Meharry-Vanderbilt Community Engaged Research Core
PARTNERSHIP DEVELOPMENT MINI-GRANT Guidelines October 2015

The MVCERC Mini-Grant Program provides support for the development of mutually beneficial research partnerships between community organizations and academic researchers at Meharry Medical College, Vanderbilt University Medical Center, or Vanderbilt University. The long term goals of the Mini-Grant Program are to foster sustainable research partnerships that will improve community health outcomes, decrease health disparities, increase access to health and health related services, enhance the quality and effectiveness of health interventions, or inform more equitable health policy.

Two types of mini-grants are available: Partnership Development Grants of up to $2,500 to support the development or strengthening of partnerships between community-based organizations and academic researchers, and Community Engaged Research Grants of up to $10,000 to enable the partnership to undertake pilot research activities. Both grants require the active participation of all partners in the development of the proposal and expect that the projects proposed will mutually benefit the partners involved. These guidelines describe the Partnership Development Grant. For more information on either opportunity, please contact clare.sullivan@vanderbilt.edu.

**Partnership Development Grants** will support the creation of new community-academic partnerships and the strengthening of existing community-academic partnerships. Examples of possible grant activities include:

- Engaging potential partners and collaborators for a proposed project through a series of workshops to explore shared research interests, resources and capacities to conduct sustainable research
- Joint partner training activities to develop skills in design and implementation of community engaged research
- Developing partnership infrastructure mechanisms to facilitate on-going research (such as Memorandum of Understanding, Guiding Principles, Logic Models, Advisory Committee and Committee By-Laws)
- Planning activities aimed at collaborative grant writing for a pilot research project

**Funding up to $2,500** may be used for meeting space, supplies, meeting facilitation, consultants, or training, but **not** for salaries of existing staff or direct support of existing services or current operating budgets. Awards will be made to the community partner in one lump sum. Activities must clearly contribute to future collaboration on research projects and related proposals. Funded projects must be completed within 12 months.

**Review criteria** will include responsiveness to the application criteria, the potential for building or strengthening a sustainable community-academic partnership, mutual benefit to each partner, and a clear picture of how the partnership will address community health priorities. Award decisions are made by a review committee consisting of four community representatives and four community health researchers from Meharry Medical College and Vanderbilt University.

**Who may apply?**
Community partners with **non-profit status (501(c)(3))** are eligible to apply. This includes community service organizations, advocacy groups, neighborhood associations, faith-based organizations, or coalitions. Public agencies and private organizations without 501(c)(3) status may be collaborators.

The lead **academic partner must be a faculty member from either Meharry Medical College or Vanderbilt University** who is committed to developing expertise in ongoing, community-engaged health-related research. **Collaborations with faculty and researchers from other area institutions are encouraged.** Graduate students may apply to serve as the lead academic partner, but **must** have a faculty mentor from Meharry Medical College or Vanderbilt University who is willing to actively supervise their work and continue on-going partnership activities with their community partner.
Additional information for applicants:

- Attendance at an informational session or participation in an informational webinar by both community and academic partners is also required prior to submission of a proposal. A list of scheduled dates for these informational sessions can be found below.
- In addition, a brief letter of intent to apply that indicates partners and whether you are applying for a Partnership Development Grant or Community-Engaged Research Grant must be sent in an email to clare.sullivan@vanderbilt.edu by September 25th, 2015.

How does one apply?

**Application Format:** Your application should include the following sections, plus two required appendices described below. The application itself (not including appendices) should NOT EXCEED 4 PAGES in 12 point type.

1. Title of Partnership Project

2. Brief statement of purpose: Why are you undertaking this partnership project? What is the community health concern or research question you hope to be able to address through this partnership?

3. Project plan:
   a. Description of how this project improves the ability of the partner organizations to engage in research in the community
   b. Main components of the project
   c. Completion of a GIVE-GET GRID that explains what each partner plans to contribute (to “give”) to the project and how each partner expects to benefit (to “get”) from the partnership development proposal (see example below)
   d. Timeline indicating the sequence of steps in the project implementation (grant activities must be completed within 12 months; the 12 month period begins when funds have been received.)
   e. Budget with brief justification of how you arrived at the budget numbers.

<table>
<thead>
<tr>
<th>Expected Contributions</th>
<th>Expected Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>What community partner plans to “give” to partnership</td>
<td>What community partner hopes to “get” from partnership</td>
</tr>
<tr>
<td>What academic partner plans to “give” to partnership</td>
<td>What academic partner hopes to “get” from partnership</td>
</tr>
</tbody>
</table>


4. Outcomes/Products: Briefly describe the expected outcomes of the proposed activity and how your partnership will measure success in attaining these outcomes. (For example, the outcome of a partnership building grant might be completion of joint training on community-based participation by key organizational and research staff. Success in reaching this outcome might be measured by comparison of pre- and post-testing to measure what was learned. If the goal of the project is to explore how research will enhance the mission of the community partner, the outcome might be a new Logic Model for the organization that incorporates research as a strategy for achieving long-term goals).

If a tangible product is proposed, a copy of each product must accompany your final report or, in the case of publications, be submitted when they become available. **NOTE:** All publications need to state that the work was
5. Impact on community health: Please share your vision of how this partnership-building activity might ultimately improve health.

