Weatherhead Institute for Family Medicine and Community Health
and the Clinical and Translational Science Consortium
Request for Applications
Community Health Improvement Grants

Available Funds
Case Western Reserve University School of Medicine (CWRU-SOM) is making funds available for small grants of $2,500 to $10,000 to address community health issues through University-Community partnerships. Up to three awards are expected, subject to the number and quality of applications. An additional $2000 may be provided for use of CTSC Core services.
(See http://casemed.case.edu/ctsc/cores/ for additional information.)

Eligibility
To receive funding, applications must reflect a partnership between a community organization and a Case Western Reserve University faculty member. Partnerships are intended to leverage the expertise of members of the community in improving health and promoting wellness. Applications are encouraged from CWRU-SOM students and faculty, and from faculty at other Case schools and colleges and affiliates. However, student applications should be submitted by a faculty member who is active in the CTSC. For all applications, **the Principal Investigator must be a Case Western Reserve University School of Medicine faculty member.** Interested investigators from other institutions should partner with a School of Medicine faculty member for the submission.

Funding Period
Projects may range from 3-12 months and should be initiated within 4 weeks of award.

Application Process and Deadline
Applications are due Tuesday, December 4, 2012, 11:59pm and should be submitted online through the CTSC Webgrants application at: http://webgrants.case.edu. *Applicants are welcome to discuss proposal ideas with members of the Weatherhead Institute Grants Committee but advance consultation is not required. Members include Urban Health Initiative Executive Director, Amy Sheon, (amy.sheon@case.edu; 216-368-0915); and the Co-Directors of the CTSC Community Engagement Core: Ashwini Sehgal (axs81@case.edu; 216-778-4156) and Elaine Borawski (exb11@case.edu; 216-368-1024.*

All applications must include a letter of support signed by the chief executive or board chair of a community partner. More information about this letter is below. Community partners must be registered as 501(c)3 tax-exempt organizations.

Review Process
Applications will undergo internal administrative review by the CTSC program staff and peer review by the CTSC Review Group. Where needed to ensure appropriate content expertise, ad hoc reviewers will be selected by WIFMCH Grant Committee to join the CTSC review group.

Application Release Date: October 22, 2012

Funding Source and Administration
Case Western Reserve University School of Medicine will serve as the fiscal entity through which monies will be distributed. This activity is managed by the School of Medicine Urban Health Initiative.

Background
Case Western Reserve University School of Medicine's Weatherhead Institute for Family Medicine and Community Health (WIFMCH) and the CTSC Community Research Partnership Core seek applications for small grants to address issues affecting health that are of concern to area residents. Proposals should further the mission of the WIFMCH by leveraging the School of Medicine's resources in **the education of health professionals, the conduct of clinical research, and the translation of research findings to community settings.** WIFMCH seeks to improve the health of area residents through strategic partnerships with health systems, policy makers, public health officials and community organizations. Such partnerships are essential for generating changes to systems or to the social determinants of health that enable people to live healthy and to actively manage health conditions.

Priority topics for this RFA include:
- Increasing patient engagement in management of chronic disease
- Prevention or reduction in tobacco use
- Reducing morbidity and mortality in infancy and childhood in high risk populations
- Improving coordination between clinical care and public health to improve population health

Methodological investigations are encouraged as well around two specific areas of interest:

- Assessment of the potential for using aggregated electronic health record data for obesity surveillance; and
- Use of social media or widely available, inexpensive personal electronic devices to improve chronic disease prevention or management, smoking cessation or achieving/maintaining healthy weight.

Proposals should focus on translation of research findings to the community, or increasing utilization or adoption of evidence-based clinical or community-based interventions. If fully scaled, such interventions should be expected to have a measureable impact on population health. Interventions could be aimed at changing community or institutional factors that could reduce health risks for large numbers of people (e.g. changing a policy around smoking or physical activity in schools). Or, they could be aimed at groups of individuals with a common, modifiable risk factor.

It is understood that the small amounts of money available through this small grants program will be unlikely to bring about a measurable change in health within a 3-12 month period. Rather, we hope that the awards will build on existing partnerships to set the stage for translation of research to improve health outcomes. Research projects must obtain approval from the Case Institutional Review Board at the time of award. Projects that are not considered research should include an evaluation component. Any or all of the requested funds may be budgeted for use of CTSC Core Services. Up to $2000 in additional funds (above the $10,000 cap) will be made available for use of CTSC Core Services. Cores that might be of particular relevance include: Office of Bioethics Consultation; Biomedical Research Informatics Management; Biostatistics, Epidemiology and Research Design; Community Research Partnership Core Consultation Service; Practice Based Research Networks, Program Evaluation; Behavioral Science Management; or Population Health and Outcomes Research.

Proposal Requirements
All applications will be submitted through WebGrants, the CTSC's online grant application. Please see detailed instructions on how to use WebGrants at the end of this document.

Submissions must be made by the School of Medicine PI or on behalf of the PI through his/her WebGrants account. Submissions made under anyone else's name will not be accepted.

