



Request for Applications - 2024 Partnership Development Grant

Small grants to support the development of new partnerships between researchers and community organizations working on environmental health and justice issues together in Michigan

Deadlines (applications accepted on a rolling date basis):

March 29th 2024 - June 28th 2024 - September 27th 2024 - January 3rd 2025

What is the Michigan Lifestage Environmental Exposures and Disease (M-LEEd) Center?

The [Michigan Center on Lifestage Environmental Exposures and Disease \(M-LEEd\)](#) Core Center is funded by the National Institute of Environmental Health Sciences. M-LEEd focuses on improving our understanding of the contribution of environmental exposures to chronic diseases and conditions like asthma, neurodegenerative diseases such as Alzheimers or Parkinsons disease, metabolic disorders such as diabetes and birth outcomes such as low birthweight or premature birth.

The [Community Engagement Core](#) within M-LEEd works to increase awareness and understanding of environmental health research among decision makers and community members, including youth. A goal is to encourage scientific collaboration among University of Michigan environmental health researchers and community residents.

The [Stakeholder Advocacy Board](#) serves to strengthen communication between the M-LEEd Center and community stakeholders. This includes sharing community and decision maker priorities with Center researchers, and disseminating research to multiple audiences. The SAB is made up of community leaders with extensive experience in environmental and health advocacy, collaborative research and translation and dissemination of research.

The main environmental priorities identified by the SAB include:

- Access to Clean Water
- Improving Air Quality
- Environmental Exposure & Birth Outcomes
- Addressing Climate Change
- Large Scale Chemical Contaminations
- Impact of Environmental Exposure for Education and Learning
- Implications of Gentrification and Displacement for Environmental Exposures

What is the Partnership Development Program?

The Partnership Development Program (PDP) is a program of the Community Engagement Core of the M-LEEd Center. The PDP provides support for new partnerships between community members and researchers (see below for Eligibility). We can also support existing partnerships taking on new or expanded collaborative research efforts. We estimate that 2-3 awards will be made per year of up to \$5,000 each.

Applicants should be working in partnership to address research questions related to environmental health and justice issues—both their causes and their solutions. Proposed projects should be responsive to the concerns of participating *community partners*. All successful grantees are required to participate in a 2-hour, in-person orientation workshop about building successful partnerships. They will have opportunities to share examples of their work with other grantees.

Who is eligible to apply?

Applications must be submitted on behalf of *at least two partners*: an academic partner and either a community group, community-based organization or government agency in Detroit, Southeast Michigan or other Michigan communities experiencing environmental health issues. There may be additional partners on the team. The lead academic researcher must be based at University of Michigan’s Ann Arbor, Dearborn, or Flint campus.

We will prioritize work in Southeast Michigan communities. If you are in other parts of Michigan or nearby that are impacted by emerging environmental issues you are also welcome to apply.

What Types of Projects Will This Program Fund?

Your team may propose objectives and activities such as (but not limited to):

Objective	This might look like...
Build relationships between partners	Hold meetings to learn more about each other, as well as to discuss other potential partners and how they will work together
Develop a partnership structure (e.g., Steering Committee)	Develop policies, procedures, and decision-making strategies
Identify priorities and capacity	Conduct a team assessment
Analyze existing data or share existing research findings	Develop fact sheets and policy briefs for diverse audiences
Plan future research collaborations	Identify and respond to potential funding opportunities
Evaluate the partnership process	Assess to what extent the partnership is achieving its goals; identify future partnership directions based on that assessment

What CAN'T be funded by this grant?

The following items may not be charged to these projects:

- Faculty salary support
- Equipment
- Computers
- Cost overruns
- Renovations
- Publications
- Subcontracts
- Grant Preparation costs
- Graduate student research assistant costs
- Retroactive funding (i.e., funding work that has already happened)
- Foreign travel or travel unrelated to the conduct of research (e.g., conferences)

There may be other ineligible expenses. Please reach out to discuss if you have any questions about your proposed budget items.

Questions about eligibility, proposed expenses, or this application?

Contact: CEC Project Manager, Sam Karsky skarsky@umich.edu or at 605-390-9388

How do we apply?

