TEAMWORKS COLLABORATIVE HEALTH RESEARCH PROJECT AWARD
REQUEST FOR APPLICATIONS

Funding Opportunity Description
The Michigan Institute for Clinical & Health Research (MICHR) Communities Engagement (CE) Program invites applications for a new pilot funding opportunity called TeamWorks. The goal of TeamWorks is to encourage new collaborative health research projects (up to $40,000/project) that bring together multiple community partner organizations (at least two per project) and academic partners around shared health and research priorities. TeamWorks is intended to support partnerships that address community-defined health priorities and focus on translational research efforts to apply evidence-based findings, interventions, and practices in real-world clinical and/or community-based settings.

TeamWorks projects are intended to support early stage collaborations that are working to build a collective foundation for future efforts to improve the health of communities through research and action. This may include, for example, research that is focused on studying the effectiveness of a new intervention or treatment approach in clinical and/or community-based settings. Applicants should consider how preliminary data from the project can be used to apply for competitive grant applications and secure funding to support and sustain future collaboration. The long-term goal is to ensure research discoveries lead to community health improvements through effective programs, practices, and policies.

Background
The CE Program is a key component within MICHR that provides consultation, education, and funding in support of community-engaged translational research efforts in community and practice-based settings. In 2015, MICHR’s CE Program transitioned from a geographic and population-specific approach to a statewide model to be more inclusive of Michigan’s diverse communities and to encourage new partnerships to improve health and promote health equity. There is significant potential in partners working together to solve common health and healthcare challenges, particularly on research projects that may yield findings and best practices that can be utilized to benefit multiple populations and communities. MICHR recognizes the potential and importance of engaging communities as full partners in all phases of research, from developing relevant research questions to disseminating and implementing research findings in real world settings.

Community-engaged approaches increasingly are being recognized as viable and reliable ways to enhance the research process and ensure that research findings are adopted and used to improve health. Community-based participatory research (CBPR) is a specific approach that equitably involves community and academic partners in all aspects of the research process. CBPR partnerships form around a research topic of relevance to the communities involved with the aim of combining knowledge and action for social change to improve health and reduce health inequities. TeamWorks applicants should adopt and incorporate CBPR principles in their partnerships and research projects. Please visit the Detroit Community Academic Urban Research Center website (http://www.detroiturc.org/) to learn more about CBPR.
Communities Engagement

For this funding opportunity, “Community” is defined broadly as a group of people affiliated by similar characteristics, such as identities (e.g. social/economic backgrounds), geographic location (e.g. city of Flint), special interests (e.g. coalition to reduce childhood obesity), and/or situations that affects the well-being of that group. Applicants must clearly describe the specific communities that are involved in the partnership. MICHR’s CE Program is particularly interested in applications that seek to reduce health inequities and improve health outcomes within communities that have historically been excluded from opportunities to engage in research (e.g. racial/ethnic minorities, indigenous peoples, women, low-income families).

Funding Information

TeamWorks projects will have a twelve-month funding period with the possibility of a one-time six-month no-cost extension. Applicants may propose a phased approach in the project timeline that allows time to formalize and adopt CBPR principles and make necessary modifications to the research plan (e.g. Phase 1, Months 1 - 3) prior to conducting the research (e.g. Phase 2, Months 4 - 12).

The CE Program expects to award up to $80,000 in total TeamWorks funding this round. Each application may request up to $40,000. In this inaugural round, awarded projects will receive an additional $1000 for each community partner organization (up to five organizations per application) in recognition of the additional organizational time and effort needed to develop a successful collaboration. These funds may be used at the discretion of each organization to supplement the project budget or for other purposes unrelated to the project.

2015 Communities Engagement Summit Community-Identified Priorities

In September 2015, MICHR hosted a Communities Engagement Summit that brought together a diverse group of community organizations, governmental agencies, health systems, and academic partners to identify shared health and research priorities. The priority areas identified were broad and included access to care, chronic disease prevention, mental health and substance abuse, obesity and malnutrition, infant mortality, and social determinants of health. Applications are encouraged to focus on one of these priority areas or a different health topic that has been identified as a priority by the communities involved.

Applicants who attended the Summit and/or have been involved in post-Summit activities should reference their involvement in their TeamWorks application. Please visit the 2015 Communities Engagement Summit Webpage (http://www.michr.umich.edu/communityengagement/summit) to learn more about this event.

Roles and Eligibility

TeamWorks applications must be submitted on behalf of partnerships that include at least two community partners representing distinct non-academic community organizations and one
academic partner affiliated with the University of Michigan (U-M). Each partnership may include additional partners from other academic institutions and communities who are interested in addressing the same community-defined health priority.

