



Wyoming Institute for Disabilities Equality State Research Network (ESRN) Community Partnership and Research Awards: 2024-2025 Request for Applications

Published: May 13, 2024

Due: Friday June 14, 2024

Funding Period: July 1, 2024 – June 15, 2025

Track 1: Partnership Development Awards

Track 2: Pilot Awards for Community-Based Research

Section 1. PURPOSE & BACKGROUND

Since 2013, the Wyoming Institute for Disabilities (WIND), an academic unit in the College of Health Sciences at University of Wyoming had been providing summer salary and other support for University of Wyoming faculty research that aligns with WIND's mission and vision.

In 2018, WIND faculty and staff created the Equality State Research Network (ESRN), a community-based research network (www.esrn-wy.org) to create a sustainable infrastructure to formalize WIND's funding of research, and to support community-engaged research focusing on the most pressing health problems in Wyoming. After conducting a state-wide needs assessment, the ESRN developed five (5) funding priorities:

<https://www.uwyo.edu/wind/esrn/network-priorities.html>. Through these research priorities, the ESRN focuses on supporting research that improves the health and wellbeing of Wyoming residents using community-based participatory research (CBPR) methods and focuses on patient/person-centered outcomes.

In support of this focus, this Request for Applications (RFA) describes two funding mechanisms to promote community engaged research. For 2024 funding support, WIND will consider proposals that align more specifically with the ESRN priorities (see Section 2). WIND is pleased to be able to offer up to five (5) awards to support Community-Based Participatory Research (CBPR) that focuses on improving the health and wellbeing of Wyoming residents.

Track 1: Partnership Development Awards (PDA)

Track 2: Pilot Awards for Community-Based Research (Pilot Awards)

Section 2. PRIORITIES

- 1) Alignment with WIND's mission and vision (<http://www.uwyo.edu/wind/>).
- 2) Research that aligns with ESRN funding priorities (<https://www.uwyo.edu/wind/esrn/network-priorities.html>). Specifically, research that will improve the health and wellbeing of Wyoming residents in the areas of a) healthcare access, b) mental health access, c) social issues, d) maternal, child and family health, e) disease-specific and underserved or disadvantaged populations including individuals with development disabilities (IDD) and f) other social determinants of health.
- 3) Strong partnerships with UW faculty and community members / organizations developed through robust engagement that is mutually beneficial and will facilitate future collaborative research.
- 4) Applied research leading to measurable and long-lasting change for communities.
- 5) Research that prioritizes meaningful inclusion of community members at all steps of the research, including idea generation, planning, implementation, data collection, analysis and dissemination/publication.
- 6) Research that includes patient-centered outcomes research (PCOR) and/or comparative effectiveness research (CER).

Track 1: Partnership Development Awards.

2024-2025 Application Instructions

PDA's provide funding to support project development where awardees focus on building relationships, identifying key stakeholders, determining research questions that are relevant to the community and how the research can positively impact the community. That is, these are engagement awards rather than research awards. PDA's should center around developing community collaborations to prepare community partners and research partners to effectively engage in future CBPR research. Therefore, this award provides an opportunity for awardees to prepare for future CBPR funding applications including the Track 2: Pilot Award and other extramural research grants.

In this track, research is not the priority, but rather building relationships, engaging in the ESRN network and CBPR practices, and establishing a framework for conducting CBPR in the future will be the focus of PDA awardees. Outputs and deliverables should relate to engagement outcomes, not research outcomes. Therefore, IRB approval may not be needed.

Track 2: Pilot Awards for Community-Based Research

Pilot Awards provide funding to support the development and implementation of innovative research that identifies and addresses community health challenges, alongside identified community partners as Co-researchers who contributes significantly during the entirety of the Pilot Award project. The purpose of this mechanism is to provide funding for pilot studies that will allow the research team to refine their hypothesis, collect pilot data and generally prepare them to be competitive applicants for extramural research.

Successful applicants for this mechanism will have already established community partnerships, and will have a clear, hypothesis driven research plan. Community co-researchers should participate meaningfully at every step, in line with CBPR principles.

