

## **Latino Center for Health Small Grants Program Request for Applications - April 2019**

### **PURPOSE**

The Latino Center for Health (LCH) at the University of Washington provides leadership to promote the health and well-being of Latinos in Washington State, regionally and nationally, across the lifespan. Our goals are to promote innovative community-engaged research partnerships, as well as professional development for University of Washington students and faculty. LCH is pleased to announce the availability of small research grants to support collaboration between academic investigators and community-based organizations serving Latino communities.

### **ELIGIBILITY**

Proposals should be co-led by an academic researcher and a community partner. Academic researchers serving as Principal Investigators must be faculty at one of our affiliated institutions, the University of Washington (Seattle, Tacoma or Bothell) or Heritage University. This includes those with affiliate and acting faculty appointments, as well as Research Scientists who are permitted by their school, department, or research center to serve independently as a Principal Investigator on federal grants.

### **PRIORITIES**

Proposals are evaluated on their scientific merit, significance, approach, level of innovation, strength of community partnership, and feasibility of the proposed research. We encourage proposals that address our priority research areas (health care access and utilization, behavioral health, violence prevention, and occupational health). Research should also focus on Latino communities in Washington State.

### **LEVELS OF FUNDING**

Two levels of funding are available. Academic and community partners that are in the early stages of collaboration can apply for small grants of up to \$5,000 to support planning for future research projects. Those applying to conduct research projects can request up to \$15,000. This level can fund pilot research projects or build upon existing project to support additional research activities. Funds can be awarded to the community organization, the researcher's institution or both. Applicants are encouraged to seek matched funding from their organization, department or other units.

LCH will not review more than one proposal by a Principal Investigator or Co-Investigator during a single review period. Similarly, only one project per community organization may be submitted during each review period.

## APPLICATION PROCEDURES

To be considered for this award, we require that you first submit a letter of intent (LOI). This letter may be submitted by either the researcher or the community organization. Please use the LOI template at the end of this document that provides space for a description of background for the project, project goals, members of the project team, expected outcomes and level of funding requested. **Please submit your letter of intent by May 1, 2019 and email it to [latcntr@uw.edu](mailto:latcntr@uw.edu) with "Latino Center for Health Small Grants Program" in the subject line.** You will be notified within two weeks once your LOI has been reviewed whether to move forward with submitting a full application.

**Full applications must be received by June 7, 2019.** For researchers at the University of Washington, applications are not submitted through the Office of Sponsored Programs (OSP), so no eGC1 is required. For all applicants, UW Human Subjects Committee approval is not required prior to submission, but will be required if the proposal is funded and includes the participation of human subjects.

Applications must have all required signatures (ink and/or electronic) on the cover page and should be submitted as a PDF attachment to an email sent to [latcntr@uw.edu](mailto:latcntr@uw.edu). The complete application and any attachments must be submitted at the same time.

In preparing proposals, please keep in mind that while reviewers will be selected from the general area in which the proposal is made, not all review committee members necessarily have an area of expertise that overlaps with the particular field of each proposal.

Below is a summary of the materials necessary for us to consider your application.

### COVER PAGE (1 page) [Found at end of this document]

- Title of project
- Name, title, department, email, mailing address, and signature for both the academic and community partners.
- Narrative statement briefly describing the backgrounds of the academic and community partner(s), as well as a short description of the proposed project (300 word limit).

- Calendar dates of period support is requested. Earliest start date is August 1st , 2019 and all funds must be spent by June 30<sup>th</sup>, 2020.
- Total amount of financial support requested.
- For those applying for a research project, list names of two to three UW faculty or Research Scientists who would be able to provide a thorough and objective review of the proposal. Please do NOT name faculty who are also applying for an LCH grant. The review committee may consider this list, though we may or may not choose reviewers from it. Also, please provide the names of any UW faculty or scientists who should NOT review the proposal due to perceived or real conflict of interest, including supervisors and current or previous collaborators.

## BODY

Please format your document with a font size of at least Arial 11 or Times New Roman 12, 6 lines per inch, and margin width of 0.75 or larger.

**Planning grant applications** (up to \$5,000) should include a two-page description of the investigators and partners involved and planned activities that will lead to the design and implementation of a research project.

