

# **VCU INSTITUTE FOR WOMEN'S HEALTH**

## **2009 CALL FOR PROPOSALS**

### **Community-Based Participatory Research: Engaging the Richmond Community in Improving Women's Health**

The VCU Institute for Women's Health is currently soliciting proposals from VCU faculty and staff to support community engagement projects that enhance research, service and/or learning. Grants of up to \$10,000 are available for Community-Based Participatory Research that focuses on positively impacting the health of women and girls in the Richmond community. Successful projects will respond to needs identified by our community and support the goals of VCU's Strategic Plan.

<b>Background</b>
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#### **Institute for Women's Health**

The VCU Institute for Women's Health (IWH) advances cutting-edge research, fosters community outreach and collaboration, enhances women's leadership, and provides training and education with the goal of improving the mental and physical health of a diverse group of women across the life span in the communities where they live. The Institute fosters alliances with community partners, builds new working relationships with women leaders, creates new outreach activities for underserved and minority communities, and promotes an institutional commitment to women's health.

While community engagement and outreach activities of the Institute are extensive and varied, projects aimed at eliminating inequities in care, concerns related to low-income, underserved, uninsured, and disenfranchised African American and Latina women, victims/survivors of domestic and sexual violence, and infant mortality have been a few of our recent priorities.

The Institute seeks to provide health education and services to women in culturally sensitive ways. Achieving these ambitious aims requires partnering with a synergistic group of community agencies and organizations, each with a unique and distinct mission of meeting the needs of women and girls in our community. Our partners include the Richmond Healthy Start Initiative, Women's Health Virginia, Rubicon, the YWCA, Safe Harbor, Forensic Nurse Examiners, Fan Free Clinic, other faith-based institutions, libraries, and women's groups.

## **The Institute for Women's Health CBPR Research Seed Grant Program**

In 2006, the Institute for Women's Health (IWH) implemented a university-wide interdisciplinary Community Based Participatory Research (CBPR) Seed Grant Program to nurture faculty, fellows, and students as they establish careers addressing the health-related needs of underserved women and girls in the communities where they live. The program also integrates IWH community outreach and engagement efforts with parallel goals in research, clinical care, education, and leadership training. These seed funds are meant to support community-based participatory research projects that will stimulate and increase knowledge in women's health and gender-based research and advance community engagement at VCU.

## **Why Community-based Participatory Research (CBPR)?**

Community-based Participatory Research (CBPR) is an approach to health and environmental research meant to increase the value of studies for both researchers and the communities being studied. CBPR creates bridges between researchers and communities, through the use of shared knowledge and valuable experiences (1). CBPR can facilitate the development of mutually beneficial relationships between study population and scientist, leading to a sustainable partnership that supports more effective and timely translation of research findings into practice. Participation in a CBPR study establishes mutual trust and reciprocity, which in turn enhances the quality and quantity of study data (2, 3). These potential advantages are of great importance to increase cultural sensitivity of study instruments and methods, enhance the participation of under-studied groups in research projects, and promote the development of new knowledge about the situations and needs of disadvantaged communities.

Federal funding agencies express considerable and growing interest in this methodology, increasing the likelihood of funding for new investigators and critical areas of study. The Agency for Healthcare Research and Quality published a guide to CBPR in 2004, summarizing results from a systematic review and synthesis of the scientific literature regarding CBPR and its roles in promoting community health. **Community-Based Participatory Research: Assessing the Evidence** report contains a succinct framework for organizing CBPR projects and can be downloaded from the AHRQ website, at <http://www.ncbi.nlm.nih.gov/books/bv.fcgi?rid=hstat1a.chapter.44133>

A more recent review of funding opportunities within the NIH Office of Behavioral and Social Sciences Research (OBSSR) describes three active funding opportunities and a preparatory technical assistance workshop convened on February 29, 2008. [http://www.ctsaweb.org/uploadedfiles/2c%20Resources\\_Sampson.ppt](http://www.ctsaweb.org/uploadedfiles/2c%20Resources_Sampson.ppt)

Potential applicants to the IWH Seed Grant Program are encouraged to open this Power Point presentation and follow links embedded within it. The following link connects to specifics of the 2008 workshop: CBPR Technical Assistance Workshop: Leap into the Community [http://grants.nih.gov/grants/training/esaig/cbpr\\_workshop\\_20080229.htm](http://grants.nih.gov/grants/training/esaig/cbpr_workshop_20080229.htm)

