

**“How-to-Apply” Webinar**  
**Community-Based Research Infrastructure to Better Science (CRIBS) Intensive Training Program (ITP)**

August 26, 30, and September 1, 2011

*A collaborative project between Commonwealth & the California Breast Cancer Research Program. Funded by the National Institute of Environmental Health Sciences (Grant #1RC4ES019826-01).*

**Who Is This For?**


Community/ Research partners with an interest\* in the environmental causes of and/or social disparities in breast cancer.



*\* No previous experience required*

**Agenda**

- Description of the Intensive Training Program
- Details of the Application Process
- Question and Answer Session



**Why an ITP?**

Encourage and Support Collaborative Research to Answer Important Questions about Disparities in Breast Cancer and Environmental Causes

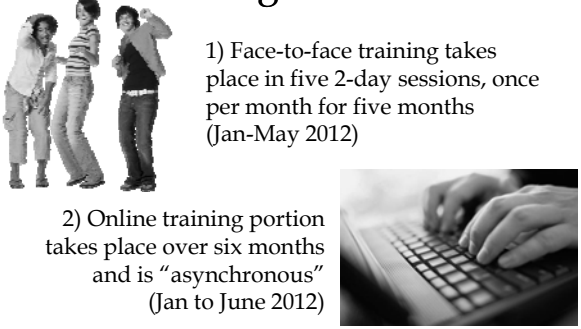
**Intensive Training Program**

Intensive Training Program (ITP) of the Community-Based Research Infrastructure for Better Science (CRIBS) Project

**Request for Applications**

Release Date: Early July 2011  
 Submission Date: September 30, 2011, 5pm

**Four Part Training Structure**



1) Face-to-face training takes place in five 2-day sessions, once per month for five months (Jan-May 2012)

2) Online training portion takes place over six months and is “asynchronous” (Jan to June 2012)

## Four Part Training Structure



3) On-going program technical assistance. (May-October 2012)

4) Mock proposal review session (October 2012)



## What Will You Learn?

- How to create a strong CBPR partnership and team
  - Partnership development and challenges
  - Team development
  - Partnership assessment & plan development
- Scientific inquiry
  - Basic science
  - Environmental causes of breast cancer
  - Disparities in breast cancer
- How to build a strong research project
  - Developing relevant research questions
  - Research plan development
- Budgeting and grant writing
  - Research grant budget development
  - Grant writing

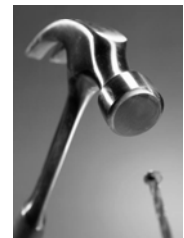
## Expected Time Commitment



- Ten full days of face-to-face trainings
- Eight two-week online sessions (8 hours per session)
- Ongoing work within teams and communities
- One day Mock review Session

## What's the Outcome?

- ① Build and maintain a healthy collaborative partnership
- ② Understand the environmental causes of and disparities in breast cancer
- ③ Understand scientific methods for researching these topics
- ④ Write competitive grant applications



## Who is Eligible?



- Partnership of 2-3 individuals
- At least one academically-trained scientist and at least one community member\*
- California Residents
- Interested in the environmental causes of breast cancer and/or disparities in breast cancer
- Able to participate in all five 2-day face-to-face trainings
- Access to computers throughout the six month training program
- Willing to participate in the evaluation of the training program

*\*You do not have to have a history of working together to be eligible to apply*

## Cost of Participation

**Free** transportation, housing, and food for the face-to-face trainings in bay area

Participants are required to have their own computer and online access

**Stipend** to participants, up to \$2000.00 for full participation in the program

**Teams cover:** Costs associated with regular team work (transportation to team meetings, phone calls, etc.)



## Application Deadline

- Request for Applications:
  - Release Date: Early July 2011
  - Submission Date: September 30, 2011, 5pm
- Combine into one pdf document:
  - Application Cover Page
  - Narrative Sections
  - Letters of Reference
  - CV or Resume
- Email to: Dana Pong ([Dana.Pong@ucop.edu](mailto:Dana.Pong@ucop.edu))



## Application Cover Page

- Gives us a snapshot of who you are
- Provide Organization and contact information for:
  - Community Partner
  - Research Partner
  - Up to 3 members of a partnership (one must be a Community Partner, one must be a Research Partner)
- Also provides information on:
  - Years working together
  - List of research studies you've partnered on, if any
  - Who your community of interest is