Community and academic partners may serve as individual project leads or co-leads, as long as the partnership demonstrates collaboration, joint ownership, and mutual commitment of all partners involved.

Community and academic partners may submit applications to more than one MICHR funding opportunity within the same funding round, provided each submission is distinct and does not propose duplicative research activities.

**Academic Partners**
Academic faculty (12-month and 9-month appointments) with lecturer or instructor appointments or higher from all schools and colleges at U-M are eligible to apply as project leads, co-leads, collaborators, consultants, mentors, and other roles that play a prominent role in conducting the project. Applicants must have a faculty appointment at the time of the application deadline.

MICHR welcomes and encourages applications from early career faculty, which includes faculty with the following appointments: Instructors, Assistant Professors, Research Assistant Professors, and Assistant Research Scientists. Senior academic partners who have an appointment above Assistant Professor (e.g. Associate Professors, Professors, Associate Research Scientists, Research Scientists, Research Associate Professors, and Research Professors) are also encouraged to apply.

In order to promote the advancement of early career faculty, applications from eligible early career faculty will receive priority. A letter of support from a mentor or department chair attesting to their commitment to the development of the mentees' long-term career plan enhances the likelihood that the application will be awarded.

Adjunct faculty, post-doctoral trainees and fellows are not eligible to serve as project leads or co-leads, although they may serve in other roles that play a prominent role in conducting the project.

**Community Partners**
Community partners are eligible to serve as project leads, co-leads, collaborators, consultants, mentors, and other roles that play a prominent role in conducting the project. Multiple community partners may serve in these roles for any single project (e.g. multiple community partner co-leads). Applications may include up to five distinct non-academic community organization partners on a single project.

Community partners who serve in a project lead or co-lead role must be affiliated with a non-academic community organization, which may include, although is not limited to, any of the following types of organizations; community-based health clinics, nonprofits, non-academic health systems, federally qualified health centers, for-profit businesses, government health agencies, faith-based organizations, Native American Tribal Government, and Tribally
Designated Organizations. Organizations may be located anywhere within the State of Michigan.

Community partners who do not have an organizational affiliation may serve as collaborators, consultants, mentors, and other roles that play a prominent role in conducting the project. Beyond members of the project team, partnerships should engage community residents and members of the public who have first-hand knowledge and experience that will be valuable to better understanding the health issue(s).

**Intent to Apply and Application Submission**

**Intent to Apply:** Applicants must complete and submit the Intent to Apply form by **5:00 PM on Friday, January 8, 2016** to be eligible to apply for TeamWorks funding. This form is available on the U-M Medical School’s Competition Space website (https://umms.infoready4.com). Completed forms must be submitted by email to adampabe@umich.edu. Applicants who do not submit their Intent to Apply form by the deadline will be ineligible to submit an application this funding period. The purpose of the Intent to Apply is to help MICHR CE staff anticipate the number of potential applications, types of projects, and encourage applicants to utilize MICHR services that may be useful during proposal development. CE staff members are available to provide feedback and assist with Intent to Apply submission (see section K. for contact information).

**Application:** Applications must be submitted by **5:00 PM on Friday, February 5, 2016**. Applicants will use the Competition Space website to access application materials and submit applications. U-M applicants may use their Level 1 Password to login to Competition Space. Community partners and non-U-M-affiliated applicants can use Competition Space by creating an account and providing an email address and password. Applicants may also designate a Proxy to apply on their behalf through Competition Space. In order to designate a Proxy, please complete the following steps:

1. The person who will serve as a Proxy must first login to Competition Space once before he/she can be assigned as a Proxy.
2. The applicant (i.e. Principal Investigator) will need to login to Competition Space.
3. Once the applicant is logged in, she/he should see their name in the upper right-hand corner of the page. Click on the applicant name to go to the Profile Page.
4. Once on the Profile Page, click on the checkbox that states “I want to designate an applicant proxy, who can apply to competitions on my behalf.”
5. Enter the email address of the Proxy. The name field should automatically populate.
6. Click Save.

Applications must be submitted using the forms provided on Competition Space, which include the Intent to Apply form, cover page, budget template, and project narrative outline and application checklist. A biographical sketch template is also provided if applicants choose to submit this optional component with their application.
1. **Cover Page**
The cover page can be accessed via Competition Space and includes information about the partners involved, a brief abstract describing the proposed project, a series of yes/no questions about the partnership, and information about requested funds.