## **Characteristics of CBPR<sup>4</sup>**

1. Builds on strengths and resources within the community
2. Facilitates collaborative equitable partnerships in all phases of the research
3. Promotes co-learning and capacity building among all partners
4. Integrates and achieves a balance between research and action for the mutual benefit of all partners
5. Emphasizes local relevance of public health problems and ecological perspectives that recognize and attend to the multiple determinates of health and disease
6. Involves systems development through a cyclical and iterative process
7. Disseminates findings and knowledge gained to all partners and involves all partners in the dissemination process
8. Involves a long-term process and commitment

Examples of measures one would expect in a CBPR project:

- Recognizing community as unit of identity means using community-level measures, not individual measures in the design and analysis
- Building on strengths means utilizing community-identified assets (e.g., facilities, people, processes) in the research

Successful projects will respond to needs identified by our community and support the goals of VCU's Strategic Plan. For background information on Virginia Commonwealth University's model for university-community partnerships, please refer to Theme V of the University's strategic plan, VCU 2020 at [www.vcu.edu/vcu2020](http://www.vcu.edu/vcu2020).

## **Community-Based Participatory Research (CBPR) Resources:**

VCU Clinical and Translational Research Incubator  
[www.cctr.vcu.edu/research\\_incubator/index.html](http://www.cctr.vcu.edu/research_incubator/index.html)

Planning & Conducting Community Based Participatory Research  
[www.research.vcu.edu/irb/CBPRforResearchCoordinators.ppt](http://www.research.vcu.edu/irb/CBPRforResearchCoordinators.ppt)

## **References:**

<sup>1</sup> Agency for Healthcare Research and Quality (AHRQ). 2004. Community-based Participatory Research: Assessing the Evidence. AHRQ: Evidence Report/Technology Assessment, Number 99.

<sup>2</sup> Hall BL. From margins to center? The development and purpose of participatory research. *American Sociology* 1992; 23(150-28).

<sup>3</sup> Minkler M. Community-based research partnerships: challenges and opportunities. *Journal of Urban Health*, 2005; 82(2 Suppl 2):ii3-12. Epub 2005 May 11.

<sup>4</sup> Minkler M, Wallerstein N (Eds.). *Community Based Participatory Research for Health*. San Francisco: Jossey-Bass & Co., 2003.

## 2009 Institute for Women's Health Seed Grant Program

This year, the Institute for Women's Health CBPR Research Program will again provide seed grant funds to support community-based participatory research projects that will increase knowledge in women's health, stimulate gender-based research, and advance community engagement at Virginia Commonwealth University.

Our desired outcomes:

- Strengthening of community partnerships between VCU and community organizations
- Fostering faculty and staff interest in CBPR
- Completion of rigorous and innovative community based participatory research projects
- Dissemination of research results through scholarly activity such as presentations and publications and through activity that enables other community organizations to benefit from the research
- Support for pilot research that has potential for future success in attracting external support
- Contribution to university wide goals of community engagement in research, service and learning

We anticipate awarding between six and eight grants, with the maximum amount to be awarded for an individual grant of \$10,000. The research proposal must focus on the health care needs of women or girls, have the potential for significant public health impact, have clearly defined and testable hypotheses, sound and well-designed methodology, adequate statistical analysis and sample size, and a clear path to further studies. The future studies must appear to have a strong likelihood of attracting extramural support. To be considered for funding, the proposal must make use of an accepted model for community-based participatory research, including meaningful involvement of a community organization that has provided services to the target population for no less than three years.

The strength of the community partnership is essential, so demonstration of the partner organization's involvement in grant preparation and commitment to active participation in the funded program is required. Projects should focus on populations within the Richmond Metropolitan area. Any full-time VCU graduate students, fellows, or faculty members (regular or adjunct) are eligible to apply. Students and fellows must provide a letter of support from their primary faculty mentor.

### Criteria for Selection

The overall merit of the CBPR project will be considered and evaluated by the IWH Director of Community-Based Research and an *ad hoc* committee of faculty and community advisors. All applications will be peer reviewed and scored. The final selection will be made based on the following criteria:

- Relevance to women's health and gender-based research.
- The potential for advancing knowledge in women's health.
- Innovation and creativity.

