



**ACADEMIC/COMMUNITY PARTNERSHIP RESEARCH AWARDS**

ITHS is announcing Academic/Community Partnership Research Awards to encourage the development and support of collaborations between academic and community investigators. The proposed work should focus on a problem, issue, or intervention important to the community. Projects could investigate a community-based health problem, disseminate evidence-based health innovations into practice, target health promotion/prevention, or examine ways to enhance or implement sustainable health programs in community settings. This pilot award will provide up to \$20,000 in total costs for 1 year. Special consideration will be given to teams which acquire matching funds to support their project.

Examples of previously-funded projects include:

- *Tulalip Tribe and Montana State University investigators: Dissemination of an outreach and education instrument concerning chronic respiratory disease and woodstove use in tribal households.*
- *Yakima Valley Farm Workers Clinic and University of Washington investigators: Impact of the patient centered medical home on health outcomes of low income patients with diabetes.*

**KEY DATES**

Application Deadline	December 1, 2016
Awardees Notified	March 1, 2017
Period of Performance	June 1, 2017 – May 31, 2018

**GUIDELINES**

1. Successful applications will address an important translational research topic, demonstrate significant scientific merit, adequately articulate the need for the expertise of the specific partners, and provide a vision of how the project could evolve to a more substantial body of work.
2. Successful applications will:
  - Describe how this collaboration is highly innovative and recognizes the unique strengths of the partnership.
  - Describe how this collaboration will benefit the community.
  - Describe how this project will actively engage community organizations as part of the research plan.
  - Describe how this work will address a critical transition anywhere [along the path](#) from basic laboratory research to the study of health outcomes at the population level. (How is this translational?)
  - Describe a plan for facilitating the dissemination of study findings.
  - Describe the pivotal data that could be gathered to position this work for an outstanding future application for continued research support.
3. Period of performance is 12 months. Extensions are not allowed.

**ELIGIBLE INVESTIGATORS**

Applications are investigator-initiated grants with community partners as co-investigators or subcontractors. Faculty members at ITHS Partner Institutions, including the University of Washington, Fred Hutch, Seattle Children’s, and other collaborating institutions affiliated with ITHS in the WWAMI region (Washington, Wyoming, Alaska, Montana, Idaho) are eligible to apply for this pilot award. Collaborations may extend outside the WWAMI region; however, funds may not be transferred outside the United States.

All Investigators on the research team must be ITHS Members to apply. To become a member, please complete the [ITHS Membership Form](#).

## APPLICATION PROCESS

### A. Application

The application must be submitted through the ITHS website:

<https://www.iths.org/investigators/funding-opportunities/iths-community-partners-in-research-awards/>.

Applications will follow National Institutes of Health (NIH) formatting guidelines ([see FAQ](#)) and include:

1. **Cover Page**
2. Project Title and Abstract (250 word maximum)
3. Research Plan, 2-pages (references do not count toward page limit)
4. Partnership Plan, 1-page description of the collaboration including an explanation of the respective roles of the partners and the synergy brought about by the partnership
5. **Project Timeline**, 1-page
6. **Budget and Budget Justification**
7. **NIH formatted Biosketch** for all investigators (senior/key personnel)

### B. Required Application Templates:

The following forms must be used to complete the application and can be downloaded from the website:

1. Cover Page
2. Project Timeline
3. Budget and budget justification
4. NIH formatted biosketch

### C. Timeline:

Application Deadline	<b>December 1, 2016</b>
Review	January - February 2017
Awardees Notified	March 1, 2017
Just-in-Time Process	March - May 2017
Period of Performance	June 1, 2017 – May 31, 2018

ITHS is funded through a CTSA grant from NIH's National Center for Advancing Translational Sciences (NCATS). NCATS recently instituted a new policy requiring the review and approval of all pilot grants involving human subjects research prior to funds being released. Therefore, if your proposal is selected for funding and involves human subjects research, additional documentation is required to send to NCATS. The NCATS review can occur concurrently with the IRB review; however, final NCATS approval is contingent upon IRB approval.

## FREQUENTLY ASKED QUESTIONS

### **Are there any restrictions on indirect costs applied to these awards?**

Applicant institutions must use a rate no higher than the approved, federally recognized indirect cost rate negotiated between the applicant institution and the federal government. ITHS would like to maximize funds to directly support the investigator's research and encourages investigators to work with their Office of Sponsored Programs to obtain a waiver to reduce indirect costs on the project.

**The Fred Hutchinson Cancer Research Center and Seattle Children's** have agreed to consider requests for indirect cost waivers for ITHS pilot awards from their faculty. ITHS members whose research program are based at **Fred Hutch** or **Seattle Children's** and who wish to apply for ITHS pilot awards are required to go through the standard institutional procedure for requesting a waiver of facilities and administrative (F&A) costs.

### **Do our suggested reviewers need to be a part of the University of Washington?**

No. A reviewer may come from any academic institution, community-based organization, or industry leader. A general note about conflict of interest: A reviewer would have a conflict of interest if they are the applicant's mentor, department chair, spouse, or close relative; or if they currently work together on manuscripts, grants, community-based work, or business ventures. Simply being in the same department or Division is not, in and of itself, a conflict of interest.

