



## Community Engaged Research to Promote Health Equity (CERPHE) Pilot Grants Policy

*Previously known as Research on Structural Racism, Social Injustice and Health Disparities in Maternal and Child Health Pilot Grants.*

### GENERAL

The CERPHE Pilot Grants support community-engaged research that not only highlights an important maternal and child health disparity (e.g, racial and ethnic, socioeconomic and geographic, sexual orientation and gender identity) but also focuses on reasons or drivers of these disparities. The projects propose *action-oriented strategies* to promote equity and improve health outcomes in diverse communities through policy and/or programmatic changes and innovations.

Investigators are required to engage in partnerships with communities using a community-engaged research approach. Prior to submission (at least 6-8 weeks in advance), applicants are required to consult with the MCHRI Office of Community Engaged Research (OCEnR).

### DIVERSITY, EQUITY, INCLUSION and JUSTICE (DEIJ)

MCHRI is committed to advancing diversity, equity, inclusion, and justice in all aspects of our work supporting research, education and resources in maternal and child health. Applicants will be asked to provide a DEIJ statement in their application.

**AMOUNT OF FUNDING:** \$50,000 (Categories Ia and Ib); \$5,000 (Category II) for up to 18 months

This award provides PI, staff, and community partner salary and non-salary support for hypothesis-driven or hypothesis-seeking pilot research that is expected to advance health equity and where pilot findings are likely to lead to external funding, with the ultimate goal to inform actions to advance health equity. The study must be a pilot, concept, development, or feasibility proposal.

### GENERAL ELIGIBILITY

- Applications welcome from all faculty (instructors, CE, UML, NTLR, NTLT, UTL). Postdoctoral scholars and clinical (MD) fellows are eligible for Category II: pilot trainee grants.
- All applicants must have, or plan on, having a focus on maternal child health research.

Research must be primarily related to maternal child health. “Child” refers to the expectant mother, oocyte, zygote, embryo, fetus, infant, child or adolescent.

- All applicants must plan to engage in partnerships with communities using a community-engaged research approach to promote health equity. Community partners need to be identified in the application. If they are not identified, please provide a clear plan for how you will engage and establish new community partners with examples of these groups.
- All applicants and their mentors must be [MCHRI Members](#).
- A *Primary Research Mentor* must be identified for categories Ia (instructors, and assistant professors in all faculty lines) and category II (postdoctoral scholars and clinical fellows).
- Categories Ia/Ib: All applicants must continue to be appointed at the instructor rank or above for the duration of the award, including any extensions.

The following are *not* eligible:

- Visiting scholars to Stanford.
- Senior Research Scientists, Research Associates/Assistants.
- Former recipients of MCHRI sponsored awards who have not complied with award/reporting requirements.
- Mentors or applicants who have not cleared overdraft(s) in previous MCHRI awards prior to applying.

### Eligibility Summary

	Postdoc Scholar/ Clinical Fellows	Instructor	Asst. Prof.	Assoc. Prof.	Prof.
<i>Trainees</i>	• (II)				
<i>Early Career</i>		• (Ia)	• (Ia)		
<i>Mid/Senior Investigator</i>				• (Ib)	• (Ib)

### CATEGORIES

#### Category Ia. Pilot Early Career Investigators

**Eligibility:** *Instructors & Assistant Professors only*

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The Pilot Early Career category provides both PI salary and non-salary support for hypothesis-driven or hypothesis-seeking research that could lead to research that is externally fundable as a result of the proposed study. This category is intended to help early-career applicants become independent researchers. The study must be a pilot, concept, development, or feasibility proposal. *This mechanism is not intended for trainees.*

## Category Ib. Pilot for Mid/Senior Investigators

**Eligibility:** Associate Professors & Professors only

The Mid/Senior Investigators category provides non-PI-salary support for high-impact, high-risk projects proposed by mid to senior investigators. We encourage investigators to take their research in a new direction or apply a novel approach to address disparities or to partner with communities. The grant is intended to facilitate projects, which are highly innovative and, if successful, will facilitate novel directions in research that is fundable by external funding agencies. The study must be a pilot, concept, development, or feasibility proposal.

