

# Collaborative Research Center for American Indian Health

## Pre-Application Technical Assistance



\*Participants must sign into webinar and the telephone line.  
Please see your webinar invite for details\*

# Hosts

DenYelle Kenyon

Associate Director & Scientist – *Sanford CHOPR*

Ronda Hinsch

Grant Coordinator – *Sanford Research Grants Office*

Molly McGrane

Grant Specialist – *Sanford Research Grants Office*



# Purpose

- To fund cutting-edge **transdisciplinary** research that will address the significant health disparities experienced by American Indians in South Dakota, North Dakota and Minnesota.
- Projects will embrace a “**social determinants of health**” theme leading to the improvement of **American Indian health**.
- Have a strong potential for future funding, including sustainability and growth of the project.



# RFA & Application

[www.crcaih.org/pilot-grants](http://www.crcaih.org/pilot-grants)

## Collaborative Research Center for American Indian Health

### Pilot Grants Program



Request for Applications  
2014

Last, First, MI CRCAIH Pilot Grants Program  
Application 2014

**Collaborative Research Center for American Indian Health  
Pilot Grants Program  
Application 2014**

Funding Period: August 1, 2014 – July 31, 2015

**1. Cover Sheet**

**Proposal Information**

Title: \_\_\_\_\_  
*(Do not exceed 81 characters, including spaces)*

Type of Application:  New  Revised, last submitted: \_\_\_\_\_

Funds Requested: Direct \$ \_\_\_\_\_ Indirect \$ \_\_\_\_\_ Total \$ \_\_\_\_\_  
NOTE: Projects should have proposed budgets of \$25,000-\$80,000 (Direct Costs). P&A Costs – Indirect costs – are allowed at the applicant institution's current approved negotiated rate.

Has this or a related project received prior funding (internal or external)?  
 Yes  No  
If yes, do the project aims overlap with the proposed project? Explain: \_\_\_\_\_

**Applicant Organization**

**Legal Address/Information**

Organizational DUNS: \_\_\_\_\_ Employer Identification (EIN) or (TIN): \_\_\_\_\_  
Legal Name: \_\_\_\_\_  
Division: \_\_\_\_\_ Department: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip (+4): \_\_\_\_\_ Congressional District: \_\_\_\_\_

**Type of Organization**

Public →  Federal  State  Local  
Private →  Private Nonprofit  
For-Profit →  General  Small Business  
 Women-owned  Socially and Economically Disadvantaged

**Authorized Organization Representative/Signing Official Contact Information**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
Telephone number: \_\_\_\_\_ Email address: \_\_\_\_\_

**Principal Investigator**

Name: \_\_\_\_\_  
Division: \_\_\_\_\_ Department: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
City, State, Zip (+4): \_\_\_\_\_  
Telephone number: \_\_\_\_\_ Email address: \_\_\_\_\_



# Eligibility

## Organizations

- ❖ Community and tribal organizations, businesses, local government entities, schools, institutions of higher education, advocacy organizations, and state and regional organizations that are eligible to receive federal funding are eligible to apply.

## Applicants

- ❖ Any individual with the skills, knowledge, and resources necessary to carry out the proposed research as the Principal Investigator is eligible to apply.
- ❖ Investigators may participate in more than one application per cycle, but cannot submit more than one application as the Principal Investigator of the project.
- ❖ Principal Investigators who have an active CRCAIH award are *not* eligible.



# Project Timeline

Letter of Intent  
(*highly encouraged*)  
**January 27, 2014**

Notification of Awards  
**April 2014**

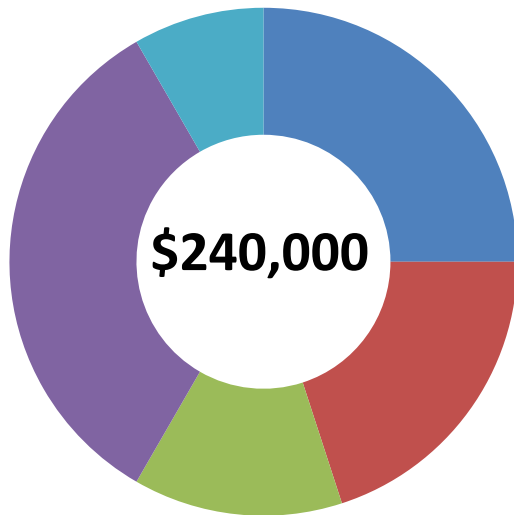
**Application Deadline**  
**February 24, 2014**

Funding Period  
**August 1, 2014 –**  
**July 31, 2015**



# Funding Overview

**CRCAIH Pilot Grants Program will invest approximately \$240,000 this cycle**



*3-5 pilot grants will be awarded this year*

- Direct Costs: \$25,000 - \$80,000
- Indirect Costs: F&A allowed at application institution's approved negotiated rate

# Division & Core Resources

- Administrative Division
- Community Engagement & Innovation Division
- Culture, Science & Bioethics Core
- Methodology Core
- Regulatory Knowledge Core

