

Competition Details

Rutgers Equity Alliance for Community Health: Community-Academic Grants Program

Application Submission Date

Internal Submission Deadline: Friday, October 27, 2023 at 5:00 PM

Details

Administrator(s):	Milton Ellis (Owner)
Category:	Limited Submission: Rutgers-wide
Number of Applications Allowed per Applicant:	1
Total Funding:	\$1,500,000
Award Range:	\$25,000 - \$200,000
Funding Purpose:	The REACH Community-Academic Grants program comprises two funding categories: Community Impact Grants will fund projects focused on positively impacting the community in a demonstrable way through an evidence-based strategy for change. Research Seed Grants will fund projects that have the potential to advance knowledge and identify new evidence-based strategies for improvement in one of the five social determinants. These projects should have a research focus that will lead to ongoing funding.
Timeline (Round 2):	Announcement: September 6, 2023 Informational Webinar: September 27, 2023 Proposals Due: October 27, 2023 at 5 p.m. Awards announced/Grants begin: December 15, 2023
IRB Approval:	Should the proposed project require IRB approval, notice of approval will be required prior to the release of funding. It is not required at the time of application. The Rutgers Office for Research has several new tools and resources for determining if the proposed project is considered "Human Subject Research" and requires IRB approval. To access these tools, refer to the "Navigating the IRB Process Guidelines" in the Supporting Documents section.
REACH Office Contact Information:	If you have any questions, send an e-mail to the REACH Office at contact.us@reach.rutgers.edu

Description

About REACH

The Rutgers Equity Alliance for Community Health (REACH) is designed to improve health outcomes in economically disadvantaged communities by addressing social determinants of health with academic-community partnerships. REACH's work focuses on five social determinants of health: education, employment, food access and food security, housing and population health in three New Jersey cities: Camden, New Brunswick and Newark. REACH is a university-wide effort designed to bring faculty, students and staff from all four chancellor-led units together with community partners to address health and socioeconomic inequities.

The purpose of REACH's grant funding is to put evidence into practice by working in partnership with community residents and leaders on new or proven approaches to bring about long-lasting systemic change and achieve health equity. By addressing issues of inequity that include structural and systemic racism we are able to make an impact in all five of our social determinant focus areas. REACH is designed to transform academic-community partnerships in ways that support Rutgers faculty, student and staff engagement in equitable, longitudinal and sustainable community-based scholarship and service.

Funding Purpose

The REACH Community-Academic Grants program comprises two funding categories:

Community Impact Grants will fund projects focused on positively impacting the community in a demonstrable way through an evidence-based strategy for change. These projects are not required to have a research focus or lead to subsequent research funding. The impetus for this funding category is two-fold: 1) to incentivize translation of research and/or replication of community-identified successful operations into practice and 2) to serve as a mechanism to provide bridge funding for continuity of community engagement projects that positively impact socioeconomic and health outcomes. For example, these grants may support ongoing community-based work that emerged in an effective research project developed in partnership with community that is unable to be sustained when current grant funding ends. These funds may also be used to pilot the integration of learners into community-engaged service and/or scholarship with an expectation that such engagement can be maintained once the grant funding ends. It should be noted that all Community Impact Grants must include an evaluation component and plans for sustainability should be outlined.

Research Seed Grants will fund projects that have the potential to advance knowledge and identify new evidence-based strategies for improvement in one of the five social determinants. These projects are required to have a clear research focus that will lead to ongoing research funding. The impetus for this funding category is two-fold: 1) to incentivize faculty to further develop community partnerships to inform their research direction and 2) to provide funding for the collection of preliminary data and results that will make future grant applications to other funders more successful. Where appropriate, these grants can be used to fund community-based participatory research projects that focus on one of the five identified social determinants in one of the three key cities.

REACH funding is not intended primarily for research purposes. Research Seed Grants are therefore intended to seed community-based research projects designed to answer questions focused on one or more of our five social determinants of health to inform action to achieve long-lasting systemic change.

In both funding categories, grants will only be awarded for projects that align community members, organizations, and Rutgers faculty or staff in a long-term collaborative alliance. It is anticipated that approximately 80% of REACH funding will be awarded as Community Impact Grants, and 20% will fund Research Seed Grants. Applicants will be required to specify the type of funding for which they are applying.

For complete program information, download the REACH RFP in the Supporting Documents section.