## Category II. Pilot Trainee Grants

**Eligibility:** Postdoctoral Scholars and Clinical Fellows

The Pilot Trainee category provides up to \$5,000 non-salary support for hypothesis-driven or hypothesis-seeking pilot research that could lead to research that is externally fundable as a result of the proposed study and also inform actions to advance health equity. Applicants must demonstrate that they have a primary research mentor and funding for their salary/stipend for 75% minimum research effort (e.g., MCHRI postdoctoral support or MD fellow award, T32 or equivalent, or other funder). The study must be a pilot, concept, development, or feasibility proposal.

## AWARD

*Award may be used for:*

- PI salary (Instructors and Assistant Professors)
- Research Personnel
- Research Supplies / Services
- Community Partners

*Award may be used for:*

	PI Salary	Research Personnel	Supplies / Services / Consultant
<i>Trainee</i>	No	No	Yes
<i>Early Career</i>	Yes	Yes	Yes
<i>Mid/Senior Investigator</i>	No	Yes	Yes

*Award may NOT be used for (all categories):*

- Travel, conference fees, tuition, classes
- Membership dues, journal subscriptions, books
- Office supplies, ITCC communications
- Poster presentations, abstract submissions
- Computer equipment (e.g., iPads, laptops, tablets, smartphones, and other related technologies), software, or accessories unless directly and primarily benefitting the project
- Any other indirect research costs including sub-recipient Facilities and Administrative (F&A) costs

## Timeline

- Two competitions are offered annually (spring and fall)
- Anticipate a total review turnaround time of 10 weeks from the submission deadline

## Performance Period

The project proposed must be feasible to complete within 18 months.

## Determination of Funding Level

If the applicant is successful in obtaining external funding for his/her salary (Early Career category), or for non-salary costs (Early Career and Mid/Senior Investigator categories), s/he must immediately notify MCHRI Administration. *In such a situation, the MCHRI award may be reduced by a comparable amount.*

## No-Cost Extensions (NCX)

If the project is not completed within 18 months due to *unforeseen* circumstances, a no-cost extension (NCX) of up to 6 additional months may be requested (total study period not to exceed 24 months). Requests must be submitted at least thirty (30) days prior to the award end date. Requests are considered on a case-by-case basis. Not all requests are approved. Only one NCX is granted per project. Detailed instructions are available [here](#).

## Submission and Award Limits

A single applicant may submit only 1 application per grant cycle. An investigator may not simultaneously

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hold more than one active MCHRI award of the same type.

## IRB Approval

IRB application must be submitted *prior* to the MCHRI application submission deadline *and* the IRB review meeting date stated in the MCHRI application. If there is an IRB approval letter, it must be attached with the application. If awarded, the award cannot commence (fund transfer) without the IRB approval letter. For more information, please see: <http://humansubjects.stanford.edu/>

## PRE-SUBMISSION REQUIREMENTS

### MCHRI Resources

*Consultations with all applicable MCHRI resources described in this section are required prior to submission at least 6-8 weeks before the deadline.* For assistance with coordination of MCHRI and/or other Stanford resources, contact MCHRI Administration at [mchri\\_admin@stanford.edu](mailto:mchri_admin@stanford.edu) *at least 6-8 weeks prior to submission deadline.*

### MCHRI Clinical Research Support Office (CRSO) for Patient Oriented Research at SMCH

Studies involving patients at Stanford Medicine Children's Health (SMCH) must contact CRSO *early in the study design phase* or at least 8 weeks prior to submission by emailing [crso@stanfordchildrens.org](mailto:crso@stanfordchildrens.org) to ensure hospital units involved can assess feasibility and resource requirements are taken into consideration, including hospital costs. Studies that would occur at SMCH without CRSO consultation will not be reviewed or may be asked to resubmit in the next cycle.

