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# COMMUNITY AND COLLABORATION CORE (CCC) PILOT GRANT PROGRAM

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2022 REQUEST FOR APPLICATIONS  
RELEASED MONDAY, SEPTEMBER 12, 2022

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## SUMMARY

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- Deadline:** Monday, October 10, 2022 at 11:59 pm
- Eligibility:** Faculty from three academic institutions: Johns Hopkins University, University of Maryland at Baltimore, and Morgan State University
- Budget:** Up to \$25,000 in direct costs for Partnership Development Grants; no faculty salary with exception of Research Associates/Research Assistants/Community Investigators is permitted.
- Grant Period:** Twelve months
- Application:** Submit materials at [https://jhmi.co1.qualtrics.com/jfe/form/SV\\_bjSFbeunpK9o0Xs](https://jhmi.co1.qualtrics.com/jfe/form/SV_bjSFbeunpK9o0Xs)
- Questions:** Email Sarah Stevens at [ICTR\\_CCC@jh.edu](mailto:ICTR_CCC@jh.edu)

A grant information session will be held on Wednesday, September 28, 2022 from 12:00 – 12:30 pm.

To join the Zoom meeting, use this link:

<https://jhjhm.zoom.us/j/95824735643?pwd=R1oya0xBWU5NZ2NKVmhONXRycTZydz09>

Meeting ID: 958 2473 5643

Passcode: 516739

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## PROGRAM OVERVIEW

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The Community and Collaboration Core (CCC) Pilot Grant Program is designed to build and support community-engaged research (CEnR) through relationship-building activities, exploring research interests, and developing infrastructure and governance for research partnerships. The CCC will distribute up to \$100,000 to advance CEnR science and scholarship as **Partnership Development Grants** up to \$25,000.

Each project must have an academic principal investigator (PI) from either Johns Hopkins University (JHU), University of Maryland at Baltimore (UMB), or Morgan State University (MSU) and a community co-investigator. The grant program encourages the participation of new and/or junior faculty investigators and the inclusion of new and/or inexperienced community investigators and doctoral students on the research team. Projects must be designed to be completed in a 12-month funding period. Projects that use an evidence-based CEnR framework, focus on diverse populations, address a priority health topic (as defined by the community), and/or involve more than one CCC partner institution (JHU, UMB, MSU, Kaiser Permanente Mid-Atlantic States) will receive bonus points in the ranking process.

Partnership Development Grants aim to support partnership-building activities for “new” collaborations between faculty from three academic institutions (JHU, UMB, and MSU) and a community partner (a community- or faith-based organization or public agency) from the Greater Baltimore area. An existing collaboration may apply for a partnership development grant, as long as the partnership-building activities are clearly defined and show growth in the engagement between the partners.

While Partnership Development Grants may include some formative research activities, the intention of the grant program is to support activities that set the stage for future CEnR endeavors.

Possible Partnership Development Grant activities may include, but are not limited to:

- Developing/establishing research partnership infrastructure (e.g., advisory boards, partnership roles and responsibilities, policies and procedures, memoranda of understanding).
- Facilitating formal or informal meetings for partners to identify shared goals, priorities, and research interests.
- Holding listening sessions with community members around challenges and opportunities to address community health needs.
- Building research capacity for community partners (e.g., setting up reliance agreements, conducting IRB training, providing training on research design and methods).
- Building CEnR research capacity for academic partners (e.g., principles of community engagement, 10-step Framework, cultural humility, dissemination).

To see projects of past grantees, visit:

<https://ictr.johnshopkins.edu/funding/community-collaboration-grants/2021-awardees/>

<https://ictr.johnshopkins.edu/funding/community-collaboration-grants/2020-awardees/>

Recipients of CCC pilot grants are expected to participate in quarterly check-in meetings with CCC staff and other grantees, and to submit quarterly progress reports (templates provided), along with a final report and evidence of results (e.g., MOU between partners, detailed research plan, approval of an IRB protocol for future research, evaluation of project activities).