Complete applications will consist of:
- The on-line submission
- Short summary of the work directed to the lay public (500 characters)
- Dollar amounts of support currently available to all investigators
- NIH Biosketches of the PI and Co-Investigators

- Detailed budget and budget justification. Details must include costs per unit x number of units needed and/or cost per hour and number of hours required. Applications lacking sufficient budgetary detail will be returned to the applicant.
- A letter of support from the community partner. If academic partners outside the School of Medicine are involved, support letters should also be provided accordingly. Letters should include the following information:
    o Current or proposed relationship with University partners
    o What the partner organization expects to do for the project
    o Qualifications of key personnel for conducting the activity
    o What the partner organization expects from the School of Medicine Principal Investigator for the project
    o How the project relates to the partner organization's mission and current activities
    o How the work completed in the project will be sustained, if successful
- References and figures may be uploaded as PDF or Word document files in the Appendix section of the application
- Proposal – maximum of 2 pages based on Arial font size 11, ½" margins will be entered directly into the Project Summary form (Rich Text Format) of the WebGrants system. The proposal must address the questions/topics listed below (if applicable) and should be arranged accordingly:
    o What is the goal of the proposed activity?
    o How does it relate to improving health on a topic of concern to the local community in one or more of the following:
        ▪ How does this further the education of health professionals in regards to community health; OR
        ▪ How does this contribute to research on community health; OR
        ▪ How does this translate findings of research performed by CWRU investigators to improve community health?
    o How will the work be performed?
    o Describe the role of CWRU-SOM faculty (and partners or co-investigators if applicable) and their qualifications for the work
    o Describe the role of the partner or co-investigator in executing the activity
    o Who will the project participants be? (Who is expected to be affected by the project?)
    o What outcomes do you expect?
    o What do you expect to learn as a result of the project?
    o What, if any, products will be produced to implement or evaluate the effort?
    o Describe feasibility issues for completing the project and how they will be addressed.

Application Process (via WebGrants)
If this is your first time using WebGrants, you will need to register online at http://webgrants.case.edu. Once you have registered, you will receive an email with your user name and password. **The registration process can take up to 24 hours**, so applicants are strongly advised to register for an account as soon as possible. Last minute registrations are NOT guaranteed to be approved prior to the deadline. Extensions of the deadline will NOT be given for late registrants.

Researchers should start the web-based application process and become familiar with the system one week prior to the submission deadline. The application may be saved and edited without submission.

- Go to WebGrants (http://webgrants.case.edu/)
- Login (If you are a new user, you will need to register first.)
- Click on "Funding Opportunities"
- Click on "Weatherhead Institute for Family Medicine and Community Health Grants 2012"
- Click on "Start a New Application"
- Fill in the title of your proposal and Click on "Save"
- Click on "Go to Application Forms"
- Complete all forms (can do in multiple sessions) or upload a file with your application.
- Upload a copy of the partner letter.

- Applications are due **no later than 11:59pm, December 4th, 2012.**
- WebGrants questions or problems?
  - For technical questions or problems with application submission, email webgrants-support@case.edu or call 216.368.4669
  - For non-technical questions about the proposal process, email ctsc-research-concierge@case.edu.
  - For substantive questions about your proposal topic, email a member of the WIFMCH Grant Committee: axs81@case.edu; exb11@case.edu or ars174@case.edu.

Conditions

Funds may be used as follows:

Case Western Faculty: May cover costs of materials needed for project implementation and may offer modest funding to compensate community members for time to participate in activities such as advisory group meetings or focus groups. No salary support will be provided.

Partner organizations: May be used for staffing, supplies, meeting expenses and project communications/publicity.

Carryover of funds requires an extension request.

Publication Citation: The Case Clinical & Translational Science Collaborative (CTSC) must receive acknowledgement on relevant publications. The applicant agrees to cite the Clinical Translational Science Collaborative of Cleveland, UL1TR000439 on all resulting publications. For example: *This publication was made possible by the Clinical and Translational Science Collaborative of Cleveland, UL1TR000439 from the National Center for Advancing Translational Sciences (NCATS) component of the National Institutes of Health and NIH roadmap for Medical Research. Its contents are solely the responsibility of the authors and do not necessarily represent the official views of the NIH.*

Review Process

Proposals will be peer reviewed. The reviews will take into consideration the following:

1. Feasibility, scientific merit, significance, and relevance to health concerns of the local community.
2. Support for the School of Medicine mission to educate health professionals, to conduct research leading to improving human health, and to translate research findings to improving human health.
3. Builds on the knowledge base of what is needed to effect sustained changes in individual behaviors associated with improving health or in conditions that make health and wellness possible OR to methodologies to assess obesity prevalence using electronic health record data.
4. Strength of relationship between Investigators and the community organization.
5. Includes a sound plan to evaluate the effort's success or impact.

Reporting Guidelines

All grantees are required to submit a final report within 30 days following the funding period. Projects lasting >6 months are required to submit an interim report at the project half-way point. They will also be required to provide information on the funding status of the research initiated with this grant as well as related publications in each of the succeeding four years (when applicable). Reports should include copies of any deliverables identified in the proposal such as questionnaires, report cards, or presentations. Grantees may be asked to present project methods or results to various internal SOM audiences.

Public Access Policy Reminder

The Director of the National Institutes of Health shall require that all investigators funded by the NIH submit or have submitted for them to the National Library of Medicine's PubMed Central an electronic version of their final, peer-reviewed manuscripts upon acceptance for publication, to be made publicly

available no later than 12 months after the official date of publication: The NIH shall implement the public access policy in a manner consistent with copyright law.