Rutgers Equity Alliance for Community Health: Community-Academic Grants Program

Background

About REACH

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Total Awards

Round Two begins September 6, 2023

A total of up to \$1.5 million will be awarded in this funding cycle

Grant awards will vary from \$25,000 to \$200,000*

Grant period will be up to two years, beginning December 15, 2023

Grant recipients will have the opportunity to apply in future funding cycles

* Proposals that demonstrate **longitudinal engagement of learners** in the funded work will be considered for an additional \$25,000 in funding, beyond the \$200,000 maximum award.

Anticipated Future Funding Cycles

Round	RFP Release Date	Anticipated Award Date	Anticipated number of awards	Grant period
Round 3	3/6/2024	6/15/2024	25 ranging from \$25,000 to \$200,000	Up to two years
Round 4	9/4/2024	12/15/2024	20 ranging from \$25,000 to \$100,000	One year

Eligibility Criteria

- Principal investigators/project directors (PI/PD) must be full-time Rutgers employees.
- Any Rutgers faculty/staff member is eligible to apply, provided they are proposing work in which they are engaged in an active, mutually generative partnership with a community-based organization working on one or more of REACH's identified SDOH in one or more of REACH's three targeted cities. Community partners should be directly involved in the development of the project to be funded.
- Proposals from full-time Rutgers staff must represent projects directly related to their roles and work within the University.
- Eligible Rutgers faculty and staff may only submit one proposal per funding cycle as Principal Investigator. Faculty and/or staff serving as PIs may work on other funded projects, if deemed appropriate.
- All proposed projects must be a partnership between the indicated Rutgers PI/PD and at least one community-based organization.
- As part of the proposal submission, community partner representatives must endorse the proposal and attest to their role in the formation and implementation of the project. Community partners should also outline the anticipated outcomes and impact of the project on local communities and/or systems.
- Community-based organizations must be tax-exempt under Section 501(c)(3) of the Internal Revenue Code and not private foundations or nonfunctionally integrated Type III supporting organizations.
- Examples of partner organizations include, but are not limited to: faith-based organizations, community-based organizations, local health and human service agencies; K-12 schools, hospital systems, local government, government agencies or departments, nonprofits, or other eligible entities interested in making an impact in their communities around SDOH. While the grant recipient will be a Rutgers faculty/staff member, grant funding is intended to support the strategies and work of the proposed project so some of the funding must be shared with the community partner(s).
- All applications must focus on projects based in Camden, New Brunswick or Newark. While community partners may be based outside of these cities, the funded work must be focused on one or more of these three cities.

Types of Projects That Could be Funded

Below are broad examples of the types of projects that could be considered for funding in each of our topic areas. This list is not exhaustive and only provides a few examples. It should be noted that all applicants are encouraged to leverage other funding sources (Federal, State, Local, or Foundation) where appropriate.

Employment

- Develop or implement efforts designed to reduce or mitigate poverty
- Focus on improving job readiness through improved literacy and other job skills
- Focus on innovative entrepreneurial opportunity development

- Explore and expand the role of local educational and healthcare institutions in training and hiring entry-level workers

Education

- Redefine effective teaching
- Focus on advocacy for and supports that bolster family and community engagement
- Focus on strategies to improve high school graduation rates

Food Access and Security

- Bolster the local food economy
- Conduct community asset mapping
- Engage in communication and community-building through community-wide health communication strategies
- Support the development of Food Policy Councils (including coalitions, councils, and task forces)
- Create or compile food systems and food security toolkit hub and training materials
- Train emergency food providers in making appropriate and effective referrals to other social and healthcare services
- Focus on relationship building through the development of trauma-informed services
- Support nutrition incentive programs

Housing

- Develop a housing and implementation plan for Camden, Newark, and New Brunswick
- Expand equitable housing development
- Research how anchor institutions engage in affordable housing
- Expand sustained homeownership through higher-quality credit
- Increase capacity for tenant advocacy
- Improve housing quality
- Research policy changes to keep people housed
- Provide financial literacy training for local homeowners

Population Health

- Address health inequities disproportionately affecting poor outcomes in the most under-resourced populations
- Build on community-focused lessons learned during the COVID-19 pandemic
- Initiate or support local projects that align with NJ Department of Health priority areas such as sexual and reproductive health, mental health and substance use, and chronic disease prevention

Required Application Materials

All applicants must submit their complete proposal packets online using InfoReady at <https://rutgers.infoready4.com/#manageCompetitionsDetail/1914195>.

