Community Engaged Scholars (CES) Program
Community-Based Participatory Research
2017-2018 Call for Applications
Cohort 8

<table>
<thead>
<tr>
<th>Key Dates</th>
<th>Other Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release Date: April 12, 2017</td>
<td>Community and Academic Co-PIs</td>
</tr>
<tr>
<td>Informational Sessions: Week of May 1</td>
<td>Number of Awards: 2</td>
</tr>
<tr>
<td>Letter of Intent Deadline: June 6, 2017</td>
<td>Number of Sessions: 10</td>
</tr>
<tr>
<td>Application Deadline: August 1, 2017</td>
<td>Course Training Components: Required</td>
</tr>
<tr>
<td>Awardees Contacted: August 22, 2017</td>
<td>Funding Amount: Up to $10,000</td>
</tr>
<tr>
<td>Training Start: Week of September 25, 2017</td>
<td>Award Term: 12 Months once IRB-approved</td>
</tr>
<tr>
<td>IRB Submission: January 2018</td>
<td></td>
</tr>
</tbody>
</table>

Contacts

Carolyn Jenkins, CES-P Director
jenkinsc@musc.edu

Dana Burshell, CES-P Manager
burshell@musc.edu, 843-792-7001

CES-P Webpage Link
http://academicdepartments.musc.edu/sctr/programs/community_engagement/communityengagedscholars.htm

Two Options for CES-P Informational / Q&A Sessions

1. An informational **conference call**, which will be recorded and posted online, will be held on **May 2nd at 12 noon**. Call the conference line 1-800-753-1965 with passcode 7920869.

2. If interested in an **in-person** informational session at the downtown **Charleston County Public Library**. Please email **burshell@musc.edu** with your preference between Monday, May 1st at 5:30pm or Thursday, May 4th at 5:30pm.
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Community Engaged Scholars (CES) Program

Purpose
The purpose of this program is to increase the capacity of community-academic partnerships to conduct community-based participatory research (CBPR) research with mutual ownership of the processes and products, and ultimately, to improve the health of our communities in South Carolina and beyond.

Goals
- Incentivize and foster translational research through community-academic partnerships
- Encourage shared identification of community health priorities
- Advance a CBPR co-learning curriculum for academic and community partners
- Promote equitable and lasting academic and community partnerships
- Stimulate subsequent research funding, projects and peer-reviewed publications

Overview and Competencies
The program provides formal training and CBPR project funds for teams comprised of a Community and an Academic Partner interested in CBPR.

We are accepting CBPR applications for the Community Engaged Scholars Program (CES-P) (Cohort 8) through Wednesday, August 1, 2017 at 5pm.

Participants successfully completing the CES-P, will have the skills to:

1. Articulate the concepts and components of CBPR and other methods for community engaged research
2. Apply CBPR principles in the conduct of research
3. Communicate with audiences in both community and academic settings about CBPR principles and components
4. Implement a CBPR project to address a shared community health priority.
5. Incorporate CBPR principles and approaches in funding applications
6. Develop a 3-year plan for subsequent CBPR funding.
Program Details

**Time Commitment**

Each week, participants will review pre-recorded online modules and attend a 1-hour weekly workshop session and complete session evaluations. Each month, participants will meet with their mentors. Partners will consistently modify and improve their grant and IRB application in preparation for the January 2018 submission during and outside of sessions. Partners will complete occasional course and partnership surveys. Partners will communicate with coordinator throughout the CES-P project implementation period and complete annual updates.

Weekly session dates, times, and frequency will be determined with awarded teams.

**Course**

Coursework will include pre-recorded online modules (1 hr) and assignments followed by weekly workshop sessions (1 hr). Participants will attend weekly sessions (dates except on observed holidays) in-person or via videoconference. During the weekly session, a topic expert will be available to provide study-specific assistance and lead group discussions.