**Research project applications** (up to \$15,000) should include the following (up to 5 pages total):

- A research plan structured as follows:

**Objective:** State the overall objective and/or long term goal of project

**Background:** Review significant previous work and the current state of research in the field your proposal addresses, including any work of your own.

**Specific aims:** List the specific aims of your project over the period of time for which you are requesting support.

**Methods:** Describe your research plan, including techniques you plan to use, population you plan to recruit from and method of recruitment, the number of participants you plan to enroll and how you plan to analyze your data. Projects implementing health programs should include an evaluation. If possible, discuss limitations inherent in your method, potential weaknesses in your work, and possible strategies to address these limitations and weaknesses.

**Significance:** Discuss the potential importance of your proposed project and any novel ideas or contributions to the community you are proposing a partnership with. Explain how the results may be used, and/or how this project could lead to future projects in this or a similar field.

**Collaboration:** Please describe your collaboration with a community group or a researcher and if possible include your past experiences with this or other similar groups. Also include letters of support from the community group(s) or researcher you are planning to partner with.

**Timeline:** Include a timeline or work plan showing the steps you'll take to conduct your project or activity over the next one to two years. You may submit this as an outline, a chart, or describe it in narrative form.

## **BUDGET & BUDGET JUSTIFICATION**

Use budget categories designated by the UW Financial Accounting System, including the cost of fringe benefits. This budget should include all persons, paid and unpaid, who will carry out the research, including their roles/function in the project. Also itemize and/or justify major cost items. Please also describe any matching funds that will contribute to this project. Budgets are not allowed to include indirect funds.

## **BIOSKETCH**

Please include an NIH style biosketch (including Research Support), for all investigators involved with the project. Community investigators can submit a 2 page CV or resume in place of the biosketch.

## **REVIEW OF APPLICATIONS**

Your proposal will be reviewed by a committee comprised of members of our External Advisory Board, Community Representatives and UW faculty and/or researchers familiar with proposed research topic.

## **HUMAN SUBJECTS APPROVAL**

Projects involving human subjects must obtain approval from a Human Subjects Committee. LCH follows NIH guidelines in requiring that "Key personnel" receive training in research conduct, either in person or web-based form. Please see <http://www.washington.edu/research/hsd/> for more information.

## **ADMINISTRATION OF FUNDS**

Projects will be funded up to 11 months. The PI is responsible for the proper administration of funds. LCH cannot assume fiscal responsibility for over-extended budgets. Awards for research projects (\$15,000) may be provided in two installments of \$7,500.

In any publications resulting from this awarded project, please acknowledge the source of support as the Latino Center for Health.

### **FINAL REPORT & DISSEMINATION OF RESULTS**

The Latino Center for Health wants to contribute to the dissemination of findings and results to inform the broader community to improve the health of Latinx individuals, families and communities. Thus, we require that a Final Report be submitted within 90 days of completion of projects funded by LCH. Funded investigators will receive a template for the final report if they are chosen for funding. Funded projects will also be expected to present the results of their project at an event coordinated by the Latino Center for Health.



**Small Grants Program Letter of Intent**

**Due: May 1<sup>st</sup>, 2019**

**Project Title:** \_\_\_\_\_

**Date of Application:** \_\_\_\_\_ **Funding level (circle):**    \$5,000        \$15,000

**Academic Lead:**                    \_\_\_\_\_ (Name)

Department & Title: \_\_\_\_\_

Phone & Email: \_\_\_\_\_

**Community Lead:**                \_\_\_\_\_ (Name of Organization)

Contact Person & Title: \_\_\_\_\_

Phone & Email: \_\_\_\_\_

**Narrative statement describing background for the project, project goals, and expected outcomes: 400 word limit**



**Small Grants Application Cover Page**

**Due: June 7<sup>th</sup>, 2019**

**Project Title:** \_\_\_\_\_

**Academic Partner**

Name & Title \_\_\_\_\_

Department: \_\_\_\_\_

Address: \_\_\_\_\_

Phone & Email: \_\_\_\_\_

**Community Partner**

Name & Title \_\_\_\_\_

Department: \_\_\_\_\_

Address: \_\_\_\_\_

Phone & Email: \_\_\_\_\_

**Funding Period:** Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

**Total Amount Financial Support Requested:** \_\_\_\_\_

**Narrative statement briefly describing project, applicant and community partner: 300 word limit**

**Suggested Reviewers (for research project proposals only): 2 to 4 reviewers**