SUMMARY OF FUNDING

The total funding amount is contingent on availability of funds at WIND. We expect to award \$20,000 to be distributed among two (2) to five (5) awardees. See eligibility below.

Awards will be divided into two categories:

- Approximately \$10,000 will be distributed among up to three (3) Partnership Development Awards
- Approximately \$10,000 will be distributed among up to two (2) Pilot Awards for community-based research.

Applicants should develop a narrative and associated budget outlining how they intend to use funds to reach their goals. Total requests should be competitive, although an upper limit is not specified. Indirect costs are not permitted for either award category.

Please Note: External candidates who are awarded \$10,000 or more will be expected to enter into a contract with the University of Wyoming for their work. External candidates who are awarded less than \$10,000 will likely be issued a purchase order for their award. Internal UW candidates will have an award project account set up with Office of Sponsored Programs (OSP) for their project that they can draw upon directly to support their research.

ELIGIBILITY & REQUIREMENTS

For Track 1: Partnership Development Awards

- 1) Applicant must include both an academic and a community partner: a UW faculty member AND a non-UW organization that works in healthcare, education, natural support or any other industry that supports the wellbeing of Wyoming residents; and
- 2) Adequately describe existing or commitment to patient/family/community engagement.

For Track 2: Pilot Awards for Community-based Research:

- 1) Can be led by either a UW faculty member OR a community organization. Eligibility includes the following:
 - a. UW Faculty led Pilot Awards:
 - i. Applicant must be a UW faculty member from any department, rank and line (tenured, tenure-track or academic personnel);
 - ii. UW faculty requesting summer salary support must not already fully funded for the 2024 summer months;
 - iii. UW faculty research requests will align with established or emerging research interests.
 - b. Community led awards must
 - i. be led by a non-UW organization that works in healthcare, education, natural supports or any other industry that supports the wellbeing of Wyoming residents,
 - ii. adequately describes existing or commitment to patient/family/community engagement, and
 - iii. 3) have a clearly articulated plan to conduct community-based research related to their organization's mission.

Expectations of Awardee's

- 1) Adhere to Community-Based Participatory Research (CBPR) principles (e.g., Israel, Schulz, Parker, & Becker, 1998)
- 2) Submit key staff headshots / pictures and a project brief to be used on the ESRN website and social media accounts
- 3) Attend the Awardee Orientation Call
- 4) Complete the free [ESRN Community and Practice Based Research Network Training](#) - Modules 1 & 2 by August 31, 2024
- 5) Sign the ESRN Member Charter
- 6) Attend the monthly ESRN Network virtual calls (Fourth Tuesday of the month from 12:00-1:00 pm) in order to engage in the network and CBPR practices.
 - a. Present a project overview and update on one call
- 7) Present at the 2025 Power of Rural Conference (if held)
- 8) Final Deliverable:
 - a. Track 1: Partnership Development Awards

2024-2025 Application Instructions

- i. Complete Module 3 of the [ESRN Community and Practice Based Research Network Training](#) titled "Project Development"
- b. Track 2: Pilot Awards
 - i. Submit a 1–2-page practice brief (template will be provided)

Application Process

- 1) All application & required attachments will be submitted through a REDCap link: <https://redcap.uwo.edu/surveys/?s=YCHD3TY9TH4F8LNN>
- 2) Required Attachments:
 - a. Cover Sheet to include;
 - i. Identify Track 1 or Track 2
 - ii. Title of Project
 - iii. First and last name, title, organization, email address, and project role (PI, Co-PI, Community Partner, Healthcare Provider, etc.) for all key members on this project.
 - iv. Total funding request amount
 - b. Application Narrative (see details below)
 - c. Biosketch in PCORI or NIH format from all academic partners and/or resume/biosketch from community partners
 - d. Letter of support from the department head or dean of the academic partner's college/department and the community partner's director or administrator.
 - e. Budget (use Budget Template)
 - f. Budget Justification

Timeline

Applications are due June 14, 2024 by (5:00 pm MT). Upon receipt of the complete application, the review committee will review each application independently, and then meet to come to a consensus on the merits of each application. Grantees will be notified of awards by June 30, 2024 to start project on July 15, 2024. Funding cycle will run July 15, 2024 – June 15, 2025.

