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I. ELIGIBILITY & GENERAL APPLICATION QUESTIONS

1. What types of community organizations are eligible to apply?
Community organizations that are eligible for funding under this grant program include non-profits (501(c)3 status required), units of government, including tribal entities. Community organizations without an academic partner will be matched after a letter of intent is submitted.

2. Who is eligible to apply?
Projects that are new and have not been funded by the pilot grant funding mechanism from the Program in Health Disparities Research in previous years. Prior awardees are eligible to apply with new projects.

3. Who is eligible to be the university partner on the project?
University researchers can include full faculty members, post-doctoral fellows or PhD-level research associate. If the university researcher is a post-doctoral fellow or research associate, then a faculty member, who will assume ultimate responsibility for the project, must also be named on the application.

4. Does the budget need to be split evenly between the university and community partners?
Not necessarily. The community collaborative pilot grants program aims at supporting research projects between community and university that represents a well-balanced partnership. The budgetary allocations should be reflective of the division of work between the university and community partners. In some cases the work will be divided equally between partners, but not in other cases. University and community partners are strongly encouraged to discuss the project work plan and allocation of budgetary resources during the application process.
5. How many community partners can be named on the project?
There is no limit on the number of community organizations that can be named on the project. However, you are encouraged to carefully consider the financial resources and scope of work in your decision to include additional community partners. Include only those partners who are necessary to complete the project activities. The application will limit the number of additional key staff to three additional individuals (university and community combined).

6. How many university researchers can be named on the project?
Likewise, there is no limit to the number of university researchers named on the project. In the case that the university principle investigator is a post-doctoral fellow or PhD-level research associate, they will be required to name a faculty member as key staff on the application. The application will limit the additional key staff to three additional individuals (university and community combined). You are encouraged to include only those partners who are necessary to complete the project activities.

7. What expenses are allowable?
Only direct costs are allowable in the budgets. Below are some examples of allowable and unallowable items.

<table>
<thead>
<tr>
<th></th>
<th>Allowable</th>
<th>Not Allowable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcoholic beverages at gatherings</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Consultants</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>General educational/training payments or reimbursements</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Indirect costs</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Large equipment or capital purchases</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Overhead/general operating costs/administrative support</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Participant incentives</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Research Assistant salary</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Software – project specific</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Supplies</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Training – project specific</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

8. What is the indirect cost rate allowed on this grant?
There is no specified indirect cost rate allowed under this grant mechanism. Your budget request should reflect the total cost of your project for both the community and university partners. We are not permitted to award indirect costs above and beyond the direct budget costs.

9. Are there priority areas for funding?
The proposals should focus on 1) health disparities from second hand smoke in Minnesota, 2) cancer-related health disparities in Minnesota*, or 3) any health disparities topic in North Minneapolis. These focal areas are determined by funding group priorities.
Priority will also be giving to projects that are grounded in the principles of community-based participatory research as described in the University of Minnesota’s Performance of Community-based Research: Guidance Statement (PDF).

*Cancer is a complex disease with many possible causes. Examples of cancer disparities pilot grants include but are not limited to a focus on disparities related to specific cancer risk factors, including lifestyle factors such as tobacco use, diet, and physical activity; environmental exposures to different types of chemicals and radiation; and, certain types of infections. Other cancer-related topics are appropriate too. Please do not hesitate to contact us if you have any questions about the “fit” of your topic for this request for proposals.

10. Will we receive feedback about our letter of intent once it is submitted?
Yes, you will receive confirmation that your letter of intent (LOI) has been received. If you are a community organization seeking a university research partner, PHDR staff will be in touch with you to discuss your needs further. If you have questions about the appropriateness of your submission, you are encouraged to contact PHDR staff prior to submitting your LOI.

11. Is the letter of intent required?
Yes, the letter of intent is required for all grants.

12. Are there word or page limits to any parts of the application?
The total application page limit is 25 pages. A breakdown of the sections is below:

<table>
<thead>
<tr>
<th>Application Section</th>
<th>Word and Page Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abstract</td>
<td>700 words</td>
</tr>
<tr>
<td>Impact on health disparities</td>
<td>700 words</td>
</tr>
<tr>
<td>Biosketches, CVs &amp; resumes</td>
<td>4 pages</td>
</tr>
<tr>
<td>Narrative</td>
<td>4 pages</td>
</tr>
<tr>
<td>Appendices</td>
<td>No appendices permitted</td>
</tr>
</tbody>
</table>

II. APPLICATION LOGISTICS QUESTIONS

13. How will we be able to access the grant materials?
The application, letter of intent, and other information can be found on the Program in Health Disparities Research website: http://z.umn.edu/phdrpilotgrants

14. Are additional supporting materials allowed as appendices?
No, appendices are not allowed. Up to three letters of support/collaboration may be included with your application, but they are not considered as an appendix.
15. **When is my letter of intent due?**
The mandatory letters of intent are due on February 26\textsuperscript{th}.