2. **Project Narrative**
The narrative provides a project overview and description of the partnership. The narrative should be specific, informative, and avoid redundancies. Community and academic partners should work collaboratively to develop the project idea and write the project narrative. The narrative consists of the following sub-sections, which are outlined in the narrative outline available on Competition Space. The total narrative length must not exceed ten pages.

   a. **Specific Aims** (1-page limit)
   Describe concisely and realistically the goals and objectives of the proposed research, the research question or hypothesis to be tested, a summary of the expected outcomes, and the potential for improving community health.

   b. **Background and Significance** (1-page limit)
   Describe the importance of the specific health issue that the partnership will address and its relevance to the communities involved. Provide information that describes the extent of community involvement in identifying the priority health issue. Explain the gaps that the project is intended to fill, and potential contributions of the research to the scientific field(s) and to improving health in multiple communities.

   c. **Previous Related Work** (1-page limit)
   Describe the experience and expertise that both community and academic partners bring to the project and evidence of the feasibility to accomplish the proposed aims. Describe the roles and responsibilities of each partner involved; and the history, if any, that partners have working together and conducting community-engaged research.

   d. **Proposed Collaborative Partnership** (1-page limit)
   Describe the steps that have been or will be taken to form the proposed partnership. Describe the community-engaged research or community-based participatory research principles and approach that will guide the partnership. Explain how community and academic partners will share responsibility in all phases of the research.

   e. **Research Design and Methodology** (3-page limit)
   This section is crucial to how favorably an application is reviewed and should clearly describe how the research will be conducted. This includes a description of the experimental design, the methods and analyses that will be used to
accomplish the specific aims, a discussion of potential difficulties and limitations, expected results, and details about how the results will be collected, analyzed, and interpreted. Provide a clear explanation of how both community and academic partners will be involved in study design and implementation.

f. Recruitment and Retention Plan (1-page limit)
Describe the characteristics of the participant population, including the inclusion and exclusion criteria, if known. Describe and justify the sampling plan, the recruitment and retention strategies, and the process that will be used to obtain informed consent.

g. Timeline (1/2-page limit)
Describe when key partnership and project activities will be accomplished during the award year.

h. Dissemination Plan (1/2-page limit)
Describe plans for disseminating project information and outcomes to communities involved and other relevant community and academic audiences.

i. Impact and Future Plans (1-page limit)
Describe the expected outcomes and how the findings will be used to secure future funding and support ongoing efforts to translate research findings into health improvements. List specific potential funding mechanisms, if known, and describe steps that partners will take to explore future collaborative efforts.

3. Budget and Justification
The budget should be completed using the budget template provided on the Competition Space website. Applicants may request up to $40,000 in total costs. Unallowable items include, but are not limited to: indirect costs, cost overruns, retroactive funding, publications, grant preparation costs, graduate student stipends and tuition costs, travel unrelated to the conduct of the partnership activities, renovations, office supplies or equipment, including computers.

MICHR expects that the typical application will allocate at least half (50%) of the requested funds to community partners. Applications that allocate an amount less than half of the total requested funds to community partners must include an additional justification explaining the reasons for the proposed budget. Academic faculty who require more dedicated effort than the budget allows are encouraged to secure additional internal funding support from their respective U-M Department/Unit Chair. The CE Program will meet with U-M faculty and Department Chairs to discuss proposed projects and explore potential for securing additional internal funding support. Please contact the MICHR Communities Engagement Program by emailing MICHR-CommunitiesEngagement@umich.edu to request support.
4. **Biographical Sketch/Resumes**
   Applicants are required to provide a recent resume, curriculum vitae, or National Institutes of Health (NIH)-style biographical sketch for each partner listed on the project to supplement information provided in the proposal narrative about each partners’ background, skills, and relevant experience.

5. **Letter of Support**
   Applicants are expected to provide letters of support from each community partner organization and U-M department/unit involved. These letters should address the interest and commitment of the partners to engage in the proposed project.

6. **Appendix (optional)**
   Applicants may submit additional items (up to 10 pages) that provide information for reviewers, such as data collection instruments, consent documents, partnership materials, etc. The appendix may not be used to circumvent the page limitations of the application.

**Format Specifications**: Applications must be written using Arial Font and Font Size 11. A symbol font may be used to insert Greek letters or special characters using the same font size requirement. Text should be single spaced with a standard size (8.5” x 11”) page layout.

