



Request for Applications

Pilot Project Funding for OCTRI- Community Grant

Letter of Intent deadline: **March 19, 2012**

The Oregon Clinical & Translational Research Institute (OCTRI) is now accepting applications for the **Community Pilot Project Program**. OCTRI's Community & Practice Research (CPR) program seeks to work collaboratively with community organizations, health care practices and researchers to study how best to improve the health of Oregonians. The purpose of this funding mechanism is to encourage community-based research projects that will lead to external funding. Proposals must address a health problem/need in the community the applicant organization serves.

Applications will be reviewed by OCTRI's Community Practice & Research group and select members of its Community Partnership Board. Review criteria include scientific excellence, innovation, feasibility, and a likelihood of meeting successful benchmarks (i.e., publication and/or grant submission). All applicants will need to work with an OHSU investigator as a co-investigator on the proposed project. New collaborations between community organizations and established investigators at OHSU are not required but are highly encouraged; however, we will also consider projects representing an extension of an existing study or collaboration. We expect that awardees will be able to submit a grant application for a more significant community-engaged research proposal to one or more external agencies as part of the successful execution of the pilot project. OCTRI should be informed in advance of submitting manuscripts and/or grant applications, as OCTRI funding must be appropriately cited.

We expect to fund 1-2 applications this year in the amount of \$20,000 for a period of 12 months. OCTRI has extensive infrastructure services that may be beneficial to funded Pilot Projects and which should be included in the overall project budget as appropriate. Consultation on potential support resources and their costs will be available for prospective applicants. Use of OCTRI services depends on the individual needs of the project and will need to be budgeted. In addition, OCTRI will assist with compliance preparation and submission for ethical review at no charge. Applicants are encouraged to take advantage of OCTRI services and budget accordingly. Funding can be used to support any direct expenditure appropriate to the research goals. A request for bridge funding for ongoing projects or to purchase equipment for use as a core resource will not be considered.

Please direct all questions to Susan Aromaa at the Community Practice & Research Program (503-494-9106, aromaa@ohsu.edu).

Application Instructions

Pilot Project Funding

1. General Principal Investigator eligibility

- a. Applications must be submitted by the community partner. The partner must be a 501(c) (3) community-based organization; federally recognized Indian tribal government, tribe, or tribal organization; public or government organization; or nonprofit faith-based organization. The applicant's organizational mission must include the improvement of health (can include physical, mental health and/or community health), and services provided by applicant organization must include people residing in Oregon.
- b. Applicants must have a co-investigator at OHSU: Co-investigators must fit the general OHSU guidelines for eligibility (http://www.ohsu.edu/research/rda/documents/PI_Eligibility_Awards.pdf). You can search the online Research Expertise Locator at <http://www.experts.scival.com/ohsuV3/> for potential OHSU Co-investigators in your subject area.

2. Allowable costs

- a. Supplies, travel, and other expenses, such as evaluation and generation of preliminary data.
- b. Investigator salary is allowed, but a clear justification of why it is necessary should be provided (i.e., funds should be used principally to directly support the research).
- c. Travel funds that are needed for study conduct (e.g. participant travel) are allowed if essential.

3. Restrictions

- a. This grant covers direct costs of \$20,000. OCTRI will not provide Facilities and Administration ("indirect") costs.

B. KEY DATES

RFA released	February 8, 2012
Letters of Intent deadline	March 19, 2012
Notify application invitees	April 2, 2012
Full application deadline	May 14, 2012
Review of full applications	May 14-June 4, 2012
Notification of award	June 11, 2012

C. OCTRI INFRASTRUCTURE SERVICES

OCTRI has extensive infrastructure services that may be of use to funded Pilot Projects. The costs for these services can be included in the Pilot Project budget. However, OCTRI Investigator Support and Integration Services will assist with the needed IRB applications (with compliance preparation and submission for ethical review) at no charge. For more information about OCTRI services, visit www.octri.org or contact OCTRI Research Navigator Program directly at 503-418-9790 or octri@ohsu.edu.