- Strength of community partnership.
- The likelihood that the proposed project will be completed during the award period.
- The plan and potential for research support from external sponsors.
- Appropriateness of proposed budget.

## Proposal Guidelines

Applicants should use the following guidelines and attached forms to apply for support from the IWH Community Based Participatory Research Seed Grants Program. Please address these issues in your proposal: The application sections should be ordered as follows:

- 1) Cover page, with brief abstract and the appropriate signatures,
- 2) Project Description – Research Plan (see Attachment 1)
- 3) Budget Summary (see Attachment 2)
- 4) Mentor support letter, if necessary
- 5) Support letter(s) from Community Partners
- 6) NIH Bio Sketch or Curriculum Vitae
- 7) Signed and dated statement of agreement to submit a reasonable number of common data elements and to participate in a common evaluation.  
( I \_\_\_PI name\_\_\_\_\_ hereby, state that I will submit a reasonable number of common data elements and participate in a common evaluation of the CBPR Research Seed Grant Program) Signature \_\_\_\_\_ Date \_\_\_\_\_

Funding is available for 12 months for a **defined pilot research project** that will lead to an ongoing research program. The proposal must present a realistic plan for an ongoing research program and options for future extramural support.

\*\*\* Previously funded projects may apply for a new CBPR grant under the following conditions: all previous requirements have been met, a substantive expansion (e.g. addition of new partners or activities) must be incorporated into the request, and a sustainability plan must be in place to justify a second year of support.

## Formatting

- The proposal should be double-spaced with one inch margins, using 12-point font, preferably Times New Roman or Arial.
- Project Description has a 10-page limit, pages numbered, section titles, excluding budget and attachments
- All attachments labeled and in order

- An NIH Biosketch (not full Curriculum Vitae) is required and limited to 4 pages, including educational and professional background. Publications should be limited to those pertinent to the project or published within the last 5 years.
- Grantsmanship - Use English and avoid jargon. If terms are not universally known, spell out the term the first time it is used and note the appropriate abbreviation in parentheses. The abbreviation may be used thereafter.

### Proposal Submission

- Please provide an original and 8 copies of the application materials.
- One **original electronic version** needs to be submitted to [jforte@vcu.edu](mailto:jforte@vcu.edu)
- Copies of completed applications must be delivered to the Institute for Women's Health by the established deadline date of **March 13, 2009**.
- **Important:** In order to ensure ease in reviewing your proposals please check for completeness, accuracy and congruence across all proposal elements.

### Contact Information

For further information or if you have questions pertaining to this program, please contact:

Janett Forte, MSW, LCSW  
 Institute of Women's Health (IWH)  
 Community-Based Research Seed Grants Program  
 PO Box 980319  
 1200 E Clay Street, Suite 1001  
 Richmond Virginia 23298-0319  
 E-mail : [jforte@vcu.edu](mailto:jforte@vcu.edu)  
 Phone : 804.827-1200

Questions about Community-Based Participatory Research can be sent to:

Judith Bradford, Ph.D.,  
 Director of Community-Based Research  
 Institute for Women's Health  
[jbradfor@vcu.edu](mailto:jbradfor@vcu.edu)

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Susan G. Kornstein, MD  
 Executive Director, Institute for Women's Health  
 Phone: 804-827-1200  
[skornste@vcu.edu](mailto:skornste@vcu.edu)

For more information, see [www.womenshealth.vcu.edu](http://www.womenshealth.vcu.edu)

## Award Review Criteria

The overall merit of the CBPR project will be considered and evaluated by the IWH Director of Community-Based Research and an *ad hoc* committee of faculty and community advisors. All applications will be peer reviewed and scored. Score ranges from 0 to 100 for each application.

