

# University of Rochester Medical Center Clinical and Translational Science Institute (UR CTSI) Request for Applications – Equity-Focused Dissemination and Implementation (EQ-DI) Mini-Grant Awards

## **PURPOSE:**

The purpose of this RFA is to provide awards up to \$2,000 for the development, strengthening, or evaluation of equity-focused dissemination and implementation research. Applicants should note that funds for this EQ-DI Mini-grant program are predicated on the availability of funds.

Dissemination and implementation (D&I) research generates scientific knowledge regarding strategies for disseminating and implementing evidence into practice. EQ-DI applies an equity lens to D&I through prioritizing health equity in conceptualization of D&I activities, strategies to promote equitable dissemination and implementation, and evaluating equity as an important outcome of D&I.

The Mini-Grants are not intended to support graduate program projects (e.g., thesis, dissertation). The Mini-Grants are one-time grants awarded periodically and limited to one project each year per investigator team. There are no due dates for submission of applications (they will be awarded on a rolling basis), but funds awarded must be used before the end of the UR CTSI fiscal cycle on May 31, 2025. If funds are not used within this time frame, the awardee will lose rights to any remaining unspent funds and no extensions will be granted. We will continue to accept applications throughout the year until available funds are allocated.

Awardees should include the IRB approval period in their budget timelines. These awards should not be used to replace funds already allocated or available in funded grants, or to support personnel expenses. Funds will be distributed on a reimbursement basis when either a signed Employee Expense Report (F-3) with original receipts or a Request for Payment (F-4) with an invoice is sent to the UR CTSI.

## **EXAMPLES OF FUND SUPPORTED WORK/RESOURCES:**

- Convening community partners and other stakeholders in preparation for EQ-DI focused research
- Conducting a small proof-of-concept feasibility study or mini-pilot
- Collecting preliminary data, e.g. surveys, key informant interviews, or secondary data analyses, designed to support EQ-DI research
- Development of a research or intervention program in concert with partners with dissemination and implementation in mind.
- Assessing barriers and facilitators to translation of equity-focused interventions into practice by clinical teams, community-based organizations, policymakers, etc.
- Development of plans/proposals to obtain additional resources related to EQ-DI research from other funding agencies
- Creation of plans, procedures, policies, or purpose statements that will facilitate or strengthen the partnership development in preparation of an EQ-DI intervention (e.g., mission statement, action plans)
- Dissemination of best practices, information, and “how to” documents for completed EQ-DI projects
- Presenting the research findings in conferences and publication in Open-access journals

## **EXAMPLES OF COVERED FUND EXPENSES:**

- Research-related expenses (e.g., developing research questionnaires)
- Focus group or key informant interview expenses (not including cash incentives\*)
- Design and piloting of surveys
- Analyzing data (e.g., de-identified existing data, extracted electronic data, qualitative data)
- Meeting space rental
- Materials, supplies, and items to support meetings/planning

\*NOTE: Cash incentives are not permitted under the Mini-Grant Program. If your budget includes incentives for program or research participants, gift cards are allowed with a completed “incentive log” documenting either name or initials of each recipient. If your budget includes food/refreshments, no more than \$400 per grant award will be allowed for this line item.

**The above examples do not represent a comprehensive list of all allowable expenses. We strongly advise applicants to contact EQ-DI function leadership (see below) and request pre-approval for any specific expenses in their application budget if they are not listed in the above examples or if there is any doubt about whether they are allowable. This should be done at least 3 weeks prior to submitting the application.**

### **ELIGIBLE APPLICANTS:**

Faculty, staff, and advanced trainees (post-docs, residents, etc.) at the University of Rochester Medical Center are eligible to apply.

