

Latino Center for Health Small Grants Program Request for Applications - February 2018

PURPOSE

The Latino Center for Health (LCH) at the University of Washington provides leadership to promote the health and well-being of Latinos in Washington State, regionally and nationally, across the lifespan. The Latino Center for Health brings about sustainable changes in health through innovative community-engaged research partnerships, as well as mentorship and training opportunities for University of Washington students and faculty. The Center draws on the multidisciplinary scholarship of the Seattle, Bothell and Tacoma campuses of the University of Washington and Heritage University in Central Washington.

LCH is pleased to announce the availability of small research grants to support collaboration between academic investigators and Latino communities or community-based organizations. Successful applicants will include both an academic investigator and a community partner.

ELIGIBILITY

Principal Investigators can be either staff at community organizations or researchers at academic institutions. Academic researchers serving as Principal Investigators must be faculty at one of our affiliated institutions, the University of Washington or Heritage University. This includes those with affiliate and acting faculty appointments, as well as Research Scientists who are permitted by their school, department, or research center to serve independently as a PI on federal grants.

PRIORITIES

We evaluate the scientific merit, significance, approach, level of innovation, strength of community partnership, and feasibility of the proposed research. We encourage proposals that address our priority research areas (health care access and utilization, behavioral health, violence prevention, and occupational health). Research should focus on Latino communities in Washington state.

Two levels of funding are available. Academic and community partners that are in the early stages of collaboration can apply for small grants of up to \$5,000 to support planning for future research projects. Those applying to conduct pilot research projects can request up to \$20,000. Funds can be awarded to the community organization, the researcher's institution or both. Applicants are encouraged to seek matched funding from their department or other units.

LCH will not review more than one proposal by a Principal Investigator or Co-Investigator during a single review period. Similarly, only one project per community organization may be submitted during each review period.

APPLICATION PROCEDURES

To be considered for this award, we request that you first submit a letter of intent (LOI). This letter may be submitted by either the researcher or the community organization. The LOI should be a 1-page document and include background for the project, project goals, members of the project team, expected outcomes and level of funding request.

Please submit your letter of intent by March 16, 2018 and email it to latcntr@uw.edu with "Latino Center for Health Small Grants Program" in the title.

Full applications must be received by April 30, 2018. For researchers at the University of Washington, applications are not submitted through the Office of Sponsored Programs (OSP), so no eGC1 is required. For all applicants, UW Human Subjects Committee approval is not required prior to submission, but will be required the proposal is funded and includes the participation of human subjects.

Applications must have all required signatures (ink and/or electronic) on the cover page and should be submitted as a PDF attachment to an email sent to latcntr@uw.edu. The complete application and any attachments must be submitted at the same time.

In preparing proposals, please keep in mind that while reviewers will be selected from the general area in which the proposal is made, not all review committee members necessarily have an area of expertise that overlaps with the particular field of each proposal.

Below is a summary of the materials necessary for us to consider your application.

COVER PAGE (1 page) [Final page of this document]

- Title of project
- Applicant's name, title, department, email, mailing address, and signature, along with the community partner's similar information.
- Narrative statement briefly describing the backgrounds of the applicant and community partner(s), as well as a short description of the proposed project (150 word limit).
- Date of application

- Calendar dates of period support is requested. Earliest start date is June 25th, 2018 and all funds must be spent by June 25th, 2019.
- Total amount of financial support requested.

BODY

Please format your document with a font size of at least Arial 11 or Times New Roman 12, 6 lines per inch, and margin width of 0.75 or larger.

Planning grant applications (up to \$5,000) should include a two page description of the investigators and partners involved and planned activities that will lead to the design and implementation of a research project.

Research project applications (up to \$20,000) should include the following (up to 6 pages total):

- An abstract of 300 words or less discussing the proposed project, including a statement about the community partners involvement in the project.
- A research plan structured as follows:

Objective: State the overall objective and/or long term goal of project

Background: Review significant previous work and the current state of research in the field your proposal addresses, including any work of your own.

Specific aims: List the specific aims of your project over the period of time for which you are requesting support.

Methods: Describe your research plan, including techniques you plan to use, population you plan to recruit from and method of recruitment, the number of participants you plan to enroll and how you plan to analyze your data. Projects implementing health programs should include an evaluation. If possible, discuss limitations inherent in your method, potential weaknesses in your work, and possible strategies to address these limitations and weaknesses.

Significance: Discuss the potential importance of your proposed project and any novel ideas or contributions to the community you are proposing a partnership with. Explain how the results may be used, and/or how this project could lead to future projects in this or a similar field.

Collaboration: Please describe your collaboration with a community group or a researcher and if possible include your past experiences with this or other similar groups. Also include letters of support from the community group(s) or researcher you are planning to partner with.

Timeline: Include a timeline or work plan showing the steps you'll take to conduct your project or activity over the next one to two years. You may submit this as an outline, a chart, or describe it in narrative form.

BUDGET & BUDGET JUSTIFICATION

Use budget categories designated by the UW Financial Accounting System, including the cost of fringe benefits. This budget should include all persons, paid and unpaid, who will carry out the research, including their roles/function in the project. Also itemize and/or justify major cost items. Please also describe any matching funds that will contribute to this project.

BIOSKETCH

Please include an NIH style biosketch (including Research Support), for all investigators involved with the project. Community investigators can submit a 2 page CV or resume in place of the biosketch.

SUGGESTED REVIEWERS MEMO

For those applying for a research project, please include with your application a separate 1-page memo titled "[PI] Reviewer Memo" naming suggested reviewers, including the PI's name, proposal title, and the name, affiliations, phone number, and email of two to four UW faculty or Research Scientists who would be able to provide a thorough and objective review of the proposal. Please do NOT name faculty who are also applying for an LCH grant. The review committee may consider this list, though we may or may not choose reviewers from it. Also, please provide the names of any UW faculty or scientists who should NOT review the proposal due to perceived or real conflict of interest, including supervisors and current or previous collaborators.

REVIEW OF APPLICATIONS

Your proposal will be reviewed by a committee comprised of members of our External Advisory Board, Community Representatives and UW faculty and/or researchers thought to be familiar with the area of the proposal.

HUMAN SUBJECTS APPROVAL

Projects involving human subjects must obtain approval from a Human Subjects Committee. LCH follows NIH guidelines in requiring that "Key personnel" receive training in research conduct, either in person or web-based form. Please see <http://www.washington.edu/research/hsd/> for more information.

ADMINISTRATION OF FUNDS

Projects will be funded up to 12 months. The PI is responsible for the proper administration of funds. LCH cannot assume fiscal responsibility for over-extended budgets. Awards for research projects (\$20,000) may be provided in two installments of \$10,000.

In any publications resulting from this awarded project, please acknowledge the source of support as the Latino Center for Health.

FINAL REPORT & DISSEMINATION OF RESULTS

A Final Report is required within 90 days of completion of projects funded by LCH. Funded investigators will receive a template for the final report if they are chosen for funding. Funded projects will also be expected to present the results of their project at an event coordinated by the Latino Center for Health.



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ENGAGING LATINO COMMUNITIES

Small Grants Application Cover Page

Project Title: _____

Principle Investigator

Name: _____

Title: _____

Department: _____

Address: _____

Phone: _____

Email: _____

Community Partner

Name: _____

Title: _____

Department: _____

Address: _____

Phone: _____

Email: _____

Date of Application: _____

Funding Period: Start Date: _____ End Date: _____

Total Amount Financial Support Requested: _____

Narrative statement describing applicant and community partner: *150 word limit*