[info@crcaih.org](mailto:info@crcaih.org) – or – (605) 312-6232





# Letter of Intent

- Submission of the letter of intent is **highly encouraged**
- A letter of intent should include the following information:
  - Descriptive title of proposed research
  - Brief paragraph stating the purpose of the project
  - Name, address and telephone number of the Principal Investigator(s)
  - Names of other key personnel
  - Participating institutions

[Send to the CRCAIH Principal Investigator by January 27, 2014](#)



# Collaborative Research Center for American Indian Health

Application Package



1

# Cover Sheet

- Proposal Information
- Applicant Organization
  - DUNS
  - EIN
  - Zip Code + 4
- Site Locations
  - DUNS
  - Zip Code + 4
- Authorized Signatures



# Project Descriptions

- Project Abstract
  - Objectives, specific aims, research design and methods for achieving the stated goals
  - **Do not exceed 500 words**
- Project Narrative
  - Overview and relevance of this research to public health
  - **Do not exceed 3-5 sentences**

# 3

## Biographical Sketches

- NIH-style biographical sketches\* must be included for all senior/key personnel .
- NIH-style biographical sketches are *optional* for significant contributors.
- Biographical sketches should be included as Appendix A of the application package.
- **Do not exceed four (4) pages *per person***

\*NIH-style biosketch templates can be found at the end of application package



# Facilities, Equipment & Other Resources

- Identify the facilities and equipment already available for this project.
- If there are multiple site locations, describe the resources available at each site.
- Discuss ways in which the proposed studies are transdisciplinary and will benefit from unique features of the environment or subject populations or will employ useful collaborative arrangements.

# 5

## Research Strategy

- Start each section with the appropriate section heading:
  - **Specific Aims** [do not exceed 1 page]
  - **Significance**
  - **Innovation**
  - **Approach**
- Cite relevant published works in the Research Strategy section and provide the full reference in the References Cited section\*
- **Do not exceed 6 pages**

\*References not included in page limit



# 5

## Research Strategy

- For tips on writing the content of your pilot grant application, go to:

<http://crcaih.org/pilot-grants.html>





# 6

## References Cited

- List references cited in the Research Strategy
- Each reference must include:
  - Names of all authors
  - The article title & journal or book title
  - Volume number
  - Page numbers
  - Year of publication

*Note: References are not included in 6-page Research Plan page limit*



# Human Subjects

- Address the adequacy of protections for research participants against research risks, and the appropriate inclusion of women, minorities, and children, based on the information provided in the application\*.
- If human subjects are involved, this Planned Enrollment Report must be included in its entirety.

Racial Categories	Ethnic Categories				Total
	Not Hispanic or Latino		Hispanic or Latino		
	Female	Male	Female	Male	
American Indian/Alaska Native					
Asian					
Native Hawaiian or Other Pacific Islander					
Black or African American					
White					
More than One Race					
Total					
PHS 398/PHS2590 (Rev. 08/12 Approved Through 8/31/2015)				OMB No. 0925-0001/0002	

\*Instructions: [http://grants.nih.gov/grants/funding/424/SupplementalInstructions.pdf#Part\\_II](http://grants.nih.gov/grants/funding/424/SupplementalInstructions.pdf#Part_II)



## 7

# Institutional Review Board

- Appropriate Institutional Review Board (IRB) approval(s) is required prior to the start of the project.
- If any approvals have already been obtained, include a copy of the approval letter in Appendix C.
- If approvals from other IRBs have already been obtained, include a copy of the approval letter in Appendix C. In addition, copy and paste the questions in Section E and complete for each IRB.

# 8

## Multiple Principal Investigator Leadership Plan

- Provide rationale for choosing a multiple PI approach (if applicable)\*
- Describe governance and organizational structure of the leadership team
- Delineate the roles and administrative, technical, and scientific responsibilities for the project

\*Required if application has both a PI and Co-PI



## 8

# Multiple Principal Investigator Leadership Plan

- **Principal Investigator (PI)**  
Project leader with scientific, fiscal, and administrative responsibility.
- **Co-Principal Investigators (Co-PIs)**  
In some cases, particularly with multi-site projects, more than one individual is considered as responsible for administrative, fiscal, and scientific conduct of the project. Each person can be named in the proposal and on project documentation as a Co-PI.
- **Co-Investigators (Co-Is)**  
In some cases, several individuals conduct the *scientific portion* of the project. One of these investigators is named the PI while the other investigators will be considered co-investigators.



# 9

## Consortium/Contractual Arrangements

- Explain the programmatic, fiscal, and administrative arrangements to be made between the applicant organization and the consortium organization(s).

If available, include copies of any consortium/contractual agreements in Appendix B



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# Letters of Support

**Letters from collaborating organizations**  
**(e.g., tribal partners) are mandatory.**

Include copies of letters of support in Appendix B



# Resource Sharing Plan/ Data Management Plan

- Provide a detailed explanation of how the data will be collected, analyzed, and interpreted.
- Provide a brief 1-paragraph description of how final research data will be shared, or explain why data-sharing is not possible.



