

**Institute for Women's Health  
Virginia Commonwealth University  
December 15, 2006**

**Engaging the Richmond Community in Improving Women's Health:  
Call for Proposals to Conduct Community-Based Participatory Research**

**Submission Date: February 15, 2007**

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**Institute for Women's Health**

A federally designated National Center of Excellence, the VCU Institute for Women's Health (IWH) develops innovative services, initiatives, and partnerships with a common goal of improving the mental and physical health of diverse women across the life span in the communities where they live. As a component of its Center of Excellence designation, the Institute fosters new alliances with community partners, builds new working relationships with diverse women leaders, creates new outreach activities for underserved and minority communities, and deepens institutional commitment to women's health.

While outreach activities of the Institute are varied, focus areas have included projects aimed at eliminating inequities in care. The needs of low-income, underserved, uninsured, and disenfranchised African American and Latina women and victims/survivors of domestic and sexual violence have been a few of our recent priorities. For these target populations, the Institute sought to provide health education and services to women in ways that meet their cultural and linguistic needs. Achieving these ambitious aims requires partnering with a synergistic group of community agencies and organizations, each with a unique and distinct mission of meeting the needs of women and girls in our community. Some examples include our work with Richmond Enhancing Access to Community Healthcare (REACH), Women's Health Virginia, the YWCA, Safe Harbor, Crossover Health Ministries, Fan Free Clinic, Richmond Healthy Start Initiative, St. Paul's Baptist Church, other churches, libraries, and women's groups.

**Why Community-based Participatory Research?**

Community-based Participatory Research (CBPR) is an approach to health and environmental research meant to increase the value of studies for both researchers and the communities being studied. CBPR creates bridges between scientists and communities, through the use of shared knowledge and valuable experiences.<sup>1</sup> Done well, CBPR can facilitate the development of mutually beneficial relationships between study population and scientist, perhaps leading to a sustainable partnership that supports more effective and timely translation of research findings into practice. Participation in a CBPR study establishes mutual trust and reciprocity, which in turn enhances the quality and quantity of

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<sup>1</sup> Agency for Healthcare Research and Quality (AHRQ). 2004. Community-based Participatory Research: Assessing the Evidence. AHRQ: Evidence Report/Technology Assessment, Number 99.

study data.<sup>2-3</sup> These potential advantages are of great importance to increase cultural sensitivity of study instruments and methods, enhance the participation of under-studied groups in research projects, and promote the development of new knowledge about the situations and needs of disadvantaged communities.

The Agency for Healthcare Research and Quality published a guide to CBPR in 2004, summarizing results from a systematic review and synthesis of the scientific literature regarding CBPR and its roles in promoting community health. This report contains a framework for organizing CBPR projects and can be downloaded from the AHRQ website, at <http://www.ncbi.nlm.nih.gov/books/bv.fcgi?rid=hstat1a.chapter.44133>.

### **Characteristics of a CBPR Project**

1. Recognizes community as a unit of identity.
2. Builds on strengths and resources within the community.
3. Facilitates collaborative, equitable partnership in all phases of the research.
4. Promotes co-learning and capacity building among all partners.
5. Integrates and achieves a balance between research and action for the mutual benefit of all partners.
6. Emphasizes local relevance of public health problems and ecological perspectives that recognize and attend to the multiple determinants of health and disease.
7. Involves systems development through a cyclical and iterative process.
8. Disseminates findings and knowledge gained to all partners and involves all partners in the dissemination process.
9. Involves a long-term process and commitment.<sup>4</sup>

### **Purpose of the Institute for Women's Health Community Research Program**

The Institute for Women's Health (IWH) will implement a university-wide interdisciplinary Seed Grant Program to nurture faculty, fellows, and students as they establish careers addressing the needs of underserved women and girls in the communities where they live. We anticipate that this program will advance and integrate IWH community outreach efforts with parallel goals in research, clinical care, education, and leadership training.

Up to six grants will be awarded, with the maximum amount to be awarded for an individual grant of \$10,000. The research proposal must focus on the health care needs of women or girls; have a clearly stated defined and testable hypothesis, sound and well-designed

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<sup>2</sup> Hall BL. From margins to center? The development and purpose of participatory research. *American Sociology* 1992; 23(150-28).

<sup>3</sup> Minkler M. Community-based research partnerships: challenges and opportunities. *Journal of Urban Health*, 2005; 82(2 Suppl 2):ii3-12. Epub 2005 May 11.