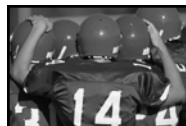
## Guidelines: The Details Matter

- Follow guidelines on:
  - Page length
  - Topics to be covered in each piece of the application
- General tips: Make it easy to read
  - Use headers to organize your information
  - Use reasonable font-size (reviewers eyes will thank you for it!)
  - Don't crowd the page with words



## Overview of Partnership

- Prepared by partnership together
- 1-2 pages long
- Describe who is in your partnership (their interest, skills, experience)
- Why you've chosen to work together
- How did you meet?
- How did you begin to work together, and what is your history of working together? (for experienced teams)
- Your common interests: examples of research questions that are interesting to your partnership



## A Complete Application Includes

- Application Cover Page
- Narrative Sections
  - Overview of Partnership
  - Statement of Individual Interest
  - Description of Community Organization
- Letters of Reference
- Curriculum Vitae or Resumes



## Statement of Interest

- One for each partner
- Tells us more about who each partner is
- 1-2 pages per Statement of Individual Interest
- Describe your experience at your institution, community organization (or with your community)
- Describe your research interests. If you're a Community Partner who has not done research before, tell us how you got interested in research.
- Experience, if any, in:
  - Community based participatory research (CBPR)
  - Working in partnerships or collaborations



## Description of the Community or Community Organization

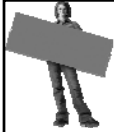
- Prepared by Community Partner
- Outlines details of organization/ community group
  - Mission
  - Issue(s) that they focus on
  - Geographic reach
  - Demographics of community, or community served
  - Experience collaborating in past
  - Research Interests
- Provides more description of Community Partner
  - Why are they a good fit for the program, given the research needs of the community or community organization?



## Evaluation Criteria

- Strong applications will have easy-to-see evidence of:
  - Partnership's interest in breast cancer, environment and/or disparities
  - Initial topics of research interest that fit well with the ITP's goals. Partnerships DO NOT have to have a final research question already formed.
  - Community partner: able to represent, and actively engage with their community
  - Academic partner: has research training and experience
  - Strong letters of reference
  - Completeness of application: one paragraph answers are not enough
- The ideal "cohort" of teams will have:
  - Geographic diversity
  - Diversity in topics of interest

## Letters of Support

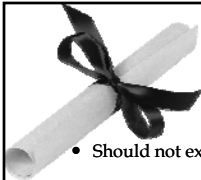


- Letters of support should clearly state at least the following:
  - How the referee knows the applicant
  - How long they have known the applicant
  - In what capacity they have worked together
  - That the referee is familiar with the applicant work
  - Why the applicant is a good fit for the training program
- For Community Partners that are affiliated with a community organization, a letter should:
  - Come from the organization
  - Clearly state support for this person to participate in the training program
- For Research Partners, a letter from a previous collaborator is appropriate



**Applicants will be notified of decisions in November 2011**

## Resume or Curriculum Vitae



- Should not exceed four pages
- For Community Partner, a resume is appropriate
- For Research Partner, a curriculum vitae (CV) formatted after NIH standards is appropriate
- In general, a resume or CV should include information on:
  - Education
  - Employment history
  - Research projects worked on, if applicable
  - Papers published, if applicable

## Further Technical Assistance

- We can help with questions about all aspects of application, including:
  - Forms
  - Eligibility
  - Partnership - even questions about finding a partner
- Contact Dana Pong, B.S., Program Specialist for Outreach and Coordination, Community-Based Research Infrastructure to Better Science (CRIBS) Project
- Work: 510-987-0368
- Email: [dana.pong@ucop.edu](mailto:dana.pong@ucop.edu) or [community@cabreastcancer.org](mailto:community@cabreastcancer.org)

## Additional Opportunities

### Apply for a CBCRP CRC Award

- Awards Available
  - Pilot Award (18 month, \$150,000)
  - Full Award (3 years, \$600,000)
- Application Timeline
  - Annual Call for Applications (Fall 2012)
  - Grant Application Submission (February 2013)
- Funding Starts, if successful (August, 2013)

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## Questions?