The committee will select projects to be funded based on the following criteria:

1. **Previous related experience of the Principal Investigator = 10 points**  
Does the PI bring an appropriate level of relevant experience, expertise and background to the project?
2. **Relevance to the PI's longer term interests = 10 points**  
Is the project clearly relevant to the PI's long-term interests and goals? Is this evident from information provided, biosketch, previous research, funding.
3. **Scientific Quality = 25 points**  
Clarity, significance, research approach (methodology, testable hypothesis), budget, innovation, timeframe.
4. **Strength of Partnerships = 25 points**  
Documentation and quality of community partner involvement in developing proposal previous experience with partner (if any) potential for sustainability of partnership after the project ends. Is the role of the community partner clearly delineated? Does the project team (research and community partner key personnel) demonstrate capacity and capability to conduct the project?
5. **Likelihood of leading to external funding = 20 points**  
The proposal must have a realistic potential for future success in attracting external support. Funds should be applied to pilot research necessary to advance such proposals. The applicants are encouraged to identify the external sponsor they intend to approach and assure consistency in project goals and outcomes with this funding source. Note a desired timeline for submission for external support.
6. **Positive impact on women/girls health in our community = 5 points**
7. **Congruence with VCU 2020 University community engagement vision/goals = 5 points**

## Award Conditions

- Awards can be up to \$10,000, with funds made available June 1, 2009 for expenditure over a period of 12 months.
- Awards are for one year (June 1, 2009 through May 31, 2010). Budgets should be planned according to this timeframe. Unused funds will be transferred back to IWH.
- Funding will be transferred to the home department responsible for fund disbursement and reporting activities. Funded departments will have to submit a written request on department letterhead and an invoice to the Institute for Women's Health fiscal administrator for transfer of funds.
- Verification of **IRB approval** will need to be provided to IWH **before funds can be allocated**. Note IRB links: <http://www.research.vcu.edu/irb/index.htm>
- Any significant changes in the proposal or allocation of funds must be approved by the Institute for Women's Health in writing.
- The Awards are NOT transferable to another principal investigator.
- The Awards are NOT transferable to other institutions. If the principal investigator transfers to another institution, the remaining seed grant funds will be transferred back to the Institute for Women's Health.
- All grant funds must be spent by the end of the project completion date of May 31, 2010.
- If funds have not been spent, a project status report and financial statement will need to be submitted to IWH requesting a project extension.
- With appropriate justification, cost extensions MAY be considered.

**APPLICATION**  
INSTITUTE OF WOMEN'S HEALTH  
COMMUNITY- BASED RESEARCH SEED GRANTS AWARD

**Cover Page**

Name: \_\_\_\_\_  
Academic Rank: \_\_\_\_\_  
School: \_\_\_\_\_ Department \_\_\_\_\_  
P.O. Box: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Check one:  
 Graduate student (faculty mentor letter attached)  
 Research fellow (faculty mentor letter attached)  
 Faculty member, tenure track  
 Faculty member, adjunct/non-tenure track

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

**Brief Project Abstract:** - 200 words or less suitable for dissemination to the public. Include both broad objectives/significance and specific aims.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ENDORSEMENT OF DEPARTMENT CHAIR**

As Chair of the Department of \_\_\_\_\_, I endorse this application and the information provided above.

Department Chair: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Department Fiscal Administrator \_\_\_\_\_

Contact Information – Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

## CBPR Project Description Attachment – 1

The proposal should include the following items presented in the following order:

1. **Project Title**

2. **Abstract** – 300 word limit

3. **Background and Significance**

Briefly state the problem to be addressed, sketch the background leading to the present application and identify the gaps that the project is intended to fulfill. State the importance and relevance of the proposed research to the health of women and girls in our community by relating the specific aims to the broad, long-term objectives.

4. **Preliminary Progress/Data Report**

Describe work you have done that prepares you to undertake this project. If you have been funded in the past or are currently funded for any similar project(s), indicate as well the time period, amount funded, and source of support. If you received support from a VCU grant program, list subsequent external grants submissions.

*Progress Report: Only if you received support through IWH's earlier cycle of CPBR grants, indicate in specific terms what the differences are between the earlier grant and the current proposal. List any external grant submissions, publications and presentations that resulted from the project.*

5. **Research Design and Methods:** Describe the research design framework—including research objectives and methodology—as well as the services, activities, and/or programs to be used in accomplishing the specific aims of the project. Discuss the potential difficulties and limitations of the proposed procedures and alternative approaches to achieve the aims. **Note:** Identify the specific geographic area, target population, and participant numbers to be served by proposed project.

6. Include a **brief timeline** for project

7. **Data Analysis Plan** – Describe how the data will be collected, analyzed, and interpreted. List proposed project outcomes and include a plan to measure the project's success both quantitatively and qualitatively. Explain the impact of participation on the community partner.

