Community Engaged Scholars (CES) Program
Community-Based Participatory Research
2016-2017 Call for Applications
Cohort 7

<table>
<thead>
<tr>
<th>Key Dates</th>
<th>Other Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release Date: July 2016</td>
<td>Community and Academic Co-PIs</td>
</tr>
<tr>
<td>Informational Session: July 27, 2016 (12 noon)</td>
<td>Number of Awards: Up to 3</td>
</tr>
<tr>
<td>Letter of Intent Deadline: August 8, 2016</td>
<td>Are Training Components Required: Yes</td>
</tr>
<tr>
<td>Application Deadline: August 24, 2016</td>
<td>Funding Amount: Up to $10,000</td>
</tr>
<tr>
<td>Awardees Contacted: September 15, 2016</td>
<td>Award Term: 12 Months</td>
</tr>
<tr>
<td>Training Start: Week of September 26th, 2016</td>
<td></td>
</tr>
<tr>
<td>IRB Submission: January 2017</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

Informational Conference Call
An informational conference call will be held on **July 27 at 12 noon**. The conference line phone number is 1-800-753-1965 and the passcode is 7920869. The session is recorded and available to those unable to join the conference call on the CES Program webpage.
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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 team science through community and 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 7) through Wednesday, August 24, 2016 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 3-4 year plan for subsequent CBPR funding.
Program Details

Formal Training
Weekly sessions will be conducted late September 2016 through January 2017 except on observed holidays. Sessions will be a combination of in-person sessions and online modules. Participants in the Charleston area are expected to attend in-person while participants outside the Charleston area have the option to attend in person or via videoconference. Three in-person sessions at MUSC are required for all grantees. The sessions address definitions, principles, theories and methods of CBPR, grantsmanship, building and sustaining partnerships, evaluation, and career development. Inter-professional 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. SCTR Institute staff assists each team in the identification of a mentor based on the team’s identified learning needs. Each mentor has expertise and success with CBPR and with the topic addressed by each team. Teams are expected to meet with their mentor on a monthly basis, at minimum, for the duration of the CES-P CBPR project.

CBPR Project Proposal Development
Each team prepares and submits a preliminary CBPR project 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. Each CBPR project proposal and the associated IRB application (required for human subjects research) is peer-reviewed by SCTR faculty, staff, and community reviewers. Teams will refine their CBPR proposals and submit final documents for IRB review by early January 2017.

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 2018, with a final report due March 31, 2018.
### Key Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 2016</td>
<td>Release Date</td>
</tr>
<tr>
<td>July 27 @ 12 noon</td>
<td>Information Session (conference call)</td>
</tr>
<tr>
<td>August 8, 2016 at 5 pm</td>
<td>Letter of Intent Due</td>
</tr>
<tr>
<td>August 24, 2016 at 5 pm</td>
<td>Applications Due</td>
</tr>
<tr>
<td>September 15, 2016 by 5 pm</td>
<td>Notify teams of acceptance status</td>
</tr>
<tr>
<td>Week* of September 26th, 2016</td>
<td>Formal training begins (weekly in-person on online modules)</td>
</tr>
<tr>
<td>December, 2016</td>
<td>Revised CBPR project proposal due</td>
</tr>
<tr>
<td>January, 2017</td>
<td>IRB due</td>
</tr>
<tr>
<td>January, 2017</td>
<td>Formal training ends</td>
</tr>
<tr>
<td>Following IRB Review and Approval</td>
<td>Grant award disbursement</td>
</tr>
<tr>
<td>February, 2017</td>
<td>Start of CES-P CBPR projects</td>
</tr>
<tr>
<td>June 30, 2017</td>
<td>CBPR project midpoint summary due</td>
</tr>
<tr>
<td>January, 2018</td>
<td>Completion of CBPR projects</td>
</tr>
<tr>
<td>March 31, 2018</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>Frequency</th>
<th>Activity Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly or as needed</td>
<td>Completing program activities with partners</td>
</tr>
<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>Meeting with mentor throughout training, CBPR project development and implementation, and preparation of grant applications</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>
</tr>
</tbody>
</table>
Program Requirements & Eligibility

Team Structure
Each team must consist of at least one Community Partner and one Academic Partner.

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).

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. Failure to comply with the stated attendance policy jeopardizes the CBPR project funding for a team and the certificate of completion for an individual member.

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 designate a study point of contact, defined as the person responsible for reporting requirements, budget management and communication with all members of the team. 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, August 8, 2016
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, 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 24, 2016
2. What to Submit: One consolidated PDF of the application requirements A-F 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. Description of the Community and Academic Partnership
B. CBPR Project Proposal
C. Memorandum of Understanding
D. Supervisor Consent Forms (both Community and Academic Supervisors)
E. Biographical Sketches (both Community and Academic Partners)
F. Academic Partner’s Finance Department Contact Information
A. Description of Community and Academic Partnership

**Partnership Capacity:** (1-page maximum)

I. Team members: organizational affiliation, areas of expertise pertinent to CES-P project

II. 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.

III. Process of identifying project health issue and development of CES-P project

IV. Describe your ability as a team to carry out a CBPR project in partnership. Consider addressing your team’s capacity, resources, support, experience, training and role in the proposed project
B. CBPR Project Proposal Instructions

Note: You will revise this proposal during the course of the formal training. Study tools (e.g., surveys, focus group questions) do not have to be finalized for the initial application.