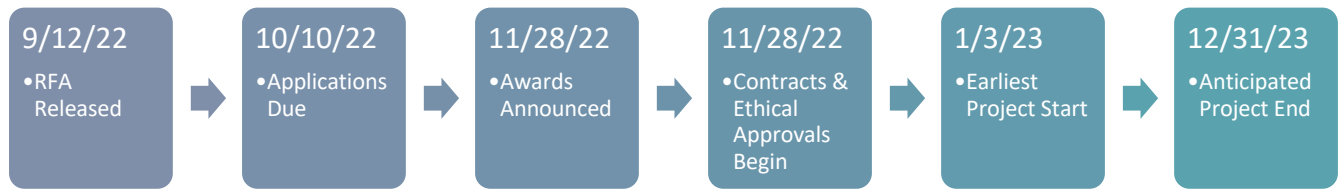
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## PROGRAM DETAILS

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### TIMELINE

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## ELIGIBILITY

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**Any faculty member from three academic institutions (Johns Hopkins University, University of Maryland at Baltimore, and Morgan State University) is eligible to apply.** Junior faculty in all schools, particularly those new to CEnR, are encouraged to apply and will receive extra consideration in the review process. Undergraduates, graduate students, and postdoctoral fellows are not eligible to apply as principal or co-investigators but are highly encouraged to be involved as team members.

**The project must have one academic PI and one community PI** (from a community- or faith-based organization or public agency) and should designate one of the PIs as the main PI. Applicants identified as the main PI have primary responsibility for the grant submission and, if subsequently selected for funding, all work to be performed, all reporting requirements, and all other stipulations that must be satisfied as a condition of receiving this award. Awards WILL NOT be transferred to another investigator post-award.

Eligible submissions must be oriented towards specific milestones, with clear endpoints and a realistic timeline for completion within a **twelve-month funding period**. Projects are expected to be primarily **based in the Greater Baltimore region**.

**Projects poised to begin by January 3, 2023** (i.e. with regulatory approvals in place or underway at the time of submission, staffing in place, etc.) will receive additional consideration. *Note, ethical approvals from both the academic institution and from the National Center for Advancing Translational Science (NCATS) must be obtained prior to starting. This process usually takes a minimum of two months but may take longer. Thus, a somewhat flexible project timeline is suggested.*

**Resubmission of denied grants is not permitted.** However, unsuccessful applicants may apply in consecutive rounds with substantially different proposals.

**Awarded PIs are not eligible to apply for a new grant in the same category** (i.e., Partnership Development vs. Engagement) funded by this pilot grant program in the 24-month period following the receipt of their initial award funds.

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## REGULATORY REQUIREMENTS/APPROVALS

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**Regulatory approvals are not required for application submission.** However, before the project can start, all applicable institutional (i.e. Institutional Review Board [IRB]) and external (i.e. National Center for Advancing

Translational Science' [NCATS]) approvals must be obtained. This process usually takes a minimum of two months but may take longer.

If notified by the CCC that their submission has been selected for funding, the applicant must immediately start working to obtain all institutional and external regulatory approvals and submit their study for IRB review, if they have not done so already. Upon receipt of IRB approval, the CCC will provide further guidance and detailed instructions for preparation of the NCATS document package. See Appendix I for additional information about the NCATS prior review requirement.

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## CONFLICTS OF INTEREST

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At the time of application, before funds are awarded, and throughout the project period, it is the responsibility of the awardee and all members of the study team to report any financial or fiduciary interests that might appear to present a conflict of interest. **These interests must be reported to the CCC and the University Office of Policy Coordination.** The presence of a conflict of interest does not disqualify investigators from receiving this award but will require the review and management of this conflict by the Committee on Outside Interests. **The failure of any member of the study team to disclose all outside interests could result in the termination of this award and the disallowance of all study costs.**

More information about Johns Hopkins University's Conflict of Interest Policy, including examples of what constitutes an outside interest, may be found at the Office of Policy Coordination website.