### MCHRI-Funded QSU Biostatistical Support

*A statistical analysis plan is required for all human-based studies and all projects requiring power calculations.* Through our funded partnership with the Quantitative Sciences Unit (QSU), MCHRI grant applicants may request data sciences resources to support the success of their research project, the development of grant proposals, and implementation of funded projects. The QSU provides expertise in study design, database creation, data management and analysis. The QSU will hold office hours for MCHRI applicants. Click [here](#) to submit a request directly to the QSU. Request QSU Office Hours *at least 8 weeks* in advance of a submission deadline. The QSU may not be able to accommodate Office Hours requests within the 8-week window.

### MCHRI Office of Community Engaged Research (OCEnR)

Prior to submission (at least 6-8 weeks in

advance), applicants are required to consult with OCEnR. MCHRI members and postdoctoral scholars who are planning to apply to this mechanism can reserve a 30-minute consultation by emailing Dongmei Tan, Community Engaged Research Manager: [dongmei@stanford.edu](mailto:dongmei@stanford.edu). *OCEnR will not be able to accommodate requests that are less than 2 weeks before the deadline.*

### MCHRI Clinical Research Coordinator Services

The award may be applied towards a MCHRI Clinical Research Coordinator to assist with any or all of the following: IRB applications, regulatory document completion, identification of eligible subjects, recruitment, enrollment, clinical data collection or sample acquisition, specimen handling/shipping, quality control, adverse event reporting, data entry, oversight of regulatory compliance, etc. To request a consult for coordinator services, [submit brief intake here](#).

### MCHRI Drug & Device Development (D<sup>3</sup>) Services

D3 Service was established to provide direct assistance to investigators in every stage of medical product development. Ensuring the project is on track, is targeting a robust market, and inclusive of all elements for regulatory approval are critical fundamentals which serve to expedite the translation of a health technology into the clinical setting. For investigators submitting MCHRI grant applications and interested in utilizing the service, submit a request via the [service request form](#).

## PROPOSAL REQUIREMENTS

### PI Salary Support

*Instructors and Assistant Professors must provide a Budget Justification* for requesting salary support and how the proposed work will be completed if the entire MCHRI budget is allocated for PI salary.

### Mentor Support Form

- A Mentor Support Form is *required* from the *Primary Research Mentor* for instructors & assistant professors. Upon creation of an Online Application Record by the applicant, the *Primary Research Mentor* will receive an automated email with a unique link to complete the Mentor Support Form. For further instructions on the Mentor Support Form please go [here](#). Applicants should not include a letter of support from their mentor in lieu of or in addition to the online support form.
- The applicant and mentor are required to be a MCHRI Member to apply for this grant. ***The mentor should be at the Associate Professor or Professor rank with a track record as a***

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## **research mentor (Category Ia) or at the Instructor level or above for trainees (Category II)**

- A primary research mentor is not required for Associate Professor and Professor ranks. The Mentor Support Form is optional. However, if you select 'yes' when submitting your Online Application Record and *choose* to designate a primary research mentor, your mentor *will be required* to submit the Mentor Support Form.
- **\*NEW\*** Trainees applying in Category II are required to include a letter of support from their research mentor documenting 75% or greater of salary support and role of the mentor on this project. *An online mentor form is not required.*

## **Letters of Support**

- Letters of support are *required* from all listed *non-primary* research mentor(s), co-investigator(s), and collaborator(s).
- Letters are *NOT* blinded and must be attached at the end of the single, PDF application that is uploaded to the [Online application portal](#).
- CV for community Co-I or collaborator is permissible.

