Boston Children’s Hospital Center for Collaborative Community Research (C-CORE)  
Third Round of Pilot Community-Based Participatory Research Grants  
Request for Proposals (RFP)

KEY DATES:
RFP Released: June 12, 2013  
Full Proposal Due: September 20, 2013 by 5PM  
Proposal Review: November-December 2013  
Final Decisions Announced: December 13, 2013  
Anticipated Project Start-Date: January 2, 2014 (start-date is flexible)

Overview: The Boston Children’s Hospital Center for Collaborative Community Research (C-CORE) was created in 2010 with grant funding from the National Institutes of Health and internal funding from Boston Children’s Hospital. C-CORE aims to reduce child health disparities in Boston through an innovative partnership among four cornerstones of children’s health and education in the city – Boston Children’s Hospital, the Boston Public Health Commission (BPHC), Boston Public Schools, and the Boston Conference of the Massachusetts League of Community Health Centers.

C-CORE activities are guided by the principles of community-based participatory research (CBPR), an approach that engages community members and researchers in an equitable partnership throughout the research process. CBPR unites researchers’ technical knowledge with community partners’ understanding of issues of concern, potentially leading to innovative, effective, and sustainable programs that have relevance for communities. In-depth information about the CBPR process is available through an online curriculum at: http://www.cbprcurriculum.info. Further CBPR resources can be found at: http://depts.washington.edu/ccph/commbas.html.

C-CORE is announcing its third round of pilot grant funding. Proposals are being solicited from community-academic teams for the development of CBPR pilot projects on child health issues for which there are significant health disparities in the City of Boston. Pilot research is needed to determine effective and sustainable community-based approaches to improve child health in order to lay the foundation for future community programming that can increase health equity across Boston’s communities.

Funding: Up to $30,000 is available for one pilot grant. Awarded amount depends on project scope.

Grant Requirements: Grants must propose a project that uses CBPR principles and focuses on a significant issue in child, adolescent, or family health in the City of Boston for which health disparities exist. Acceptable projects include but are not limited to studies that involve survey data, focus groups, or semi-structured interviews to identify community needs for intervention on a specific health issue, or for process evaluation of a pilot intervention. Potential health issues include but are not limited to: asthma, mental health (e.g., depression, substance use, trauma/violence), obesity, sexual health (unintended pregnancies, HIV, STIs, LGBT youth health), and other health conditions, diseases, or risk factors for which there are significant disparities. All proposals should discuss the potential for the project to lead to the development and testing of interventions that can ultimately improve the health of underserved populations and reduce health disparities. Grantees will be expected to provide monthly updates and an end-of-the-year report, and may be asked to present to the C-CORE Community-Academic Advisory Board (CAAB).

Eligibility: Proposals must be submitted by a team that includes a community Principal Investigator from a community organization and an academic Co-Principal Investigator from a Boston-based accredited academic institution (post-secondary or higher education). All academic and community partners must be identified on the proposal. At least one partner must have previous experience conducting research. Eligible community organizations are defined as those that are non-profit, 501(c) (3) tax-exempt community-based organizations (CBOs) including health, social service, and other
CBOs; faith-based organizations; or voluntary associations or civic/citizen groups. Government entities (e.g., public health departments, community clinics, schools/school districts) are also eligible. Harvard-affiliated hospitals are not eligible to be the community organization on the proposal, but may be the academic institution.

**How To Apply**: Proposals should be prepared in a Microsoft Word document containing the headings and information listed below. Submissions should be made electronically to Chong-Min Fu at RFP@chbccore.org.

The proposal must include the following information (using the subheadings below):

- Name, title, and contact information of the community PI and academic Co-PI
- Project Summary (200-Word Limit)
- Project Plan (2300-Word Limit):
  - Identification of Health Disparities Issue (including prevalence in community of focus, if relevant)
  - Purpose and Research Questions
  - Background and Rationale for Proposed Study
  - Description of Partnership
  - Prior Relevant Activities or Research
  - Description of Proposed Research Activities (including a timeline)
  - Evaluation Plan
- Citation List (Up to 20 Allowed)
- Itemized Budget and Budget Justification for Proposed Project (1-page limit): **All funds must be budgeted for the community organization or other community entities; no funds can be budgeted for the academic partner.** Examples of appropriate budget items include: salary support for community members of the team, research supplies, and participant incentives. Funds cannot be budgeted for indirect costs. Per the origin of the funding, award money must go towards building community capacity.
- Resumes for all members of the team. NIH biosketches are acceptable.

**Review Criteria**: We will evaluate proposals for:

1. Soundness of study design and methods
2. Quality of the community-academic partnership
3. Adherence to CBPR principles
4. Public health significance of study topic in terms of health disparities in Boston
5. Potential of project to lead to or lay groundwork for future research funding that can promote community change (including program or policy change)

The review committee will include both community and academic representatives.

**Reporting Requirements**: Reporting requirements for funded projects include quarterly progress reports followed by phone meetings with a member of the C-CORE team. Grantee may also be asked to present to the C-CORE CAAB.

**Technical Assistance**: FAQs will be available on the C-CORE website. Interested investigators may email Chong-Min Fu at RFP@chbccore.org to ask questions and/or set up an appointment to discuss the proposed project with a member of the C-CORE team.

**Questions?** Email RFP@chbccore.org