



INSTRUCTIONS FOR COMPLETING RFA 24-1 TRACK 1 APPLICATIONS

GENERAL INFORMATION¹

This document includes information for preparing RFA 24-1 Track 1 Applications.

Please also see our [FAQ page](#) for other information about applying to HEI.

Applicants should use the [RFA 24-1, Track 1 Application Form](#). A single application should be co-written and submitted by the partnership.

Applications should be submitted here: <https://www.surveymonkey.com/r/F9XMGW2>. File size limit is 16 MB. The application forms should be converted to PDF format before submitting.

FACE PAGE (FORM F-1a and F-1b)

This form must be signed and dated by a legal representative and the study principal investigators.

Applicants may contract with HEI under two scenarios. Please select one option:

- Scenario 1: HEI awards separate contracts to the research institution and the community-based organization (CBO). The CBO is liable for executing the contract, regardless of whether or not the Principal Investigator (PI) is a volunteer or employee of the organization.
- Scenario 2: HEI awards one contract to the research institution, which subcontracts the CBO.

SUMMARY (FORM F-2)

Max 150 words

A plain language summary that describes the environmental health concerns faced by the community and the central goals of the partnership building and strengthening activities.

BUDGET (FORMS F-3a, F-3b, F-4)

GENERAL INSTRUCTIONS

Please complete the budget forms according to which contracting scenario you selected in Form F-1 *for Phase I only*.

- Scenario 1: complete F-3a and F-4.
- Scenario 2: complete F-3a and F-3b

The maximum allowable amount is \$75,000. If selected for funding, awardees will be asked to establish a budget for Phase II as part of their Phase I activities. At least 50% of the budget must be awarded to the CBO.

Please refer to the RFA for specific instructions on budget caps. Text may continue to a second page for additional budget details.

PERSONNEL

List the names and positions of all applicant organization personnel involved in the project, whether or not salaries are requested. Estimate the percentage of time or effort, or hours per week, on the project for personnel in relation to the total activity commitment to the applicant organization and estimate the hours per week on

¹ Any contract awarded under this Request for Applications is expected to be funded in part by a grant from the U.S. Environmental Protection Agency. This award process will be subject to regulations contained in 40 CFR Subchapter B, and particularly Part 30 thereof. Neither the United States nor the U.S. Environmental Protection Agency is nor will be a party to this Request for Applications or to any resulting agreement.

HEI and its funded institutions are subject to the Office of Management and Budget and EPA accounting regulations. Please provide a DUNS number for the academic institution.



the project personnel compensated hourly. List the dollar amounts separately for each individual for salary and fringe benefits. Fringe benefits may be requested to the extent that they are treated consistently by the applying organization as a direct cost to all sponsoring agencies.

The amount to be reimbursed to each individual, when added to their compensation for all other full-time duties, should not exceed the individual's base salary.

Where appropriate, indicate whether the amounts requested for the principal investigator and other personnel are for summer salaries or academic-year salaries and indicate the formulas for calculating summer salaries.

Indicate whether current rates or escalated rates are used. If escalation is included, state the degree (percent) and methodology (e.g., annual flat rate applied to base rate as of a specific date or a mid-point rate for the period of performance).

HEI requires the involvement of a (bio)statistician in the study design, selection of appropriate statistical approaches, and the final data analysis and interpretation. Statisticians can be included under the main study personnel or as consultants. If the investigator's Institution provides core statistical services, this should be indicated; in this case, a particular statistician should be identified by name. Exemption from this requirement can be obtained only if the Principal Investigators or other key personnel have appropriate expertise in this area, evidence of which should be submitted as part of the application.

SUPPLIES AND OTHER EXPENSES

All supplies and other expenses should be itemized in sufficient detail to allow reviewers to understand the major categories of expenditures. Itemize and justify such items as stipends, compensation, travel, per diem costs, rentals, leases, and computer costs. Unusually expensive items for special processes should be separately identified by quantity and price and the use or application thoroughly explained in the project plan. Each individual expense item must be categorized as supplies or other expenses according to the practices of the accounting office of your institution. Items that cost more than \$5,000 should be listed under equipment (see below).

The costs of construction per se are not permissible charges.