To optimize the quality and effectiveness of the weekly sessions and group work:
- Partners should review/complete assignments (pre-recorded online modules, reading materials, surveys) prior to the weekly session.
- Participants in the Charleston area are expected to attend in-person.
- Both partners attend sessions together. For example, if using the videoconference option, partners should be physically present in the same location.
- Calling in only via teleconference is highly discouraged and may only occur up to 3 times.

The sessions address definitions, principles, and methods of CBPR, grantsmanship, building and sustaining partnerships, evaluation, and career development. Interprofessional faculty and community members conduct the training sessions.

**Mentorship**

Each team meets with a community and/or academic mentor to help guide the development, implementation, and evaluation of a CBPR project. Study team will identify mentorship needs and any potential mentors. SCTR Institute staff will assist in identifying mentors if needed. Teams are expected to meet with their mentor on a monthly basis, at minimum, during the course and study implementation.

**CBPR Study Proposal Development**

Each team prepares and submits a preliminary CBPR study proposal and budget as part of the CES-P application. During the training sessions, teams receive assistance from their mentor and SCTR Institute faculty and staff to refine the proposal. Teams will refine their CBPR proposals and submit final documents for IRB review by early January 2018.
CBPR Project Funds
Once all approvals from reviewers and the IRB are received, each team will be awarded up to $10,000 to implement the proposed CBPR project. CBPR project funds are intended to inform future grant applications by each CES team for state, federal, foundation and other sponsor funding considerations.

All CBPR projects must be completed by January 2019, with a final report due March 31, 2019.

Key Dates

<table>
<thead>
<tr>
<th>KEY DATES</th>
<th>Dates are subject to change</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 5, 2017</td>
<td>Release Date</td>
</tr>
<tr>
<td>May 2, 2017 at 12 noon</td>
<td>Information Session (conference call)</td>
</tr>
<tr>
<td>June 6, 2017 at 5 pm</td>
<td>Letter of Intent Due</td>
</tr>
<tr>
<td>August 21, 2017 at 5 pm</td>
<td>Applications Due</td>
</tr>
<tr>
<td>August 22, 2017 by 5 pm</td>
<td>Notify teams of acceptance status</td>
</tr>
<tr>
<td>Week* of September 25th, 2017</td>
<td>Formal training begins (weekly in-person on online modules)</td>
</tr>
<tr>
<td>January, 2018</td>
<td>Revised CBPR project proposal due</td>
</tr>
<tr>
<td>January, 2018</td>
<td>IRB due</td>
</tr>
<tr>
<td>January, 2018</td>
<td>Formal training ends</td>
</tr>
<tr>
<td>Following IRB Review and Approval</td>
<td>Grant award disbursement</td>
</tr>
<tr>
<td>February, 2018</td>
<td>Start of CES-P CBPR projects</td>
</tr>
<tr>
<td>June 30, 2018</td>
<td>CBPR project midpoint summary due</td>
</tr>
<tr>
<td>January, 2019</td>
<td>Completion of CBPR projects</td>
</tr>
<tr>
<td>March 31, 2019</td>
<td>Final CBPR project report due</td>
</tr>
</tbody>
</table>

* The times and dates of the formal training sessions will be determined by the accepted applicants.

OTHER REQUIRED CES-P ACTIVITIES DURING AND FOLLOWING PARTICIPATION

<table>
<thead>
<tr>
<th>Weekly or as needed</th>
<th>Completing program activities with partners</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly</td>
<td>Session Evaluations</td>
</tr>
<tr>
<td>Pre, midpoint, and ending</td>
<td>Program Evaluation</td>
</tr>
<tr>
<td>Intermittent</td>
<td>Partner surveys and activities</td>
</tr>
<tr>
<td>Monthly (minimum)</td>
<td>Mentor meetings from CES-P sessions, project development and implementation, and grant writing</td>
</tr>
<tr>
<td>Annually</td>
<td>Brief survey to report outcomes related to CES-P CBPR projects and training such as publications, funding, and partnerships</td>
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</table>
Program Requirements & Eligibility

Team Structure
Each team must consist of at least one Community Partner and one Academic Partner and the partnership can be a new.

