

PolicyLab Community Partnerships in Research Program Partnership Development Award



The Partnership Development Award is part of PolicyLab's Community Partnerships in Research program. It is designed to provide seed funding to support activities related to the development of new or emerging community-academic research partnerships. Partnership Development Awards are supported for up to a maximum of \$7,000 for one year.

How can funds be used?

Partnership Development Awards activities may include, but are not limited to:

- Developing research partnership infrastructure (e.g., advisory boards, partnership roles, and responsibilities, policies and procedures, and memorandums of understanding).
- Facilitating formal and informal meetings for partners to identify shared goals, priorities, and research interests, explore other potential research partners, or discuss how to adopt equitable collaborative principles and operations.
- Facilitating open dialogue around challenges and opportunities to address community health needs.
- Exploring and seeking involvement of potential partners.
- Building research capacity for community partners (training on research design, methods or protocols).
- Building capacity for academic partners (learning about principles of community engagement, for example).
- Developing a research plan for a joint pilot project.

Eligibility

- All applications must be led by a CHOP Academic Lead. Please see the definitions for Academic Lead and Community Lead in the Request for Application.

Other Criteria

- Funding is not designed to support delivery of ongoing program services or to purchase equipment or capital expenses.
- An Academic Lead can only apply for one grant per award cycle.
- Grants involving a community partner must consider funding directed to the Community Lead and/or organization represented by the Community Lead. Budgets not including community-directed funds must include a rationale for this exclusion.

Review Process

A Review Committee composed of academic and community reviewers with experience in community-engaged research will review all grant applications, giving preference to those that have the potential to meaningfully engage community partners in the research process, improve research translation and decrease health inequities. Applications should be well written, precise, and succinct, and should follow the provided template.

Selection Criteria

Partnership Development Awards will be scored in four areas:

- *Health Equity Consideration:* Does this application adequately explain the importance of the academic and community relationship in addressing the selected health equity issue? Does the application appear to sufficiently understand the root cause and context of the selected health equity issue?
- *Community Impact:* Is the proposed benefit to the community clear? Is the plan for community engagement appropriate? Is there potential for the development of a shared research agenda in the future?
- *Research Partnership:* Does this application clearly state the purpose of this partnership? Does it clearly outline the role each partner will play? Does the application clearly outline how the applicants view a successful deployment of funds?
- *Approach:* Is the overall approach well-reasoned and appropriate to develop a community-academic partnership? Are potential problems and alternative strategies presented? Are resources allocated equitably?

All applicants will receive a copy of reviewers’ anonymized comments and scores.

Impact	Score	Descriptor	Additional Guidance on Strengths/weaknesses
High	1	Exceptional	Exceptionally strong with essentially no weaknesses
	2	Outstanding	Extremely strong with negligible weaknesses
	3	Excellent	Very Strong with only some minor weaknesses
Medium	4	Very Good	Strong but with numerous minor weaknesses
	5	Good	Strong but with at least one moderate weakness
	6	Satisfactory	Some strengths but with at least some moderate weaknesses
Low	7	Fair	Some strengths but with at least one major weakness
	8	Marginal	A few strengths and a few major weaknesses
	9	Poor	Very few strengths and numerous major weaknesses

Key Dates

- Request for Applications: 7/12/2024-9/13/2024
- **Letter of Intent Deadline: 8/23/2024**
- Technical Assistance Office Hours: 8/7/24 & 8/14/24 12pm-2pm
- **Submission Deadline: 9/13/2024 at 5 p.m.**
- Notification of Award: 10/18/2024
- Anticipated Start Date: 1/1/2025

How to Apply for the Partnership Development Award**Letter of Intent**

Letters of Intent are strongly encouraged and will inform the selection of the review panel. LOIs should be no more than one page and must include: (1) name, title, and contact information of community partner, (2) goals of the academic-community partnership, (3) brief description of the target population and/or content area (150 words max). LOIs must be submitted to beltont@chop.edu by August 23, 2024. A copy of the submitted LOI will be provided to reviewers after applications are submitted.

How to Apply for the Partnership Development Award (continued)

Please submit your application as a single Word document via email to Tanisha Belton at beltont@chop.edu by **September 13th at 5pm**. Please use the included template.

Application components include:

- Cover page, listing: Project Title, Academic Lead(s), and their Department/Division, Community Lead(s), and their organizational affiliation
- Project Description, including summary and proposed timeline
- Partnership Description, including description of the Academic Lead, community, and community organization, and any prior collaborative efforts
- A response to the following questions:
 1. How do you see this partnership leading to the development of a shared research agenda?
 2. What health equity issue does this partnership aim to better understand or remediate? What is the context of this issue in the community and what role will each partner play in learning and action on this issue?
 3. Where do you view the proposed relationship building activity on the '[Continuum of Community Engagement in Research](#)'? (Specifically, in relation to Figure 2: The Continuum of Community Engagement in Research: Involvement and Activity)
 4. How will you know this partnership development period was successful?
- Budget and justification
- Letter of support from Community Lead

Budget

Budgets must be reviewed and approved by your business manager prior to submission. Funding may not be used for faculty (CHOP) salary support. Other personnel salary support is allowable (e.g., CHOP research coordinator staff and students and Community Lead and community staff). Provide a breakdown of costs by category (e.g., personnel, travel, supplies, etc.), and describe in the Budget Justification how the funds will be used and how the costs were calculated. PolicyLab will attempt to fund all requested budgets in full but may elect to partially fund certain protocols to increase the number of funded proposals.

Award Requirements

Awardees must submit a year-end report for review by the PolicyLab Community-engaged Research Grant Committee. This report should include key milestones and accomplishments, future partnership plans, expenditures and lessons learned. Any products or deliverables (reports, presentations, etc.) should also be reported.

For questions or support:

Program staff will offer assistance to help applicants prepare strong, competitive applications that meet the program goals. Two technical assistance office hours will be held on August 7th and 14th from 12pm-2pm. Please contact Tanisha Belton (beltont@chop.edu) to schedule.

**PolicyLab Community Partnerships in Research
Partnership Development Award**

Application Template

Project Title:

Academic Lead:

Department/Division:

Email:

Community Lead:

Organizational Affiliation:

Email:

Date Submitted:

Project Description (1/2 page)
(Succinct description of the proposed project and timeline)

Partnership Description (1/2 page)
(Description of the Academic Lead, Community Lead, community, and any prior collaborative efforts)

Response to the following questions (1/2 page each):

How do you see this partnership leading to the development of a shared research agenda?

What health equity issue does this partnership aim to better understand or remediate? What is the context of this issue in the community and what role will each partner play in learning and action on this issue?

Where do you view the proposed relationship building activity on the '[Continuum of Community Engagement in Research](#)'? (Specifically, in relation to Figure 2: The Continuum of Community Engagement in Research: Involvement and Activity)

How will you know this partnership development period was successful?

Budget and justification