TRAVEL EXPENSES

Limit travel to one scientific meeting per year. Do not include the travel to the HEI Annual Conference within the budget because HEI will cover these costs directly. If travel is required for other purposes, such as meetings with collaborators, indicate the estimated number of trips, destination, reason for travel, and cost. Identify and support any other special transportation costs attributable to the performance of this project. HEI pays for foreign travel only if it is approved in advance of the trip.

INDIRECT COSTS

Indirect costs are limited to a maximum of 30% of direct costs excluding equipment charges and subcontracts. In addition, indirect costs cannot be greater than the government-negotiated rate for your institution (e.g., if the approved rate is 25%). Expenses normally included in the calculation of the indirect cost rate may not be itemized as direct expenses. *A copy of the academic institution's most recent approved indirect cost rate will be requested if your study is selected for funding.*

The HEI Board of Directors has approved a very limited exception to this cap on indirect costs for organizations that can meet both of the following conditions: (1) the research institution provides a unique capability for a project essential to HEI's mission, and (2) the institution is prohibited by the U.S. Government from accepting less than full cost recovery.

EQUIPMENT

Provide an itemization and justification of all equipment to be purchased or fabricated for use in this study. Please note that HEI reimburses institutions only for those equipment items explicitly listed in the Approved Budget or subsequently authorized in writing by HEI's Director of Science or Director of Finance & Administration. The equipment budget is not subject to indirect cost charges.

SUBCONTRACTS



Itemize and enter a total for these costs. Describe and justify all appropriate costs for services purchased for, or associated with, third parties, including applicable indirect costs. These costs may include, but are not necessarily limited to, consortium agreements or formalized collaborative agreements. Indirect costs for subcontracts are also subject to HEI's 30% cap (see above). Develop separate budgets for the initial and future budget periods for each organization involved in consortium arrangements or formalized collaborative agreements and submit them using the appropriate budget form (F-3b). The principal investigator's institution may charge indirect costs to the first \$25,000 of each subcontract.

QUALIFICATIONS OF THE PRINCIPAL INVESTIGATORS (PIs) (Form F-5).

Max two pages

Demonstrate how the expertise of research organization PI and CBO PI are appropriate and uniquely positioned for implementing the work, describe history of collaboration (if relevant), describe each organization's track record in engagement, and describe ability and commitment to work together.

Describe each PI's experience 1) engaging with communities or tribal members on environmental health topics, and 2) working with communities, tribes, academic researchers, government entities or industry to develop or implement environmental health research. Describe whether the CBO has experience carrying out financial management of research grants or contracts.

PROPOSED ACTIVITIES AND BENEFITS OF THE PARTNERSHIP (Form F-6)

Max two pages

- Describe the activities to be conducted and how those activities will advance the work of the partnership and lay the groundwork for a productive and equitable partnership, such as building research infrastructure, providing learning opportunities for team members, conducting outreach, or capacity-building.
- Describe preliminary research questions, data sources, and assessment approaches for addressing the community environmental health concerns.
- Describe the community that is the focus of the research, including indicators describing how the community is historically marginalized or overburdened by pollution.
- Describe how the partnership will benefit both the research and the anticipated groups interested in or potentially affected by the research.

COLLABORATION PLAN AND FACILITIES (Form F-7)

Max one page

Discuss the roles and responsibilities of the key individuals involved in the partnership. Describe the plan for shared governance between research institute and CBO partners, how the team will work together to advance the goals of the project, what each team member will contribute to the work, and the provisions for conflict resolution.

Describe available facilities provided by team members and indicate their capacities, pertinent capabilities, and extent of availability to the project.

If selected for funding, the partnership will be required to submit a memorandum of understanding that reflects the collaboration plan described in the application.

PROJECT PLAN AND TIMELINE (Form F-8)

Please include a list of milestones to be met during the project with a timeline, including the start and end dates of partnership activities. Please allocate one month at the end of the 12-month period for contribution to an HEI summary report that combines lessons learned from all teams awarded under Phase I facilitated by HEI.



Please use the template and fill in the cells to indicate when a specific aim or task will be ongoing and completed.

Quarter	Year			
	1	2	3	4
Specific Aim 1: (add text)				
Task 1: (add text)				
Task 2: (add text)				
(etc.)				

