims and activities to be funded, including how award will lead to:
  - Sustained partnership
  - Future research collaboration and funding
  - Potential outcomes and potential application in the community
  - Potential hurdles and how they will be addressed
- d. Timeline with specific milestones to be accomplished by December 31, 2025.
- e. How the seed funding will lead to future partnered research funding. We encourage applicants to submit proposals to the [CTSI Pilot Study Program](#)

### *Additional Information*

1. **References** (if applicable). Please note that references are not included in the page limit.
2. **Budget and Justification (1-page limit):** The maximum allowable budget is \$5,000 direct costs; there are no indirect costs. All expenses charged to the project must follow the most restrictive rule as outlined in the Uniform Guidance, the sponsor terms, and conditions or UB's institutional policies. In addition, expenditures must follow the cost principles, of reasonable, allowable, allocable, and consistently treated. When writing the budget justification, please state how this expense aligns with the research plan. Note that faculty salaries/fringe, tuition, and equipment are not allowable expenses on seed grants. The budget should be allocated appropriately between UB/Buffalo Translational Consortium institution and community partner(s) and the justification should be reflective of the needs of the project. (There is no required split.) **Provide a brief timeline of activities/expenses in a chart format.**
3. **IRB project approval:** Any research activities must be submitted to the IRB by seed grant submission date. Proof of IRB submission must accompany the final proposal packet.

4. **NIH Biosketches:** An [NIH biosketch](#) for each partner should be provided (5-page limit per biosketch). The personal statement in the biosketch should clearly state the person's role as it pertains to the seed grant project. Resume or CV of Community Lead will suffice for community partners.
5. **Appendix:** If this project has been submitted previously to another funding source, please include that critique.

**DUE DATE: November 18, 2024**

Full proposals should be submitted as a single PDF in Arial 11-point font, single-spaced text, 0.5-inch margins. Proposals must be emailed to [EngageUB@buffalo.edu](mailto:EngageUB@buffalo.edu). All applicants will be notified by mid-December with a decision as to whether their proposal has been selected for funding.

**Timeline**

Information Session	September 18, 2024
Letters of intent due	October 7, 2024
Notification of applicants	Within three weeks following LOI submission deadline
Full proposals due	November 18, 2024
Full proposal selection, notification of applicants	Mid-December 2024
Funding start date (tentative)	January 1, 2025
Introduction to Community Engagement Team	First two weeks of January
Scope of Work with revised budget and timeline	January 22, 2025
3-month timeline and budget check in	April 2025
Mid-Year Report and Meeting (including budget expenditure rate report)	July 2025
9-month timeline and budget check in	October 2025
Final Report	January 15, 2026

## Review Process

All applications will be reviewed by both community and academic representatives with experience in and respect for community-academic collaboration, health equity, and research. Applications will be rated using the following criteria:

- a. Significance
- b. Qualifications of the partners and strength of the partnership
- c. Quality and feasibility (with activities and timeline) in the context of the budget and duration of the award.
- d. Strength and potential for future research collaboration and funding
- e. Alignment with application priorities i.e., health equity, health disparities, etc.
- f. Rationale and utilization of proposed budget

## Post Award Information

- a. Submit Scope of Work and Revised Budget
  - Includes finalized budget, grant terms and agreements, scope of work, and list of key personnel.
  - Must be approved by Academic and Community leads
- b. Initial Team Consultation (1 hour via Zoom)
  - Before funds are released, funded teams will be required to participate in a session with the CTSI Community Engagement Team to discuss specifics of the project and how the principles of community-based participatory research can be applied.
  - Announcement of awardees will be published in the CTSI newsletter and must be approved by Academic and Community leads. Content of newsletter story will be discussed at meeting.
- c. Timeline and budget check-in at 3- and 9-month mark
  - Assess budget expenditures and adjust timeline and scope of work as necessary.
- d. Mid-Project Meeting (in-person with other funded teams).
  - Teams will give updates on their projects and troubleshoot any obstacles encountered.
  - Review remaining budget timeline and plans.
- e. Final report on funded activities, lessons learned, and other outcomes.
- f. Awardees are required to acknowledge the CTSI in all publications and presentations (specific language will be provided)
  - Teams are also encouraged to consider alternative dissemination options beyond traditional venues, such as community forums, community newsletter, etc.
- g. Awardees can present the progress of their projects at the annual CTSI Pilot Studies Colloquium. The colloquium is scheduled in mid- December 2025.
- h. We encourage awardees to submit their work to health equity research forums hosted by the University at Buffalo (e.g., [Community Health Equity Research Institute](#)).

## Resources

Community-partnered and engaged research differs in several ways from traditional research inquiry, including the time it takes to build and maintain mutually beneficial relationships, and the ability for partners to understand and acknowledge each other's expertise and contributions.

For more information on community engaged research, please see *Principles of Community Engagement* (Second Edition) at <https://ncats.nih.gov/about/about-translational-science/principles> .

Join us for an information session on September 18, 2024, from 12-1pm. This session will provide prospective applicants with an overview of the program and answers to their questions. Click <https://buffalo.zoom.us/meeting/register/tJMsdeivqT0tH9JbdCIYsgqx420j9zo5s2bx> to register.

If you have any further questions, please e-mail Ryan James, Community Engagement Specialist, at [rjames5@buffalo.edu](mailto:rjames5@buffalo.edu).

## Community Partnership Seed Grant Agreement

Project Title: \_\_\_\_\_

**Statement of Responsibilities and Consent:** I acknowledge that the information provided in this submission is accurate and reasonable for the scope of this project. I agree to comply with all timelines, deadlines, and deliverables of this seed grant. I give permission for this seed grant to be included in CTSI media (e.g., newsletter article, social media posts, etc.). I agree to work collaboratively with my grant partners as well as CTSI staff and Community Engagement Specialists. If at any time I cannot fulfill one of these obligations, I will notify CTSI staff so that modifications may be made in a timely way. By signing below, I agree and understand the grant responsibilities and give my consent to perform these duties to the best of my ability.

Community Lead Name: \_\_\_\_\_

Title/ Organization: \_\_\_\_\_

Email address: \_\_\_\_\_

**(Signature)** \_\_\_\_\_

Academic Lead Name: \_\_\_\_\_

Title/ Organization: \_\_\_\_\_

Email address: \_\_\_\_\_

**(Signature):** \_\_\_\_\_

**Community and Academic Key Personnel:** (Include team members playing a significant role in the project in addition to community and academic leads. These individuals will be copied on all correspondences.)

Name/Title	Email	Institution/Department