The following elements will comprise a complete packet and are available on the InfoReady application site:

- Applicant Information
- Proposal type: Community Impact Grant vs. Research Seed Grant
- Proposal abstract: Brief description of the overall project, not to exceed 500 words.
- Proposal narrative: Not to exceed five pages, including any figures or tables. No appendix materials will be accepted.
- Proposed budget: Anticipated budget for the project, including funding to be allocated to community partner(s).
- Letter(s) of commitment from community partner(s): Required of all proposed community partners, describing their role in and commitment to the project.
- Principal Investigator's Curriculum Vitae (CV) and CVs or resumés from identified project staff and community partners.
- A clearly documented evaluation strategy with a determination of whether IRB approval will be required.

The guidelines provided here, and more detailed instructions are available on the templates in the InfoReady site.

Selection Criteria

Grants will be awarded only to projects aligning community members, organizations, and Rutgers faculty/staff in a collaborative alliance. **Projects must be based in one or more of the target cities: Camden, New Brunswick or Newark, and must address one or more of the five focused social determinants of health: education, employment, food access and food security, housing or population health.**

Selection Process

All grant proposals will be reviewed by the REACH team and a committee of external experts. Funding decisions will be based on the following criteria:

- Merit
- State of readiness
- Overall anticipated outcomes and participant benefits
- Collaborative engagement/robustness of community-academic partnerships
- Inclusion of Rutgers students where appropriate
- Budget
- Plan for sustainability

The selection process will incorporate a lens of equity to ensure funding is distributed across a myriad of priorities including addressing issues of structural and systemic racism where appropriate. Grant awards may not be distributed equally among the three target communities and five areas of focus.

Evaluation and Monitoring

Grant recipients are expected to meet the requirements for submitting narrative and financial reports. For this funding cycle, grant recipients will be required to report on a quarterly basis, through surveys and brief narrative reports. At the close of each grant, grant recipients will be required to submit a financial report of all grant expenditures and a narrative report summarizing all project activities and plans for sustainability.

Use of Grant Funds

Grant funds may be used for limited project faculty/staff salaries, student and community resident stipends, consultant fees, data collection and analysis, meetings, supplies, project-related travel, and other direct project expenses, including a limited amount of equipment essential to the project.

Grant funds may not be used to subsidize individuals for their health care costs, to support clinical trials of unapproved drugs or devices, to construct or renovate facilities, to pay rent, for lobbying, for political activities, or as a substitute for funds currently being used to support similar activities.

How to Apply

All applications must be submitted online. Complete details and access to the application system are available at: <https://reach.rutgers.edu/grants>.

IRB Approval

The Rutgers Office for Research has several new tools and resources for determining if the proposed project is considered “Human Subject Research” and requires IRB approval, including:

- [Non-Human Research Self-Certification Tool](#) - This resource provides support to Rutgers investigators when determining if a project is human research requiring IRB review. This tool asks a series of questions about the proposed project activities and, based on responses, issues a self-certification or directs faculty to contact the IRB for assistance.
- [IRB Pre-Review Service Team](#) - Comprised of highly knowledgeable IRB and HRPP staff, as well as key Committee Members on the IRB, the Pre-Review team provides subject matter expertise and feedback for all study documents prior to the researcher’s formal submission or resubmission for review by the IRB in eIRB.

- [IRB Review Type and Template Recommendation Tool](#) - asks a series of questions to provide investigators with recommendations on which protocol and consent templates to use based on the type of research indicated.

Should the proposed project require IRB approval, notice of approval will be required prior to the release of funding. It is not required at the time of application.

Applicant Information Webinar

An informational webinar will be held on September 27, 2023 at 2 p.m. for interested applicants or community partners. During this webinar, applicants will have an opportunity to ask questions about REACH, its overall objectives, and how to enhance the viability of concepts or projects for this funding.

To register to attend this webinar, visit <https://tinyurl.com/2u6z7fxb>.

Timeline

Announcement: September 6, 2023

Informational Webinar: September 27, 2023

Proposals Due: October 27, 2023 at 5 p.m.

Application review period: November 3 – November 30, 2023

Awards announced/Grants begin: December 15, 2023

Contact information:

Rutgers Equity Alliance for Community Health

Email: contact.us@reach.rutgers.edu

**Rutgers Equity Alliance for Community Health (REACH)
Community Academic Grants Program
Proposal Narrative Template**

Principal Investigator (PI):
PI Chancellor Led Unit:
PI Affiliation (college/institute/department):
Project Title:

Template instructions: Complete this template by deleting the instructions below each heading, beginning with the Project Goals and Design section, and replacing with your narrative. Narrative template must not exceed five pages. Do not change the margins or line spacing. Delete all instructions here and below each topic heading.