CULTURAL COMPETENCY STATEMENT (Form F-9)

Max one page

- Describe your approaches for promoting equity in knowledge production, addressing power dynamics in your work, and cultivating supportive and equitable relationships with academic and non-academic research partners and research subjects.
- Provide an example from past work about how these dynamics played out in your previous work with communities or CBOs and how you addressed it.
- Describe how you ensure that your team members (e.g., co-investigators and trainees) support and uphold the perspectives and approaches described above.

BIOGRAPHICAL SKETCH OR RESUMES (Form F-10)

Max two pages per Individual

- Research institute PI: Biographical sketch (biosketch) of the research institute PI using the HEI [Biosketch form](#) or another format as long as each biosketch is no longer than two pages that demonstrates expertise and experience in conducting the proposed research.
- CBO PI: Resume or similar that demonstrates track record for successfully engaging with the community.

ADDITIONAL SUBMISSIONS (FORM F-11)

Human Participants (if applicable)

Safeguarding the rights and welfare of human participants in projects supported by EPA grants is the responsibility of the institution that receives or is accountable to EPA for the funds awarded for the support of the project. The EPA regulations require applicant institutions to comply with the Department of Health and Human Services (DHHS) guidelines for human participants and additional requirements specified by the EPA. HEI is responsible for ensuring that these guidelines are followed by all Institutions and investigators who receive HEI funds.

Applicants who request research funds from HEI are asked to indicate on the Title Page (Form F-1, Item 6), whether human subjects or derived materials will be used during their study. *If Item 6 of the application has been marked “YES,” applicants should briefly describe the nature of human participation (or use of human data) and indicate whether IRB assurance is already in place or will be requested.*

Proof of Institutional Review Board (IRB) approval is not required at the time of proposal submission. In the event that IRB approval is needed for this project and it is chosen for funding, the Administering Organization will be responsible for obtaining IRB review and approval in accordance with its institutional policies and applicable law.

Investigators who are selected for funding will need to submit the following to HEI before the study starts: OMB form No. 0990-0263, application to IRB (or equivalent ethics board) and relevant documents, approval from



IRB or a statement from the IRB that the study is exempt, and approved informed consent documents, if applicable.

Conflict of Interest

In addition to information on sources of Other Support (Form F-8), HEI requires investigators to disclose any personal conflicts of interest. HEI will treat all disclosures as confidential information, which will be used solely in the application review process and not shared outside HEI. Investigators should report financial relationships with entities in the exposure science or environmental health areas that could influence, or be perceived to influence, the proposed research. Please report all sources of revenue paid by those entities (or promised to be paid) directly to you or your institution on your behalf over the past 36 months greater than \$3,000. Disclose any personal fees (monies paid to you for services rendered, generally honoraria, royalties, or fees for consulting, lectures, speakers bureaus, expert testimony) and non-financial support (for example, reagents or equipment and travel costs). Report also any patents, whether planned, pending or issued, broadly relevant to the work. Report any other relationships or activities, including investment interests (stocks, bonds, and other financial instruments and investments, including partnerships).

NON-PROFIT DOCUMENTATION (Form F-12)

Documentation that the community-based organization is registered as a nonprofit. Examples include:

- 501(c)(3) tax exempt status under 2 CFR 200.1
- Incorporation as nonprofit under state law
- 501(c)(6) tax exempt status

PERSONAL DATA (FORM F-13 — OPTIONAL)

HEI has a commitment to monitoring the operation of its review and award process to detect and deal appropriately with real or perceived inequities with respect to age, ethnicity, race, gender, or other personal attributes of the proposed principal investigator. To provide HEI with the information needed to fulfill this commitment, we request that each applicant complete the optional personal data form (Form F-12) and submit it as a separate PDF with the full application. Upon receipt at the HEI office, this form will be separated from the application and used only for internal HEI monitoring procedures. HEI strongly appreciates the completion of this form to support its efforts to track the diversity of applications and funded investigators and to expand investment into diversity, equity, and inclusion as part of its [2020 action plan](#). **If you do not wish to provide this information or do not complete the form, it will in no way affect consideration of your application.**