[https://www.hopkinsmedicine.org/research/resources/offices-policies/OPC/Outside\\_Interests/](https://www.hopkinsmedicine.org/research/resources/offices-policies/OPC/Outside_Interests/)

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## FUNDING RESTRICTIONS

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Requests must be no more than \$25,000 in direct costs. Budget estimates must be realistic and proportionate to the scope of the project. Requests for additional funding are not permissible. **Requests exceeding the specified amounts will not be reviewed.**

CCC leadership may revise the award amount should the applicant's submitted budget provide funds for activities or expenditures that are either not permitted or deemed to be more than is needed to complete the project. Applicants whose funding requests are revised by leadership for either of the above reasons will be required to resubmit a revised research plan, budget, and project schedule, if applicable, for approval by CCC leadership prior to being permitted to start their project.

Funding will be for 12 months only. No-cost extensions may be granted on a case-by-case basis with strong justification for those with funds remaining at the end of the award period.

Indirect costs should not be included in the budget, except in the case of subcontracts.

Subcontracts may be permitted on a case-by-case basis. Applicants with projects requiring subcontracts must contact Sarah Stevens at [ICTR\\_CCC@jh.edu](mailto:ICTR_CCC@jh.edu) for authorization **in advance of submission**. If authorized to include a subcontract in their proposal, applicants may be asked to provide, in addition to the primary budget, a separate budget and justification for the sub-award detailing the total funds required (including total direct costs and total indirect costs of the outside facility).

- Subcontracts with outside institutions/facilities should be no more than 50% of total requested budget.
- Subcontracts greater than 50% of the total requested budget may be considered with a strong justification.

CCC pilot funds may **not** be used for faculty salary except for Research Associates or Research Assistants at Johns Hopkins, University of Maryland at Baltimore, and Morgan State University or Community Investigators.

CCC pilot funds may be used, with approval from CCC leadership, for travel essential to the conduct of research, or to present results at established meetings or conferences. If such travel is anticipated, a strong justification must be included in the budget justification document, together with detailed meeting information (e.g. location, approximate date(s)), travel costs being requested, study team attending, etc.) for review and approval by CCC leadership.

ALL changes to the original research plan or budget must be submitted **BEFORE IMPLEMENTATION** for review and final approval by the CCC leadership and may result in withdrawal of funding if the project no longer meets CCC pilot criteria or does not receive the appropriate approvals.

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## FUNDED PI REQUIREMENTS

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**All funded PIs will be required to** participate in quarterly check-in meetings and to submit brief written progress and final reports. Progress reports are reviewed by CCC staff to ensure that projects are meeting their milestones and progressing according to the timelines submitted by the awardees. The check-in meetings and progress reports are a means for identifying those research teams who might benefit from CC staff/leadership support.

Additionally, CEnR and Team Science trainings are occasionally hosted by the CCC; funded PIs are encouraged to participate in these offerings, along with any opportunities for networking provided by the CCC.

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## APPLICATION PROCESS

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The grant application is comprised of five mandatory application components described below. These documents should be submitted in Word format (or Excel for the budget) and uploaded in the online application form. Should any of the required documents be omitted from the application, the applicant will not be allowed to complete submission of the grant. Questions about the application process should be directed to Sarah Stevens at [ICTR\\_CCC@jh.edu](mailto:ICTR_CCC@jh.edu).

**Materials required to be submitted via online application:**

1. Abstract
2. Research Plan
3. Budget
4. Budget Justification
5. Personnel Information

All Word documents should be single-spaced, 11-point font, with margins of at least 0.5 inches on all sides. The name of the Academic PI should appear in the top right-hand corner of each page. Page numbers should appear on the bottom right-hand corner of each page. Name the files LASTNAME\_DOCUMENT NAME, e.g.,

**Smith\_Research Plan.** The subsections below provide additional instructions for each of the five application components.

Submit materials by **Monday, October 10, 2022 at 11:59 pm** at [https://jhmi.co1.qualtrics.com/jfe/form/SV\\_bjSFbeunpK9o0Xs](https://jhmi.co1.qualtrics.com/jfe/form/SV_bjSFbeunpK9o0Xs)

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## ABSTRACT

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The abstract must be no more than 600 words and formatted to the above specifications. The abstract should not contain proprietary or otherwise confidential information.

