

**Clinical and Translational Science Institute (CTSI)
Program in Community Engaged Research (PCER)
Boost Award Request for Applications: A Funding Opportunity for Community-Based Organizations (CBOs)**

Overview

The CTSI seeks applications for Boost Awards designed to “boost” engagement in clinical and translational work and research of CBOs. Boost award applications and projects are intended to: 1) expand CBO capacity to address health equity issues, reduce health disparities, and improve community and population health within local communities; and 2) provide opportunities for CBOs to seek additional future funding from other funding sources using the information or data they have obtained from their Boost award project. Boost award applications and projects may include initiatives that support the implementation of evidence-based interventions; fund program or other evaluations; collect preliminary or pilot data that will allow for the submission of subsequent, larger grant application(s); or implement other changes that advance or foster change(s) to promote health, well-being, and health equity.

Funding

Award amounts will be up to \$5,000, with funds to be spent within 6 months of the award date. Requests for extending the use of project funds beyond the 6 months can be submitted in writing with justification. Typically, four Boost awards will be made each year.

Eligibility Criteria

All applications for the Boost award funding mechanism must be submitted by a CBO who also meets the following criteria:

- ☐ Identify as a CBO within the catchment area of Atrium Health Wake Forest Baptist and Wake Forest University School of Medicine
- ☐ Hold an active non-profit 501(c)(3) status (e.g. educational institution, local government, faith-based organization)
- ☐ Able to receive funds within the funding cycle.

Application Process

Boost award application requirements include the following and should be submitted through the online submission link [Community Engagement Boost Award Application](#):

- ☐ Project description (500 word max)
- ☐ How the award will help improve community health (250 word max)
- ☐ How the impact of the award will be measured (500 word max; please be as specific as possible)
- ☐ Details about how the requested funds will be spent and a justification of the expenses (250 word max)
- ☐ Projected timeline for use of the funds (250 word max)
- ☐ Applicant Resume or CV, and brief summary about the CBO, including mission and description

Submission Deadlines

The Boost award application process is rolling, and CBOs are invited to apply at any time. Applications, however, will be reviewed mid-month in January, April, July, and October. Applicants will be notified of funding decisions by email, and awards will also be announced at [Community Research Advisory Council \(C-RAC\)](#) quarterly meetings.

Review Criteria

The leadership of the C-RAC and the Program in Community-Engaged Research (PCER) use the following review criteria to score and rank applications for determining funding decisions:

- ☐ The quality of the written application
- ☐ Describe the extent to which the project addresses a community, need, problem, or priority.
- ☐ Clearly stated project goals and objectives with measurable project outcomes
- ☐ Potential for further project development and future funding
- ☐ Feasibility of completing the project goals and objectives within the 6-month funding period and
- ☐ Project innovation and alignment with addressing health equity issues, reducing health disparities, and improving community and population health within local communities
- ☐ Appropriateness of budget and project period request with justification provided for each budget line item
- ☐ *Applications submitted by faculty will not be considered for funding*

Award Requirements

1. Awardees will participate in at least 1 consultation with the CTSI PCER to explore linkages and potential collaborations with WFSM faculty and/or staff at the start of the project.
2. Participation in the CTSI [Community Research Advisory Council](#) is encouraged.
3. Awardees are required to comply with National Institutes of Health's (NIH) Public Access Policy (submission to PubMed Central) and acknowledge the Wake Forest School of Medicine CTSI for all funding, publications, press

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releases, or other scholarly products that result from the Boost Award. The awardee must utilize the following language to cite the CTSI: "The project described was supported by the National Center for Advancing Translational Sciences, National Institutes of Health (NIH), through Grant Award Number UL1TR001420. The content is solely the responsibility of the authors and does not necessarily represent the official views of the NIH."

4. Awardees must provide information on publications, extramural funding, and scholarly products related to this award as it occurs or when requested by CTSI staff.

Questions regarding the application process should be directed to **Keena Moore** at krmoore@wakehealth.edu.