

## UMB Institute for Clinical & Translational Research (ICTR) Voucher - Community Engaged Research (CEnR) Partnership Development

Applications Accepted Quarterly (February 1st, May 1st,  
August 1st, November 1st)

- Eligibility:** Faculty at the level of Assistant Professor, Associate Professor, or Professor with a minimum 51% FTE appointment from University of Maryland, Baltimore (UMB), University of Maryland, Baltimore County (UMBC), or University of Maryland, College Park (UMCP). **New: UMBC and UMCP applications are encouraged to name a UMB Co-PI.**
- Budget:** Up to \$10,000 in Direct costs for 12 months
- How to apply:** Form templates and electronic submission instructions are available on the [ICTR website](#)

This ICTR CEnR Voucher Award is specifically for developing a successful and sustainable community partnership(s) in the Maryland and/or District of Columbia (DC) area. The purpose of this award is to prepare for a future, competitive ICTR CEnR proposal, or for other extramural CEnR-type grant applications.

Typically, CEnR-type pilot grant applications are expected to have an existing community partnership in place that has worked together to identify a research question. This CEnR Voucher award is specifically for that purpose. Activities supported by this CEnR Voucher award include the following:

- Developing a community-academic research partnership(s) infrastructure (e.g., advisory boards, partnership roles and responsibilities, policies and procedures, memorandums of understanding). Eligible community partners include non-profits such as community service organizations, advocacy groups, neighborhood associations, faith-based organizations, or coalitions, public agencies, and private organizations within the State of Maryland and District of Columbia.
- Facilitating formal and informal meetings for partners to identify shared goals, priorities, research interests, and sharing of resources and funding.
- Facilitating open dialogue and bidirectional learning around challenges and opportunities to address community health needs.
- Identify community partner(s) to engage the community to help define the research question.

- Building research capacity for community partners (e.g., IRB (Institutional Review Board) training, training on research design and methods, etc.)
- Building CEnR capacity for academic partners (e.g., principles of community engagement, 10-Step Framework, etc.)
- Identifying the needs of traditionally underserved or marginalized/minoritized populations.

Applications should utilize a milestone-driven approach for proposed projects that will ensure timely generation of tangible products and outcomes within the 12-month funding period. **Please note that CEnR Voucher Award funds CANNOT be used for the purpose of conducting research. It is specific for establishing the foundation for future research.**

## REQUIRED DOCUMENTS

- Proposal Abstract (use [template](#) found on ICTR website)
- Budget and Budget Justification (use [template](#) found on ICTR website)
- Quotes for services or other fees
- Statement on:
  1. Proposed community partner(s) and approach to develop partnership(s)
  2. For UMBC and UMCP applicants, if applicable, describe the UMB Co-PI's role in developing the community partnership.
  3. For UMCP applicants, include letter of support from their UMCP Dept/Unit stating they will cost-share 50% of the UMCP awarded amount.
  4. Plans for future, intra- and extramural CEnR-type pilot grant funding opportunities.
  5. The impact the voucher will have on developing and sustaining community partnership(s) and the health needs of the community.
- Timeline (use [template](#) found on ICTR website)
- Consider need for regulatory approvals, such as Institutional Review Board (IRB)

## BUDGET RESTRICTIONS

- **Salary Support:** Salary support may be included for faculty-level members and research staff (no more than 30% of the budget in total).
- **Travel:** Up to \$1,000 may be used for travel with justification to establish a community partnership. Travel is restricted to Maryland and District of Columbia (DC) area. CEnR funds **cannot** be used for travel to present results at established meetings or conferences.
- **Other Allowable Expenses:** Stipends, supplies, facility use fees, activity costs such as research training for community partners, and other expenses required to develop the partnership.
- **Unallowable Expenses:** Tuition, refreshments, purchase of office or laboratory furniture, phone services, and professional membership fees. Costs related to conducting research are prohibited.

## REVIEW

Applications will be peer-reviewed, evaluated, and scored using the following criteria:

- **Relevance to CEnR:** Are there clear plans to establish an academic-community partnership to move a project through to the next step of a future, CEnR-type pilot grant submission?
- **Community and scientific impact, novelty, and merit.**
- **Feasibility of establishing a sustainable community partnership within defined budget period.**
- **Diversity, Equity, and Inclusion:** Will the proposed community partnership benefit traditionally underserved or marginalized/minoritized populations?
- **Extramural funding plans to further expand the community-partnership and CEnR endeavors.**

#### **ADDITIONAL RESTRICTIONS FOR ICTR VOUCHER AWARD**

- Cannot be requested to offset expenses in a grant application.
- The voucher award must be exhausted within 12 months of the award date. After 12 months, the remaining voucher award balance will be returned to the ICTR.
- Cannot be encumbered for future use or transferred to another project, researcher, or expense.
- Limited to one voucher award per faculty per 12 months.
- Limited to one voucher award per project.
- The Lead PI of the project must complete the application and not a surrogate/proxy.

Questions? ICTR Navigator on hand to help you with the "next steps." Please email

[ICTR-Navigator@umaryland.edu](mailto:ICTR-Navigator@umaryland.edu)