Page Limit: 4 single-spaced pages (not including citations/references)
Font: Arial, 11-point
Margins: No smaller than half-inch on all sides

CBPR Project Proposal Sections:

a. Significance: (approx. 1/2 page recommended)
   • Describe the research problem and research question. Why is this problem important?
   • Why is this project worth doing?

b. Approach: (approx. 2 pages recommended)
   • Engagement Plan: Describe past or intended efforts to engage your community of interest in terms of participant involvement, support and the nature of outcomes.
   • Specific Aims (recommend no more than 3 aims)
   • Methods: Study design, population, variables/outcomes/measurements, brief data management/analysis, and statistical analysis plan, human subject issues and approaches

c. Innovation: (approx. 1/2 page recommended)
   • How will this work advance the field or contribute to the needed body of knowledge?
   • How will this work lead to changes in the way people think about or handle a problem?

d. Impact: (approx. 1 page recommended)
   • Short-term and long-term project and team partnership goals
   • How does this work advance the aims of community engagement and translational research?
   • Why and how will this initial investment of money and effort lead to research that impacts health of people and communities?
   • Specifically outline next steps leading from this work to additional funding and research dissemination.

Proposal Description Appendices: Reasonable appendices (no more than 10 pages) can be included to describe details related to tools, surveys, interview guide(s), figures, etc. and are not counted as part of the 4-page proposal.
REQUIRED APPENDICES

C. 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 B to this document.

D. 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 C to this document.

E. Biographical Sketches / Resumes
A biographical sketch, also known as a biosketch, is a standardized format to summarize achievements, skills, education and formal training. The most common format of biosketch used by academic researchers is from the National Institutes of Health (NIH) which recently updated the required format.

CES-P Academic Partners are required to submit an NIH-formatted biosketch. Click here for a template, examples, and for more information.

CES-P Community Partners are encouraged to submit an NIH-formatted biosketch. However, it is also acceptable for Community Partners to submit a resume describing their experience, education, accomplishments, and awards.

F. Academic Partner’s Finance Department Contact Information
Provide the Academic Partner’s finance department’s contact information including department name, contact’s name, phone number, and email.

G. Draft Budget and Justification
Provide an overview of the budget and a preliminary budget justification to ensure the proposal is feasible. 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 D example. For NIH guidelines, please click here.
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:

   a) **Partnership Capacity** - strength of partnership to carry out stated goals:
      a. Expertise of both partners in the targeted community or health topic
      b. Strength of past, current, and potential future partnership
      c. Equitably developing project and community identification of health issue
      d. Ability of partnership to work together to achieve stated goals including having capacity, resources, support, and training.

   b) **Significance** of the community health issue to be addressed in the project.

   c) **Approach** of project:
      a. Incorporation of participatory methods for Community and Academic Partners
      b. Methods are sound, realistic with time and resource limitations, address human subject considerations

   d) **Innovation** and **Impact**
      a. Potential for project to advance field and/or contribute to a body of knowledge
      b. Appropriateness of approach to meet short-term and long-term topic, research, and partnership goals of project
      c. Potential for future funding by the team

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>
</tr>
<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>
Notice of Award

Successful applicants will be notified if they have been accepted into the program by September 15, 2016.

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
Required: Letter of Intent
Required: Online Application
A. Description of the Community and Academic Partnership
B. CBPR Project Proposal
C. Memorandum of Understanding
D. Supervisor Consent Forms (both Community and Academic Supervisors)
E. Biographical Sketches (both Community and Academic Partners)
F. Academic Partner’s Finance Department Contact Information
G. Budget and Budget Justification

Further Information

1. An informational conference call will be held on July 27 at 12 noon. The conference line phone number 1-800-753-1965 and the passcode is 7920869. The session is recorded and available to those unable to join the conference call on the CES-P webpage.

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: http://academicdepartments.musc.edu/sctr/programs/community_engagement/communityengagedscholars.htm.

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: CES-P 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 24, 2016. [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).

Our team’s preferred class time is:

Day of week (Rank order with 1 being the most preferred and 3 being least preferred):
[ ] Monday [ ]Tuesday [ ]Wednesday [ ]Thursday

Time of day (Rank with 1 being the most preferred and 2 being least preferred):
[ ] 11:30 am to 1 pm [ ] 4:00 pm to 5:30 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]
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
Attachment C: Supervisor Consent Form Template

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
## Example or use NIH Templates as General Guidance

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

<table>
<thead>
<tr>
<th>Activity</th>
<th>Justification</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation</td>
<td>Academic/Community1 roundtrips, 2 trips X 98 = 196</td>
<td></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>1,376</td>
</tr>
<tr>
<td>Working snacks/refreshments:</td>
<td>Working snacks for 4 focus groups - 40 participants X $10 each = $400</td>
<td></td>
</tr>
<tr>
<td>Pre-study pilot testing, and focus groups,</td>
<td>Pre-meeting pilot testing - 15 people X $10 each = $150</td>
<td>1,300</td>
</tr>
<tr>
<td>and focus groups, results discussion and</td>
<td>Results meeting and post survey - 50 people X $15 = $750</td>
<td></td>
</tr>
<tr>
<td>items assessment</td>
<td></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>
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<tr>
<td>Transcription of focus group sessions</td>
<td>Transcription is $400 p/focus group, 400 X 4 = 1600</td>
<td>1,600</td>
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<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>
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<tr>
<td>Consultants</td>
<td>Facilitator to conduct focus group and analysis=2250</td>
<td>3,050</td>
</tr>
<tr>
<td></td>
<td>Interviews Analysis and final report=$800</td>
<td></td>
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<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>
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<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$9,816</strong></td>
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