Alliance for Research in Chicagoland Communities (ARCC)
2018 Seed Grants PROPOSAL REVIEW FORM

Potential Conflicts of Interest: ARCC places a high priority on ensuring that the proposal review process is conducted without any actual or apparent conflict of interest. It is not always easy to identify a conflict of interest and it is important that potential conflicts be identified as early as possible. Reviewer should contact ARCC if they have any questions about a potential conflict before reviewing a proposal.

Reviewers are asked to keep all information about applicant identity and application content confidential.

Review Guidelines
Grant awards will be awarded on the basis of a competitive review process.

The projects selected will be consistent with ARCC’s mission to improve community health and build stronger community-academic partnerships. Reviewers are encouraged to review the RFA to see what is requested for this grant award: http://www.feinberg.northwestern.edu/sites/cch/funding/seed-grants/arcc/.

Criteria:
- Quality and feasibility of community and academic partner engagement
- Quality and feasibility of proposed activities
- Potential for future research collaboration and funding
- Potential for positive community impact
- Reasonable and realistic budget

Specific considerations for each criteria are listed below.

Scoring: We are using the National Institutes of Health’s (NIH) 9-point scale for the overall impact/priority score and individual scores. Score of 1 = exceptionally strong application with essentially no weaknesses. Score of 9 = application with serious and substantive weaknesses with very few strengths. 5 is an average score. Ratings in whole numbers only (no decimals).

<table>
<thead>
<tr>
<th>Impact</th>
<th>Score</th>
<th>Descriptor</th>
<th>Guidance on Strengths/Weaknesses</th>
</tr>
</thead>
<tbody>
<tr>
<td>High</td>
<td>1</td>
<td>Exceptional</td>
<td>Exceptionally strong with essentially no weaknesses</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Outstanding</td>
<td>Extremely strong with negligible weaknesses</td>
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<tr>
<td></td>
<td>3</td>
<td>Excellent</td>
<td>Very strong with only some minor weaknesses</td>
</tr>
<tr>
<td>Medium</td>
<td>4</td>
<td>Very Good</td>
<td>Strong but with numerous minor weaknesses</td>
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<tr>
<td></td>
<td>5</td>
<td>Good</td>
<td>Strong but with at least one moderate weakness</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>Satisfactory</td>
<td>Some strengths but also some moderate weaknesses</td>
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<tr>
<td>Low</td>
<td>7</td>
<td>Fair</td>
<td>Some strengths but with at least one major weakness</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>Marginal</td>
<td>A few strengths and a few major weaknesses</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>Poor</td>
<td>Very few strengths and numerous major weaknesses</td>
</tr>
</tbody>
</table>

Minor Weakness: An easily addressable weakness that does not substantially lessen impact
Moderate Weakness: A weakness that lessens impact
Major Weakness: A weakness that severely limits impact

We have many requests and a small amount of funding to disburse. Please be critical in your reviews to help us narrow which applications are the strongest. A summary of all written feedback will be shared with applicants (reviewer identities will be confidential) so please be generous with your constructive criticism and ideas. Please write a short (1-3 sentence) critique for each criterion.
There are two types of ARCC seed grants in this round (Partnership Development and Research Development). Partnership Development awards are intended to support newly developing partnerships in, for example, relationship building, creation of partnership structure, exploration of shared areas of interest, and research capacity development. Research Development awards are intended to advance the work of existing partnerships that have prior collaborative experience to conduct preliminary research activities that prepare engaged teams for developing engaged research proposals for external research funding. Research Development applications must include some form of data collection or analysis (examples included in RFA). In addition, these applications should also include a focus on strengthening and extending partnership sustainability and capacity for research. Be careful to note which type of grant application you are reviewing.

Name of Project:      Grant Application Number:
Reviewer Name:     Grant Type:

1. Quality and feasibility of community and academic partner engagement: The proposal shows evidence of the quality and feasibility of community and academic partner involvement and previous (or planned) related experience. The proposal shows evidence of collaborative spirit or intent of the proposed partnership. The team has the capacity/capability to complete the project and to continue or expand the project in the future. ARCC seed grants support the full spectrum of engagement (applicants do NOT need to be pursuing community-based participatory research).