# Budget and Budget Justification

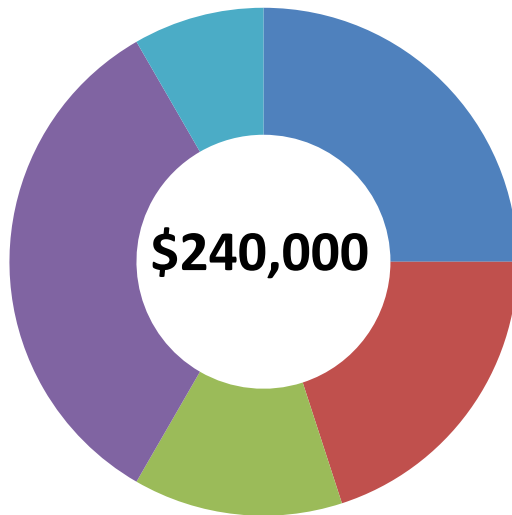
*It is highly recommended that you work with the Sanford Research Grants Office to complete your budget.*

Budget Category	Request (\$)
A. Personnel	
B. Consultant Costs	
A. Equipment	
A. Supplies	
A. Travel	
A. Inpatient Care Costs	
A. Outpatient Care Costs	
A. Alterations and Renovations	
A. Other Expenses	
A. Direct Consortium/Contractual Costs	
Subtotal Direct Costs	
A. F&A Consortium/Contractual Costs (Indirects)	
Total Direct Costs	
A. F&A Costs (Indirects)	
Total Request (Direct + Indirect)	

12

## Budget

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Program will invest  
approximately \$240,000  
this cycle**



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# 12

## Budget

### Facilities and Administrative (F&A) Costs/Indirect Costs

- F&A Costs – or indirect costs – are overhead costs incurred by your organization which are difficult to itemize or charge directly to individual projects.
- An institutional signing official and/or grants office should have access to your institution's Indirect Cost Negotiation Agreement which contains all of the information necessary to complete this section.



# Appendix

- Appendix A
  - Biographical sketches
- Appendix B
  - Consortium/Contractual Arrangements
  - Letters of support (*i.e. Tribal/partner letters*)
- Appendix C
  - Publications
  - Surveys, questionnaires, and other data collection instruments
  - Clinical protocols
  - Informed consent documents

# Application Submission

- The application must be received by the Sanford Research Grants Office ([researchgrants@sanfordhealth.org](mailto:researchgrants@sanfordhealth.org)) no later than **5:00 p.m. CST on February 24, 2014.**
- All applicants will receive a confirmation e-mail when their application is received.



# Program Contacts

## CRCAIH Office

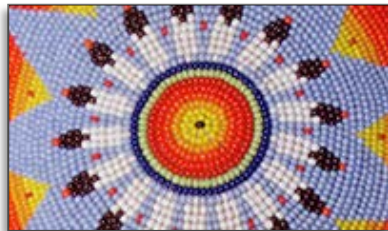
Phone: 605-312-6232

Email: [info@crcaih.org](mailto:info@crcaih.org)

## Sanford Research Grants Office

Phone: 605-312-6077

Email: [researchgrants@sanfordhealth.org](mailto:researchgrants@sanfordhealth.org)



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Temana Andalcio, Petra Aldridge, Jyoti Angal, Charlee Archambault, Amy Baete, Leah Bangston, Cody Bassett, Oran Beaulieu, Liz Belt, Lyle Best, Kim Browne, Katie Burgess, Pat Butler, Community Advisory Board Members, Denise Casillas, Dorothy Castille, Carol Davis, Jackie Dionne , Amy Elliott, Chuck Ells, Anita Frederick, Nancy Fahrenwald, Mary Fairbanks , Char Green, Ronda Hinsch, Carrie Jenson, Doris Jones, William Kendall, Jenna Klepatz, Cindy Giago, John Gonzalez, Angela Gora, Jacque Gray, Jeaneen Grey Eagle, Victoria Grey Owl, Jessica Hanson, Sherlynn Herrera, Ann Marie Hess, Ronda Hinsch, Tiffany Hommes, H. Eugene Hoyme, Sarah Hutton, Sara Jumping Eagle, DenYelle Kenyon, Anupam Kharbanda, Deleen Kougl, Warren Larsen, Tabatha Lemke, Luke Mack, Molly McGrane, Tracey McMahan, Jay Memmott, Tina Merdanian, Roxi Miller, Amanda Mitchell, Carty Monette, Paula Morin-Carter, Alicia Mousseau, Marcia O’Leary, Rae O’Leary, Rob Payne, Dan Petereit, Robin Peterson-Lund, Jana Prasek, Jen Prasek, Kathy Prasek, Wyatt Pickner, Susan Puumala, Rick Reuwsaat, Soonhee Roh, Michael H. Sayre, Lisa Schrader-Dillon, Derrick Tabor, Nathan Tesche, Thavam Thambi-Pillai, Gene Thin Elk, Paul Thompson, Anton Treuer, H. Bruce Vogt, James Wallace, Don Warne, Charish Weeldreyer, Siobhan Wescott, Howard Wey, Jim White, Emily White Hat, Jerry Yutrzenka, Marie Zephier, & Li Zhong.