An Academic Partner is an individual(s) with a faculty, clinician or postdoctoral appointment at the Medical University of South Carolina (MUSC), or one or more of the university/academic SCTR partner institutions (e.g., Clemson, USC) and must have previous research experience.

A Community Partner is defined as an individual(s) who maintains a primary affiliation, whether employed or volunteer, with a community organization. For the purpose of this program, community organization is defined as an organization that has:

1) a documented interest in improving the health of the relevant community (e.g., a mission statement); and
2) a history of serving the health needs and interests of the relevant community.

These organizations may include, but are not limited to public schools, community-based organizations, faith-based organizations, community-based health provider organizations and/or advocacy groups.

Attendance
To ensure that each participant has the ability to meet each CES-P competency and that each team gains the necessary skills to carry out a CBPR project, the following attendance policy applies:

At least one academic or one community member of the team must be present (either in person or online) for each session. For each individual participant, only two absences are allowed.

Collaborative Institutional Training Initiative (CITI) Training
Each member of the teams accepted into the CES-P must complete the Collaborative Institutional Training Initiative (CITI) training before the second training session. Team members must complete the training individually. Community Partners may need MUSC login information prior to starting CITI training. Teams will receive additional information on how to complete CITI training when they are accepted into the program. Please note that MUSC covers the cost of this training on your behalf.

Points of Contact
Applicants must also designate the academic department financial point of contact who will manage the CES-P CBPR project funds if awarded.
Application Process

CES-P application materials are available for download at the CES-P webpage: http://academicdepartments.musc.edu/sctr/programs/community_engagement/communityengagedscholars.htm.

I. Letter of Intent (LOI)

Submission Instructions
1. Due Date: 5PM, June 6, 2017
2. What to Submit: One PDF of the customized Letter of Intent (LOI) Template found in Attachment A which includes the CBPR project title, a brief 2-3 sentence statement describing your proposed CBPR project, a brief description of the academic partner’s experience with research, and signatures by both Academic and Community Partners.
3. To submit, go to the CES-P webpage (listed above) and click the blue LOI button.
4. Complete the very brief online application form to share your contact information and upload your LOI.

II. Full Application

Submission Instructions
1. Due Date: 5PM, August 1, 2017
2. What to Submit: One consolidated PDF of the application requirements A-E below.
3. To submit, go to the CES-P webpage (listed above) and click the green Apply button.
4. Complete the very brief online application form to share information about each of the partners and upload your Full Application.

Application Requirements
Complete all application requirements A-F. Descriptions for each requirement are detailed below.

A. Proposed Research
B. Draft Budget and Justification and Financial Contact
C. Biographical Sketches / Resumes
D. Memorandum of Understanding
E. Supervisor Consent Forms
A. Proposed Research Application

Page Limit: 5 single-spaced pages (not including citations/references)
Font: Arial, 11-point
Margins: No smaller than half-inch on all sides

Study Title:
Academic Partner(s) and Organization(s):
Community Partner(s) and Organization(s):

Proposed Research

1. Specific Aims (1 page)
   a) Context Why is this research needed?
   b) Study Goal
   c) Specific Aims (1-2) What are you going to accomplish and how?
   d) Long-term goal

2. Study Strategy (up to 6 pages not including up to 10 pages of study tool appendices): What are the specific research questions or hypotheses that will be examined and how will this be accomplished?
   a) Significance - Why is this study important?
   b) Investigator/Partnership (up to 1 page of the 6 pages) - What are the qualifications and capacity of the team to conduct the proposed research?