For Partnership Development applications:
- Community partner(s) have appropriate knowledge/skills/experience with the community and interest in the identified research area.
- Academic partner(s) have appropriate research credentials and interest in collaborative community research and interest in the identified health issue.
- Partner’s history & prior experience with collaborative research supports project success or they’ve described mutual interest in and plans for developing relationship/collaborative research experience.
- Personnel involved in partnership appear to be appropriate based on the aims (e.g. have necessary skills/expertise to implement planned activities) and have adequate capacity time allocated.

For Research Development applications:
- Community partner(s) have appropriate knowledge/skills/experience with the community and interest in the identified research area.
- Academic partner(s) have appropriate research credentials and interest in collaborative community research and interest in the identified health issue.
- Partners have existing partnership and prior collaborative experience that supports project success.
- Personnel involved in the project appear to be appropriate based on project objectives (e.g. have necessary skills/expertise to implement planned activities) and have adequate time allocated. Partners necessary for competitive future research support are engaged or will be during the course of the seed grant (e.g. faculty or community partners that have expertise in the proposed health issue or research methodology).

Score: ___9 (1 is highest/best score, 9 is lowest/worst score)
Comments:
2. Quality and feasibility of proposed activities:

For Partnership Development applications:
- Clear structured plan for partnership building. You understand logistically and practically how they will achieve their goals and be prepared to collaborate on research together by grant completion.
- Clear explanations of partner roles, expectations, and contributions to proposed project.
- Discussion of possible additional partners (academic and/or community) that may need to be engaged as part of the partnership to design and conduct future research activities, if relevant. This includes examples of mechanisms for engaging community members/residents and other stakeholders beyond community organizations/agencies on the application.
- Clear description of collaborative capacity building of both community and academic partners, if applicable.
- Potential hurdles and how they will be addressed are presented and appropriate.
- Timeline (up to 12 months) is realistic given work plan/budget resources.

For Research Development applications:
- These applications are required to include some form of data collection/analysis. Proposed activities include a clear structured plan for collaboratively identifying, collecting, and/or analyzing new needs/assets assessment/pilot data or reviewing and interpreting existing data to inform further study or demonstrate potential impact/capacity for application for external funding. Proposed data collection/analysis methods/tools are clear and appropriate. You understand logistically and practically how they will achieve their goals by grant completion and be prepared to apply for and conduct research together.
- Clear structured plan for strengthening/extending their partnership sustainability and capacity for research. This may include continued relationship building, addition of new partners (academic and/or community) and/or collaborative capacity building necessary to conduct the proposed data collection/analysis and/or future research activities.
- Clear explanations of partner roles, expectations, and contributions to proposed project.
- Potential hurdles and how they will be addressed are presented and appropriate.
- Timeline (up to 24 months) is realistic given work plan/budget resources (includes IRB submission/approval, if relevant).

Score: __/9  (1 is highest/best score, 9 is lowest/worst score)

Comments:

3. Potential for future research collaboration and funding

For Partnership Development applications:
- Clear plan to lead to feasible research projects/proposals. Activities/time/milestones are included that focus on collaboratively identifying possible research questions and research project designs.
- Clear description of specific goals for seeking additional fiscal support and sustaining partnership including activities/time that focus on identifying potential research funding sources, etc.

For Research Development applications:
- Clear plan to lead to feasible research projects/proposals. Activities/time/milestones are included that focus on collaboratively designing components of an engaged research project (including developing research questions, methodologies, recruitment & retention approaches, data collection/analysis instruments and protocols, interventions, dissemination and implementation plans).
- Clear description of how proposed data collection/analysis will directly contribute to the partnership’s future research collaboration and competiveness for future research funding.
- Clear description of specific goals for seeking additional fiscal support and sustaining partnership including identification of potential research funding opportunities (inclusion of specific grant mechanisms, if possible), preparing proposals for external research funding, etc.

Score: __/9  (1 is highest/best score, 9 is lowest/worst score)
Comments:

4. Potential for positive community impact
   Same criteria for Partnership Development & Research Development applications.
   - Partnership/project addresses an important problem or a critical barrier to progress in the field.
   - Evidence presented that the proposed partnership/project focus is a community priority.
   - Clear description of how the community may benefit from proposed outcomes.
   - Partnership and potential outcomes are mutually beneficial to all parties.