Submission deadline: October 27, 2023

Background:

Which social determinant(s) of health will your proposed work address? (Delete those that do not apply)

Education
Employment
Food Access/Security
Housing
Population Health

Which community will your work be focused on? (Delete those that do not apply)

Camden
Newark
New Brunswick

Which type of grant are you applying for? (Delete the one that does not apply)

Community Impact Grant
Research Seed Grant (*please note: a limited number of Research Seed Grants will be awarded*)

Project Goals and Design

Briefly discuss the effect of your identified adverse SDOH on the community in which you plan to work. Please provide data where available. Discuss your approach to addressing the SDOH. If you are proposing to implement an evidence-based approach or best practice, please describe it here. Describe the alignment with the purpose of REACH. Describe any work you may have done in the past focused on the SDOH to be addressed as well as any work you may have done in the targeted community. If you are currently working with or have worked with the proposed community partner(s) in the past, please describe that work and its relevance to this project.

Project Team

Please keep in mind that all projects must include academic-community partnerships. Identify the organizations and/or individuals from the community with whom you will partner. If you are partnering with other Rutgers faculty/staff in addition to your community partner, please indicate that as well. Briefly describe the community-based organizations and/or individuals involved and their experience working on the SDOH to be addressed in the targeted community. Please describe the role your community-based partner played in the development of this project and the role they will play in

implementation. Outline all team members, their role(s) in the project, and their knowledge and expertise that will contribute to a successful project.

You will be required to upload CVs/resumes for all individuals as well as letter(s) of commitment from your identified community partner(s) separately.

Impact

Discuss the short and long-term impacts this project will have in the community. Describe how this work will support the continuity of community engaged scholarship that positively impact health or socioeconomic outcomes in a community. If applicable, discuss here your plan for longitudinal engagement of learners. Please describe how you will evaluate your project. Discuss any plans for development of models, reports or publications.

Communications

Discuss here communications activities associated with the proposed work. Explain how any elements of the work that will engage community members directly will be communicated within the community. Describe the role of your community partner as a communications resource throughout the project.

Sustainability

Discuss how this work will contribute to long lasting, reciprocal relationships between Rutgers and the community partner. If applicable, include here how the integration of learners into community-engaged service and/or scholarship will continue beyond the grant funding. Describe how you will share the results from this project and how they could lead to replication in other communities or be expanded to further address the SDOH. Discuss possible sources of future funding, including foundations, government, state and federal funding agencies, and plans for future grant proposals.

Timeline/Milestones

Provide an estimated timeline for the project including significant milestones and deliverables. You may consider inserting a table here. Should you anticipate continuation of this work beyond this funding request and anticipate requesting future funding from REACH or other sources, please discuss that here.

Rutgers Equity Alliance for Community Health (
LINE ITEM BUDGET

Project Title:

Grant Period: (from mm/dd/yyyy to mm/dd/yyyy)

Budget Period: (from mm/dd/yyyy to mm/dd/yyyy)

I. PERSONNEL:

Position	Base Salary	FTEs	Total
Project Director/Principal Investigator	\$0	0	\$0
Project Staff	\$0	0	\$0
Fringe Benefits (%)			\$0
SUBTOTAL			\$0

II. OTHER DIRECT COSTS

Office Operations			\$0
Communications/Marketing			\$0
Travel			\$0
Meeting Expenses			
Surveys			
Equipment			\$0
Other			\$0
SUBTOTAL			\$0

III. CONTRACTED SERVICES

Consultants			\$0
Contracts			
SUBTOTAL			\$0

GRAND TOTAL **\$0**

REACH)

REACH Support	Other Support
\$0	\$0
\$0	\$0
\$0	\$0
\$0	\$0
\$0	\$0
\$0	\$0
\$0	\$0
\$0	\$0
\$0	\$0
\$0	\$0
\$0	\$0
\$0	\$0
\$0	\$0
\$0	\$0

**Rutgers Equity Alliance for Community Health (REACH)
Community Academic Grants Program
Budget Narrative Template**

Principal Investigator (PI):

PI Chancellor Led Unit:

PI Affiliation (college/institute/department):

Project Title:

An important component of this process is the preparation of a detailed budget and budget narrative, which links the requested funding from the budget worksheet with specific elements of the proposed project. Best judgment should be used when projecting program expenses. **Please download the REACH Excel Budget Template found in InfoReady to create your budget.**

NOTES:

