# Request for Application
## New Jersey Alliance for Clinical and Translational Science (NJ ACTS)

# PARTNERSHIP & INNOVATION PILOT PROGRAM
## YEAR 2

### Funding Opportunity Purpose:

The purpose of the Partnership and Innovation Accelerator Pilot (PIAP) Program is to facilitate collaborations between academic researchers (Rutgers University, Princeton University, and/or New Jersey Institute of Technology) and community organizations so they can work together on health research that benefits the community.

**Release Date:** Wednesday, June 17th 2020
**Letter of Intent:** Friday, August 7th, 2020 (required)
**Application Deadline:** Monday, August 31st, 2020 (midnight)
**Award Notification:** October 2020
**Earliest Start Date:** October 2020

NJ ACTS, an NIH Clinical and Translational Science Awards Program (CTSA) partnership between Rutgers, Princeton University and New Jersey Institute of Technology (NJIT), is pleased to announce a community partnership and innovation funding program.

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## Objective

The purpose of the Partnership and Innovation Accelerator Pilot (PIAP) Program is to facilitate collaborations between academic researchers (Rutgers University, Princeton University, and/or New Jersey Institute of Technology) and community organizations so they can work together on health research that benefits the community. The researcher/community partnerships facilitated by this mechanism will seed and/or strengthen new or existing partnership projects. These awards, up to $10,000 for 1 year, support areas of mutual interest, define the relationships and expectations of the partnership, create a structure for the partnership, and define the specific research project, potential funding sources and expected outcomes for the pilot.

These awards will allow partnerships to conduct preliminary research activities focused on health outcomes and impact that will prepare teams to apply for research grants. Examples of possible partnership activities include:

- Conducting a needs assessment to better understand a health problem.
- Completing an environmental scan to better understand the local context of a health issue.
- Facilitating activities that assess community readiness to address a health problem.
- Collecting pilot data needed to demonstrate potential impact.
- Facilitating meetings and events to encourage collaboration.

## Grant Funding

Community-academic partnerships have the opportunity to request up to $10,000 for a one-year funding period. We expect funding will be used to support preliminary research activities. For example, funding might be used to provide incentives to participants, to pay for costs associated with evaluation, or to purchase supplies needed to engage the community in research activities.

*Note: all NJACTS funding is for direct costs only; no facilities and administration costs are included. Funding may not be used for operating support or salaries for existing programs. Funds may also not be used for duplicative programs or purposes. Funding cannot be used for journal fees. Awards are not available for international projects.*

## Who Should Apply?

The PIAP is open to all investigators at Rutgers, Princeton University, and NJIT who are eligible to apply for external funding with principal investigator status through their home institution. The application must include **at least one community partner and at least one academic partner.** The academic partner must come from Rutgers, Princeton, or NJIT**.**

**Community partners should have 501(c)3 or similar status and should provide community service in New Jersey as part of their mission**. Agencies, federally qualified health centers, physician practices, and other not-for-profit organizations may apply as community partners or community co-principal investigators. Examples of community partners would include (but are not limited to) organizations such as the South Asian Total Health Initiative (SATHI), Hyacinth Aids Foundation, New Brunswick Tomorrow, Central Jersey Family Health Consortium (CJFHC), and North Jersey Community Research Initiative (NJCRI).

The Community Engagement Core has established relationships with numerous community-based groups through our [Network of Networks](#) and can assist in the identification of a community partner. Applicants can be working together for the first time or be part of an existing collaboration that is looking to take the next step in their work together. Videos describing elements of successful community engaged partnerships can be found on the NJACTS Community Engagement Core [YouTube site](#).

## Letter of Intent

Letters of intent are required. LOIs should be no more than one page and must include: (1) name, title, and contact information of coordinating partner, (2) description of both partners (academic and community partners applying for the grant), including mission, experience and or prior evidence of impact of previous work/collaboration, and (3) reason for interest in this opportunity. LOIs should be submitted to [njactscommunity@rwjms.rutgers.edu](mailto:njactscommunity@rwjms.rutgers.edu) by Friday, August 7th, 2020 (midnight).

