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Office of Community Engagement to Advance Research and Community Health (CEARCH)

# Community Health Collaborative Pilot Grant

Request For Application (RFA)

## Purpose

The University of Minnesota's Clinical and Translational Science Institute (CTSI) Office of Community Engagement to Advance Research and Community Health (CEARCH) seeks proposals for the Community Health Collaborative Pilot Grant.

The Community Health Collaborative Pilot Grant supports community-university pilot research projects that promote health equity and health topics that are identified by Minnesota communities. Our goal is to build relationships with community partners and university researchers passionate about enhancing health for all Minnesotans impacted by health disparities through community-based collaborations and research.

Awards are designed to lead to health improvements while building and sustaining long-term partnerships between University of Minnesota (UMN) researchers and community representatives - including nonprofits, healthcare providers, and community advocates.

## Pilot Award Criteria

We are funding projects that address each of the following criteria:

1. Respond to health issues identified by Minnesota communities impacted by health disparities. This includes but is not limited to Black, Indigenous, and People of Color (BIPOC), LGBTQIA+ communities, socioeconomically disadvantaged populations, disability communities, tribal, immigrant, rural, urban, and aging populations. Health disparities are defined by the [Centers for Disease Control](#) (CDC) as "preventable differences in the burden of disease, injury, violence, or opportunities to achieve optimal health that are experienced by socially disadvantaged populations."
2. Have the potential to increase health equity in Minnesota. According to the [CDC](#), health equity is when each person has the chance to reach their full health potential without facing obstacles from "social position or other socially determined circumstances." This includes equitable (fair) access to healthcare professionals, healthy food, a safe living environment, and the ability to be well across all aspects of life, from work to home life to medical and mental health care.
3. Represent meaningful collaboration between community and University partners, with the goal of building capacity. The [CDC](#) describes capacity building to improve health as "the

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development of sustainable skills, resources, and organizational structures in the affected community. For engagement efforts to be equitable, effective, and sustainable, all stakeholders must be ready for collaboration and leadership.”

## Eligibility and Partnership

Community Health Collaborative Pilot grants must be co-led by a community organization and a UMN researcher.

1. The community partner must be from a Minnesota-based community organization (e.g., non-profits, local public health, community clinics, neighborhood associations, tribal governments and tribally led organizations)
2. The University researcher must be an Assistant, Associate or Full Professor, Post-Doctoral Associate/Fellow, or a PhD Research Associate from any campus at the University of Minnesota.
3. This partnership must be established prior to application and is required to be developed using equitable partnership practices. If you are interested in finding a community or UMN research partner please reach out to CEARCH staff at [cearch@umn.edu](mailto:cearch@umn.edu). Newly matched partners will not be eligible for this 2024- 2025 award, but will be referred to our partnership grant program.

## Other eligibility criteria:

- Funding is not designed to support delivery of ongoing program services, or to purchase equipment.
- A university and/or community partner can only be principal investigator (PI) on one CEARCH application at a time or one CEARCH awarded grant during a given grant period.
- Funding can be used to support up to \$10,000 of UMN Researcher salary effort.
- Prospective applicants cannot apply for more than one CEARCH grant at once for the same research activities on a given project. Instead, CEARCH welcomes applicants to apply for multiple grants sequentially to build upon their research agenda or project.
- Funding cannot be used to directly support graduate student thesis research.
- Funding cannot be used to support program evaluation efforts that are 1) distinctly for an organization and its clients; and 2) not intended for translation and dissemination to the broader community and society.
- Funding cannot be used to purchase durable medical equipment or capital expenses.



## Funding

CTSI anticipates funding up to four proposals with a maximum award of \$50,000 per proposal. Research projects must be designed to complete all data collection and analysis within 18 months of initiation of funding and must include plans for community-based dissemination and scientific publication. For examples of previously funded projects, see the past grantees on the [CEARCH website](#).

## Application Timeline

RFA Release/Application Open	September 9, 2024
Applicant Virtual Info Session 1	September 19, 2024, 3:00 PM- 5:00 PM
Applicant Virtual Info Session 2	October 23, 2024, 3:00 PM- 5:00 PM
Proposals Due	November 25, 2024 at 12:00 pm
Funding Announcements	February 7, 2025
Project Kick-Off Orientation	February 19, 2025, TBA
Funding period	February 26, 2025 - August 26, 2026

## Application Instructions

### [Downloadable Application Instructions](#)

Applications must include the following:

- 1) Abstract
- 2) Proposal Narrative
  - a) Background and Significance
  - b) Population and Community
  - c) Partnership
  - d) Research Question and Methods
  - e) Dissemination
  - f) Impact and Next Steps
- 3) Project Timeline- entered in application system
- 4) Biosketches or Resumes
- 5) [Budget Justification](#)
- 6) Letters of Support



Full proposals are due via the online [application](#) system by 12:00 pm on Monday, November 25, 2024. Proposals that are incomplete and/or otherwise do not follow instructions will be returned to the applicant without review.

## Review Process

Proposals will be reviewed by a panel of community leaders and university representatives. Reviewers will score each section of the proposal narrative (a-f above) and online application questions. Scoring metric will be reviewed during the Applicant Virtual Info Sessions.

Letters of support should reflect the quality of partnership and the level of support across the following principles: communication, decision-making, power-sharing, trust-building, mutual benefit, resource sharing, conflict resolution, and antiracist practices.

## Proposal Resources and Technical Assistance

CEARCH staff will be available to connect applicants to resources as needed throughout the application process. Technical assistance will be provided through two informational application webinars. Additional assistance can be provided at the applicant's request.

To register for the two pre-application webinars please use this [form](#). The webinars will be held on Thursday, September 19, 2024 and Wednesday October 23, 2024. For resources on developing research partnerships and conducting community-engaged research, please consult the [CEARCH website](#) for more information and FAQ.

## Post Award Requirements

- Grantees (both community and university partners) must attend an in-person project kickoff orientation on February 19, 2025 before funds can be dispersed.
- Grantees are expected to attend quarterly check-ins with CEARCH Staff. A mid-project (9-month) and a final (18-months) report on project activities, outcomes, challenges, community engagement efforts, dissemination, and next steps is required.
- A 3-year post project report form will be sent to project leads. This information will be used by the CEARCH Management Council to determine and report on how well these awards help to meet community identified needs and foster University engagement with communities.
- Grantees will also be expected to annually report on publications, presentations, engagement activities, new collaborations, community-based practice and policy changes, additional funding, and other outcomes related to this project for 3 years post-project completion.



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- Grantees are expected to publish at least one scientific publication about the project. In addition, grantees are expected to share project results with the community through presentations, events, media articles, or other strategies.
- Grant recipients are also expected to present their projects at the CTSI Poster Sessions and other events during or after their grant period.

**Apply:** To apply, visit:  
<https://redcap.link/2vjabgev>

**Contact:** For questions, email  
[cearch@umn.edu](mailto:cearch@umn.edu)

## Partner Matching

For community organizations with research needs or projects, CEARC staff can assist in matching community organizations with UMN researchers. Potential applicants seeking a research partner are encouraged to notify CEARC at [cearch@umn.edu](mailto:cearch@umn.edu). Unestablished partnerships will not be eligible for the pilot grant, but will be eligible for the partnership grant that will launch in January 2025.