



**February 6, 2024**

# Availability of Small Planning Grants to Foster New Collaborative Research in Detroit

## Summary

The Detroit Community-Academic Urban Research Center (Detroit URC) announces its thirteenth round of small planning grant funding. This program aims to foster the establishment of new community-academic research partnerships and new collaborative research efforts in Detroit. **Full proposals are due April 5, 2024.**

The Detroit URC's Small Planning Grant Program is supported by funds from the following sources: William T. Grant Foundation, School of Social Work (SSW), School for Environment and Sustainability (SEAS), and Michigan Institute for Clinical Health Research (MICHHR).

## What is the Detroit Community-Academic Urban Research Center?

The Detroit URC is a community-based participatory research (CBPR) partnership, which involves community-based organizations, practice-based and government agencies, and health service institutions in Detroit and academic researchers at the University of Michigan. Since 1995, the Detroit URC and its affiliated partnerships have been working to foster and support CBPR partnerships in order to gain a better understanding of the social and physical environmental determinants of health and to reduce and, ultimately, eliminate health inequities in Detroit. Our long-standing partnership has allowed us to establish close ties and excellent working relationships among our Detroit-based partners. For a list of partner organizations and affiliated partnerships and for more information about the Detroit URC, including additional resources on CBPR, please visit the Detroit URC website at [www.detroiturc.org](http://www.detroiturc.org).

## What is Community-Based Participatory Research (CBPR)?\*

\*CBPR is one approach for collaborative research

CBPR Key Components:

- Involves equitably all community and academic partners in all aspects of the research process, recognizes the unique strengths that each brings, and promotes co-learning and capacity building of all partners;
- Begins with a research topic of importance to the community;
- Combines knowledge with programs and policies to improve health and well-being and reduce health inequities; and
- Benefits community and academic partners through:
  - Improved understanding of the communities involved,
  - Enhanced relevance and use of the research,
  - Enhanced quality and validity of data, and
  - Improved lives of the people involved.

## What is the Small Planning Grant Program Purpose and Scope?

The Small Planning Grant Program seeks to facilitate new, equitable collaborative relationships between academic and community entities and enhance their capacity to conduct and disseminate research focused on the social and physical environment and health equity, and translate research findings into action, with the aim of improving the health and quality of life of Detroit residents.

## What Types of Projects Will This Program Fund?

These grants are intended to support development of CBPR partnerships, for example, to: build relationships, explore shared areas of interest, create partnership structure, identify potential research collaborations, develop specific new CBPR efforts, collect and analyze data (e.g., focus groups), analyze existing data, prioritize key issues to address, enhance capacity to conduct CBPR, disseminate and translate research findings, and/or evaluate the partnership process.

Examples of objectives/activities include:

- **build relationships between partners** (e.g. facilitate formal and informal meetings for partners to learn more about each other, to explore the involvement of other potential partners, and to discuss how the partners will adopt and use equitable CBPR principles and operating norms);
- **explore shared research interests and identify capacity building needs** (e.g., identify partnership research priorities, determine nature of CBPR approach that will be used, delineate capacity-building needs, participate in trainings and/or ongoing mentoring opportunities);
- **develop a Steering Committee and/or other appropriate partnership infrastructure mechanisms** (e.g., define roles and responsibilities; develop communication and decision-making mechanisms, policies and procedures; develop a set of community-based participatory research principles to guide decisions regarding various aspects of the research process);
- **conduct community assessment(s) to inform new CBPR efforts** (e.g., conduct focus groups to gather data to inform the research question and/or methods);
- **analyze existing data to help inform future CBPR studies** (e.g., collaborative data analysis, review and interpretation of previously collected data);
- **translate and disseminate research findings** (e.g., development and implementation of appropriate dissemination tools, such as, fact sheets and policy briefs, to community and academic audiences and to policy-makers);
- **plan future research collaboration and proposal submissions** (e.g., identify and respond to potential funding opportunities); and
- **evaluate the partnership process** (e.g., collect data to assess how and to what extent the partnership is achieving its goals, and the challenges and facilitating factors associated with developing, maintaining and sustaining the partnership, and identify future directions for the partnership based on that assessment).