- You should complete all **applicable categories** and **sub-categories** in the Budget Template found in InfoReady. You are not required to use every line item.
- For each of the categories and sub-categories in the Budget Template, explain in the Budget Narrative section in as much detail as possible, how the funds for each line item will be spent and how the amount was determined.
- Refer to the Budget Preparation Guidelines in InfoReady for more information on each of the categories and sub-categories.
- All line items should be left on the Budget Worksheet template whether you are requesting funding or not. Enter a zero in any line item(s) for which you are not requesting funding.
- **Personnel costs for all Rutgers faculty and staff combined cannot exceed 20% of the full requested budget.**
- Include detailed Full Time Equivalent (FTE) information for each person/role in the Personnel category where funds are being requested.
- Include a Contract Budget and Fact Chart for any contracts that are a part of your proposed project. **It is required that at least 20% of the grant funding will be shared with the identified community partner(s).** This should be reflected in the Contract line item of the budget table and on the Contract Budget and Fact Chart. Refer to the Subcontractor, Consultant, Vendor Guide in InfoReady for more information on this category.

DELETE THIS TEXT BOX AND THE INSTRUCTIONS IN IT AFTER FILLING OUT THE BUDGET NARRATIVE TEMPLATE BELOW.

REACH Budget Narrative Template:

Grant Year: (12/15/2023 to 12/14/2025)

Category		REACH Narrative
Personnel		
Note: You must include detailed Full Time Equivalent (FTE) information for each person/role where funds are being requested in this category:		
Principal Investigator/ Project Director		
Project Staff		
Project Staff		
Project Staff		
Fringe Benefits		
Other Direct Costs		
Office Operations		
Communications/ Marketing		
Travel		
Meeting Expenses		
Surveys		
Equipment		
Other		
Contracted Services*		
Contractors/Consultants		
Vendors		

* If contractors are a part of your proposed budget, complete one Contractor Budget and Fact Chart for each. Copy and paste the chart below if there are multiple contractors. Enter “TBD” when information is not yet known. See Budget Preparation Guidelines in InfoReady for additional information. If there are no contractors, delete these instructions and the chart below. ***Note: all contracts will be processed through Rutgers Procurement Services and will require a signed ICED form, a Rutgers Statement of Work (SOW) form and a W9 form. Funds will not be disbursed until an approved Purchase Order (PO) is issued. For the purpose of REACH funding we will not be issuing Subcontracts.***

Contractor Budget and Fact Chart

Contractor Name	
Contract Start Date	
Contract End Date	
Scope of Work	

Deliverables	
Total Cost	
Cost Justification	

REACH Budget Preparation Guidelines

Introduction

An important component of the submission process is the preparation of a Budget Worksheet and a detailed Budget Narrative, which links the requested funding with specific elements of the proposed project. These guidelines are provided to assist in the preparation of these materials. Best judgment should be used when projecting program expenses.

If there are questions on preparing the Budget Template or Budget Narrative, send an email to the REACH office at contact.us@reach.rutgers.edu or refer to the contact information for REACH staff in the RFP.

It is suggested that you print these guidelines to use as a resource when preparing the budget template and budget narrative. The budget narrative template and budget template you will download from the InfoReady online system.

Budget Worksheet

Provide an amount for the following three categories on the Budget Template. Select the Glossary & Instructions links below for detailed category instructions.

- [Personnel](#) *
- [Other Direct Costs](#) *
- [Contracted Services](#) *

Budget Worksheet:

Requested Amount

Enter the requested amount into the appropriate field for each line on the budget template. The budget template total will automatically calculate. If no amount is being requested for a particular line, enter zero.

Budget Period and Duration

The Grant Period and Budget Period should be entered on the budget template and budget narrative.

Budget Narrative:

You must provide detailed information in the budget narrative for each requested line item. Refer to the budget narrative section below for additional information.

Budget narrative categories include:

Personnel

- Principal Investigator/Project Director
- Project Staff
- Fringe Benefits

Other Direct Costs

- Office Operations
- Communications/Marketing
- Travel
- Meeting Expenses
- Surveys
- Equipment
- Other

Contracted Services

- Contractors/Consultants
- Vendors

Note: If funds are not being requested for a particular line item, leave that section on the budget narrative blank.

Glossary & Instructions

[Budget narrative](#)

[Budget negotiation](#)

[Budget period](#)

[Budget worksheet](#)

[Deliverables](#)

[Full Time Equivalent \(FTE\)](#)

[Grant period](#)

[In-kind support](#)

[Other Direct Costs](#) *

[Personnel](#) *

[Contracted Services](#) *

* includes sub-categories

Budget narrative

The budget narrative is where detailed information is provided in a narrative format for each line item. Refer to the budget narrative section below for additional information.

