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# MEHARRY VANDERBILT ALLIANCE

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## Meharry-Vanderbilt Alliance

### ***“Disseminating Evidence to Improve Community Health”***

#### **Grant Guidelines and Application**

**Submission Deadline: April 10, 2017**

#### **Background**

Meharry-Vanderbilt Alliance (MVA) is seeking applications for pilot grants that support innovative approaches to the dissemination of research findings (“evidence”) that address the gap between research discoveries and translates this knowledge in to programs, practices and policies that are useful in community settings. Ultimately application of these findings/evidence will improve the health of communities, particularly communities impacted by health disparities.

“Disseminating Evidence” pilot grants are intended to foster collaboration between community-based organizations and academic partners on dissemination activities that facilitate the transfer and spread of evidence. For the purposes of this grant, dissemination is defined as the targeted distribution of information and intervention materials (resulting from research) to a specific audience. Possible activities include:

- Development of dissemination products (e.g. policy briefs, infographics, media pieces, videos, educational materials, articles for non-academic journals, blogposts, podcasts).
- Funding may also be used to adapt existing dissemination products, to update formatting and layout to target lay audiences, different cultural groups, individuals with low health literacy or numeracy.

To receive funding, these products ***must be coupled with*** dissemination activities such as:

- Town hall forums or community meetings, trainings, use of media/social media channels and other events and activities to engage community stakeholders in study findings and dissemination strategies.

Funding cannot be used to support passive dissemination strategies (mass mailing, publication of study findings, white papers, untargeted presentation to heterogeneous groups).

Successful dissemination strategies should be tailored to the audience (community members, patients, caregivers, practitioners, policy makers, employers, administrators or other stakeholder groups).

Applications must reflect a joint effort between a community organization and a collaborating academic partner. Ideally, collaborative proposals will be based upon partnerships that have demonstrated working success in the past. The total award for this 12-month grant is up to \$5000 and up to four grants will be awarded. Budget

requests over \$5,000 may be made but these must be approved by the Meharry-Vanderbilt Alliance prior to proposal submission. Budgets above \$5,000 not previously approved will not be reviewed.

### **Who may apply?**

- Community and faith-based organizations, including advocacy groups, coalitions, neighborhood associations and service providers in the Middle Tennessee area with 501(c)(3) status. Public agencies and organizations without 501(c)(3) status are encouraged to apply in partnership with an organization with 501(c)(3) status that may also serve as the fiscal agent.
- Partnerships must include a faculty member from either Meharry Medical College or Vanderbilt. Researchers from other academic institutions, (i.e. TSU, Belmont, Lipscomb, etc.) may be included as collaborators. Vanderbilt and Meharry staff and graduate students may apply with a letter of support from a faculty mentor.
- Both academic and community partners are expected to contribute to the development of the proposal and to co-lead the project (i.e. to act as “co-Principal Investigators”). Co-PIs, from the academic and community partners should jointly oversee dissemination activities.
- Current or prior recipients of a Meharry-Vanderbilt Community Engaged Research Core (CERC) Mini-Grant or Meharry-Vanderbilt Alliance Fifteen Year Awards are eligible to apply with new projects, ongoing or completed projects. Partnerships may apply concurrently for both a CERC Mini-Grant and the Meharry-Vanderbilt Alliance “Disseminating Evidence” grants with new projects or expanded proposed projects.

### **Review Criteria**

Award decisions will be made by a panel of community and academic representatives based on the following criteria:

- General responsiveness to the grant guidelines/requirements
- Quality and feasibility of community and stakeholder engagement, including: 1) a description of the audience for the dissemination efforts and how they will be engaged; 2) a commitment to engaging this audience reflected in both activities and the budget
- Readiness of the research results and products for dissemination
- Quality and feasibility of proposed dissemination activities
- Importance of research results and dissemination products to the intended audience specifically and to improving community health generally
- Capacity of academic and community partner and strength of this relationship
- Clarity of plan for how the community and academic partner will work together
- Description of how success of dissemination activities will be measured
- Quality and collaborative nature of the financial plan for completing the work
- Special consideration will be given to proposals focused on health disparities or health equity.

### **Reporting**

- Grantees will be required to submit a brief, one page progress report at 6 months and a detailed report at 12 months.
- Grantees will be required to submit a Give-Get Grid at 3 months.
- At completion of the grant period grantees will be required to report on progress at a meeting with the Meharry-Vanderbilt Alliance team. The Alliance will arrange the logistics of this meeting.
- Any publications or posters resulting from the grant must cite the Meharry-Vanderbilt Alliance and other funding sources, if applicable.
- Grantees may be asked to present at a Community Research Partners meeting and other joint venues.

## **Submission requirements**

Please review the following submission requirements carefully to ensure that you have all required documents included in your application.

- Please email intent to apply to [elisa.c.friedman@meharry-vanderbilt.edu](mailto:elisa.c.friedman@meharry-vanderbilt.edu) by April 3rd, 2017.
- Applications may be submitted on-line or by email (on-line preferred). Click [here](#) to access the on-line application. Emailed applications may be sent to: [elisa.c.friedman@meharry-vanderbilt.org](mailto:elisa.c.friedman@meharry-vanderbilt.org).
- Applications are due by 12:00 pm on April 10<sup>th</sup>, 2017.
- Notification of award is anticipated within one month of application. Release of funding occurs following completion of contracting process, and usually occurs within 4-6 weeks of award date.