The abstract must include the following sections:

- **Project Title:** This will need to match what you submit on the IRB and NCATS ethical approval applications EXACTLY. So, if you have already submitted for IRB approval, be sure to use the precise title.
- **Background and Significance:** Brief introduction to the proposed collaboration and a brief explanation of the significance of the proposed project and how it will enhance CEnR.
- **Specific Aims:** Objectives of the project.
- **Methodology:** Describe the action steps to achieve each aim.

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## RESEARCH PLAN

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The research plan **must be no more than five pages** and formatted to the above specifications. References are not included in the 5-page limit but should be included at the end of the research plan when applicable.

The Research Plan must include the following components:

**Project Title:** Note, this will need to match what you submit on the IRB and NCATS ethical approval applications EXACTLY. So, if you have already submitted for IRB approval, be sure to use the precise title.

**Background and Significance:** This section is intended to help orient the reviewer to the scientific basis for the project, why the work is being proposed as well, as the suitability of the project for CCC pilot funding. It should describe the relationship between the partners, highlighting past or new collaborations and explain how this project enhances CEnR.

**Specific Aims:** Explicitly state the specific aims and objectives. Include any significance of the project and clarify how it will advance the CEnR field, improve the health of target populations, and/or impact the community.

**Approach:** Describe the methods and analyses (if applicable). Be sure to include enough details to convince reviewers of feasibility and validity of the project. Projects are encouraged to base their methodology on an evidence-based CEnR framework.

**Key Milestones and Timeline:** A 12-month timeline with key milestones must be included. This timeline should use generic months rather than specific dates (e.g., Month 1, Month 2). Milestones should

highlight specific goals to be attained and must include both the scientific objectives of the application and the procedural issues involved in executing them in a realistic and achievable way.

**Plans:** Explain how this project will enable/build for the next step in the research process and describe the project’s potential for improving the health of target populations or community.

All grants must be organized towards the completion of project- and/or time-dependent milestones. Evidence of completion of these milestones will be required in the project final report.

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## PERSONNEL

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The personnel document should be no more than four pages, formatted to the above specifications, and include a brief biographical description of each project team member that justifies their inclusion in the project. It should include a table that lists the project personnel, their contact information, and their role on the project. See the table below for an example.

Name	Title	Affiliation	Role on Project	Email address
First Last, Degrees (preferred pronouns)	e.g., Associate Professor or Director of Community Engagement	University, School, & Department or Community Organization, Department/Division	e.g. Academic PI, Community PI, capacity development trainer, research manager, etc.	

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## COMPREHENSIVE BUDGET

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The budget should be sufficiently detailed to validate the total requested amount. Include salary (no faculty salary allowed), stipends, supplies, travel, activity costs (e.g., partnership meetings), and any other expenses required to complete the study. The budget **must** include the name and email address of the applicant’s financial contact. The budget may be submitted on an Excel Spreadsheet instead of a Word Document.

**If the ICTR Finance Office has authorized inclusion of a budget with a subcontract** (*See Funding Restrictions above*), the total requested funds (including subsite indirects, if applicable, and direct costs) for the subcontract must be listed in the overall project budget; **additionally, a separate detailed subcontract budget, justification, and scope of work must also be submitted.** The ICTR Finance Office may request additional documentation as necessary.

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## BUDGET JUSTIFICATION

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A detailed budget justification is required and **must** include an explanation of each requested line item. The budget justification should be no more than two pages and be formatted to the above specifications.

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## CCC PILOT GRANT REVIEW CRITERIA AND PROCESS

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Applications will be evaluated and scored using the following criteria:

1. Relevance to CEnR: Are there clear plans to establish an academic-community partnership to move a project through to the next step?
2. Community impact: Will this project make a difference to the community?
3. Scientific impact: Will this project advance the field of interest and/or the science of CEnR?
4. Feasibility: Can this project realistically be completed within a 12-month period?
5. Diversity, Equity, and Inclusion: Will this application benefit traditionally underserved or marginalized/minoritized populations?

**Only complete applications received by the deadline (11:59 pm on October 10, 2022) will be considered.**

The review process will be conducted as follows:

Administrative Triage: CCC staff will review applications for compliance with budgetary, content, eligibility, and other submission guidelines as described in this document. Incomplete or noncompliant applications will be returned without scientific review.