Budget negotiation

The budget template and budget narrative for projects selected to move forward will be reviewed and negotiated to ensure that they meet the goals and objectives of the proposed project and that they are consistent with program and sponsor policies. Therefore, during budget negotiation, the budget template and budget narrative may need revisions. During the negotiation process, REACH staff may decide to eliminate a line item or support only a percentage of the funding requested for a particular item. In these cases, other sources of support may need to be identified.

Budget period

The budget period should be the same as the [grant period](#).

Budget Template

Requested funding amounts will be provided on the budget template. The budget narrative and budget template can be found in the InfoReady online system.

Deliverables

Deliverables are tangible or intangible products produced as a result of a project. If your project engages a contractor/consultant to design a Web page, the Web page is the deliverable. If your project engages a contractor/consultant to convene a series of focus groups and write a final summary paper, the final summary paper is the deliverable. Other examples include facilitation of a meeting, white paper or issue brief, training manuals, strategic plans, research reports, or provision of strategic advice.

Grant period

The grant period is the total duration for the grant (e.g., 12 months, 24 months, 36 months). If a grant period is 12 months, then the budget period will also be 12 months. This Round of REACH funding will support grants up to 24 months.

In-kind support

In-kind support is contributed services or time, such as a percentage of an individual's time, free duplicating and printing support, contributed meeting space and audio visual support, etc. For example, if a Principal Investigator is to be partially funded by the grant and partially by his/her institution, the institution's commitment should be designated as in-kind and explained in the budget narrative. State total in-kind support.

Other Direct Costs

These are direct non-personnel project-related costs. The Other Direct Costs sub-categories are as follows:

- **Office Operations**

Includes supplies, printing/duplicating, telephone, postage, service/maintenance agreements, software, computer usage (includes payment for costs associated with processing information on a mainframe computer or server), and staff training (e.g., computer training, time management training, writing and presentation courses and others as described by grantee) directly related to the project. Identify any other items that are not covered in the above-mentioned areas. In the budget narrative, list the items (supplies, printing/duplicating, telephone, etc.) being funded under this sub-category, the amount budgeted for each item, and how the cost is calculated.

- **Surveys**

Costs associated with conducting polls or surveys that do not fall under **Personnel** or **Contracted Services** budget subcategories are considered part of this category. These include fielding and administrative costs, design and development of survey instruments, mailing of questionnaires, expenses related to telephone surveys (e.g., toll calls, 800 lines, additional temporary phone lines), printing and dissemination of findings.

- **Communications/Marketing**

This category includes funds needed to increase awareness and impact of the project. Includes costs such as writing and printing of collateral material such as brochures, newsletters, press kits, broadcast content and policy briefs; print, broadcast and online media outreach and other activities to disseminate results; media and/or presentation training for staff; producing manuscripts; developing web content and other non-personnel web site costs such as development and hosting of a web site.

- **Travel**

This category includes costs for travel by project staff and consultants directly related to the project. Includes costs such as travel to professional meetings to present project findings or promote the program or project, to attend grant related meetings, travel to perform interviews or surveys, guest speaker travel, etc. Travel costs also include stipends or scholarships to offset meeting participant travel expenses. If travel costs are included in a contract, they, along with other costs in the contract, should be listed under [Contracted Services](#).

For local travel, you should use Rutgers' approved mileage reimbursement rate and provide justification as part of the budget narrative. Refer to Rutgers Travel Policy for calculating travel-related costs.

- **Meeting Expenses**

Project-related expenses for meetings, including meeting room rental, audiovisual equipment rental, and meals/refreshments. List each meeting with projected dates and its cost estimates separately. Guest speaker fees should be included under the category Contracted Services. Guest speaker transportation, meals and lodging costs should be included under Travel if your budget includes reimbursement for those costs.

- **Equipment**

Purchased or leased equipment, including but not limited to desktop or laptop computers or printers. Itemize the equipment, provide unit and total costs, list personnel who will use the equipment and provide justification for why equipment is needed for the project. A quote is not needed, but you should have supporting documentation if further clarification is needed. Grant funds generally do not support the purchase of cell phones or tablets. However, under certain limited circumstances, support may be approved for a portion of monthly service agreements for these products that are directly related to the project. If approved, these expenses should be budgeted under Office Operations.

- **Project Space**

Space costs will not be supported by grant funds.