Review Process and Criteria

The application process is managed through REDCap. Please follow the link to access the application. Please answer all questions within this application, and upload files for the indicated components. Uploaded files can be either MS Word, or PDF.

Formatting:

- Please use standard font (Times New Roman, Arial or similar), no smaller than 10 point. Each response must be within the space limit specified.
- One-inch margins on all sides.
- Standard character spacing for all documents.

General suggestions:

- The most competitive application(s) will be succinct and respond to all questions.

2024-2025 Application Instructions

- Double check spelling and grammar. Do not rely heavily on abbreviations or acronyms.
- Do not assume the grant reviewers know about your topic or field of study. Carefully consider the amount of jargon used throughout the application.
- Assume the reviewers are sophisticated enough to understand basic concepts of community engagement, community-based research, and programmatic design. However, do not assume they know your program or the systems you operate within.

For Questions please contact:

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Partnership Development Awards: Application Narrative

Section A: Abstract (200 words)

- (1) Succinctly describe your project including project goals, partnership, outcomes, evaluation and impact. This abstract should be detailed enough for the ESRN to put on our website and press release if awarded.

Section B: Narrative (No More Than 5 Pages Total)

Focus of Partnership Development

- 1) What common health interest has brought you together that you want to explore or build upon?
- 2) What community-relevant health disparity will this partnership focus on during the coming year? Note: please provide data supporting that a health disparity exists in the community. Data can be from a variety of sources, such as state health data, local reports, programmatic data, qualitative data, etc.

Desired Outcomes

- 1) What do you plan to accomplish throughout this 12-month grant period and how will you measure your outcomes?
- 2) What kind of relationship growth between you and your partner do you expect to create throughout this 12-month grant period?

Description of Your Partnership

- 1) How long has this partnership existed? What (if any) previous collaborative work have you done together?
- 2) How did each of the partners, academic and community, contribute to the development and submission of this grant proposal (give specific examples)?
- 3) Why do you think your chosen partner is the right one for accomplishing your goals?

Applicant Background and Skills

- 1) What background, skills, and previous experience does each partner have related to the work proposed in this application?
- 2) What previous experience do you and/or your organization have (if any) working within a Community-Academic Partnership?

Community Engagement

- 1) How will your Community and Academic partner be engaged in this project?
- 2) How/why do you think engagement is important to the proposed project and its success?
- 3) Describe the key people and communities you plan to form connections with during this contract period.

WIND/ESRN 2024-2025 Award Application

- 4) How will you ensure that both partners are equitably involved? Please be specific about the roles of each partner and the plan for how engagement will take place.

Proposed Next Steps

- 1) What are your intermediate and long-term goals for continuing the Community-Academic partnership and research proposed in this application?

Section C: Budget

Please provide a detailed budget and justification using the guidelines and budget template below. **The budget and justification are limited to two pages (total).**

- 1) Upload proposed budget using attached template
- 2) Upload proposed budget narrative

Although we are flexible in how requested grant funds are used, all applicants must abide by the following budget guidelines:

- Indirect costs are not an allowable expense for this grant program.
- Pilot funds can be used to pay for program-related costs (i.e., for program development, or for educational or dissemination programs) as long as they are relevant to the proposed research/evaluation of such programs.
- Applicants should include in their budget funds to travel to and present at the ESRN conference in Laramie, Wyoming. Assume two days of travel.

Section D: Additional Information (No Page Limit)

- 1) CV or resume of Principal Investigator and key personnel. Please combine into one document, either Word or PDF.
- 2) Letter of support from department head, dean, director, or other administrative official outlining the support you have to conduct this work. Please note, when appropriate, how this individual will support you in developing or maintaining key community partnerships, the institutional resources available to you that will ensure you are able to successfully complete this project, and other key support that is available to you.

