**Community Academic Research Partnership Institute**

**Community Partners Educated as Arkansas Research Leaders (CPEARL) Program**

**Request for Applications**

**2022**

**Key Dates**

RFA Release Date: December 1, 2021

Online Information Session: Jan 19, 2022

Applications due: March 7, 2022

Applicants Notified: April 7, 2022

Required Virtual Orientation: June 8, 2022, 1:00 - 2:30 p.m.

Required 3 Day Workshop: June 15 – 17, 2022 (see program for times)

Required Virtual Sessions: July 20, 2022, 11:30 a.m. – 1:30 p.m.

August 17, 2022, 11:30 a.m. – 1:30 p.m.

Project Presentations and Graduation Nov 2022 (date to be announced)

**Program Description**

The CPEARL program is a 6-month leadership development training program offered by the University of Arkansas for Medical Sciences (UAMS) Translational Research Institute (TRI). The CPEARL program targets leaders and emerging leaders within non-profit community-based organizations (CBOs) located in Arkansas. This program is designed to enhance research partnership and program development competencies within CBOs. Each of the six CBO’s selected will be given up to $2,500 in seed funding to implement a real-world project. Teams of two to three individuals per selected CBO will be invited to participate in the program. Academic, practice, and community experts will provide interactive didactic learning sessions during the 3-day in-person workshop and virtual sessions. Each team will also have a UAMS researcher and community mentor assigned to mentor them throughout the year. This program is free and the in-person workshop will be held in Little Rock, AR.

**Program Goal**

The overall goal of the CPEARL program is to build the capacity of CBOs to address health disparities through improved programs, resources, and research partnerships. We adhere to the World Health Organization’s definition of health: **“Health is a state of complete physical, mental and social well-being and not merely the absence of disease or infirmity”[[1]](#footnote-1) and define health disparities as “differences in health that are not only unnecessary and avoidable but, in addition, are considered unfair and unjust.”[[2]](#footnote-2)**

**Award Priorities**

The Translational Research Institute has a goal of reducing health disparities in Arkansas and a special focus on vulnerable populations underrepresented in research (i.e., racial or ethnic minorities, veterans, LGBT individuals, people with disabilities, and others that experience a disproportionate burden of poor health outcomes).

Projects focused on disparities might include but are not limited to efforts to address:

* Higher rates of preventable illness and death due to cancer, chronic disease (e.g., diabetes, heart disease, hypertension, asthma, addiction, mental illness, HIV/AIDS, etc.), preventable injuries, and other conditions where disparities exist.
* Health behavior, policy, systems, environmental, and other risk factors associated with obesity, nutrition, physical activity, or tobacco/drug use.
* Barriers to health associated with rural residence, transportation, and geographic access to healthcare; lack of insurance and/or poor quality of care; and religious or cultural issues affecting health.
* Social determinants of health such as homelessness and housing issues, unemployment, access to quality education, incarceration, stigma and discrimination, psychological stress, violence, neighborhood gentrification, environmental justice, and residential segregation.

**Program Requirements**

To accomplish the goals of the program, the full participation of each individual selected is necessary. To successfully complete the program, participants must:

1. Develop and implement a project to ensure that there is a “real world deliverable” that builds organizational and community capacity. Examples of projects and a budget are provided in the Appendix.
2. Attend all sessions. In order to achieve maximum benefit, each CBO’s entire team is expected to attend each session and attend the presentation of their project during the conference at the end of the program. We anticipate that this program will be highly competitive, so please carefully consider your commitment before you apply.

**Program Expectations**

Upon completion of the program, leaders will have increased competencies in community research that allow them to access and leverage the funding needed to build capacity in their programs and organizations. The long-term goal is to improve community capacity for partnered research to address health disparities in communities in Arkansas.

**Program Benefits**

The CPEARL program is designed to provide participants with opportunities to:

1. Participate in thought-provoking and interactive training activities.
2. Gain a broader perspective of community health issues, health disparities, and social determinants of health.
3. Improve skills in grant writing, public speaking and presentations, finding and using county-level and other data, incorporating evidence-based approaches in their programs, and assessing whether their programs are working (evaluation).
4. Receive seed funding to carry out a project designed to address a problem affecting the health of their community.
5. Network among community organizations in Arkansas.
6. Improve abilities to partner with community or academic organizations.
7. Enhance leadership skills.
8. Receive deserved recognition and prestige as a community leader working to improve the health of Arkansans.

**Who Should Apply?**

* Applicants must be a 501c3 community-based organization in Arkansas.
* We encourage teams of 2 to 3 individuals from each CBO to apply together as a team.
* Team members may include CBO directors, emerging leaders, board members, administrators, and other key program staff.
* This opportunity will be most beneficial to organizations with moderate experience with program development and evaluation.

