

Meharry-Vanderbilt Community Engaged Research Program Mini-Grant Application

Contact Information for lead Community Partner

Name:

Title:

Organization:

Address:

Phone Number:

Email Address:

Contact Information for lead Research Partner

Name:

Title:

Organization:

Address:

Phone Number:

Email Address:

[If lead researcher is/are currently graduate students, please also list the name of your faculty mentor on this project].

1. Name of Project:
2. **Academic and Community Partners:** *Please list all collaborating organizations and/or key individuals. Describe how each partner will be involved with the project. Explain how community representatives have been involved in the development of this project. If you will be collecting data from human subjects please indicate who will assume responsibility for obtaining IRB approval and monitoring data collection if proposal is funded. [NOTE: Projects must include a research partner from Meharry Medical College and/or Vanderbilt University but may involve other institutions as well].*
3. **Brief statement of purpose:** *Why are you undertaking this project? What is your research question and/or what is the community health concern being addressed?*
4. **Project/research design:** *What is the design/plan for your work? Who will be responsible for each of the steps/components?*
5. **Expected impact on partnership:** *How will academic and community partners both benefit from this project? How will this activity contribute to a sustainable community-academic research partnership?*
6. **Expected Products:** *Briefly describe the expected products of the proposed activity. A copy of each product should accompany your final report. (See guidelines for examples).*

7. **Timeline:** *NOTE: Projects must be completed within 12 months of the date that you receive funding for your project. Please be sure to plan time for IRB approval if needed. For your planning purposes, please note that it may take up to 6-8 weeks for contracting and funding to be processed after award is announced.*

8. **Budget and justification:** *Please indicate how the funding will be used and how you arrived at the budget numbers. Note that funding may not be used to support existing program operations or salary, or activities unrelated to the development of research partnerships focused on health.*

Application Due Dates: August 1, 2011; November 1, 2011; February 1, 2012; May 2, 2012

Submission requirements: *Proposals may not exceed four pages and type size may not be smaller than 12 point. You may include essential appendices if these are referenced within and key to understanding the four pages of proposal text. (For example, a questionnaire you intend to use in a survey, or a logic model or organizational diagram of your project).*

Email proposals by midnight of the submission date to clare.sullivan@vanderbilt.edu. If questions arise during preparation of your proposal, please feel free to email Clare Sullivan or call 615-322-5093.