6. Appendices:
   - Two appendices are REQUIRED:
     - Appendix A: Community Partners. 1-2 page description of applicant organization’s mission, history and current work in the subject area of this proposal should be appended. If there are other collaborating agencies they should submit letters of support that acknowledge their role in the partnership.
     - Appendix B: Academic Partners. 1-2 page biosketch of the lead academic partner must be appended. If the lead academic partner is a graduate student, a letter of support from a faculty mentor must also be included in this Appendix. The letter needs to confirm a faculty mentor’s commitment to supervising the student’s work and to continuing the relationship with the community partner(s). If there are additional collaborating academic partners, then please include a one to two paragraph description of the experience and interest of each relative to this proposal.
   - Additional appendices of up to 3 pages may also be included if the appended material helps explain elements of the proposal and has been referenced in the text of the proposal.

Application Requirements and Process:
   - A letter of intent (LOI) to apply must be emailed no later than September 25th to clare.sullivan@vanderbilt.edu. The LOI needs to indicate the partners and whether you plan to apply for a Partnership Development or Community Engaged Research Grant.
   - The application must be submitted on-line. More detailed information will be provided at informational sessions offered at the times and places listed at end of these Guidelines.
   - Your application and appendices must be combined in a single PDF or WORD format.
   - Completed applications must be submitted electronically by midnight October 5th, 2015.

Go to http://j.mp/1FWiDGi or scan the QR Code on next page to enter requested information about the lead community and academic partner, and upload your application. If you have any questions about submitting this way or if electronic submission is not possible, please email clare.sullivan@vanderbilt.edu or call her at 615-322-0593 to discuss options.

When will awards be announced?
You should hear back from the Review Committee within 4-6 weeks of the submission date. If you are awarded a grant, our staff will then prepare a contract between Vanderbilt University and the lead community partner (sample contract can be made available upon request). Once that contract is finalized, it may take an additional 3-4 weeks to process the funds, which are awarded in one lump sum to the lead community partner. Please factor this start-up time into your implementation timeline. A realistic start date for this cycle would be February 1, 2016.

What type of grant reporting is expected?
We hope that your team will consider MVCERC a partner in your work, and maintain a close connection with MVCERC staff during the implementation of your project, particularly if any problems surface. MVCERC staff will touch base with you about 6 months into your implementation cycle to find out if all is going well and ask you to complete a 6 month progress report. Your final report will also include completion of another GIVE-GET GRID (see example below) that will help us understand how each partner actually contributed and what each partner learned from the experience. This will help us understand how each partner actually contributed to partnership development and what each partner actually learned from the experience. In addition, if you have proposed a tangible outcome for your partnership project (e.g., an
MOU or a Logic Model), we expect you to include a copy with your final report. The final report will also include a description of the next steps in your partnership.

**Give–Get Grid for Final Report**

<table>
<thead>
<tr>
<th>Actual Contributions (Gave)</th>
<th>Actual Benefits (Got)</th>
</tr>
</thead>
<tbody>
<tr>
<td>What community partner actually “gave” to partnership</td>
<td>What community partner felt was “gained” from partnership</td>
</tr>
<tr>
<td>What academic partner actually “gave” to partnership</td>
<td>What academic partner felt was “gained” from partnership</td>
</tr>
</tbody>
</table>


**What if we have additional questions?**
If questions arise during preparation of your proposal that have not been answered by these Guidelines or in the informational session you attend, please feel free to email Clare Sullivan at clare.sullivan@vanderbilt.edu or call 615-322-5093. Clare may also be able to connect you with a CERC staff or faculty member for consultation on partnership building resources, and is available to facilitate the mechanics of the application process.

**Where can we find more information?**
The MVCERC Mini-Grant Guidelines, link to submission site, and upcoming schedule for Informational Workshops and submission deadlines are available on the MVCERC website ([http://www.mc.vanderbilt.edu/victr/pub/community/](http://www.mc.vanderbilt.edu/victr/pub/community/)) and the Meharry-Vanderbilt Alliance website ([http://www.meharry-vanderbilt.org/](http://www.meharry-vanderbilt.org/)).

**Example of completed GIVE-GET grid from a final report.**

<table>
<thead>
<tr>
<th>Contributions (Gave)</th>
<th>Benefits (Got)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic partner gave:</strong></td>
<td><strong>Academic partner got:</strong></td>
</tr>
<tr>
<td>-New curriculum to be tested</td>
<td>-Training location</td>
</tr>
<tr>
<td>-Student time</td>
<td>-New service area</td>
</tr>
<tr>
<td>-Faculty expertise</td>
<td>-National recognition for curriculum</td>
</tr>
<tr>
<td><strong>Community partner gave:</strong></td>
<td><strong>Community partner got:</strong></td>
</tr>
<tr>
<td>-Permission, time and energy</td>
<td>-New, strengthened services</td>
</tr>
<tr>
<td>-Access to population and collaborators</td>
<td>-Expanded funding for services</td>
</tr>
<tr>
<td>-Space for meetings</td>
<td>-New partnerships</td>
</tr>
<tr>
<td>-Teaching curriculum</td>
<td>-Interdisciplinary experience</td>
</tr>
</tbody>
</table>
Alternative way to access the Mini-Grant submission website:

**Scan the QR Code**

The survey link has been converted into a QR code, which can now be scanned by a device that has an app capable of reading QR codes. Once the QR code below is scanned, it should take the respondent directly to the survey in a web browser.