APPLICATION INSTRUCTIONS

A. LETTER OF INTENT: The letter of intent is required of all applicants and should be emailed to Susan Aromaa at aromaa@ohsu.edu. OCTRI will review the letters of intent to ensure the proposed research meets the basic requirements for OCTRI funding eligibility and appears feasible. Invitations to submit a full proposal will be extended to those investigators whose letters of intent indicate a high likelihood that the proposed application will be competitive. For questions about how to submit your letter of intent, please contact Susan Aromaa at 503-494-9106 or aromaa@ohsu.edu.

Content (1 page maximum)

- Brief summary of the proposed research or evaluation project.
- What problem/issue/need in your community does the proposed project address?
- How will results/outcomes from this project be applied to future funding applications?

B. FULL APPLICATION. The full application (invited applicants only) should be submitted to the Community & Practice Research Program at OCTRI via email: aromaa@ohsu.edu.

1. Research proposal (2-3-pages maximum; follow Format Specifications listed below). This should contain the following components:

- Problem/Issue/Need to be addressed
- Preliminary description of the outreach, research, or partnership-building that your organization needs to do before developing a well-defined research project
- Other organizations that you plan to engage
- Methods that will be used to strengthen the partnership's capacity to conduct research
- Description of the established research partnership
- Description of the research/evaluation methodology, including how the community will be involved the process
- Anticipated impact on the intended population/community, and how that impact would be assessed
- How will the results from this project be applied to future funding applications?
- Literature Cited (does not count against the 2-3-page limit)

2. Project budget

- Budget Justification (list an explanation of all costs)
- Subaward/Consortium Expenses: If the application involves multiple institutions, a separate budget should be submitted for each institution. On the budget for the project PI's institution (primary site), the total subaward/consortium expenses should be listed in the appropriate location.

3. Biographical Sketch(es) for Principal Investigator and Key Personnel

- For OHSU co-investigator, use the most recent version of the NIH Biographical Sketch Format Page (<http://grants.nih.gov/grants/funding/phs398/biosketch.pdf>).
- Community group members may submit a resume that includes information on community involvement, previous research experience, education, and any publications (limited to four pages each).

4. Proposed Project Questionnaire

- A Proposed Project Questionnaire (PPQ) is not required at the time of the Pilot Project Funding application. The application to OCTRI does not need to go through the OHSU Research Grants and Contracts (RGC) office prior to submission. Awardees, however, will be required to submit a PPQ to OCTRI when successful applications are forwarded to RGC for review and authorization prior to account setup.

C. SUBMISSION

Full applications must be submitted to the Community & Practice Research Program at OCTRI via email: aromaa@ohsu.edu

D. REVIEW CRITERIA

Overall scientific excellence; qualifications of the research team (30%)

Innovation (20%)

Significance (20%)

Multidisciplinary (10%)

Likelihood of leading to new funding (20%)

- All applicants should describe how the proposed studies are related to future funding plans.

E. AWARDEE RESPONSIBILITIES

1. Institutional Review Board (ethical review) approval (if needed) is required prior to release of funds.
2. A 6-month progress report is required.
3. A final report describing project accomplishments must be submitted within 60 days of the project end date.
4. Awardees are expected to submit a manuscript to a peer-reviewed, scientific journal and/or submit a grant application to one or more external agencies as part of the successful execution of the pilot project. OCTRI should be informed of submitted manuscripts and/or grant applications.
5. OCTRI itself is evaluated by the NIH on its effectiveness in stimulating new research findings and publications. Important metrics for the success of Pilot Projects include novel funding, publications, licenses and patents. OCTRI Evaluation will approach investigators for additional details related to the success of Pilot Projects.
6. The following support acknowledgement should be included on all publications that result from OCTRI support (funding and/or infrastructure services):

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