<sup>4</sup> Minkler M, Wallerstein N (Eds.). *Community Based Participatory Research for Health*. San Francisco: Jossey-Bass & Co., 2003.

methodology, adequate statistical analysis and sample size, and a clear path to further studies. The future studies must appear to have a high likelihood of attracting extramural support. To be considered for funding, the proposal must make use of an accepted model for community-based research, including participation of a community organization that has provided services to the target population for no less than three years. Demonstration is required of the partner organization's involvement in grant preparation and commitment to active participation in the funded program. Projects should focus on the Richmond Metropolitan area.

Any full-time VCU graduate students, fellows, or faculty members (regular or adjunct) are eligible to apply. Students and fellows must provide a letter of support from their primary faculty mentor.

### **Procedure**

Applicants should use the attached forms to apply for support from the IWH Community Research Seed Grants Program. The application should be ordered as follows: 1.) Cover sheet (form page 1), with the chair's signature, 2) Mentor support letter, if necessary, 3) Form pages 2 and 3, containing key personnel, budget request and justifications, 4) Research plan and bibliography, 5) Curriculum vitae, 6) Statement of agreement to submit a reasonable number of common data elements and to participate in a common evaluation.

Please provide an original and 10 copies of the application materials. Further information and guidelines pertaining to this program are available from the office listed below. Copies of completed applications (maximum of 10 double-spaced pages for research plan) must be delivered to the Institute for Women's Health by the established deadline date of **February 15, 2007**.

Institute of Women's Health (IWH)  
Community Research Seed Grants Program  
PO Box 980304  
Richmond Virginia 23298-0304  
Attn: Janett Forte  
[jforte@vcu.edu](mailto:jforte@vcu.edu)

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Questions about Community-Based Participatory Research can be sent to  
Judith Bradford, Ph.D., Director of Community-Based Research, Institute for Women's  
Health  
[jbradfor@vcu.edu](mailto:jbradfor@vcu.edu)

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Susan G. Kornstein, MD,  
Executive Director, Institute for Women's Health  
Phone: 804-327-8843  
[skornste@vcu.edu](mailto:skornste@vcu.edu)

For more information: [www.womenshealth.vcu.edu](http://www.womenshealth.vcu.edu)

## Award Criteria

**Important:** Incomplete proposals will not be reviewed. The most common omissions are appropriate attention to data analysis and statistical evaluation.

The Community Research Seed Grants Program review committee will assign a numerical Priority Score ranging from 0 – 100 to each application based on the following criteria:

<b>Criterion:</b>	<b>Priority Sub-score</b>
1. Previous related experience	10 points
2. Likelihood of leading to external funding	30 points
3. Relevance to individual's longer term interests	10 points
4. Scientific Quality Clarity, significance, time frame, testable hypothesis, etc.	30 points
5. Documentation and quality of community partner involvement and support	10 points
6. Positive impact on women/girls health in our community	10 points

INSTITUTE OF WOMEN'S HEALTH  
VIRGINIA COMMONWEALTH UNIVERSITY

APPLICATION FOR A COMMUNITY RESEARCH SEED GRANTS AWARD  
*Cover Page*  
(Attach current curriculum vitae)

Name: \_\_\_\_\_

Academic Rank: \_\_\_\_\_

School: \_\_\_\_\_ Department \_\_\_\_\_

P.O. Box: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Check one:      Graduate student (faculty mentor letter attached)  
                    Research fellow (faculty mentor letter attached)  
                    Faculty member, tenure track  
                    Faculty member, adjunct/non-tenure track

Project Title: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

ENDORSEMENT OF DEPARTMENT CHAIRMAN

As Chairman of the Department of \_\_\_\_\_, I endorse this application and the information provided above. This project will be conducted in \_\_\_\_\_, which will be available for this purpose.  
(room and building)

Department Chairman: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Form Page 1

Provide a brief description of any project(s) for which you have been or are currently funded since your appointment at this institution. State the amount, the period, and the source of support. If you have received the support from this or any other small grant program at VCU, list subsequent external grants applied for, whether or not funded, sources, dates, and amounts.

Has support for this or a similar project been requested from other internal sources? (e.g., A.D. Williams, Cancer Center) or from external agencies (NIH, NSF, etc.)?

Yes \_\_\_\_\_ No \_\_\_\_\_

If either answer is "yes", state the source applied to, amount and period of support.

List all other persons (faculty, students, technicians, house staff, etc.) who might be assisting you in this project. If you are planning on having a co-investigator, please include curriculum vitae for them as well.

Provide a brief description of your community partner and their organizations involvement in grant preparation and commitment to active participation in the funded program.