### **Formatting Guidelines:**

- The application is limited to three pages (not including budget, budget justification and other attachments).
- The application should be written in Arial 11-point font, single-spaced with one-inch margins.

### **Required and Conditional Appendices:**

- A bio-sketch and/or resume for both the community and academic partner co-PIs are required.
- A budget and budget justification are required. Budgets must be formatted using the table provided.
- A description of the community partner organization is required. Include a mission statement and/or description of issues the community organization focuses on as an appendix.

### **Optional Appendices:**

- Applicants may include additional appendices if the material helps explain the proposal and has been referenced in the text of the proposal. Please limit optional appendices to 4 pages.

Please submit all application pages, required and additional appendices in **one combined document** (Microsoft Word or Adobe PDF). For email submissions, please provide contact information for the community and academic lead. Online applications are strongly encouraged.

## **Application (3 pages)**

Please provide the information below in the order presented.

1. Provide a description of the community need or disparity that will be addressed through the dissemination of research findings. Please do not describe the research, but rather the community need or health disparity the research addresses.
2. Describe the research findings to be disseminated, including how community stakeholders were engaged in development of the research findings to be disseminated.
3. Provide evidence that findings are ready to be disseminated. This evidence may include strength of the research design and results, utility of the findings and/or a description of how findings are supported by other research. Please clarify if the evidence being disseminated was approved by an IRB or considered exempt by an IRB. For projects with no IRB, please provide a justification.
4. Provide a Dissemination Plan and a description of what the partnership plans to accomplish during the 12-month project period. The dissemination plan should detail activities, modalities to be used for dissemination and audiences to be targeted by the dissemination activities.
5. Describe how stakeholders in the research (the audience who the research targets) and other community partners and stakeholders will be engaged in dissemination efforts.
6. Provide a description of the roles of the community and academic lead in dissemination activities specific to this project.

7. Describe both the community and academic partners' background, including skills and experience with community engagement and dissemination activities.
8. Provide a brief timeline for completion of the project.
9. Describe how success of dissemination activities will be measured (e.g. reach).

**Budget and budget justification (1 page):**

Budget guidelines include:

- The maximum grant amount for Disseminating Evidence projects is \$5,000. A request must be submitted to MVA to request above this amount.
- Dissemination activities must be completed within a 12-month period.
- Community and academic partners are expected to share the grant, with community partners receiving at least half of total funds.
- It is expected that a portion of the budget will be committed to engaging stakeholders in dissemination activities.
- Funds may be used to support dissemination activities such as costs related to: hosting meetings, personnel costs (excluding faculty salaries), design/printing of materials, event expenses, graphic design or other dissemination related consultative services, software purchase that facilitates materials development
- Funds may not be used for operating support for existing projects and activities that are not directly related to the proposed dissemination activities.
- Under certain circumstances, purchases of equipment needed for the study may be approved with the understanding that the purchased equipment would be made available to other community organizations for community-engaged research.
- Indirect costs are not an allowable expense for this grant program.

Please use the budget template below. Include a brief budget justification for each line item.

<b>Budget Proposal</b>		
<b>Project Name:</b>		
Personnel	Community Partner Amount (minimum of 50% of the total combined request)	Academic Partner Amount
Salary		n/a*
Benefits		n/a*
<b>Total Personnel</b>		
<b>Other Direct Costs</b>		
Consultants		
Supplies		
Stipends/honoraria		
Equipment		
Print/Copy		
Postage		
Functions/Events		
Other		
<b>Total Other Direct Costs (B)</b>		
<b>Total Community/Academic Project Costs</b>		
<b>Total Combined Project Costs: \$</b>		

\*Faculty salary is not an allowable expense.

**Key dates:**

<i>Request for Proposal Released</i>	March 7, 2017
<i>Q&amp;A Webinar</i>	March 28, 2017
<i>Email "intent to apply"</i>	April 3, 2017
<i>Proposals Due:</i>	April 10, 2017 at 12:00 pm
<i>Anticipated Award Announcement:</i>	April 28, 2017
<i>Anticipated Award Start Date:</i>	June 15, 2017

**Q&A Webinar:**

The webinar will clarify the application requirements in detail and provide an opportunity to ask questions. Interested applicants can also attend the webinar in-person.

Date: Tuesday, March 28, 2017

Time: 1:00-2:00 p.m.

Call-in number for audio access: United States: 1 (312) 757-3136 United States (toll free): 1-877-309-2073

Access Code: 135-312-117

Join the webinar: <https://global.gotomeeting.com/join/135312117>

Meeting ID: 135-312-117

Or RSVP and attend in person: Meharry-Vanderbilt Alliance, 1999 Meharry Blvd. Nashville, TN.

For questions in the meantime and to discuss proposal ideas, please contact [elisa.c.friedman@meharry-vanderbilt.org](mailto:elisa.c.friedman@meharry-vanderbilt.org). Please see the Meharry-Vanderbilt Alliance website for updates.