8. **Bibliography:** list the works cited in your project description.

9. **Community Partner Information**

Provide the following for each non-VCU institution/site (Community Partner) that has agreed to participate:

- List other community organizations that will collaborate in the proposed project.
- Include brief description of the organization and what activities each will provide to the proposed project organizations.
- Note involvement in grant preparation and commitment to active participation in the funded program.

10. Include a **signed letter** of commitment/agreement from the community partner.

11. A current PHS (NIH) **biosketch** (not full Curriculum vitae) is required and limited to 4 pages, including educational and professional background; Publications should be limited to those pertinent to the project or published within the last 5 years. Each collaborator's contribution to the project should be clearly described.

12. **Personnel** - In the table below (add additional rows as needed), indicate: (1) key project personnel including the principal investigator and any individuals from other community partner organizations, research assistants (2) their qualifications, and (3) a brief description of their responsibilities.

NAME OF INDIVIDUAL	QUALIFICATIONS	RESPONSIBILITIES

13. How does the project respond to the community engagement goals of VCU 2020 strategic plan: [www.vcu.edu/cie/strategic/vcu2020/](http://www.vcu.edu/cie/strategic/vcu2020/)  
Council on Community Engagement: [www.community.vcu.edu/solutions/cce/](http://www.community.vcu.edu/solutions/cce/)

14. List any anticipated products of the project (poster, presentations, curriculum, educational materials, and/or journal article). Be as specific as possible.

**CBPR Budget Summary Sheet – Attachment 2**

Please provide the following budgetary information:

PERSONNEL (Total) \_\_\_\_\_

NUMBER OF PERSONNEL \_\_\_\_\_

EQUIPMENT (Total) \_\_\_\_\_

CONSUMABLE SUPPLIES (Total) \_\_\_\_\_

ADDITIONAL EXPENSES \_\_\_\_\_

COMMUNITY PARTNER \_\_\_\_\_

TOTAL REQUEST \_\_\_\_\_

IN - KIND Contributions \_\_\_\_\_

**Budget Narrative**

Provide justification for each budget category including details on how the cost was developed such as detail on key personnel, research assistants with pay rate, benefits and number of hours. Note if project partner will receive funds for work and include any cash and in-kind funding. Proposed project expenses must be consistent with proposed activities.

### CBPR Proposal Checklist – Attachment 3

Application must be submitted to the Institute of Women's Health no later than Friday, **March 13, 2009** with an **electronic version** sent to [jforte@vcu.edu](mailto:jforte@vcu.edu). A hard copy original plus **8** copies must be submitted. Applications may be hand delivered to 1200 E Clay Street, Suite 1001 or mailed to PO Box 980319. (Must arrive by March 13)

#### **Content**

- Completed and Signed Cover Sheet – attached to the original application
- Faculty mentor letter, if required (graduate student and/or fellows)
- Project Description, research plan and timeline (all items addressed) (attachment 1)
- Previous related funding and experience addressed
- Current NIH Biosketch for the PI and any Co-PIs;
- Budget summary sheet (attachment 2) itemized expenditures and a budget narrative
  - Dollar limit of \$10,000 not exceeded
  - Travel funds NOT requested
  - Publication cost NOT requested
  - Remodeling cost NOT requested
  - Patient hospital daily cost and hospital visit fees NOT requested.
- Signed letter of commitment from the community partner(s).
- Statement of agreement to submit data elements
- Submit a hard copy original and **8** copies to Janett Forte at the IWH Office

## Required Activities and Reporting for CBPR Awardees

1. Provide a final summary report to the Institute for Women's Health by 1 month after the project completion date of May 31, 2010 – Final Report will be due June 30, 2010. Report requirements will be provided.
  
2. Submit a poster presentation to Women's Health Research Day April 2010.
  
3. Participate in periodic community-based research grantee update and education sessions
  
4. Participate in VCU assessment of community engagement grants

### **Timeline**

Notice of Seed Grant Program: Week of January 12, 2009

Submission Date: March 13, 2009

Notice of Awards: April 15, 2009 @ Women's Health Research Day

Award Start: June 1, 2009

Project completion: May 31, 2010

Final summary report submitted to IWH: June 30, 2010

Presentation @ Women's Health Research Day: April 2010