Review:

Partnership Development Awards Applications will be reviewed based on the following categories:

- 1) Level of commitment from both partners to engage in partnership development
- 2) Commitment of researcher or organization to community engagement
- 3) Strength of the partnership development plan
- 4) Strength of the description of need
- 5) Likelihood that the partnership will lead to future funding applications
- 6) Potential that the partnership will lead to lasting positive impact to residents of Wyoming (note: the potential impact does not need to be immediate, however, the applicant should

describe how the work will lead to a lasting positive impact, including but not limited to future and/or ongoing research collaboration.

Pilot Awards for Community-based Research: Application Narrative

Section A: Abstract (200 words)

- 1) Succinctly describe your project including project goals, partnership, outcomes, evaluation and impact. This abstract should be detailed enough for the ESRN to put on our website and press release if awarded.

Section B: Overall Description, Staffing and Support Needs (no more than 1 page)

- 1) Describe who will lead this research? Will certain staff/faculty be involved? Does your organization have sufficient resources to conduct this work? Are there key partnerships that you will rely on?
- 2) Do you need research support in addition to funding? (This could include support with research design, data collection, analysis, statistics, etc.)

Section C: Community-Based Participatory Research Proposal (no more than 5 pages)

- 1) What is the primary focus of your community research project?
- 2) Describe the community with whom you are going to be working on this project. How does this partnership align with the ESRN and WIND funding priorities?
- 3) What do you plan to accomplish throughout this 12-month grant period and how will you measure outcomes?
- 4) Describe how your project will benefit the community.
- 5) Description of your partnership:
 - a. How long has your partnership existed
 - b. What previous collaborative work had you done with this organization, including research?
 - c. How did each of the partners, academic and community, contribute to the development of this submission (give examples)
 - d. How do you think community engagement is important to the proposed project and its success? How will each partner be engaged in this project?
 - e. How will you make sure that partners are equitably involved? Please be specific about the roles of each partner and the plan for how engagement will take place.
- 6) Applicant Background and Skills
 - a. What background, skills, and previous experience does each partner and/or organization have related to the work proposed in this application?

WIND/ESRN 2024-2025 Award Application

- b. Describe the mentoring or other support available to the community investigator from his/her organization's leadership?

7) Study Design and Methods

- a. What study design will you use to address the objectives of your project?
- b. What specific methods will be used to implement the study design (for example, how will you recruit subjects, what methods will be used to collect data, etc.)?
- c. Describe how the community partner was involved in creating the study design

8) Proposed next steps

- a. What are your plans for continuing this work together once this one-year grant cycle ends?
- b. What are your intermediate and long-term goals for your research proposed in this application?
- c. Please describe each partner's anticipated role in dissemination activities (i.e., how will project findings be shared with the community; will both partners participate in drafting manuscripts or making presentations detailing project findings; how will you ensure that the community partner is adequately involved in these activities, etc.).

Section D: Budget

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Section E: Additional Information (no page limit)

- 1) CV or resume of Principal Investigator and key personnel. Please combine into one document, either Word or PDF.
- 2) Letter of support from department head, dean, director, or other administrative official outlining the support you have to conduct this work. Please note, when appropriate, how this individual will support you in developing or maintaining key community partnerships,

WIND/ESRN 2024-2025 Award Application

the institutional resources available to you that will ensure you are able to successfully complete this project, and other key support that is available to you.

Review:

ESRN Pilot Awards applications will be reviewed based on the following categories:

- 1) Strength of community partnership
- 2) Commitment of researcher or organization to community engagement
- 3) Degree of community/researcher partnership at each phase of research
- 4) Strength of research proposal
- 5) Strength of the description of need
- 6) Likelihood that the research will lead to future funding
- 7) Potential that the research will lead to lasting positive impact to residents of Wyoming (note: the potential impact does not need to be immediate. That is, the research should not be basic research, however, the applicant should describe how the work will lead to a lasting positive impact).