

2015 DISSEMINATION MICRO GRANT PROGRAM REQUEST FOR APPLICATIONS

I. BACKGROUND

The Community Engagement Research Program (CERP) is a core component of the Atlanta Clinical Translational Science Institute, a collaborative effort of Emory University, Morehouse School of Medicine, and Georgia Institute of Technology (Georgia Tech). The CERP aims to support community-university research partnerships, to facilitate community input into university research, and to build community capacity to conduct health research that is both responsive and relevant to the health needs of the community. Fostering the capacity of promising community-engaged research and related approaches is fundamental to the mission of the ACTSI Community Engagement Research Program. The objective of the CERP Dissemination Micro Grant Program is to increase awareness of research findings from community-engaged research through the provision of small but crucial resources for activities designed to support CBO-prioritized one-time events or products to disseminate research findings. This opportunity is developed in response to the typically short timeframe in which research projects are implemented, allowing little or no time for strong CBO-research collaborations to share results with academic or community audiences. Examples of fundable dissemination activities include, but are not limited to: convening small forums, developing and distributing printed media or marketing tools, or presenting at conferences, developing podcasts for websites.

II. ELIGIBILITY CRITERIA

Community-based organizations that are eligible to apply for this grant opportunity must

1. be not-for-profit under Section 501c(3) of the Internal Revenue Code with an annual budget of \$500,000 or less
2. have an existing academic or research faculty partner that collaborated on the research or health initiative. Their affiliation with Morehouse School of Medicine, Emory University, or Georgia Tech is strongly encouraged, but not required.
3. commit for 2 staff persons to present results of their funded research dissemination strategy at the CERP-sponsored 2015 Health Matters Community Forum, if funded
4. serve communities within Atlanta's core metropolitan areas including Clayton, Cobb, DeKalb, Douglas, Fulton and Gwinnett counties *or* communities within Southwest Georgia counties including Atkinson, Baker, Ben Hill, Berrien, Brooks, Calhoun, Clay, Clinch, Coffee, Colquitt, Cook, Crisp, Decatur, Dougherty, Early, Echols, Grady, Irwin, Lanier, Lee, Lowndes, Miller, Mitchell, Quitman, Randolph, Seminole, Sumter, Terrell, Thomas, Tift, Turner, and Worth.

No grants will be made to individuals. Institutions of higher education are NOT eligible.

III. FUNDS AVAILABLE

Four grants of up to \$3,000 will be awarded



IV. SCOPE

Budgets may include personnel (salaries and fringe), consultants, supplies, and travel. Budgets may not include capital expenditures, charges for patient care, or rental costs of off-site facilities.

V. APPLICATION REQUIREMENTS

A cover letter that includes:

- i. Organization Name
- ii. Contact Person (Name, address, phone and fax number, and e-mail address)
- iii. Region/County Represented

A proposal narrative that:

- i. Is no more than 3 pages (the budget, budget justification and letter from academic or research faculty partner are not included in this count)
- ii. Is in black font color, and a font size of 11 points or larger (Times Roman, Arial, Courier)
- iii. Includes a brief description of the community and health priority that was addressed by the research or activities
- iv. Specifies the role of the community partner in the research
- v. Details the community-engaged research findings to be disseminated
- vi. Describes the purpose of the one-time event or product and why it is central to disseminating the research findings
- vii. Describes the pre-existing community-research collaborative effort that was central to the completed research or health initiative
- xiii. Describes organizational capacity to carry out the activity

A budget and budget justification

A letter of support from the academic or research faculty partner

VI. SELECTION PROCESS

A selection committee appointed by the CERP Steering Board will review all proposals. Selection will include review and input by the CERP Community Steering Board.

Decisions will be based on the following criteria:

1. Purpose: Descriptions of the research finding to be disseminated and the dissemination strategy and timeline. (25 points)
2. Experience and Leadership: organizational history and leadership demonstrated in addressing the health priority (25 points)
3. Pre-existing community-research collaborative: description and strength of the partnership with research/academic collaborator to address the health priority (25 points)
4. Organizational Capacity: description of at least two staff, one of whom will serve as the primary liaison to the researcher and who has adequate time to commit to the project (25 points)
5. Budget and Justification: clarity of the budget and justification (no points)
6. A letter of support from the academic or research faculty partner

Total Points: 100

VII. Important Dates/Timeline

January 8, 2015	Grant Application Technical Assistance Teleconference
January 20, 2015	Letter of Intent Due
February 16, 2015	Deadline for Receipt of Applications
March 9, 2015	Award Notification
April 15, 2015	Submission of Community Health Matters Forum Abstract (if awarded)
March 2015-May 2015	Dissemination Planning Period
May 28-29, 2015	CERP Community Health Matters Forum
July 31, 2015	Final Report Submission

VIII: Letters of Intent

Letters of intent are strongly recommended but are not required. If your organization chooses to submit a letter of intent, letters must be **received by 5:00pm EST January 19, 2015** via U.S. mail or e-mail at the address specified in Section IX below. (Letter should contain title of project and a description of the research dissemination strategy– maximum two paragraphs). The letter of intent is not binding.

IX. Application Submission

A hard copy or an electronic copy of the applications must be received on or before **5:00pm EST February 16, 2015**. Send U.S. mail or e-mail the application to:

Winifred Wilkins Thompson, PhD, MSW
Research Assistant Professor
Rollins School of Public Health of Emory University
Department of Behavioral Sciences & Health Education
49 Jesse Hill Jr. Drive, SE, Office 110
Atlanta, GA 30303
O - 404-778-1349
F - 404-778-1315
e-mail: wthomp3@emory.edu

X. Technical Assistance: Grant Application Teleconference

A teleconference will be held to discuss the purpose of the funding, review the application process, and answer questions from potential applicants. This will be held on **January 8, 2015 at 10:00AM EST**.

Please dial **1-866-730-7514. PIN 978973#**. Materials for the call can be downloaded from the Emory Prevention Research Center website (<http://www.sph.emory.edu/eprc/>) or the Morehouse School of Medicine Prevention Research Center website (<http://web.msm.edu/prc/>).

If you have any questions about this Request for Applications or the application process, please contact Dr. Winifred Thompson (contact information in Section XIII). Interested applicants are encouraged to contact Dr. Thompson before beginning the application process in order to discuss their eligibility and the fit of their request with the goals for the micro grant mechanism.

