Northwestern University Clinical & Translational Sciences Institute/
Alliance for Research in Chicagoland Communities

2016 Partnership Development Seed Grants

APPLICATION INSTRUCTIONS

**Application Deadline:** March 18, 2016

**Eligibility:** Applications must be submitted jointly by a community-academic partnership (community or faith-based organization or public agency AND Northwestern faculty member). The applicant partnership is **required** to have had an initial discussion with contact ARCC director, Jen Brown, to discuss the fit and feasibility of potential proposal ideas *(Deadline was March 2)*. Do **NOT** submit an application if you didn’t complete this step. Jen Brown, phone 312-503-2942, jenbrown@northwestern.edu.

Applications must be submitted online through the NUCATS system- NITRO Competitions.

Weblink to access the ARCC Partnership Development Seed Grant application: [https://grants.nubic.northwestern.edu/projects](https://grants.nubic.northwestern.edu/projects)- scroll almost all the way to the bottom of the page and you will find it listed under the Center for Community Health.


**Application Instructions**

*Note:* The application must be electronically posted online by a Northwestern University faculty or staff member. We recommend you jointly develop and finalize the proposal components (project abstract, 7 page narrative application, budget form, budget justification) offline in Word and Excel and only post the pieces when they’re final.

**Step 1:** Applicant who is uploading the application will be asked for their biosketch document and off-campus address but these aren’t required to submit.

**Step 2:**
- Title of Project- Limited to 200 characters.
- While only the academic co-PI is listed in this online form, you will be asked to provide contact information for both the academic and community co-PIs later in the 7 page narrative component.
- Abstract- Limited to 200 words. This should be able to stand alone. If funded, it will be used in grant award announcements.
- Total project cost: Maximum total amount: $10,000. Do not use any punctuation when entering this number.
Step 3:
**Application Document:** This narrative application should not exceed 7 pages. There are no requirements/restrictions on formatting/font/margins, etc. Figures/tables/graphics are allowed. This piece should include the following information:

- Project title
- Contact information for submitting partners (name, phone, email, departmental/organizational affiliation). While there may be more than one collaborating community and/or academic partner, for the purposes of the application, contact information should be submitted for one community/faith/public partner designated as community Co-Principal Investigator and one Northwestern faculty member designated as academic Co-Principal Investigator.
- Aims your application is seeking to address (*no more than one page*)
- Brief description/evidence of partnership
- Succinct description of how the application will be used to achieve the goals described above. Include methods, timeline, appropriate milestones/outcomes, and potential hurdles or limitations and how they will be addressed.

**Budget document:** Required to use provided excel budget template available at [http://www.feinberg.northwestern.edu/sites/cch/funding/seed-grants/arcc/index.html](http://www.feinberg.northwestern.edu/sites/cch/funding/seed-grants/arcc/index.html).

**Budget Justification Document:** There is no required form/format for this piece.

No additional supplemental documents are not allowed (e.g. letters of support, references, sample tools, etc.).

**Questions:** Jen Brown, ARCC Director, jenbrown@northwestern.edu, Phone: 312-503-2942.

ARCC is a program of the **Center for Community Health** serving Northwestern’s Institute for Public Health and Medicine (IPHAM) and the Northwestern University Clinical and Translational Science (NUCATS) Institute. [http://www.feinberg.northwestern.edu/sites/cch/](http://www.feinberg.northwestern.edu/sites/cch/)