Form Page 2  
Budget Data and Research Proposal

Please provide the following budgetary information: Itemize and identify any item in excess of \$200.

PERSONELL (Itemize and Justify) \_\_\_\_\_

EQUIPMENT (Itemize and Justify) \_\_\_\_\_

CONSUMABLE SUPPLIES (Itemize) \_\_\_\_\_

ADDITIONAL EXPENSES (State purpose and justify) \_\_\_\_\_

COMMUNITY PARTNER \_\_\_\_\_

TOTAL \_\_\_\_\_

All grant funds must be spent by the end of the project completion date of March 31, 2008

On continuation pages (limit of 10 plus 1 page for the bibliography), please provide a detailed description of the proposed research project. Include research objectives, methodology, and limitations. All protocols for human subjects and/or animal research must be submitted to the CCHR and/or IACUC for approval before funds are allocated. Discuss the significance of the proposed project including an indication of how it might lead to external research support later on. Also, list principal references and previous research work pertaining to this proposal. Number the continuation pages 4, 5, etc. Double space using a sans serif font such as Ariel or Helvetica in a size not smaller than 12 points and maintain at least 1 inch margins all around. Curriculum vitae should be in the NIH style; educational and professional background, publications limited to those pertinent to the project or the last 5 years, and past and current support. They should not exceed 4 pages.

Form Page 3  
CHECKLIST

1. \_\_\_\_ Application submitted to Institute of Women's Health no later than February 15, 2007.
2. \_\_\_\_ Original plus 10 copies submitted.
3. \_\_\_\_ Chairman's signature, if required.
4. \_\_\_\_ Faculty mentor letter, if required
6. \_\_\_\_ Dollar limit of \$10,000 not exceeded
7. \_\_\_\_ Travel funds NOT requested
8. \_\_\_\_ Publication cost NOT requested
9. \_\_\_\_ Remodeling cost NOT requested
10. \_\_\_\_ Patient hospital daily cost and hospital visit fees NOT requested.
11. \_\_\_\_ All current and pending grants and contracts listed.
12. \_\_\_\_ Current Curriculum Vitae (original and 10 copies) attached
13. \_\_\_\_ Demonstrated involvement of community partner in project design, development and implementation.

Complete and attach to the cover page of the original application.

Approved by Institute of Women's Health  
December 15, 2006

**Institute of Women's Health  
Virginia Commonwealth University  
COMMUNITY RESEARCH SEED GRANTS AWARD**

Awardees will be asked to:

1. Provide a summary report to the Institute for Women's Health by 1 month after the project completion date, April 30, 2008.
2. Submit a poster presentation to Women's Health Research Day 2008.
3. Attend an Awards Luncheon presentation – education event to celebrate awardees and share lessons learned and tools developed with the larger community – May 2008

**Timeline:**

Notice of Seed Grant Program: December 13, 2006

Submission Date: February 15, 2007

Notice of Awards: March 1, 2007

Award Start: April 1, 2007

Project completion: March 31, 2008

Summary report submitted to IWH: April 30, 2008

Awards Luncheon presentation: May 2008

Presentation @ Women's Health Research Day: April 2008

**Institute of Women's Health  
Virginia Commonwealth University  
COMMUNITY RESEARCH SEED GRANTS AWARD  
FINAL PROGRAM REPORT**

**Date Submitted:** \_\_\_/\_\_\_/\_\_\_

**Award Amount:** \_\_\_\_\_

**Project Title:** \_\_\_\_\_

**Name:**

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**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**REVIEW**

Referring to your original proposal, briefly restate the purpose of the project (goals and outcomes), the process you used to achieve them, and the evaluation questions you hoped to answer.

**EVALUATION RESULTS**

Please describe the following:

- The successes you achieved during the grant period.
- Key lessons learned.

**PARTNERSHIP/TARGET POPULATION INVOLVEMENT**

- Describe how links with other organizations and/or the target population's involvement affected the results of this effort.

**SUSTAINABILITY**

- Briefly describe the next phase of this effort (continuation, expansion, replication or termination).
- Have you submitted a proposal for extramural funding? Do you plan to?
- How will you sustain this effort?

**\*\*\*ATTACH THIS COVER SHEET TO YOUR FINAL REPORT NARRATIVE\*\*\***

Return to: Janett Forte, Institute for Women's Health, PO Box 980304, Richmond, VA 23298-0304. Phone: 327-8843; Email: [jforte@vcu.edu](mailto:jforte@vcu.edu)