



CERC Mini-Grant Guidelines

2011-2012

The **Meharry-Vanderbilt Community Engaged Research Core** invites proposals for activities that promote on-going, mutually beneficial, health research partnerships between community organizations and academic researchers in the middle-Tennessee region. Mini-grants are intended to build the capacity of community organizations to engage in health research while also building the capacity of academic health researchers to work with community organizations. The following key components must be evident in your proposal:

- *community input in the development and implementation of the project;*
- *the roles and responsibilities of each partner (including the responsibility for obtaining Institutional Review Board (IRB) approval for research involving human subjects when applicable);*
- *the ways in which the proposed work is mutually beneficial to each partner.*

Funding limitations:

- The maximum grant amount is \$5,000. The average grant award is \$2,000.
- All work must be completed within a 12 month period that begins with the date funds are received by the applicant.
- Funds **may** be used for activities such as:
 - Identifying community health priorities and potential research questions
 - Capacity-building activities, such as trainings and workshops.
 - Piloting and evaluating changes in practice, protocol, or policy.
 - Analyzing existing data sets.
 - Collection or analysis of pilot data, including fees for services such as facilitation of focus groups, transcription of data, translation, or data entry, provided persons are not existing program staff and are providing only these additional and temporary services.
- Funds **may not** be used for:
 - Operating support for existing projects or programs, including salary for existing staff.
 - Activities that are not tied to the development of academic-community research partnerships focused on health.

Proposal outcomes:

- Priority will be given to projects that result in tangible products that can be achieved in the time frame proposed. Examples might include, but are not limited to:
 - Pilot data for a larger research study.

- Publications in professional journals, popular media, or electronic media.
- White paper, testimony, or policy briefing for advocates or policy-makers.
- Evaluation of changes in clinical or agency practice or policy.
- Curricula/training modules related to academic/community partnerships.

Reporting Requirements:

- Grant recipients must submit a report upon completion of the project and to respond to a request for follow-up within 6-12 months of project completion. Projects with an extended completion date (9-12 months) may be asked to also submit an interim progress report.

Who may apply:

- Community and faith-based organizations, including advocacy groups, coalitions, neighborhood associations and service providers with **tax exempt status**. Prior mini-grant funding does not exclude application, but priority will be given to organizations that have not been previously funded.
- At this time, partnerships must include a researcher from either Meharry Medical College or Vanderbilt University, but need not be limited to these academic institutions. Graduate students are also eligible to apply, but they should indicate their year of study, identify their research mentor, and provide evidence that mentor(s) is/are available to support student throughout the process and willing to maintain the relationship should students move on..

Submission requirements: Proposals may not exceed four pages; type size may not be smaller than 12 point. Appendices providing supplemental or explanatory material that is referenced in the text of the proposal, (such as a copy of a survey that will be used) may be submitted. Proposals must be submitted electronically to clare.sullivan@vanderbilt.edu.

Application dates: Submissions must be received by midnight on the following dates: August 1, 2011, November 1, 2011, February 1, 2012, May 1, 2012.

Finding Research Partners: For assistance identifying an academic or community research partner, contact tiffany.israel@vanderbilt.edu or search the communityresearchpartners.net website.

For more information: Please contact: clare.sullivan@vanderbilt.edu or call 615-322-0593.

Link to the current application and guidelines here: <http://www.mc.vanderbilt.edu/victr/pub/community/>.

An **Informational Workshop** on new Mini-grant Guidelines is held quarterly, usually the month before the submission date. The session will cover the purpose of the mini-grant program, the process for submission, the review criteria, and award process. Staff will be available to discuss proposal ideas and how to find a research or community partner for your work. Contact clare.sullivan@vanderbilt.edu for dates and time of upcoming session or to schedule an informational meeting prior to your submission.