**Grant Funding**

Each participating organization selected will receive seed funding of up to $2500 to support their organizational team in implementing their proposed project. Upon acceptance into the program, the following documentation is required:

* W-9 Form
* Independent Contractor Agreement
* Sole Source Form
* New Vendor Individual/Business Application

**Each organization must have 501c3 status to receive and manage their funding.**

The seed grants will be distributed in three installments to allow for upfront funding to be available for project implementation. The following is the tentative installment schedule:

* Early August 2022: $1250 (post completion of the 3 day workshop and project approval of mentors)
* Late August/Early Sept 2022: $950 (project progress approval by mentors)
* November 2022: $300 (completion of conference presentation)

**Hotel and Meal Accommodations**

We will provide the following for the selected organizations:

3 Day Workshop on UAMS Little Rock Campus:

* Breakfast and Lunch
* Hotel Room(s) (**up to 2 rooms per team for those who live outside of Central Arkansas**)

November Conference

* Roundtrip Travel **(for those who live outside of Central Arkansas)**

**Travel Grants (3 organizations) for Hotel and Mileage\***

We will award up to three travel grants for selected organizations located outside of Pulaski County. We hope this will afford organizations serving more rural populations to participate in this program. Applicants needing a travel grant will be provided with information on how to apply if selected to participate.\*Mileage rate (0.42 cents per mile)

**Application Review and Selection Process**

Each application will be reviewed based on the following criteria:

* + - Potential for program participation to increase organizational capacity to address health disparities
    - Likelihood of program completion
    - Organizational interest in future research partnership
    - Documentation of need
    - Potential to address health disparities
    - Engagement of populations affected
* The UAMS TRI CE (Community Engagement) team will review applications received by the deadline for eligibility and completeness. The CE team may contact applicants prior to sending out for review if questions arise.
* Applicants will receive notification of acceptance by April 7, 2022

**Graduation**

Participants will present their projects during the Community Campus Partnerships to Address Health Disparities Conference, November 2022 in Little Rock, AR where they be recognized as graduates of the CPEARL Program.

**Training Location and Schedule**

CPEARL will begin with a virtual orientation the week prior to the three-day in-person workshop on Wednesday, June 8, 2022. The following week, the three-day in-person workshop will take place at the University of Arkansas for Medical Sciences in Little Rock, AR, from Wednesday, June 15 – Friday, June 17, 2022. Following the workshop, mentoring and technical assistance will be available as participants’ projects are implemented and completed. In addition, there will be two virtual check in and content sessions on Wednesday, July 20and Wednesday, August 17, 2022. Time will be allotted for participants to work on their individual projects, to network, and meet with mentors. Please review this list of training dates to make certain that we can expect your full participation should you be selected.

**Dates**

|  |
| --- |
| Program Topics  (See Appendix A for topic descriptions and learning objectives) |
| Health Disparities/Social Determinants of Health |
| Assessing Community Needs/Assets Mapping |
| Research Partnerships/Research Readiness Assessment |
| Evidence Based Decision Making |
| Finding, Using, and Presenting Information from Public Data Sets to Support Your Mission |
| Nuts and Bolts to Survey Development |
| Community Scientist Academy |
| Designing a Solid Budget |
| The Dos and Don’ts of Grant Writing from a Grant Reviewer’s Perspective |

**Virtual Orientation:**

June 8, 2022 1:00 – 2:30 p.m. on Zoom

**Three-Day In-Person Workshop**

June 15, 2022 10:30 a.m. – 5:00 p.m.

June 16, 2022 9:00 a.m. – 5:00 p.m.

June 17, 2022 9:00 a.m. – 4:00 p.m.

UAMS Main Campus, Little Rock

**Virtual Sessions and Check Ins**

July 20, 2022 11:30 a.m. – 1:00 p.m.

August 17, 2022 11:30 a.m. – 1:00 p.m.

**Graduation and Project Presentations**

November 2022

Little Rock, AR

Date and Time to Be Announced

For questions regarding this training program, please contact Rachel Hale, [rbhale@uams.edu](mailto:rbhale@uams.edu) or Nicki Spencer, [ndspencer@uams.edu](mailto:ndspencer@uams.edu) at (501)-526-6626 or (501) 291-7301.

To apply, please complete the attached CPEARL application form and submit according to the application instructions.