Applications should be submitted electronically as a .doc or .pdf document to Sam Karsky skarsky@umich.edu **March 29th 2024 or June 28th 2024 or September 27th 2024 or December 27th 2024**. All applications must include the following (see below for cover page, budget, and timeline templates).

1. Application Cover Page (1 page - *see template below*) Project title and partnering organizations.

2. Proposal Narrative (2-4 pages for new partnerships, 3-5 pages for Established Partnerships)

- **For all Proposals**, please provide a brief description of:
 - The background and rationale for this partnership
 - The environmental health and justice issue(s) of shared concern
 - The partners involved including:
 - roles and responsibilities of the partners
 - what, if any, previous experience partners have in working together and
 - what, if any, previous experience partners have with collaborative research
 - Your overall goals and objectives
 - Your proposed activities for meeting each of your stated objectives
 - How you will use a collaborative research approach to meet your goals
 - How your activities may lead to future research collaboration and/or funding opportunities, including steps you will take to pursue funding and to sustain your partnership.

For **Established Partnerships**, in addition to the information provided above, provide a brief description of your collaborative research partnership, including:

- The partners involved and how they work together (e.g., principles, procedures, infrastructure)
- The history of your partnership
- Current projects being conducted
- Relevance to the communities involved

3. Budget and Justification (up to 2 pages - *see template below*)

Budgets should be prepared with an anticipated start date that corresponds to the grant date.

Grant due date	Anticipated budget start date
March 29, 2024	May 1, 2024 - April 30, 2025
June 28th, 2024	August 1, 2024 - July 31, 2025
September 27, 2024	November 1, 2024 - October 31, 2025
January 3rd, 2025	March 1, 2025 - February 28th, 2026

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4. Timeline (*see template below*) Please include a project timeline for all activities.

5. Letter(s) of Commitment (up to 2 attachments)

Include letters from each main partner (community and academic). The letters may be brief, but they should explain interest in the proposed work and specific ways each partner is committed to engaging in this work together, if funded.

6. Additional Items (Optional) You may include up to 5 additional items that illustrate the intent to establish a participatory collaborative research partnership or the degree to which such a partnership is already established (for example, letters of support from additional potential partners, draft principles for equitable collaboration) as appendices with the application submission.

Application Cover Page

GENERAL INFORMATION		
Project Title:		
Host Organization (e.g. U-M Ann Arbor, Flint, Dearborn):		
Street Address:		
City:	State:	Zip:
Phone:		Fax:
Employer Identification # (EIN):		
Website (if applicable):		
LEAD COMMUNITY CONTACT		LEAD ACADEMIC CONTACT
Name:	Name:	Name:
Title:	Title:	Title:
Organization:	Organization:	Organization:
Phone:	Phone:	Phone:
E-mail:	E-mail:	E-mail:

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Budget and Justification Form

Budget Category	Support Requested (Amount)
*Personnel	
Lead Community Partner (if applicable)	
Lead Academic Partner (if applicable)	Faculty support is not allowed.: Leave this line blank!
Other Partners	
<i>Sub-total: Personnel</i>	
*Non-Personnel	
Supplies	
Copying & Printing	
Hosting	
Travel	
Other (please specify below)	
<i>Sub-total: Non-personnel</i>	
TOTAL Requested	
Justification (Personnel/Non-Personnel):	

*Indirect Costs cannot be included

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Timeline Templates

The two timelines below are intended as guides as you develop your own. Please use either one, or another format of your choice—but note that all of the information below should be included (year, month, objectives, activities, and proposed occurrence).

TABLE X: Sample Timeline; January 2024 - December 2025

	A	S	O	N	D	J	F	M	A	M	J	J
Objective 1												
Activity 1.1												
Activity 1.2												
Objective 2												
Activity 2.1												
Activity 2.2												
Objective 3												
Activity 3.1												
Activity 3.2												

TABLE X: SAMPLE TIMELINE	January 2024 - December 2025											
	A	S	O	N	D	J	F	M	A	M	J	J
Objective 1												
Activity 1.1	X	X	X									
Activity 1.2		X	X	X	X	X	X					
Objective 2												
Activity 2.1					X	X	X					
Activity 2.2						X	X	X	X	X	X	X
Objective 3												
Activity 3.1	X	X	X	X	X	X	X	X	X	X	X	X
Activity 3.2			X			X				X		

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