

2017 REQUEST FOR PROPOSALS

Community-Based Participatory Research Grants

Description

Community-Based Participatory Research (CBPR) grants support collaborative research efforts between scientific researchers and community members to reduce disparities and achieve equity in family planning outcomes. The process of scientific inquiry is such that community members and key stakeholders who are involved in the community's health have the opportunity to be full participants in each phase of the work from conception to communication of results. Acceptable projects include but are not limited to studies that involve survey data, focus groups, or semi-structured interviews to identify community needs for intervention on a specific family planning issue, or for process evaluation of a pilot intervention.

The SFP Research Fund (SFPRF) will award up to \$450,000 in CBPR grants.

Eligibility criteria

- Proposals must be submitted by a team that includes co-Principal Investigators, one from a research or academic setting and one from a community organization, and the roles of each must be clearly described. The PI at the research organization must be an SFP full or junior fellow. All research and community partners must be identified on the proposal.
- Institutions must have nonprofit or tax-exempt status.

Funds

The award amount is up to \$150,000 for a two-year period. Indirect costs are permitted up to 20% of total direct costs.

SFPRF's definition of indirect costs: Costs that are not directly identifiable to a specific sponsored project (e.g., costs for general operations such as utilities, building operations, library services, purchasing, administrative offices, etc.) but are associated with the cost of doing research and/or training.

Subcontracts and subawards: The subcontract budget itself may include 20% indirect cost charges, but the subcontract total may not be included in the main budget when calculating the overall indirect cost charges.

Duration

CBPR grants are awarded for a two-year period. The first three months (July–October) of the project timeline may be allocated to IRB approval. However, funds can be disbursed any time after July 1, 2017, upon documentation of IRB approval.

Review process and criteria

Proposals will be reviewed by an independent interdisciplinary team of outside experts and partners. Each proposal will be assigned a score based on a scale similar to that used by the National Institutes of Health. The score takes into account both the rigor of the proposal and the likelihood that the proposed work will ultimately lead to a sustained, demonstrable impact on clinical practice, public policy, culture, or health services; programs; or outcomes. Scores are one factor in the decision-making process. Together with responsiveness and relevance to the program's mission, the scores and recommendations of the review committee are used by the SFPRF to select proposals that will be funded.

Review criteria:

- **Significance:** Does this study address an important problem? If the aims of the application are achieved, how will scientific knowledge or clinical practice be advanced? What will be the effect of these studies on the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field?
- **Approach:** Are the CBPR logic model or conceptual framework, design, methods, and analyses adequately developed, well integrated, well reasoned, and appropriate to the aims of the project? Does the applicant acknowledge potential problem areas and consider alternative tactics?
- **Innovation:** Is the project original and innovative? For example: Does the project challenge existing paradigms or clinical practice; address an innovative hypothesis or critical barrier to progress in the field? Does the project develop or employ novel concepts, approaches, methodologies, tools, or technologies for this area?
- **Investigators:** Are the investigators appropriately trained and well suited to carry out this work? Is the work proposed appropriate to the experience level of the principal investigator and other researchers? Does the investigative team bring complementary and integrated expertise to the project (if applicable)?
- **Environment:** Does the scientific environment in which the work will be done contribute to the probability of success? Do the proposed studies benefit from unique features of the scientific environment, or subject populations, or employ useful collaborative arrangements? Is there evidence of institutional support?
- **Budget and timeline:** Are the budget and the requested period of support fully justified and reasonable in relation to the proposed research?

Overall impact: Considering all of the above criteria, and additional criteria as applicable, how likely is it that the project will exert a sustained and powerful influence on the research field(s) involved?

Ethical considerations

All activities involving human subjects or vertebrate animals must be approved by an appropriate institutional review board (IRB) or equivalent prior to the start of research.

Terms of awards

Upon acceptance of the award, the PI and his/her employing institution will be required to sign an award letter indicating acceptance of the SFPRF's award terms and conditions. SFPRF must be notified in advance of and approve any significant changes in research protocols.

Application process

All potential applicants are first required to submit an Intent to Apply form. The information provided will be used to assist in planning for the review process. **Please be aware that proposals will not be accepted from applicants who do not submit the form.**

Intent to Apply form: The information requested will include applicant and institution information along with a working title and brief project description (250-word limit).

Proposal instructions

Grant proposals should include the following components:

1. **Proposal form:** Provide contact details for the applicant, institution, and parties responsible for accounts payable and grants management should the project be funded.

2. **Proposal narrative**

■ **Title and abstract** (250-word limit for abstract):

Provide a summary description of the proposed research. Do not include proprietary information: if the proposal is funded, the abstract may be used by SFPRF for informational purposes to describe its program activities.

GRANT PROGRAM SCHEDULE

- Intent to Submit form deadline: January 31, 2017 (see www.societyfp.org/research/applying)
- Online application submission opens February 7, 2017
- Application deadline: March 8, 2017 at 11:59 PM (EDT)
- Award decisions: Late June, 2017
- Earliest grant start-up: July 1, 2017
- IRB approval by October 1, 2017

- **Project description:** Describe the issue to be addressed and provide rationale for a CBPR approach. Research plan should include specific aims, rationale, description of study design and methods, recruitment, and analysis.
 - **Collaborative plans:** Provide a description of the partnership (list of potential partners and roles, infrastructure for participation, history of the partnership), an outline of how partners will work together to complete the project, and potential plans for future collaboration.
 - **Brief description of proposed project leadership:** Document the relevant credentials and experience that the co-PIs and other key leaders bring to the partnership/project. Include a brief description of the project team's prior experience (if any) in similar projects and community-academic research partnerships and/or plans for partner training/capacity-building.
 - **Impact statement:** Describe who will benefit from the research, how they will benefit, and what activities are in place to maximize opportunities to make an impact. Indicate how the study results will be utilized, and by what means they will be disseminated.
3. **Timeline:** Proposed sequence or timetable for major project components. Indicate the start/completion dates.
 4. **Budget and justifications:** Include with your proposal a detailed budget and narrative that specifically relates each item in the project budget to project activities. Discuss how direct costs are consistent with the proposed methods, specific aims and CBPR approach.
 5. **Bibliography/references**
 6. **International study statement and letter from in-country organization:** PIs with projects based outside the country of their current residence must describe their collaboration with partner organization(s) and include a signed letter from the in-country host organization indicating their involvement and support of the project.
 7. **NIH biographical sketch(es), CVs or resumes for key personnel:** Include principal investigator and any other key personnel.
 8. **Appendices:** Items such as survey instruments and tools will be accepted. However, please keep to a minimum.
 9. **Agency/institution's federal 501(c)(3) status determination letter** or proof of tax-exempt status.
 10. **Signature page:** Download a copy of the signature page and use the links provided to digitally sign the form (*upload separately*).

Required formatting: The proposal narrative (not including title and abstract) may not exceed 3,000 words. Font must be at least 11 points and 1.5 spacing. Please submit the proposal narrative along with items 3-9 as [a single PDF file](#).