## **Biosketch**

A NIH Biosketch (including Personal Statement) from the applicant, *each* research mentor and co-investigator must be obtained. The NIH Biosketch template can be obtained here:

<https://grants.nih.gov/grants/forms/biosketch.htm>

## **Budget and Budget Justification**

The applicant must submit a [MCHRI Pilot Grants Budget Worksheet](#) detailing all current and potential other sources of funding for this study.

Applicants must identify all potential sources of funding as instructed on the budget form and whether there is any overlap. If the potential sources of funding are not fully and clearly described, the proposal will not be reviewed or the review may be negatively impacted.

## **REVIEW CRITERIA**

Proposals will be reviewed using the following criteria:

1. The proposal is responsive to the goal of the [Community Engaged Research to Promote Health Equity Pilot Grants](#). It engages in diverse and inclusive research and addresses the impact of structural racism and social injustice as key drivers

in health disparities that affect maternal and child health.

2. These proposal seek to fund small, "seed" projects that will create a foundation for a larger endeavor. The proposed project scope must be feasible and budget realistic for collecting and/or analyzing data within the expected time frame of 18 months.
3. The project highlights an important problem or barrier to progress in maternal and child health disparities (e.g. racial and ethnic, socioeconomic and geographic, sexual orientation and gender identity) and how the proposed work addresses the inequities or closes the gap.
4. The proposed methods should be well aligned with the research questions proposed. A variety of qualitative and quantitative research methods may appropriate. The analysis plans used should be well thought-out and clearly defined.
5. The investigational team has the experience and expertise to perform the study.
6. The applicant seeks input or collaborates with key stakeholders in the community, e.g. advocates, policymakers, school and community leaders, parents, youth.
7. There is a clear plan for engagement with priority populations, which may include but is not limited to, people identifying as Black, Asian, Pacific Islander, American Indian, Hispanic, bi-or Multiracial, all Sexual Orientation and Gender Identity (SOGI) populations, and mothers and children who live in lower-income communities.
8. The proposal outlines specific plans for dissemination back to community members and other key audiences that may benefit from the research.

## **SELECTION PROCESS**

Proposals are reviewed by an MCHRI Scientific Review Committee.

### **Reviewer Comments**

All applicants receive reviewer comments regardless of award and given the opportunity to address reviewer comments.

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## AWARDEE RESPONSIBILITIES

The PI will take responsibility for the research idea, development methods, supervision and conduct of the study in addition to the following:

- Award recipients will be required to complete a PDRF in SERA upon notice of award approval and link applicable e-protocols.
- Award recipient and their division/department is responsible for coordinating the transfer of funds to sub-recipients, if applicable.
- Attend check-in meetings to discuss study progress at 6 months and 12 months. At these meetings, grantees will provide brief presentation on project progress, discuss barriers and best practices, and network and learn from other grantees and the facilitators.
- Submit reports in a timely manner, including a Progress Report *within 30 days of the award end date*.
- Provide updates in all Progress Reports on
- Submit progress reports for up to 3 years following the award end date that will include information about grants submitted, publications, employment, and new external funding resulting from this award.
- Acknowledge research support in all publications, abstracts, and presentations as follows:

*"The project described in this publication was supported by the Stanford Maternal and Child Health Research Institute."*

Award recipients, who have not acknowledged their work, as indicated above, are not eligible for future awards sponsored by the MCHRI.

## RESUBMISSION

Applicants not funded may resubmit proposals for future cycles and are encouraged to work with the OCEnR on revisions and/or suggestions for improvement. To be respectful of their time commitments all requests must be submitted at least one month prior to application due date. A maximum of 1 resubmission is accepted. Attach a Resubmission Summary of Changes (maximum 2 pages) after the Face Page. See the Application Instructions for details. To request a resubmission consultation, contact [dongmei@stanford.edu](mailto:dongmei@stanford.edu).

## CONTACT

MCHRI Administration: [mchri\\_admin@stanford.edu](mailto:mchri_admin@stanford.edu)  
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