**Community Academic Research Partnership Institute**

**CPEARL Program**

**Application Form**

Applicant Checklist:

* Completed Application
* Documentation of Proof of 501c3 Status of applicant’s organization
* Letter of Support from Your Organization: *From supervisor or organizational board of directors (if applicant is the Executive Director) stating that your attendance at the CPEARL program and* project are supported*)*

Application Instructions:

1. Please limit the application form to four TYPED pages. This does not include your support letter.
2. Use the checklist above to confirm that all materials have been completed.

## All applications must be received by March 7, 2022

## Please combine all materials into one PDF document and email to [triceteam@uams.edu](mailto:triceteam@uams.edu) or send via US mail to the address below. You will receive a confirmation email after submission.

Rachel Hale, Community Engagement Program Manager

Translational Research Institute

University of Arkansas for Medical Sciences

4301 West Markham St., Slot #577-1

Little Rock, AR 72205

Team Leader’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone (primary): Phone (secondary): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please list other team members if applicable**):

1. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please tell us about your organization:**

1. What is your organization’s mission? How do your programs address your organization’s mission?
2. When was your organization established?
3. What was your annual budget last year (estimated is fine)?
4. Describe your organization’s current grant funding.
5. Does your organization have paid staff? If so, how many?
6. If selected, will you need a travel grant to participate?

**There are many ways to be a partner in a research project. Here are a few examples: reviewing research projects, serving as a community grant reviewer, co-investigator, identifying what the research priorities should be, serving on a community advisory board, participating in a community review board, and helping with program development or with implementation.**

1. Has your organization ever partnered with UAMS in a research project in any of these ways or in other ways?

* If yes, please briefly explain.
* If not, would you be interested and if so, why?

**Please answer the following questions (required as part of your application):**

1. Briefly describe your reasons for wanting to participate in the CPEARL Program and what you hope to gain from your involvement.
2. This program is targeting applicants for whom the content and process will be most useful. With that in mind, please describe what gaps you think the CPEARL program will most help you to address.
3. Please check boxes (on the next page) to indicate your specific population(s) and area(s) of interest you would like to develop and implement a project for as part of the CPEARL Program to improve the health of the population(s) served by your organization.

**What communities/populations does your organization work with? (Check all that apply)**

* Adolescents
* African-American/Black
* Asian
* At-Risk/Vulnerable Populations
* Children & Families
* Elderly
* Foster Youth & Families
* Homeless Populations/Unhoused Community
* Immigrants and Refugees
* Incarcerated or Formerly Incarcerated Populations
* Indigenous Communities
* Latinx/e and/or Hispanic
* LGBTQIA+ Communities
* Low-Income Communities
* Migrant Workers
* Military/Veterans
* Pacific Islanders
* Parents & Families
* People living with HIV/AIDS
* People living with disabilities
* People with addictions
* Poor/economically marginalized
* Puerto Rico, Caribbean Communities
* Rural Populations
* Single Parents
* Tobacco Users
* Tribal Communities
* Urban Communities
* Victims of Crime
* Youth
* Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**What topics or interest areas does your work target? (Check all that apply)**

Health Care Access

Health Disparities

Health Literacy

Health Policy and Reform

Healthy Food Access

Healthy Schools

Heart Disease

Housing Insecurity

Information Technology

Leadership Development

Life & Behavioral Skills Training

Nutrition

Occupational Health

Oral Health

Public & Community Health

Public Policy

Social Determinants of Health

Tobacco

Uninsured Individuals

Violence & Trauma

Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Access to Healthcare
* Addiction/Substance Use
* Behavioral and Mental Health
* Built Environment & Health
* Cancer
* Child Maltreatment
* Childhood Obesity
* Climate Change
* Criminal Justice
* Diabetes
* Disease Prevention & Health
* Promotion
* Early Childhood Development
* Education
* Emergency Preparedness &
* Response
* Environmental Justice
* Family & Social Support
* Food Insecurity
* Food Marketing

**Appendix A**

**CPEARL Session Descriptions:**

**Session 1: Health Disparities and Social Determinants of Health:** This session will review definitions of health disparities, health equity, and social determinants. We will also present the evidence related to health disparities, discuss the causes, and present key approaches to achieving health equity for all.

Learning Objectives:

*At the end of this session, participants will be able to:*

1. Define health disparities, health equity, and social determinants
2. Describe common examples of health disparities and populations affected
3. List three known causes of health disparities
4. List three approaches to addressing disparities.

**Session 2: Assessing Community Needs/Assets Mapping:** This session will provide the background, importance, and process to assess a community’s needs (gaps) and assets (strengths). Instructions on how to plan, collect and analyze the data, prepare and communicate in a report and how this information can inform your programming/interventions will be presented.

