



COMMUNITY ENGAGEMENT & TRAINING CORE COMMUNITY-BASED PILOT PROJECT GRANT GUIDELINES

The **objective** of this program is to develop and complete a primary or secondary research project in collaboration with the Mississippi INBRE Community Engagement and Training Core (CETC) team. Our preference is that projects focus on health disparities related to obesity or HIV/AIDS; however, all research that complements the mission of the Core will be considered.

AM I ELIGIBLE TO APPLY?

All employees with a full-time faculty appointment at any Mississippi institution of higher learning are eligible to apply. If you are unsure of your eligibility or have a unique situation, contact Jennifer Lemacks at Jennifer.Lemacks@usm.edu to determine whether you are eligible to apply.

HOW DO I SUBMIT AN APPLICATION?

Application document templates are available by navigating to <https://msinbre.org/> → Select “Faculty” tab and “Community-Based Pilot Project Grant” from the drop down menu. Please make sure to have your application submitted by 11:59 PM central standard time on August 31, 2018.

Application requirements will include PDF document submission of the following components:

1. Research aims, significance, and innovation, based on the [General Instructions for NIH and Other PHS Agencies](#) with specific format instructions included in the template.
2. Budget and budget justification. Refer to the [NIH How to Apply - Application Guide, Develop Your Budget](#) and consider the Detailed Budget sections. Make sure to include a statement of any equipment/facilities/other resources that will be provided in-kind.
3. NIH biosketch (non-fellowship). Refer to the [NIH Biosketch Format Pages, Instructions and Samples](#).
4. Evidence of human subjects training (ie., CITI certificates)

Applications must be submitted via email to msinbre@usm.edu with “CETC Community Based Pilot Project Application” included in the subject line.

WHAT IS EXPECTED OF ME AS A PARTICIPANT OF THIS PROGRAM?

Each participant will be expected to complete a research project and submit agreed upon research products by May 2019. Research products will depend on the nature of your research and may include submission of a manuscript to a peer reviewed journal, poster/oral presentation at a regional or national conference or external grant proposal. Note that primary research projects will require an IRB approval from your institution and quantitative or qualitative data to be collected according to approved protocol.

WHAT TYPE OF SUPPORT WILL I RECEIVE?

In addition to a collaborative partnership, researchers will have access to infrastructure resources of My Brother's Keeper, Inc., a community based organization with sites in Jackson, Hattiesburg, and Gulfport Mississippi. Mississippi INBRE may also provide support to complete the proposed research activities and products, including assistance with IRB applications and obtainment or use of survey instruments.

WHAT IS THE EXPECTED TIMELINE?

The expected timeline is listed below based on whether the proposed work is considered primary or secondary. Secondary research projects will utilize existing CETC data sets to answer research questions. See the sample timeline on the following page.

PRIMARY RESEARCH	SECONDARY RESEARCH
<ul style="list-style-type: none">• Aug. 31, 2018: Submit proposal application.• Sept. 21, 2018: Notification of acceptance <p>Upon acceptance, a formal timeline will be provided to include the following activities and expectations:</p> <ul style="list-style-type: none">• Meet with CETC team.• Prepare and submit IRB application.• Begin data collection.• Submit preliminary findings.• Submit draft 1 research product.• Submit draft 2 research product.• Submit final research product.	<ul style="list-style-type: none">• Aug. 31, 2018: Submit proposal application.• Sept. 21, 2018: Notification of acceptance <p>Upon acceptance, a formal timeline will be provided to include the following activities and expectations:</p> <ul style="list-style-type: none">• Meet with CETC team.• Submit research plan.• Submit data analysis and findings.• Submit draft 1 research product.• Submit draft 2 research product.• Submit final research product.

WHAT ELSE DO I NEED TO KNOW?

All data collected or utilized as a part of this research program will be owned by the respective CETC partners and shared with investigators as indicated in the Partnership Agreement. In addition to the required proposal submission and research product, each investigator must submit a signed Partnership Agreement before data may be accessed or collected. This agreement outlines the data sharing policy, as well as, the understanding that CETC partners are expected to serve as coauthors or coinvestigators on research products resulting from the CETC Community-based pilot Project grant. CETC partners will include appropriate faculty and staff of My Brother's Keeper, Inc. and/or the Telenutrition Center.