2018 UHI Small Grants for Research and Program Development
REQUEST FOR PROPOSALS

Application Due Date: November 16, 2018 by 5:00pm
Award Date: December 21, 2018
Earliest Start Date: January 30, 2019

The Johns Hopkins Urban Health Institute (UHI) Small Grants Program was formed to stimulate and advance community-university collaborations around research and program development. Grants are awarded to those partnerships that most successfully demonstrate the potential for advancing the health and well-being of the residents of Baltimore.

The funding levels for each category are:
1. Faculty-Community Research or Program Development Projects (up to 6 @ $10,000 each)
2. Graduate Student-Community Research or Program Development Projects (up to 5 @ $5,000 each)
3. Undergraduate Student-Community Research or Program Development Projects (up to 5 @ $2,000 each)

In each category, students and faculty are required to partner with a community-based organization or agency and vice versa. A cover page with original signatures of both the Hopkins and Community partner is required.

Eligibility

For student-community projects, all undergraduate, graduate, and post graduate students at The Johns Hopkins University are eligible to apply. The student must remain enrolled for the duration of the project. All student applicants must submit a signed advisor checklist.

For faculty projects, those who are eligible include scientists, assistant professors, associate professors, and full professors of all schools of The Johns Hopkins University.

All projects require at least one collaborating organization and an individual identified within that organization who is a partner in the project. Prior to applying, please verify that both the Johns Hopkins and community partners are able to remain involved throughout the course of the project. This includes maintaining your current status at Johns Hopkins as either a faculty member or student. A change in partner status may lead to forfeiture of funding.

PLEASE NOTE: An individual can only receive one UHI Small Grants Award of each level during their career at The Johns Hopkins University.
Proposal Requirements

All proposals need to include the following:

- **Cover Page**: use the provided template (download here).
- **Abstract**: provide a brief summary of the project. Abstracts should not exceed 200 words.
- **Project Narrative**: the project narrative should not exceed four pages single-spaced. Please use 1-inch margins. The requested format of the application is as follows:
  - Introduction
  - Specific aims: Including a clear statement of the research questions for research proposals, and a clear statement of project goals for program development
  - Methods: Focusing on research methods for research projects and implementation plan for program development
  - Dissemination plan: Outline the plan for sharing research findings and/or highlighting program successes and lessons learned
  - Significance: Indicate the implications for programs or policy as well as how the proposed work will lead to further activities
- **Proposed Budget**: use the provided template (download here). Include direct costs only, i.e., those costs that can be identified specifically with the project. Indirect costs are not permitted.
- **Budget Justification**: provide a narrative that clearly describes each cost element and explain how each cost contributes to meeting the project’s objectives/goals. Be sure to list all additional funding sources for this project. If any part of this project is currently funded or is pending funding by another source, list the funding organization, total support amount, and dates of support.
- **Biographical Sketches of Hopkins and Community Partners**: Attach biographical sketches for all persons contributing to the project; at least two biographical sketches must be attached (one for the community partner and one for the university partner). Each biographical sketch should be one page or less and include: name, current contact information, and professional experience.

Proposals must be submitted electronically to urbanhealth@jhu.edu no later than 5:00 pm on Friday, November 16, 2018.

**Tips for Writing a Strong Application**

Applicants should consider the following:

- Does the project have a clearly stated goal?
- Are the proposed methods likely to achieve the project’s goals?
- Can the level of award realistically accomplish the work proposed?
- Is the dissemination plan clearly presented?
- Is there local support to use the information gleaned from the project?
- Are the implications for programs and/or policy articulated?
- Does the project have potential to attract sustainable funding from other sources?
- Does the proposed budget reflect significant participation from both partners?

For a complete list of past recipients visit [http://urbanhealth.jhu.edu/SmallGrants](http://urbanhealth.jhu.edu/SmallGrants).
Application Review Information

Applications will be reviewed by a team of Hopkins and community leaders. A detailed review of each application will not be provided; rather, feedback will be limited to a notification of grant award.

Review Considerations
Primary review consideration: Funded proposals will be those that will most successfully advance the health and well-being of the residents of Baltimore, in the following UHI priority areas: leadership development, capacity-building in Baltimore’s community-based organizations, trauma and trauma-informed care, social disparities, race, and racism.

Funded proposals must show clear evidence that the collaborating individuals/organization have been involved with the development of the proposed plan and explain how they will be involved for the duration of the project.

Additional Review Considerations:
- Implications for urban health locally, nationally, and internationally (e.g. how might the results of the project be used by the community and/or policymakers to improve the health of urban residents), including a plan for disseminating the results of the project.
- Potential to attract sustainable funding from other sources or to spark additional partnerships and projects that will build on results of the project (should be outlined in the proposal).
- Contributions to the on-going efforts to improve social determinants of health.

It is anticipated that the award announcement will be made on December 21, 2018.

Funding Specifications and Restrictions

Funding can be requested to support all activities justified in the budget. Awards are for a 12-month continuous budget. A one-time no-cost extension for up to one year may be granted by written request with justification accompanied by a brief progress report.

Funding for Salary Support
Salary support for Johns Hopkins faculty, staff, and students should be listed in the Personnel section of the budget form; salary for new hires is not allowed. Funding for community collaborators will be made through alternative mechanisms (not payroll) and should be listed in the Consultant Costs section of the budget form.

Award Administration Information
Award notices will be issued by the administrative offices of the UHI, which will provide project oversight for the grant’s administration.

Financial accounts will be set up in the UHI organizational unit and awards will be administered through the Johns Hopkins partner’s home department. UHI staff will work cooperatively with the department to simplify the process and provide account access. Before submitting, it is required that the Johns Hopkins partner applicant meet with their home department to review this RFP and seek approval for the budget.
Reporting Requirements

All UHI Small Grants Award recipients will be required to provide both an interim (6 months after start date) and a final report of their project or study (within 13 months of start date). A final financial report may also be requested. In addition, we ask that all Program Development grant final reports include a statement of lessons learned and the Research grant final reports provide evidence of submitting a manuscript for publication. Applicants must agree to credit the UHI for any products and publications that result from the awards (e.g., “this project was supported through a grant from the Johns Hopkins Urban Health Institute”).

Questions?
Please contact Amy Gawad at agawad1@jhu.edu.

Applications are due by 5:00 pm on Friday, November 16, 2018.
No late applications will be considered for funding.