Learning Objectives:

*At the end of this session, participants will be able to:*

1. Explain the importance of assessing both the community’s needs and assets
2. Identify the appropriate needs assessments and asset mapping tools/approaches for the community
3. Understand the processes of conducting a needs assessment and asset mapping
4. Understand how the data can inform an organization’s programming

**Session 3: Community/Academic Research Partnerships and Research Readiness:** This session will review characteristics and practices of community / academic research partnerships that are associated with effectiveness and success. Partnership assessment tools will also be shared with participants and used in a practical exercise. Community and academic partners will present about their experience working together on research projects. Presenters will also discuss the concept of research readiness and participants will have an opportunity to complete a research readiness tool.

Learning Objectives:

*At the end of this session, participants will be able to:*

1. List two examples of practices associated with successful community/academic research partnerships.
2. Describe at least one partnership assessment tool.
3. Discuss the concept of research readiness.

**Session 4: Evidence-Based Decision Making :** This session will teach participants about the importance of using evidence-based practices in implementing programs and explain how evidence is established. The role of best practices when solid evidence is lacking will also be addressed. Resources such as the community guide to preventive services and others will be shared. The presenter will provide real-life examples about “when to do research and when to not.”

Learning Objectives:

*At the end of this session, participants will be able to:*

1. Define evidence-based practice and explain its importance
2. Identify at least three resources available for learning what interventions are evidence based.
3. Understand the difference between research and program evaluation.

**Session 5: Finding, Using, and Presenting Information from Public Data Sets to Support Your Mission:** This session will provide an overview of publiclly available data resources that can be used to describe health issues among different populations affected by health disparities. Information will be provided on how to extract the data and how to present information of interest. Key concepts of data visualization (i.e., tables and graphs) will be introduced. Using publiclly available software, participants will be led in hands-on practice using and presenting data from selected data resources.

Learning Objectives:

*At the end of this session, participants will be able to:*

1. List three databases available that contain data on health issues affecting Arkansans.
2. Understand how to access publiclly available health-related datasets.
3. Learn about basic concepts of data visualization.
4. Practice using at least one data resource to access and present data in an accessible and accurate format.

**Session 6: Evidence-Based Decision Making :** This session will cover key concepts in how to monitor and effectively address service quality improvement. The presenter will provide real-life examples of public health and clinical care quality improvement initiatives. This session will also teach participants about the importance of using evidence-based practices in implementing programs and explain how evidence is established. The role of best practices when solid evidence is lacking will also be addressed. Resources such as the community guide to preventive services and others will be shared.

Learning Objectives:

*At the end of this session, participants will be able to:*

1. Define quality improvement and describe effective approaches to quality improvement
2. Define evidence-based practice and explain its importance
3. Identify at least three resources available for learning what interventions are evidence based.

**Session 7: Nuts and Bolts of Survey Development:** This session will cover key concepts in how to develop a survey instrument, identify the most appropriate method of distribution, and collect and analyze the data.

Learning Objectives:

*At the end of this session, participants will be able to:*

1. Learn how to develop survey questions
2. Identify at least two survey distribution methods
3. Learn how to analyze the data to help inform your program(s)

**Session 8: Designing and Implementing a Solid Budget:** This session will cover a breakdown of potential project costs, the basics of preparing a realistic budget, tracking a project’s financial expenditures, and understanding funding restrictions. Different software programs and resources will be presented.

Learning Objectives:

1. Understand budget terminology
2. Ability to develop a realistic project-based budget
3. Identify 2 budget tracking methods and available resources

**Session 9: The Dos and Don’ts of Grant Writing from a Grant Reviewer’s Perspective:** This session will help participants begin to think critically about which funding opportunities are the best fit for their organization and the elements needed to create a more successful application. Additionally, the session will explain the life cycle of a grant, from request for proposals to award decisions.

Learning Objectives:

*At the end of this session, participants will be able to:*

1. Identify 3 components of successful grants
2. Identify 3 common mistakes of unsuccessful grants
3. Be familiar with the websites of several funding sources with a history of funding non-profit organizations
4. Be able to better discern which grants are a good match for your organization

1. Preamble to the Constitution of WHO as adopted by the International Health Conference, New York, 19 June - 22 July 1946; signed on 22 July 1946 by the representatives of 61 States (Official Records of WHO, no. 2, p. 100) and entered into force on 7 April 1948. The definition has not been amended since 1948. [↑](#footnote-ref-1)
2. Whitehead M. 1990. The Concepts and Principles of Equity in Health. Copenhagen: WHO, Reg. Off. Eur. (EUR/ICP/RPD 414 7734r). 29 pp. [↑](#footnote-ref-2)