Use the following as a guide to fully describe important partnership components pertinent to CES-P and CBPR:

- Team members: organizational affiliation, pertinent areas of expertise
- Partnership’s history: date of established partnership, past work you have previously completed as partners, experience in the targeted community and health promotion topic, purpose of partnership in CES-P, plan for sustaining partnership. Please note that a new partnership is acceptable.
- Process of identifying project health issue and development of CES-P project
- Describe your partnership’s ability to complete the study. Consider addressing your team’s capacity, resources, support, experience, training and role in the proposed project.
- Identify the roles of each partner and partner organization and its staff in research development and implementation.

   c) Innovation – What is new from previous research?
   d) Approach for answering research question
   e) Environment/Community Where will you be doing the study, size of population?
   f) Overall Impact and Long-term Goals – What are your plans for future funding and dissemination strategies?
Identify Future Funding
In order to help you plan for future funding and to help us customize our curriculum to your needs to prepare for your future funding, please identify mechanisms obtaining funding after CES-P through academic or non-academic opportunities. Please provide the website and/or funding announcement and application. Examples include but are not limited to the NIH, Robert Wood Johnson, PCORI, Commonwealth Fund, and CDC.

REQUIRED APPENDICES

B. Draft Budget and Justification
Provide an overview of the budget and a preliminary budget justification to ensure the proposal is feasible.

Include the Academic Partner's Finance Department Contact Information.

While it is good practice to use NIH guidelines, for the purposes of this application, you can use a summarized budget and budget justification in the Appendix B example. For NIH guidelines, please click here.

C. Biographical Sketches / Resumes
CES-P Academic Partners are required to submit an NIH-formatted biosketch. Click here for a template, examples, and for more information. A biographical sketch, also known as a biosketch, is a standardized format to summarize achievements, skills, education and formal training.

CES-P Community Partners have the option of submitted an NIH-formatted biosketch or a resume describing their experience, education, accomplishments, and awards.

D. Memorandum of Understanding
A Memorandum of Understanding (MOU) is a formal agreement between two or more parties. Although they are not legally binding, establishing an MOU is a best practice when establishing partnerships, and expectations. An MOU Template is available as Attachment C to this document.

E. Supervisor Consent Forms
The supervisor of each Community and Academic Partner, must approve each individual’s participation in the CES-P. A Supervisor Consent Form Template is available as Attachment D to this document.
Application Review Process

All applications are reviewed and scored under a two-step process:

1) Eligibility Criteria Screening Process – All applications are screened for eligibility by SCTR Institute staff and leadership. Applications received after the due date WILL NOT be reviewed.

2) Panel Review Process – All applications successfully meeting the minimum eligibility requirements will be reviewed and scored by a community-academic review panel. Review criteria are as follows:
   • Significance
   • Investigators: Individuals and Partnership
   • Innovation
   • Approach
   • Environment
   • Overall

3) Scoring – Applications are scored using the 9-point NIH scoring system.

<table>
<thead>
<tr>
<th>Strength</th>
<th>Score</th>
<th>Descriptor</th>
</tr>
</thead>
<tbody>
<tr>
<td>High</td>
<td>1</td>
<td>Exceptional</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Outstanding</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Excellent</td>
</tr>
<tr>
<td>Medium</td>
<td>4</td>
<td>Very Good</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>Good</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>Satisfactory</td>
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<tr>
<td>Low</td>
<td>7</td>
<td>Fair</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>Marginal</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>Poor</td>
</tr>
</tbody>
</table>

4) Interviews – Up to 4 teams will be interviewed by Dr. Carolyn Jenkins to assess partnership and address any outstanding questions. Both lead partners must be present.
Notice of Award
Successful applicants will be notified if they have been accepted into the program by August 22, 2017.

NOTE: If the Community Partner will receive and manage project funds directly, the Community Partner must have or obtain a valid tax identification number prior to receipt of funds. Otherwise, the funds must be managed by the academic partner’s institution.

