Application Deadline: April 23, 2018 (11:59 pm)

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 an initial discussion with contact ARCC director, Jen Brown, to discuss the fit and feasibility of potential application ideas (Deadline: April 2). Do NOT submit an application if you haven’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. You should see current and recent competitions. Scroll until you see Center for Community Health. The ARCC 2018 seed grants should be listed here.

If needed, click the Help link located on the top bar on the right side.

Application Instructions

Note: The application must be electronically submitted online by a Northwestern University faculty or staff member. We recommend your applicant community-academic partnership jointly develop and finalize the proposal components (project abstract, 10 page narrative application, budget form, budget justification) offline in Word and Excel and only post the pieces when they’re final.

Step 1: Applicant uploading the application will be asked for some information that is not required to be submitted. This includes: ERA Commons, degrees, biosketch document, and off-campus address.

Step 2:

- Title of Project- Limited to 200 characters (including spaces & punctuation)
- While only the academic co-PI is requested here online, you are asked to provide contact info for both the academic and community co-PIs later in the 10 page application document you will upload.
- 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: Max budget request: Partnership Development awards (up to $5,000). Engaged Research Development awards (up to $20,000). Do not use any punctuation when entering this number.
- Total Amount Requested: Max budget request: Partnership Development awards (up to $5,000). Research Development awards (up to $20,000). Do not use any punctuation when entering this number.

Step 3:

Application Document: This narrative application should not exceed 10 pages. There are no requirements/restrictions on formatting, font, margins, etc. Figures/tables/graphics are allowed. There is no required form for this piece. Upload a document that includes your narrative application document. Budget and budget justification are uploaded separately and are not included in this application document and do not count towards the 10 page limit.

The application document should include the following information:
• Project title
• Contact information for submitting partners (name, phone, email, departmental/organizational affiliation). **Note:** 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 (priority health need or research area you hope to address through this partnership, how this partnership grant improves the ability of the partners to engage in research) (no more than one page)
• Brief description of partnership (evidence of collaboration/capacity or plans to develop this, roles during project). **Research Development applications should also provide more detail about prior activities of the existing partnership.**
• Succinct description of how the grant award will be used to achieve your aims. Include:
  o Methods
    ▪ **Research Development applications should also include description of planned data collection/analysis and/or intervention development/pilot testing and if relevant, plan for dissemination of project results.**
  o timeline and appropriate milestones/measures of success
  o potential hurdles or limitations and how they will be addressed
  o how your grant award will lead to these outcomes
    ▪ sustained research partnership/future research collaboration
    ▪ future research funding
    ▪ positive community impact
    ▪ Research Development applications must clearly describe how proposed data collection/analysis will directly contribute to the partnership’s future research collaboration and competitiveness for future research funding.
• If applicable, describe how application meets priority(ies) as defined in the Request for Applications. **Further guidance about how to meet the priority criteria (and other review criteria) is provided as part of the review form posted on the ARCC website:**

**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. Upload a document that includes your narrative budget justification.

No additional supplemental documents are allowed (e.g. letters of support, references, sample tools, etc.). Anything that applicants want to include needs to be in 10 page application document detailed above in Step 3.

**Questions:** Jen Brown, ARCC Director, [jenbrown@northwestern.edu](mailto: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/)