## Full Proposal

## Proposal Requirements and Criteria for Review

The Community Engagement Core Advisory Council, a committee of academic and community members will review all proposals. Reviewers will focus on 5 primary questions:

1) Is the research topic important to the specific community and to communities more generally?
2) Can the project goals feasibly be met within the award period?
3) Does the project incorporate the "Guiding Principles for Community Engaged Research" (page 6)?
4) Is the budget complete, within funding guidelines, and reasonable to meet the project's goals?
5) Does the project have a potential for independent or sustainable funding?

We encourage applications focusing on asthma, mental/behavioral health, substance abuse, obesity, adult neuroscience, primary care/prevention, underserved populations, and infant mortality.

## Regulatory Approvals

- Awardees must obtain all regulatory approvals (e.g. IRB, IACUC, or Radiation Safety) and meet all compliance requirements prior to receiving funds and maintain approvals during the entire length of the award. **All applicants are urged to seek IRB or regulatory approvals concurrent with the submission of the pilot application to expedite the award process, should the project be funded.**
- When you apply for IRB/IACUC approval, indicate that your research is supported by NJ ACTS:
  - Award number UL1TR003017
  - Funding source: NIH/NCATS
- You must keep your IRB/IACUC approval(s) current and active for the duration of the award period. Copies of the approval letters need to be sent to the [NJ ACTS Community Engagement Core](#).
- Projects that are deemed to be NIH-defined clinical trials (see below) or involve live vertebrate animals will also need **prior approval by NIH/NCATS** before an award can be made. The project **MUST** have IRB or IACUC approval **prior** to submitting to NCATS for its approval. **Therefore, all applicants are urged to seek IRB or IACUC approval concurrent with the submission of the pilot application**.
- Additionally, if your project is an NIH-defined clinical trial, you must register your project and report results on clinicaltrials.gov.

- We will communicate with each successful pilot proposal PIs about the NCATS requirements once the selection process is completed.

| NIH Clinical Trial Definition |
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| A research study in which one or more human subjects are prospectively assigned to one or more interventions (which may include placebo or other control) to evaluate the effects of those interventions on health-related biomedical or behavioral outcomes |

## Budget Guidelines

We strongly recommend that you prepare your budget with the support of your department or unit's budget/financial administrator.

- Project period is one year, which begins upon receipt of funds.
- Maximum allowable expenditures: $10,000
- PI effort: Effort levels for each co-PI must be specified.
  **Note: Specific effort is not required for Princeton investigators.**
- Applicants may not request salary support for themselves or Co-PIs; salary support is allowable for staff, postdocs, and students.
- Name, title/role, percent effort, salary and benefits for each participant must be provided.
- Supplies and other costs should be itemized in detail by type and number in the budget and budget justification.
- Equipment requests and service contracts must be detailed in the budget and budget justification; quotes must be attached.
- If two or more NJ ACTS institutions are involved, complete a budget for each institution and a cumulative budget page. Budgets should clearly show what project costs will be expended at each institution.
- Facilities and Administration costs are not permissible.
- In-Kind support is permitted and requires School Dean/Department Chair approval.
- Foreign subcontracts are not permitted under this mechanism, and research at foreign sites will require prior approval by NCATS.

## Budget and Financial Management

- Funds must be spent according to approved budget. Prior approval is required to amend the budget.
- To amend your budget, send a copy of the original budget and the proposed amended budget with a justification for the budget changes to njactscommunity@rwjms.rutgers.edu.
- If your project runs over budget or you charge something that is not allowable, you/your department/school are responsible for the charges and will be asked to provide an alternate project number for those costs.

## Reporting Requirements

- A final report is required for all awards.
- Failure to submit a progress report will result in the grant's being terminated.
- Co-PI's with outstanding final reports will not be allowed to compete for any other pilot program.
- Co-PI's will be expected to complete an annual report that summarizes abstracts, presentations, publications, and proposals/funded awards that resulted from the NJ ACTS pilot grant. This is required for the NJ ACTS grant renewal reporting and evaluation functions.

## Award Recognition

Any publication, product (i.e. brochure, flyer, toolkit, website, mobile application) or patent that results from this funding must reference:

- "Supported (in part) by the New Jersey Alliance for Clinical and Translational Science"
- "Research reported in this publication was supported by the National Center for Advancing Translational Sciences (NCATS), a component of the National Institute of Health (NIH) under Award Number UL1TR0030117. The content is solely the responsibility of the authors and does not necessarily represent the official views of the NIH."

## Other Notices

- Abstracts and names of Co-PIs will be posted on the NJ ACTS website and may be posted or submitted to the national CTSA website.
- Awards are not transferable or renewable.