Application Checklist
Recommended: Attend Informational Session (details on page 1)
Required: Letter of Intent (instructions on page 7)
Required: Online Application
   REDCap Project and Contact Information Form
   PDF of Proposal Uploaded in REDCap
   A. Proposed Research Application (instructions on page 8)
   B. Draft Budget and Justification and Financial Contact
   C. Biographical Sketches / Resumes
   D. Memorandum of Understanding
   E. Supervisor Consent Forms

Further Information

1. Attend an Informational/Q&A session (details on page 1).

2. To request free research support when developing your CES-P project proposal, please contact the SCTR SUCCESS Center at 843-792-8300 or success@musc.edu for free consultations. Consultations include regulatory, recruitment, grants forms & budgets, data capture (REDCap) services, etc.

3. Further information regarding the CES-P application can be found on the CES-P webpage:

4. Please contact Dana Burshell at burshell@musc.edu with any questions.
Attachment A: Letter of Intent Template

[INSERT TODAY’S DATE]

Carolyn Jenkins, DrPH, MSN, RD, LD, FAAN
Professor and Ann Darlington Edwards Endowed Chair, College of Nursing
Medical University of South Carolina
99 Jonathan Lucas Street
MSC 160
Charleston, SC 29425-1600

Re: Community Engaged Scholars Program Letter of Intent

Dear Dr. Jenkins:

Please accept this letter of intent to indicate that [insert organizations] intends to submit an application responsive to the Community Engaged Scholars Program Community-Based Participatory Research (CBPR) Awards Request for Application by the submission deadline of August 1, 2017. [insert name here] will serve as the Academic co-Principal Investigator (PIs) and [insert name here] will serve as the Community co-Principal Investigator.

Our project, (title) aims to address: (please provide a brief statement in 2-3 sentences describing your CPBR project).

The academic partners previous research experience includes (please briefly describe in 2-3 sentences).

Our team’s preferred class time is:

Day of week (Rank order with 1 being the most preferred and 4 being least preferred):

[ ] Monday  [ ] Tuesday  [ ] Wednesday  [ ] Thursday

Time of day (Rank with 1 being the most preferred and 4 being least preferred):

[ ] 9-10 am  [ ] 12-1 pm  [ ] 3-4 pm  [ ] 4-5 pm

[ ] Other suggestions for day and time:______________________________

Both Co-PIs commit to fulfilling all program requirements including attendance, evaluation and other surveys, a final report, and annual updates of your community-engaged research progress for 5-years post-award.

Sincerely,

[Insert Academic Name/Signature/Date]
[Insert Community Name/Signature/Date]
Attachment B: Budget Example

Budget and justification in example where the Academic and Community Partners are located in different cities.

Academic Partner’s Finance Department Contact Information (name, email, phone): ____

<table>
<thead>
<tr>
<th>Activity</th>
<th>Justification</th>
<th>Cost $</th>
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</thead>
<tbody>
<tr>
<td>Transportation</td>
<td>Academic/Community1 roundtrips, 2 trips X 98 = 196</td>
<td>1,376</td>
</tr>
<tr>
<td></td>
<td>Community1/Community2 9 trips X 98 p/trip = 882 (262 miles X .375)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Academic/Community2 two roundtrips 134 miles=50 roundtrip= 100 for 2 trips</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Community1, 2 round trips, 186 miles p/round trip, 186x.375=70; 70 x 2 trips =140</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mileage for Community2, approx. 5 trips at 20 miles p/trip = 58</td>
<td></td>
</tr>
<tr>
<td>Working snacks/refreshments: Pre-study pilot testing, and focus groups, results discussion and items assessment</td>
<td>Working snacks for 4 focus groups - 40 participants X $10 each = $400</td>
<td>1,300</td>
</tr>
<tr>
<td></td>
<td>Pre-meeting pilot testing - 15 people X $10 each = $150</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Results meeting and post survey - 50 people X $15 = $750</td>
<td></td>
</tr>
<tr>
<td>Incentives</td>
<td>Incentive 4 focus groups, 8 people in each group = $20x32 people=$640</td>
<td>1,690</td>
</tr>
<tr>
<td></td>
<td>15 interviewed subjects, $20 X 15 interviewees =300</td>
<td></td>
</tr>
<tr>
<td></td>
<td>In person interviews completion by organizational partners- 15 interviews-$50 each=750</td>
<td></td>
</tr>
<tr>
<td>Transcription of focus group sessions</td>
<td>Transcription is $400 p/focus group, 400 X 4 = 1600</td>
<td>1,600</td>
</tr>
<tr>
<td>Child care</td>
<td>Child care - $25 p/hour for 2 caregivers for 6 meetings approx. 2 hours each; 25 X 12 X 2 = 600</td>
<td>600</td>
</tr>
<tr>
<td>Consultants</td>
<td>Facilitator to conduct focus group and analysis=2250</td>
<td>3,050</td>
</tr>
<tr>
<td>Materials and supplies</td>
<td>Design and printing of a booklet with study findings to be shared with participant stakeholders= $200</td>
<td>200</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$9,816</strong></td>
</tr>
</tbody>
</table>
MEMORANDUM of UNDERSTANDING
Between
Community Partner and Academic Partner