### **APPLICATION INSTRUCTIONS**

Please apply online using the [REDCap application](#)

### **SUBMITTING THE PROPOSAL**

Please provide the following:

1. Complete the required fields in the application submission system.
2. [NIH PHS 398 Face Page](#) (First form listed, items 1-7 only)
3. Two-page (maximum) single-spaced narrative including the following (Please use Times New Roman 12-point font or comparable font size.):
  - Mini-grant project objectives
  - Description of grant activities
    - i. List the specific activities to be supported by this mini-grant, including the rationale for how this work will advance the applicant’s overall/long term EQ-DI research goal(s). If this work is part of an IRB protocol or funded grant, please include that information here.
    - ii. Partnership relationship description (if applicable).
      - Briefly explain the roles and responsibilities of all partners along with the frequency and type of contact among the partners. Include how this grant might further promote/strengthen future community/URMC partnerships related to EQ-DI
    - iii. Outcomes, including anticipated outcomes from the grant activities and how success of this project will be measured.
4. Upload the budget on [NIH PHS 398 Form Page 4](#) and a detailed budget justification as a single PDF. Describe the items included in the budget and how they will impact the success of the project.
5. Upload letters of support. Applications must be accompanied by a letter of support as follows:
  - **Applications from URM Staff**
    - Letter or e-mail from the Principal Investigator or Program Director
  - **Applications from URM Faculty/Trainees**
    - Letter or e-mail from the Department Chair or Associate Dean for Research
  - **Community/Clinical Partner Support Letter** (if applicable)
    - Letters or e-mails from community agency Director or clinical Unit Supervisor confirming partnership support and availability of resources, if applicable.

**DEADLINE:** Applications are accepted on a rolling basis until all funds are allocated.

**REVIEW:** Estimated time for review of submitted applications is two to three weeks. Funding announcements will ordinarily be made within four to five weeks following the application submission. The UR CTSI finance team will approve and finalize the allowable budget, before the start of the project.

**NOTE:** All sections of the application must be thoroughly completed. Incomplete applications will result in a delay. **Applicants submitting incomplete applications will be invited to make revisions and resubmit application(s) for review.**

## **GRANT REVIEW PROCESS**

A Review Committee comprised of three members from the EQ-DI Function will complete a rating sheet for each application that includes both a numeric rating and comment section. Funding decisions made are based on the rating sheets and availability of funding.

Applications are judged on the following project activity criteria:

- Potential for advancing EQ-DI science to improve clinical practice or community health
- Consistent with the purpose of the EQ-DI mini-grant program
- Able to support the achievement of the project's purpose
- Budget is complete and reasonable to meet the project's goals and is within funding guidelines
- Supports and contributes to the establishment of clinical or community partnerships (if applicable)

Applicants awarded funding will be notified via an Award Letter. Those who are not funded will receive reviewer comments with suggestions for strengthening future applications.

## **REQUIREMENTS IF FUNDS ARE AWARDED:**

1. **Institutional Review Board (IRB) approval:** IRB approval is not required at the time of application. However, if a team is awarded funding and the project includes human subjects research activities, documentation of IRB protocol approval or exemption must be submitted to the UR CTSI before human subjects are enrolled or engaged.
2. **Publications:** All publications that benefit in whole or in part from support provided by the UR CTSI must:
  - a. Comply with the NIH Public Access Policy: Assistance with the compliance process is available through the Miner Library. Information regarding the Public Access Policy is located on the Miner Library website at [NIH Public Access Policy](#).
  - b. Acknowledge UR CTSI grant funding. We recommend use of the language provided below.

“The project described in this publication was supported by the University of Rochester CTSA award number UL1 TR002001 from the National Center for Advancing Translational Sciences of the National Institutes of Health. The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Institutes of Health.”
3. **2 CFR 200 Procurement Principles Training:** All University of Rochester Principal Investigators on the project and each person that will initiate purchases must provide documentation that they have completed the 2 CFR 200 Procurement Principles training available in MyPath.

4. **ORCID IDs:** All key personnel on the project must obtain an ORCID ID which provides a persistent digital identifier that the investigator owns and controls, and that distinguishes the investigator from every other researcher.

## **CONTACTS**

If you have any content questions regarding the EQ-DI Mini-Grant Program, please contact the EQ-DI Function Leaders:

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