## Questions/Inquiries

For questions about the Partnership and Innovation Accelerator Pilot Program, please visit the FAQ section of our website. For additional inquires, please contact njactscommunity@rwjms.rutgers.edu.

## Application Instructions and Format

Application materials must be combined into 1 pdf document and emailed to njactscommunity@rwjms.rutgers.edu by **Monday August 31st, 2020**. The subject line should be: [Contact PI Full Name] – PIAP Application.

- We recommend the use of at least 11pt Arial, Times New Roman, Helvetica, or Verdana font with .5" margins.
- This is an internal application and **does not** require review by Rutgers Office of Research and Sponsored Programs (ORSP). Princeton and NJIT may have different requirements.
- The application may require approval of the Dean/Chair in the case of Co-PIs based on school/ departmental policy or if the project involves in-kind support.

**To be considered complete, a proposal must contain the following elements in this order:**

| | Page Limit |
|---|---|
| NJ ACTS Pilot Application Form | Fillable PDF |
| Program Specific Form, if applicable | Fillable PDF |
| Research Strategy | 6 pages |
| • Project Abstract<br>Brief statement of purpose: Why are you starting this partnership project? What is the community health concern or research question you hope to be able to address through this partnership? | Up to ½ page |
| • Specific Aims<br>   o Description of how this project improves the ability of the partner organizations to engage in research in the community.<br>   o Main components of the project. | Up to ½ page |
| • Background/Preliminary Data | Up to 2 pages |
| • Research Plans<br>  1. Description of outcomes and impact:<br>    • Describe the expected outcomes.<br>    • Describe how the impact of the project will be evaluated.<br>    • Briefly describe how you will measure success.<br>  2. Plan for future collaborations and sustainability: | Up to 3 pages |

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| • Briefly explain how the "Guiding Principles for Community Engaged Research" (page 6) are incorporated into this project and how this will contribute to the sustainability of the partnership and success of the project. | |
| How will Pilot Program funding lead to independent or sustainable funding? | Up to 1 page |
| Project Timeline by month (12 months max)<br>• Indicate the sequence of steps in project implementation | Up to 1 page |
| Selected references | As needed |
| Resources and Environment<br>• Include community partner description (organization's mission, history and current work in the subject area). | Up to 1 page |
| Other Support | As needed |
| Detailed Budget (NIH PHS 398) | As needed for each PI/Institution |
| Budget Justification | As needed |
| Co-PI's NIH-formatted biosketch. Resumes accepted for community partners. | Up to 5 pages |
| Key personnel biosketches | Up to 5 pgs each |
| Letters of support from affiliates, partners, or others | Up to 1 pg each |

## Guiding Principles for Community-Engaged Research

**Adapted from the University of Rochester Medical Center (URMC) Community Advisory Board  Approved September 2008**

- **Long-Term Engagement**
  Research investigators work through existing partnerships in the community when such partnerships exist. The level of partnership corresponds to each project's level of community interaction and impact.

- **Mutual Benefit**
  Increased knowledge improves the health of the community and benefits both the community and the researchers/URMC.

- **Mutual Respect**
  Researchers and community members work together with humility, candor and mutual respect for expertise and cultural differences.

- **Shared Findings**
  Research findings are shared with community partners and stakeholders.

- **Enhanced Community Capacity**
  Members of the "target community" for the research project are hired and trained to help build and enhance community assets, where possible and appropriate.

- **Shared Responsibility**
  All partners (URMC and Community Partners) have obligations towards the project and the community.

- **Evidence-Based**
  The best available evidence guides research relationships between URMC and the community, and best efforts are made to evaluate each project.

- **Collaborative from start to finish\***
  There is collaborative and equitable engagement of all partners in all key phases of the research including:
  - ➢ Identification of Target Population
  - ➢ Research Objectives,
  - ➢ Project Organization
  - ➢ Interpretation of Data

- **Responsive to community priorities and perspectives\***
  Community-Based Participatory Research addresses the health needs, interests, and priorities established by the community.  Health is addressed from both individual and ecological perspectives (i.e. considering social, economic, cultural, and policy contexts).

*These guidelines apply specifically to Community-Based Participatory Research.

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| Videos describing elements of successful community engaged partnerships can be found on the NJACTS Community Engagement Core YouTube site. |