### **University of Washington specific question: Does this award have to go through the Office of Sponsored Programs (OSP)? Is an eGC1 required?**

No, this is an internal grant and does not need to be routed through OSP and does not require an eGC1.

### **Do figures and references count toward the 2-page Research Plan limit?**

Figures DO count toward the 2-page limit but references can be in addition to the 2-page Research Plan.

### **Are there any formatting requirements?**

Applications will follow National Institutes of Health (NIH) formatting guidelines (<https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/format-attachments.htm>), including the following:

Font (size, color, type density) and Line Spacing:

- Font size: must be 11 points or larger (smaller text in figures, graphs, diagrams and charts is acceptable as long as it is legible when the page is viewed at 100%).
- Type density: must be no more than 15 characters per linear inch (including characters and spaces)
- Line spacing: must be no more than six lines per vertical inch.
- Text color: must be black (color text in figures, graphs, diagrams, charts, tables, footnotes and headings is acceptable).
- We recommended the following fonts, although other fonts (both serif and non-serif) are acceptable if they meet the above requirements:
  - Arial
  - Garamond
  - Georgia
  - Helvetica
  - Palatino Linotype
  - Times New Roman
  - Verdana

Citations:

- We do not require a specific citation format.

Paper Size and Margins:

- Use paper size no larger than standard letter paper size (8 ½" x 11").
- Provide at least one-half inch margins (top, bottom, left, and right) for all pages. No applicant-supplied information can appear in the margins.

**Faculty members at any ITHS member institution are eligible to apply. Does this include Fellows, Post-Doctoral associates, and Research Scientists?**

No, only faculty-level investigators are eligible to apply as the main, or Contact PI.

**Can non-faculty apply as a Co-PI or Co-Investigator?**

Yes, however the main, or Contact PI must be a faculty member at an academic institution.

**Can ITHS help me find a community-based collaborator if I don't have one?**

The ITHS has established relationships with the following community-based groups:

- Primary care providers and their clinics - WWAMI region Practice & Research Network (<https://www.iths.org/investigators/find-collaborators/primary-care-research-network/>),
- Hospitals and health systems - Northwest PCI Network (<https://www.iths.org/investigators/find-collaborators/clinical-research-centers/>)
- Patients and their families – CERTAIN Patient Advisory Network
- Community-based organizations (e.g., senior-focused social service organizations, churches, immigrant population focused-organizations)

For more information, contact Laurie Hassell at [lhassell@uw.edu](mailto:lhassell@uw.edu).

**What is a Contact PI?**

ITHS requires the applicant to designate one of the Program Director/Principal Investigator (PD/PI)(s) as the Contact PD/PI. This person is responsible for communication between the PD/PIs and ITHS, but has no special authorities or responsibilities within the project team. In many ways, a contact PD/PI is analogous to a corresponding author on a publication. The Contact PD/PI must serve as a member of the PD/PI team and must meet all eligibility requirements for PD/PI status. In those projects where there is an identified project coordinator, the coordinator could serve as Contact PD/PI or that role could be assigned to another PD/PI. Note that the Contact PD/PI must be associated with the applicant/awardee institution.

**Are supplemental documents allowed?**

No, supplemental documents are not allowed.

**Do you expect the PI, Co-PI, or Senior/Key personnel to have a specific amount of effort committed in the form of salary?**

ITHS will follow NIH Policy: Each PD/PI must have measurable effort (greater than zero), and the level of effort must be adequate to achieve the proposed goals. The PD/PI and other individuals who contribute to the scientific development or execution of a project in a substantive, measurable way, whether or not they receive salaries or compensation under the grant. Typically these individuals have doctoral or other professional degrees, although individuals at the masters or baccalaureate level may be considered senior/key personnel if their involvement meets this definition. Consultants and those with a postdoctoral role also may be considered senior/key personnel if they meet this definition. Senior/key personnel must devote measurable effort to the project whether or not salaries or compensation are requested. "Zero percent" effort or "as needed" are not acceptable levels of involvement for those designated as Senior/Key Personnel.

**Can there be more than 2 Co-PIs or Multiple PIs?**

Yes, you may have more than 2 PIs, however 1 person will be identified as the Contact PI for administrative purposes.

**Could an investigator apply for this program with a pending faculty appointment?**

Pilot recipients must be a faculty member at an academic institution by June 1, 2017.

**I have previously been awarded funds by the ITHS. Am I still eligible to receive this award?**

Yes, previous ITHS awardees are eligible to receive additional funding.

**Does the NIH salary cap apply to this application?**

Yes, these funds come from the NIH through the National Center for Advancing Translational Sciences (NCATS) and so the NIH salary cap does apply for all PDs/PIs and key personnel funded by the award.

**Can funds be dispersed prior to Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC) approval to aid the application process?**

No, funds cannot be dispersed until IRB/IACUC approval is confirmed. Applicants will have the opportunity to provide Just-in-Time approvals prior to the start date.

**For information regarding this pilot program, contact:**

**BONNIE J. BERRY, Ph.D.**

Pilot Award Manager

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