**Review Process and Selection Criteria**
Applications will be reviewed by a committee of academic and community reviewers who have experience and familiarity with community-engaged research approaches. Reviewers will assess applications for their overall potential to develop effective research partnerships among multiple communities and translate research into action that addresses community-defined health priorities. The following criteria will be used to evaluate applications:

- **Significance/Relevance**: Does the project address an important health or health equity-related challenge that is relevant to all communities involved? Is there evidence that all communities have identified the health/research topic as a priority?
- **Collaboration**: Is there evidence that the application was developed collaboratively by both community and academic partners? Does the project propose shared leadership and joint ownership in project activities?
- **Partners**: Do the partners and other collaborators have complementary experience and expertise? Is there potential for capacity building and co-learning among partners?
- **Approach**: Are principles of community-based participatory research/community-engaged research incorporated in the partnership and project design? Does the project use appropriate methods to engage and work with multiple communities throughout the research process? Are the proposed activities feasible within the allotted timeframe?
- **Budget**: Is the distribution of funds between community and academic partners well-justified? Is the budget realistic and appropriate considering the work proposed?
• **Community/Academic Benefit:** Will knowledge obtained from the project be used to enhance the economic, environmental, and/or social conditions within the community? Will the project benefit all partners involved?

• **Sustainability/Future Plans:** What is the potential that project findings will be used to secure additional funding and/or support future collaborative translational research efforts to improve health?

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**Post-Award Responsibilities**

**CBPR Training/Orientation:** Awardees will have the opportunity to participate in an orientation meeting with MICHIR faculty and staff to discuss project plans, partner roles, funding expectations, and an educational workshop to learn more about partnership development utilizing community-based participatory research principles.

**Progress Reports:** Awardees will be required to complete a 6-month and one-year progress report, and provide ongoing post-project updates. A request for a well-justified one-time 6-month no-cost extension may be submitted as part of the one-year progress report.

**Research Symposium:** Awardees will be invited to present the outcomes from their projects at a future MICHIR-sponsored event or symposium. Awardees are encouraged to disseminate their work widely to both community and academic audiences.

**Regulatory Requirements:** The charge of an Institutional Review Board (IRB) is to protect the rights and welfare of participants in clinical and other research studies involving humans. Projects will likely require review and approval from an authorized IRB or an amendment to an existing IRB protocol. Applicants should consult with an appropriately designated IRB affiliated with their institution or organization to determine whether their project requires review. If a project requires approval, an IRB application should be initiated as soon as possible. All regulatory approvals must be obtained within 3 months of the project start date.

**Publication – Citing MICHIR’s Grant Number:** As a requirement for accepting a MICHIR award and to continue to ensure support for clinical and translational research, please cite MICHIR’s grant number UL1TR000433 in all relevant publications and presentations.

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**MICHIR Consultation Services**

The MICHIR CE Program provides no-cost consultation services to research teams assessing partnership readiness, exploring community-engaged approaches, finding potential collaborators, and developing community-engaged grant applications. Applicants interested in receiving specific guidance and feedback for TeamWorks applications are encouraged to use MICHIR’s CE Program consultation service by completing the form at this link:

The MICHR Participant Recruitment Program provides expertise, tools, and resources to facilitate participant recruitment in clinical and health research studies. Applicants may request a no-cost consultation to discuss diverse recruitment and retention strategies, estimated timelines, budgets, and letters of support by emailing michr-recruitment@umich.edu.

The MICHR Research Development Core (RDC) offers no-cost consultation services to strengthen research ideas and grant proposals. RDC can advise on hypotheses, specific aims, study design, and biostatistics, and can help research teams think about future research directions and appropriate funding opportunities. Consultation meetings are customized to the researcher’s needs and include MICHR faculty and other experts as needed. Applicants can schedule a consultation at this link: https://umichumhs.qualtrics.com/jfe/form/SV_e3u20mNHxqfwQx7

Applicants should request MICHR consultation services early in the process of preparing applications and well in advance of the application submission deadline.

**Key Dates**

- **Funding Announcement Release Date**: Thursday, November 19, 2015
- **Request MICHR Consultation Services**: As soon as needed
- **Intent to Apply Submission Deadline**: 5:00 PM on Friday, January 8, 2016
- **Application Submission Deadline**: 5:00 PM on Friday, February 5, 2016
- **Notification of Funding Decision**: Monday, February 29, 2016
- **Anticipated Project Start Date**: Friday, April 1, 2016
- **Anticipated Project End Date**: Friday, March 31, 2017

**Contacts**

For assistance with TeamWorks, please contact Adam Paberzs at 734-763-8880 or adampabe@umich.edu. Please visit MICHR’s Communities Engagement webpage (http://www.michr.umich.edu/communityengagement) or email us at MICHR-CommunitiesEngagement@umich.edu to learn more about our services.

Please visit MICHR’s Pilot Grant Program webpage (http://www.michr.umich.edu/funding/pilotgrant) or contact Kate Althouse at 734-998-7626 or MICHR-PilotGrants@umich.edu for more information about MICHR’s other pilot funding opportunities.