Score: __/9  (1 is highest/best score, 9 is lowest/worst score)
Comments:

5. Reasonable and realistic budget
   Same criteria for Partnership Development & Research Development applications.
   - Budget is appropriate and reasonable and aligned with given tasks.

Score: __/9  (1 is highest/best score, 9 is lowest/worst score)
Comments:

Overall Impact Score: ___9 points (1 is highest/best score, 9 is lowest/worst score)
This score should reflect your assessment of the likelihood for the project to exert a sustained, powerful influence on the field(s) involved and in consideration of the core review criteria.

Application’s main strengths:

Application’s main weaknesses/Areas of Concern:

Request for revisions/changes from applicant:

Any additional comments: Please add any additional comments about the proposal you believe to be important to the review process.
Resources to suggest to the applicant (e.g. links, organizations, programs, tools):

Use additional space if necessary.

Reviewer Signature             Date

To be completed by ARCC Staff and/or NMH and CDPH staff:
Priority Criteria (not required, but if relevant, applicants could include how their application meets one or more of the four identified priority areas):

For Partnership Development applications:
- Clear and compelling description and rationale for how application meets any of the three identified priority areas.
  - address health priorities identified by Healthy Chicago 2.0 (https://www.cityofchicago.org/city/en/depts/cdph/provdrs/healthychicago.html);
    - Indicate what inequity application addresses and what HC2.0 strategies are connected to proposed work.

YES NO
Comments:

- address one or more Priority Health Need(s) as identified by Northwestern Memorial Hospital’s 2016 Community Health Needs Assessment (https://www.nm.org/about-us/community-initiatives/community-health-needs-assessment):
  - **Access to Healthcare Services**: Improve access to quality, culturally appropriate healthcare services among underserved populations in the NMH Service area (City of Chicago). This may include, but is not limited to, efforts that increase
    - process improvement project to reduce barriers related to access to care
    - connections to high quality medical homes
    - access to specialty care and diagnostic services
    - access to health education
    - advocacy and improved polices for access to healthcare services
  - **Chronic Disease**: Increase collaborations to reduce the rate of heart disease, diabetes, and obesity through increased access to care and interventions. This may include, but is not limited to, efforts that increase
    - initiatives that address social determinants of health
    - health education programs
    - services that impact chronic disease prevention (including exercise, nutrition and wellness programs)
    - advocacy and policy support
    - diagnostic services
  - **Injury and Violence**: Identify and implement best practices for addressing violence in collaboration with community-based organizations. This may include, but is not limited to, efforts that increase
- behavioral health support and violence prevention skills for individuals who have experienced a traumatic event
- access to trauma-informed counseling
- youth related programming to increase protective factors around violence prevention
- community coordination around violence reduction strategies
- advocacy for violence prevention measures and funding

- **Mental Health**: Address mental health needs and increase access to culturally competent mental health services for underserved populations in the NMH Service area (City of Chicago). This may include, but is not limited to, efforts that increase
  - Access to mental health services
  - Care coordination for patients accessing mental health services
  - Access to trauma-informed counseling
  - Advocacy for mental health funding and increased utilization of mental health services
  - Promotion of effective mental health strategies

**YES**  **NO**
Comments:

- Application submitted by academic or community Co-Principal Investigators who have *not* received an ARCC seed grant before and/or are new to engaged research partnerships

**YES**  **NO**
Comments:

*For Research Development applications:*

- Clear and compelling description and rationale for how application meets any of the three identified priority areas.

**YES**  **NO**
Comments:

- address one or more Priority Health Need(s) as identified by Northwestern Memorial Hospital’s 2016 Community Health Needs Assessment ([https://www.nm.org/about-us/community-initiatives/community-health-needs-assessment](https://www.nm.org/about-us/community-initiatives/community-health-needs-assessment)). See detailed description of priorities above.
  - Access to Healthcare Services
  - Chronic Disease
  - Injury and Violence
  - Mental Health

**YES**  **NO**
Comments:

- Application submitted by community-academic partnerships who *have* previously received and completed an ARCC Partnership Development award. Clearly outlines how this proposal builds on the work of the previous award.

**YES**  **NO**
Comments: