

2024 UHI Baltimore Health Equity Impact Grants For Community-Based Research and Program Development

REQUEST FOR PROPOSALS

Application Due Date:	Thursday, November 30, 2023, by 5:00 pm
Award Notification:	by January 16, 2024
IRB Support Meeting:	February 12, 2024, Noon – 1:00 pm
Terms & Conditions	February 12, 2024, 1:00–2:00 pm
Review Meeting:	
Earliest Start Date:	February 15, 2024

The Johns Hopkins Urban Health Institute (UHI) Baltimore Health Equity Impact Grants (BHEIG) for Community-Based Research and Program Development is designed 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 health equity and the well-being of the residents of Baltimore.

The funding levels for each category are:

1. Faculty–Community Research or Program Development Projects (\$20,000 each)
2. Graduate/Post-Doctoral Student–Community Research or Program Development Projects (\$10,000 each)
3. Undergraduate Student–Community Research or Program Development Projects (\$4,000 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 the original signatures of both the Hopkins and community partners is required.

Eligibility

For **student-community projects**, all undergraduate, graduate, and post-doctorate students at Johns Hopkins University are eligible to apply. The *student must remain enrolled* for the duration of the project. Student awardees are required to participate in the health equity training session. **All student applicants must submit a signed advisor checklist ([download here](#)).**

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

PLEASE NOTE: An individual can only receive **one** UHI Baltimore Health Equity Impact Grant (formerly, Small Grant) Award of **each level** during their career at Johns Hopkins University.

All projects require at least one collaborating community-based organization in Baltimore 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. A change in partner status may lead to the forfeiture of funding.

Proposal Requirements

Proposals will only be accepted via our online form. After reading the proposal requirements below, please [apply here](#). All proposals need to include the following:

- **Cover Page:** Use the provided template ([download here](#)). Note: community financial contact and the primary community partner can be the same individual.
- **Abstract:** Provide a brief summary of the project. The abstract should not exceed 200 words.
- **Project Narrative:** The project narrative should not exceed 1800 words. The requested format 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. Specific aims should highlight the promotion of health equity in Baltimore.
 - 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.
- **Community Impact:** Provide a brief description of how the proposed work will advance health equity in Baltimore City. The community impact statement should not exceed 450 words and needs to include:
 - Geographic location: Indicate the specific Baltimore City community neighborhood(s) that this project will impact.
 - Partnerships: Describe how the proposed work will enhance university-community partnerships and support future activities to promote health equity.
- **Human Subjects/Internal Review Board (IRB):** Indicate if IRB approval is required. If your project does not require IRB, please submit a short explanation (2-3 sentences).
 - IRB applications should be initiated within the first 30 days of the indicated project period. Please use this “IRB Approval Questionnaire” to determine if your project requires IRB approval ([download here](#)). Johns Hopkins students must work with their faculty mentor on matters related to the IRB.
- **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. At least 50% of the budget must be used to support the expenses of the community-based organization.
- **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. The budget justification should not exceed 600 words.
- **Biographical Sketches or brief resumes of Hopkins and Community Partners:** Upload **one file** with biographical sketches or brief resumes for all persons contributing to the project. At least two biographical sketches/resumes must be included (one for the community partner and one for the university partner). Each biographical sketch/resume should be two pages or less and include: name, current contact information, and professional experience.

Proposals and all supporting documentation must be submitted via an online form no later than 5:00 pm on November 30, 2023.

To apply, visit urbanhealth.jhu.edu/ImpactGrants

Application Review Information

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

Review Considerations

Primary review consideration: Funded proposals will be those that will most successfully advance health equity and well-being of the residents of Baltimore in the following UHI priority areas: cross-sectoral partnerships to address health equity and social determinants of health in employment, education, housing, and food access, leadership development, capacity-building in Baltimore’s community-based organizations, trauma and trauma-informed care, social disparities, race, and racism. In addition, this year, a special priority will be given to proposals that with the Native American Community and address native health, food sovereignty, traditional health, re-entry work in the Native community, and youth violence.

Funded proposals must show clear evidence that the collaborating community-based organization has 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:

- Those demonstrating they uphold the UHI’s best practices for community engagement ([download here](#)).
- Implications for urban health locally, nationally, and internationally (e.g., how might the community and/or policymakers use the results of the project 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 the results of the project (should be outlined in the proposal).

It is anticipated that the award announcement will be made on January 16, 2024.

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 a 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 should be made through alternative mechanisms (not payroll) and should be listed in the **Consultant Costs** section of the [budget form](#).

Award Funds Administration Information

Award notices will be issued by the administrative offices of the UHI. Grant funds will be administered through the Johns Hopkins partner’s home department, including further disbursement of funds to Johns Hopkins faculty/student and the Community partner, assisting with Community partner vendor setup, invoice payments, reimbursements, etc. The UHI staff will work cooperatively with the Johns Hopkins department to transfer funds internally to simplify and accelerate the process. **Before submitting the application, it is required that the Johns Hopkins partner applicant meets with their home department to review this RFP and seeks written approval for the budget and funds management (see [budget form](#)).**

Acknowledgment of Systemic Difficulties Related to Paying the Community

While all Johns Hopkins schools follow the University-wide procurement policy, turnaround times in each school and department may vary and the process can be time and labor-intensive. The UHI recognizes that individuals and CBOs depend on the timely receipt of their funds and payments. Additionally, the inability to pay community members and

organizations in a timely manner results in a loss of trust in academic partners and JHU as an institution. The UHI is committed to simplifying and streamlining processes and removing systemic barriers to financial payments to community members and community-based organizations. The UHI will make award announcements at least one month prior to the project’s earliest start date to allow time for planning and setting up the community partner to receive funds. Awardees will be provided guidance on best practices for payment of community partners and organizations.

Reporting Requirements

All UHI Baltimore Health Equity Impact Grants Award recipients will be required to provide **two reports**: an interim progress report is due mid-way through the project (or six months after the start date, whichever comes sooner) and a final report of their project or study is due one month after the project end date. A final financial report may also be requested.

In addition, we ask that all final reports include a statement of lessons learned, and the final reports of research projects 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”).**

A brief awardee presentation discussing the impact UHI funding has had on their communities and highlighting the benefits of collaborative multi-sector partnerships may be requested by the UHI.

Required Meeting for Projects that Require IRB Approval

For the projects that require IRB approval, both Johns Hopkins and community partners are **required** to attend a meeting to go over the IRB best practices. This meeting is **optional** for partnerships that do not require IRB approval. During the meeting, there will also be an opportunity to answer any questions. The meeting will be held **virtually on Monday, February 12, 2024, from Noon-1:00 pm.**

Required Meeting to Review Awarded Grant Terms & Conditions

The applicants will be notified of their project being selected for funding via a Notice of Award Letter around **January 15, 2024**. Along with the Award Letter, the UHI will send the grant’s Terms & Conditions for the recipients’ review and signature. Both Johns Hopkins and community partners are **required** to attend a meeting to go over the terms and conditions of the UHI grant. During the meeting, there will also be an opportunity to answer any questions. The meeting will be held **virtually** with all 2024 Baltimore Health Equity Impact Grant recipients on **Monday, February 12, 2024, from 1:00–2:00 pm.**

Q&A Information Session

We will host a virtual Q&A session for anyone interested in applying for this funding opportunity on **Friday, November 10, 2023, from Noon to 1:00 pm.** To attend, please [sign up here](#).

Questions? Please contact us at UHIgrants@jh.edu.

Applications are due by 5:00 pm on November 30, 2023

To apply, visit urbanhealth.jhu.edu