HEI

INSTRUCTIONS FOR COMPLETING PRELIMINARY APPLICATIONS: RFA 24-1, TRACK 2

GENERAL INFORMATION

This document includes information for preparing RFA 24-1 Track 2 Applications.

Please also see our FAQ page for other information about applying to HEI.

Applications should be submitted here: https://www.surveymonkey.com/r/LLXJZQQ. File size limit is 16 MB.

Applicants should use the **Application Form** that requests the following information: title, plain language summary, study description, community engagement plan, history of the partnership, qualifications of the principal investigators (PIs), cultural competency statement, and biographical sketches and resumes.

The application must not exceed 8 pages (11-point font size and 1-inch margins, single-spaced), excluding references, biographical sketches (biosketches), and supporting letters, where applicable. Longer applications will be rejected. The application forms should be converted to PDF format before submitting.

APPLICATION COMPONENTS

1. PLAIN LANGUAGE SUMMARY (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.

2. STUDY DESCRIPTION (max 3 pages)

The study description should include the following: scientific background and rationale, hypothesis and study aims, preliminary or relevant data from previous studies, study design and methods, statistical analyses, and anticipated results. The project plan should discuss the novelty of the proposed approach and how the study addresses the RFA objectives and satisfies the criteria listed in the RFA under "Evaluation Process for Full Applications."

3. COMMUNITY ENGAGEMENT (max 1 page)

Describe community members and groups that the investigators plan to engage, the general approach to engagement, and integration of community members and groups into the proposed research.

4. HISTORY OF THE PARTNERSHIP (max ½ page)

Describe the history of the partnership and central goals and achievements to date. Describe the short-term and long-term impacts of this research partnership. Describe how the research partnership will continue to benefit/advance the community partner's practices or goals after the project ends.

5. QUALIFICATIONS OF THE INVESTIGATORS (1 page)

Explain how the team is uniquely positioned to deliver results and why the team is the best choice and has the resources to meet the objectives put forth in the RFA. Specify the expertise and experience of anticipated collaborators and briefly describe how their expertise would contribute to designing and conducting the study, analyzing the data, and interpreting study findings. Highlight experience with relevant study design and data collection methods (e.g., field work) and community engagement.

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.

6. CULTURAL COMPETENCY STATEMENT (1 page)

This section is to be completed by the research institute PI.

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- 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.

7. REFERENCES

Provide a list of references using your preferred citation format.

8. BIOGRAPHICAL SKETCH OR RESUMES

- 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.
- Community-based organization PI: Resume or similar that demonstrates track record for successfully engaging with the community.

9. NON-PROFIT DOCUMENTATION

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