16. **When is my application due?**
Completed applications must be uploaded online by 4:00 p.m. (CST) on Monday, May 2\textsuperscript{nd}, 2016.

17. **Where do we submit the letter of intent?**
Submit completed mandatory Letters of Intent to phdr@umn.edu

18. **Where do we submit the grant application?**
Electronically submit the completed application as one (1) PDF file (total file not to exceed 25 pages) to: phdr@umn.edu

### III. OTHER APPLICATION AND PROJECT QUESTIONS

19. **Do I have to obtain IRB approval before I submit my application?**
No, IRB approval is not required prior to submission of your application. You are encouraged, however, to discuss any questions or issues regarding your research protocol with a member of the IRB prior to submitting your application to avoid any potential delays in project start up.

20. **What is the expected timeline for funded projects?**
Projects will be funded for a 12 month period. We anticipate that projects award funding in this cycle will be notified by June 10\textsuperscript{th}, 2016 (see #32 for more details).

21. **Are we required to attend the pre-application workshop?**
The workshop is not mandatory but encouraged.

22. **When and where is the pre-application workshop?**
The pre-application workshop will be held Friday, February 12\textsuperscript{th} from 8:00-10:00 a.m. in room 105 of 717 Delaware. Please RSVP to phdr@umn.edu by February 10\textsuperscript{th}, 2016.

23. **What topics will be covered in the pre-application workshop?**
The pre-application workshop will include an overview of the funding opportunity, grant applications details, and community-based participatory research principles with time for question and answers.

24. **Are letters of support required?**
If community investigator is not the executive director of their organization, please submit a letter of support from organization director or applicable management. Otherwise, letters of support are not required.

25. **Who are the reviewers?**
The review board is half community members and half academic members.

26. **What are the review criteria?**
This is the exact criteria given to grant reviewers:
a) Specific aims – Please include clearly stated and measurable objectives.

b) Background and significance – Does this study address an important health issue? How will health disparities be reduced and the health of the target population be improved? Please describe any relevant experience with the proposed health issue.

c) Community – Who is/are the group(s) that will benefit from this research project? How are they involved in the proposed research? Are they represented in decision making in all levels of the project?

d) Methodology – Is the research plan and methodology sound? Are the research methods appropriate for the proposed research question?

e) Dissemination – How and to whom will the findings be disseminated? Are dissemination costs included in the budget?

f) Long-Term Plan – What are the implications of this project for advancing this type of research? What are your plans for future research and funding?

27. Where can I find resources regarding community-engaged research?

Resources for community-engaged research can be found here:
Community-Campus Partnerships for Health
CDC Principles of Community Engagement
UMN Office of Public Engagement
Research Partnership Checklist

IV. AWARDED GRANTS QUESTIONS

28. What if my project will need IRB approval from multiple agencies?

If your project will require IRB approval from multiple IRBs, after your project has been approved for funding, you will be encouraged first to apply to the IRB at the UMN. Contact the IRB at the other institutions requiring approval to ask for their requirements.

29. Who will be the fiscal agent for the project?

Both the community partner and university partner will be expected to manage grant funds from PHDR for their awarded projects. The university researcher’s accounting staff will work with PHDR accounting staff to receive their portion of the project funds and will be provided a dedicated chart string to manage the funds. Community organizations will work with the University collaborator and/or the University collaborator’s accounting staff to receive their portion of the project funds.

30. What are the expectations of awarded grantees?

- Attend the post-award technical assistance workshop in summer 2016 – date and location tba;
- Present a poster or oral presentation about your proposed project at the Fall poster session and awards dinner – date and location tba;
- Submit reports on time or request for extensions as needed;
Present results at program events or provide slides or a copy of a poster if the results are presented elsewhere;

- Fill out a PHDR membership application if you are not yet a member;
- The academic PI and community PI should consider completing a memorandum of understanding prior to beginning work. This topic will be covered in the post-award technical assistance workshop.

31. Could I be asked to present my research findings at PHDR events?
Yes, after the project has finished, you may be asked to present your research findings at the annual awards event, a Community Dialogue Series, or a PHDR monthly meeting, which are held on the first Tuesday of the month from 1:00-2:00 p.m. on the UMN campus.

32. What is the 2016 anticipated timeline of the funded award cycle?
- Summer – attend post-award technical assistance workshop
- August 1 - IRB application submitted
- September 1 – anticipated project start date
- November – present at the poster session and awards dinner
- March 1 – six-month report due, second half of funds distributed OR extension request
- August 31 – final report due OR extension request
- November – present results or progress at poster session and awards dinner
- The Program may follow-up with you in subsequent years to inquire the status of pilot project partnerships.

33. What will happen if we have funds left at the end of the project?
Any leftover funds will be transferred back to PHDR. Please contact PHDR to help facilitate the fund transfer between accounts.

34. Who do I contact for questions not covered here?
Please contact Huda Ahmed (ahmed177@umn.edu) with questions.