The purpose of this Memorandum of Understanding (MOU) is to mutually acknowledge a commitment to a working relationship between the Community and Academic Partner related to activities of the South Carolina Clinical & Translation Research (SCTR) Institute’s Community Engaged Scholars Program (CES-P).

Each partner is responsible for attending didactic and consultation meetings scheduled by the CES-P. In addition, each partner is accountable for his/her contributions to the development and implementation of a community-based participatory research project on a health promotion topic. It is expected that each partner contributes 50% of the time necessary for development and implementation. In addition, each partner is committed to the growth and development of the community-academic partnership with the intent to position the partnership for further grant funding upon the conclusion of the CES-P.

This Memorandum of Understanding specifically applies to the duration of the CES-P.

Should either partner feel the terms of this agreement are not being met, he/she should contact SCTR Community Engagement Co-Director, Carolyn Jenkins at jenkinsc@musc.edu. Termination of this agreement shall be in consultation with SCTR leadership.

NOTE: We understand that if the Community Partner is to directly receive and manage research project funds, the Community Partner must have or obtain a valid tax identification number prior to managing funds. Otherwise, the funds must be managed by the Academic Partner.

Your signature below indicates your agreement to the terms outlined above.

_________________________________________       _________________________
Community Partner  Date

_________________________________________
Printed Name

_________________________________________       _________________________
Academic Partner  Date

_________________________________________
Printed Name
Community Engaged Scholars Program
Supervisor Consent Form

Purpose and Overview
The South Carolina Clinical & Translation Research (SCTR) Institute is now accepting applications for the Community Engaged Scholars (CES-P). This program provides training and research project funds to teams consisting of a Community and Academic Partner who have interests in community-based participatory research (CBPR).

The goal of this program is to increase the capacity of community-academic partnerships to conduct CBPR with mutual ownership of the processes and products, and ultimately, improve the health of our communities. After successfully completing the CES-P, participants will meet the following competencies:

7. Articulate the concepts and components of CBPR and other methods for community engaged research
8. Apply CBPR principles in the conduct of research
9. Communicate with audiences in both community and academic settings about CBPR principles and components
10. Implement a CBPR project to address a shared community health priority.
11. Incorporate CBPR principles and approaches in funding applications
12. Develop a 3-4 year plan for subsequent CBPR funding.

Participation Requirements
All participants are required to attend 10-15 training sessions (either in person or via online) for one and a half hours for each session between late September of 2016 and January of 2017. In addition, each participant will be required to meet monthly with a mentor to develop and implement a CBPR project. The implementation of the CBPR project must be completed by January of 2018. The funds available for this project do not cover personnel and are intended to prepare the team to apply for future CBPR grants.

I give my consent for _______________________________ (PRINT Participant Name) to participate in the Community Engaged Scholars Program from late September, 2016 to January, 2017.

____________________________________________  ______________________
Signature                                      Date

____________________________________________
Printed Name

Title

Organization