## What Is the Funding Level and How Long Is the Project Period?

Small planning grants may be funded up to a maximum amount of \$5,000 with a grant period duration of up to one year. Between 6 and 7 awards may be made this round. The final number and amount of awarded grants will be based on the quantity and quality of the submitted proposals. The proposal's budget and justification should match the requested project amount and timeline. Applicants will be notified by email about funding decisions the week of April 8th.

## Who Can Apply for Small Planning Grants?

Proposals may be submitted by University of Michigan faculty from Ann Arbor, Dearborn, and Flint campuses and staff from community organizations who are committed to engaging in collaborative research in Detroit as described above. Applications must be submitted on behalf of at least two partners: a faculty member from the University of Michigan and a community partner from a non-academic community-based organization, practiced-based organization, or government agency in Detroit.

## How Will Proposals Be Evaluated?

Grant applications will be reviewed by a committee of faculty and staff from the Detroit URC, School of Social Work (SSW), School for Environment and Sustainability (SEAS), and Michigan Institute for Clinical Health Research (MICHR) composed of both community and academic partners with extensive experience in and understanding of community-based participatory research. The Detroit URC is seeking proposals with the potential for creating new or developing existing effective collaborative research efforts that will address the social and physical environmental factors that contribute to health inequities of relevance to Detroit communities.

### Review Criteria

- Relevance of proposed partnership development activities to the community(ies) involved
- Evidence of responsiveness to the community and academic partners' needs/interests
- Extent and feasibility of community and academic partner involvement
- Potential positive impact of proposed activities (e.g., new partner involvement, new research priorities identified, dissemination materials developed, capacity building activities conducted, data collected and analyzed, partnership process improved)
- Extent to which CBPR principles are applied in the development and implementation of the partnership
- Potential for future research collaboration
- Potential of funding for future CBPR effort(s)
- Reasonable and realistic budget

## Post-Award Requirements

All grantees will participate in an in-person half-day orientation and working session (to be held in late April or early May) about conducting collaborative research. Grantees will be required to submit a mid-point progress report (end of Oct. 2024) and a final project and budget report (end of April 2025) and participate in completing evaluation questionnaires. If not already members of the Detroit URC Community-Academic Research Network (CAR-Network), a virtual entity of local community organizations, health and human service agencies, and academic researchers, grantees will become members of the CAR-Network.

## Post-Award Capacity-Building Opportunities

Grantees will have access to participate in capacity building opportunities offered by the Detroit URC such as training workshops and/or technical assistance and mentoring in collaborative research.

## Technical Assistance Workshops

Technical Assistance Workshops will take place in February and March: Please register in advance and a personalized zoom link will be sent to you! During this workshop we will discuss the application and field questions about the small planning grants.

Friday, March 22 from 12pm-1pm ET: [Register here](#)

Wednesday, March 27 from 12pm-1pm ET: [Register here](#)

## How to Apply

Please download the Small Planning Grant application form from the [Detroit URC Small Planning Grant webpage](#). Detailed instructions regarding contact information and submitting your application are included on the form. All applications must include the following (see form for more specificity):

1. **Application Cover Page** (Contact and Organization Information) (1-page)
2. **Proposal Narrative** (project rationale, goals/objectives, timeline, proposed outcomes) (between 4-5 pages)
3. **Budget and Justification** (last page of application packet) (up to 2 pages)

4. **Letter(s) of Commitment:** One from each of the participating community organization(s) involved and one from each of the participating academic researcher(s) involved, which address the interest and commitment of the partners to engage in the proposed collaborative research effort. (up to 2 attachments)
5. (Optional) Up to 5 additional items that illustrate the intent to establish a participatory collaborative research partnership or the degree to which such a partnership is already established may be included as appendices with the application submission.

**Format Specifications:** Please type applications in Arial Font and Font Size 11. Text should be single spaced on standard size (8.5" x 11") paper.

## How to Find More Information

For more information please contact: Mary Beth Damm, Detroit URC Center Manager, at [damm@umich.edu](mailto:damm@umich.edu).

### Planning Grant Program Round 14 Timeline:

Planning Grant Announcement	February 6, 2024
<b>Proposal Submission Deadline</b>	<b>April 5, 2024</b>
Anticipated Notice of Awards	Week of May 6, 2024
Anticipated Award Start	June 1, 2024

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For more information or to learn more about the work of the Detroit URC, the CAR-Network, and other community-academic capacity building opportunities visit: [www.detroiturc.org](http://www.detroiturc.org).