Independent Review: Each application will be read by a minimum of three reviewers with at least one reviewer from the community. Reviewers will be asked to disclose any relationships to the grant applicant. If not conflicted, they will assess the application based on the five criteria listed above and provide written feedback addressing the merits of the application. Reviewers will make funding recommendations to CCC leadership.

Funding Decision: The CCC Leadership will evaluate all reviewer scores and feedback and finalize the funding decisions. Funding decisions for those pilot projects involving human subjects' research cannot be finalized until notification of NCATS approval is received as described above.

**Notification and Feedback:** All applicants will be notified of funding decisions approximately 6-8 weeks after the submission deadline. With the exception of projects involving human subjects' research, the start and end date of the 12-month funding period will be included in the notification of award.

Feedback about the CCC Pilot Grant Program may be directed to [ICTR\\_CCC@jh.edu](mailto:ICTR_CCC@jh.edu)

## APPENDIX I: REGULATORY REQUIREMENTS/APPROVALS

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If notified by the CCC that the submission has been selected for Community and Collaboration Core Pilot funding, then the applicant must immediately start working to obtain all institutional and external regulatory approvals and submit their study for IRB review. Depending on your institution, this process may take 3-5 months.

**If IRB materials are not submitted within 1 month from the date of notice of funding decision, there is a possibility that the funding may be rescinded and be given to the study team with the next highest score instead.**



Note, selected projects will be funded as part of the Clinical and Translational Science Award (CTSA) that the Johns Hopkins ICTR has received from the NIH's National Center for Advancing Translational Sciences (NCATS). Therefore, even though proposals are selected for funding by the ICTR Community and Collaboration Core Pilot program, to receive funding and begin this project, the proposal must also be submitted for prior approval from NCATS. This is a NCATS requirement for all CTSA-funded pilot studies that involve human subjects per the definition provided in [45 CFR 46.102\(e\)](#). Projects deemed by the reviewing IRB to be either minimal risk or exempt from federal regulation under [45 CFR 46.104](#) are also subject to this prior approval requirement, while proposals determined by the IRB to be Non-Human Subjects Research (NHSR) are NOT.

Detailed instructions for preparation of the document package, required file naming conventions, and submission of the materials will be provided by ICTR staff with the notification of selection of the project for award. However, some of the components of the submission include:

1. Summary of the specific aspects of the proposed study that will be supported by NCATS CTSA funds.
2. Line-item budget for each specific aspect of the proposed study to be supported with NCATS funds (e.g. supplies, services, and personnel costs). All expenses greater than \$1000 must be itemized
3. Summary of the parent protocol with an explanation of how the proposed study connects to it (only to be submitted if the proposed research is an amendment or a sub-/ancillary study to an IRB approved parent protocol)
4. IRB approval of the proposed clinical study (if applicable) or institutional exemption determination

Note, because the documents required for submission vary by the NCATS Classification of the project, it is not recommended that you begin preparing the NCATS package until you have consulted with the ICTR staff.

## NCATS REVIEW AND FUNDING TIMELINE

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Preparation of the NCATS document package usually takes a minimum of six weeks, accounting for review and feedback from the ICTR Navigation team and PI revisions. Once the package is complete, the ICTR Navigators share the package with JHU's Office of Research Administration for official submission to NCATS. NCATS has up to 30 days from the date of receipt of a complete packet to review and respond. Every effort is made to expedite the process and grantees are asked to respond promptly to any requests for additional information or clarifying questions.

**If approved by NCATS, the start date of a 12-month Core pilot grant will be determined upon receipt of the approval notification.** Copies of all approvals, renewals, certifications, protocols, and amendments must be made available to the CCC staff throughout the course of the grant award period upon request.

**IMPORTANT NOTE:** Should a project NOT satisfy NCATS' requirements for approval, and the issue cannot be readily resolved, the pilot award will be disallowed despite being selected for funding by the Johns Hopkins ICTR Community Partnership and Collaboration Core Pilot Grant program.