- **Other**

Includes any cost not previously covered under [Other Direct Costs](#). Purchased information is included here, such as the purchase of data, purchase of mailing lists, purchase of manuscripts and publications, subscriptions to periodicals, magazines, journals, newsletters, etc. required as a part of the project.

Personnel

This category captures the personnel costs required to perform the project. Costs identified under Personnel are only for project staff who are Rutgers faculty/staff. Costs for project staff who are not employees of the applicant organization should be entered under [Contracted Services](#).

Personnel sub-categories are listed below. **In the budget narrative, under each Personnel sub-category, list each individual position and include a detailed description of the work to be performed, annual base salary on the projected start date of the project, and full-time equivalency (FTE) percentage of effort; (e.g., .05 for 5% effort, .75 for 75% effort). If applicable, state the cost-of-living-adjustment percentage, or any other increase(s) and effective date of increase(s), being applied to the starting annual base salaries for all budgeted personnel for each year of the project. For each position, state the amount requested from REACH. We recommend that you insert a table in the budget narrative that provides complete salary and FTE information instead of listing the information under each position.**

The Personnel sub-categories are as follows:

- **Principal Investigator/Project Director**

Direct project time associated with such positions as project director, principal investigator, and co-principal investigators that provide leadership to the project.

- **Project Staff**

Time or salary costs attributable to project staff such as project manager, project coordinator, case manager, communications manager, senior staff, administrative staff, etc. who provide direct input to the project. This sub-category includes staff titles with roles directly related to the technical and professional aspects of the project, such as nurses, epidemiologists, graduate students, research associates, scientists, research analysts, statisticians, economists and administrative staff etc.

- **Fringe Benefits**
Include all federal, state and local taxes as well as health insurance, tuition and other benefits provided to employees. Indicate the percentage used to calculate the fringe benefit costs. If different rates were used for different individuals, please explain the calculation for each individual. State the fringe benefit rate and please provide a complete list of the benefits and percentages for each that are included in the budget.
- **Full Time Equivalent (FTE) Field (if applicable)**
FTE represents the total percentage of time, funded by the grant, staff under each personnel sub-category will spend on the project. The FTE entered on the line-item budget worksheet, if applicable, should be the total FTEs for each personnel sub-category. For example, if the Project Staff sub-category is comprised of an Administrative Assistant at .60 FTE, a Project Coordinator at .20 FTE and a Data Entry Clerk at .50 FTE, the total FTEs for Administrative Staff entered on the line item budget worksheet equals 1.30.

Contracted Services

- **Contractors/Consultants**
A Consultant may be an individual or commercial entity. Work may be contracted through a Contract for Services or other procurement vehicle. Contracts are considered agreements entered into with specific deliverables and expectations for an agreed upon price over a specified period. Fees or honoraria paid to individuals for a specific service provided based on an agreed per-diem rate. Some examples are proposal review, technical assistance, speaking engagements, and service on an advisory committee or board. Salaries and fringe benefits of project staff who are not employees of the applicant organization are included under contracts. See "Deliverables" for more information. **In the budget narrative, for each contract, complete all fields in the Contract Budget and Fact Chart.**

In the Cost Justification field, explain how you determined the cost for the contract. For example, if you obtained multiple bids for the contract work, you can simply explain that you obtained multiple bids. Alternately, provide a list of costs and an explanation of how each is calculated as with the rest of your budget. If you haven't researched the cost of each contract, it is important to do that research prior to submitting your budget.

You may not have complete information for each contract at the budget development stage. However, it is important to demonstrate you have a good understanding of the scope of work and/or deliverables to be accomplished under each contract and provide a justification of specific costs and how those costs are calculated. If the specifics of the contract are not available during budget development, additional information may be required during budget negotiations.

Grant funds cannot be expended against any contract in your budget until the contract has been approved by Rutgers Procurement. If grant funds are the anticipated sole source of support for the project funded by your award, for all contracts, the start date should not be earlier than the start date of your award, and the end date should not be later than the end date of the award. Other funds must be used to pay for any contractual costs that begin earlier than the anticipated start date or end later than the anticipated end date of the project.

Note: all contracts will be processed through Rutgers Procurement Services and will require a signed ICED form, a Rutgers Statement of Work (SOW) form and a W9 form. Funds will not be disbursed under the contract(s) until an approved Purchase Order (PO) has been issued. You retain full responsibility for your contracts, which includes overseeing the work and deliverables, and reporting the expenses associated with the contract to the REACH office. We recommend that you consider including right to audit provisions and record retention expectations when negotiating contracts. **Refer to the Subcontractor, Consultant, Vendor Guide in the InfoReady online system for more information on this category. For the purpose of REACH funding we will not be issuing Subawards.**

How do I categorize an external contributor on my project (Subcontract vs. Consultant vs. Vendor)?

<i>Subaward / Subcontract</i>	<i>Consultant</i>	<i>Vendor</i>
An entity that has agreed to work in collaboration with the Rutgers PI to perform research.	An individual or entity whose expertise is required to perform an element of the project.	An individual, business, or entity that supplies products or services to Rutgers University.
A Subawardee PI is considered a Co- PI of the project. Both entities have PIs involved, though Rutgers is the lead organization.	A Consultant is an entity that provides guidance or shares technical expertise on a specific aspect of the scope of work.	A Vendor provides similar goods and services to multiple customers as part of their routine business operations.
A Subawardee has a significant role under a sponsored project and engages in a reciprocal relationship with Rutgers University to perform a portion of the Statement of Work that is in the Prime Award.	A Consultant most often operates in a competitive environment;	A Vendor competes for customers with other like providers.
A Subawardee has responsibility for internal programmatic decision-making and design.	A Consultant’s fee is based on an hourly or daily rate which is provided and explained in a Consultant rate proposal.	A Vendor’s services are ancillary to the scope of work. A Vendor provides a good or service that is narrowly constrained or defined, normally a one-time procurement.
A Subawardee is responsible for assisting Rutgers in meeting the goals of the project.	A Consultant’s services are on a “work for hire” basis and all intellectual property or copyrightable rights are assigned to Rutgers by the Consultant.	A Vendor does not retain copyright or intellectual property rights to the deliverables;
A Subawardee has its performance measured in relation to the larger project goals of the proposal and objectives of the program being funded.	A Consulting Firm is a commercial entity whose regular business activity is to provide services similar to those proposed under the current project to many different purchasers.	Cost sharing is not required of a Vendor.

How do I categorize an external contributor on my project (Subcontract vs. Consultant vs. Vendor)?

<i>Subaward / Subcontract</i>	<i>Consultant</i>	<i>Vendor</i>
A Subawardee is responsible for adhering to applicable Federal programmatic compliance and reporting requirements;	An Individual Consultant is a non-Rutgers employee hired to provide technical expertise in support of a sponsored research project. As a general rule, the activities performed by a non-Rutgers faculty member who is named as an individual Consultant in a proposal must fall outside of the individual's normal academic duties and cannot make use of his/her institutional facilities, personnel or students. If these criteria are not met, then the faculty member's home institution should appear as a Subcontractor in Rutgers University proposal rather than an individual Consultant.	Joint authorship of publications is not sought by Vendors;
A Subawardee will likely retain intellectual property and copyright to the work produced by the Subcontractor's personnel; may coauthor an article in a professional research journal.	Rutgers University is responsible for ensuring the work of the Consultant meets any and all compliance requirements.	The general terms of the Prime Award do not flow down to the Vendor, although Rutgers University is responsible for ensuring the services and products provided meet any and all compliance requirements.

Additional Notes:

- 1). Rutgers University does not issue Subcontracts to individual persons; only to a company or organization. **For the purpose of REACH funding we will not be issuing Subcontracts.**
- 2). A Consultant may be an individual or commercial entity. Work may be contracted through a Contract for Services or other procurement vehicle.
- 3). A Vendor is issued a Purchase Order based on a request sent by an administering unit to the University's Procurement Services.

**Rutgers Equity Alliance for Community Health (REACH)
Community Academic Grants Program
Navigating the IRB Process Guidelines**

The Rutgers Office for Research has several new tools and resources for determining if the proposed project is considered “Human Subject Research” and requires IRB approval, including:

[Non-Human Research Self-Certification Tool](#) - a resource that provides support to Rutgers investigators when determining if a project is human research requiring IRB review. This tool asks a series of questions about the proposed project activities and, based on responses, issues a self-certification or directs faculty to contact the IRB for assistance.

[IRB Pre-Review Service Team](#) - Comprised of highly knowledgeable IRB and HRPP staff, as well as key Committee Members on the IRB, the Pre-Review team provides subject matter expertise and feedback for all study documents prior to the researcher’s formal submission or resubmission for review by the IRB in eIRB.

[IRB Review Type and Template Recommendation Tool](#) - asks a series of questions to provide investigators with recommendations on which protocol and consent templates to use based on the type of research indicated.

Should the proposed project require IRB approval, notice of approval will be required prior to the release of funding. It is not required at the time of application.