



Community-Based Research Capacity Building Fund Guidelines

Important Dates	
Application Submission Deadline	July 15 / October 15 / January 15 / April 15
Anticipated Notification of Decision	September 1 / December 1 / March 1 / June 1
Grant Start Date	September 1 / December 1 / March 1 / June 1
Summary	
<p>The Ontario HIV Treatment Network aims to improve the health and well-being of people living with and at risk of HIV in Ontario. The OHTN Strategic Plan to 2015 <i>“Striving for Excellence, Achieving Impact”</i> highlights our main goals for the next five years:</p> <ol style="list-style-type: none"> 1. Strengthen Our Network 2. Support Rigorous, Relevant Research 3. Move Research Evidence into Action to Drive Change 4. Promote Organizational Integrity and Accountability <p>The Community-Based Research (CBR) Capacity Building Fund provides a mechanism for Community-Based HIV/AIDS Organizations (CBAOs) to request support for activities that will ultimately enhance their capacity to conduct CBR.</p> <p>The objectives of the Community-Based Research Capacity Building Fund are to:</p> <ol style="list-style-type: none"> 1. Enhance the capacity of Community-Based HIV/AIDS Organizations (CBAOs) and people living with HIV/AIDS to participate in the Community-Based Research process; 2. Support CBAOs and people living with HIV/AIDS to actively engage in the development and implementation of CBR activities that will assist an organization to: develop new programs or services; modify or justify the need for an existing program or service¹; develop new policies; assess the needs of a specific population; or generate data for an application for research operating grant funding²; 3. Increase opportunities for partnership development with relevant stakeholders, including researchers, policy/decision makers, people living with HIV/AIDS, and other CBAOs; and 4. Encourage effective knowledge translation and exchange (dissemination) activities 	
Funding	
<ul style="list-style-type: none"> • Requests for CBR Capacity Building Funds may be for a maximum of \$ 25,000 • Principal applicants may receive funding for only 1 project per fiscal year, except in exceptional circumstances where no other funding opportunities are available and where the proposed research is of an urgent nature³ 	

¹ Organizations should consult the Director, Evidence-Based Practice Unit, OHTN prior to submitting an application for Program Evaluation.

² This is not an exhaustive list. Other outcomes may be proposed, but they must confer a benefit (i.e. articulate an anticipated impact) to a community-based organization.

³ Approval by the Manager, Research Funding & Development is required *prior* to submission.

Table of Contents

[Eligibility](#)

[Principles of Community-Based Research](#)

[How to Apply](#)

[Advice to Applicants](#)

[Peer Review Procedures](#)

[Reporting Requirements](#)

[Communication Requirements](#)

[Submitting the Proposal](#)

[Contact Information](#)

Eligibility

Applications to the CBR Capacity Building Fund must be submitted by a Community-Based HIV/AIDS Organization. Teams may be comprised of any number of applicants, but must be in line with the principles of CBR. Teams are not required to have an academic partner; however the team must demonstrate that it possesses the necessary skills and experience to conduct the proposed activities.

Principles of Community-Based Research

The following principles should inform all applications for Community-Based Research Capacity Building Funds:

- Community driven
- Community relevant
- Equitable partnerships and collaboration
- Capacity building
- Anti-oppression framework
- Attending to process
- Multiple forms of knowledge
- Action outcomes

How to Apply

****NOTE****

1. CBR Capacity Building Grant applications are completed online. Application forms should be accessed for the first time at https://www.GrantRequest.com/SID_920?SA=SNA&FID=35015
2. Once created, your application can be re-accessed using https://www.grantrequest.com/SID_920/ and entering your user-unique ID and password
3. Your application does not need to be completed in order, or all at once. Incomplete applications may be saved (click 'Save & Finish Later') and returned to at a later date
4. Print a copy of the application for your records *prior* to electronic submission

Application Instructions:

1. Follow the link to the [CBR Capacity Building Grant Application](#) page
2. Create and/or Log-in to your account
3. Complete the Eligibility Quiz
4. Complete the Principal Investigator Contact Information page
5. Complete the Research Team information page. You may enter up to 3 additional Co-Principal Investigators, 10 Co-Investigators and 5 Collaborators. If you have additional team members, please contact OHTN Research Development staff for instructions.
6. Complete the Administration of Funds information (must be a community-based organization)
7. Complete the Proposal Information:
 - a. Title of Research Proposal (maximum 15 words)
 - b. Indicate the total amount being requested from the OHTN
 - c. Indicate the duration of funding requested in months (note that 12 months is the standard)
 - d. Indicate the Type of Support Requested (*default is set to CBR Capacity Building Fund*)
 - e. Complete the [Plain Language Summary](#)
8. Upload Attachments in PDF:
 - a. [Cover Letter](#)
 - b. [Signature Page](#)
 - c. [Response to Previous Reviews](#)
 - d. [Project Description](#) (including timeline and references)
 - e. [Detailed Budget and Budget Justification](#)
 - f. [Principal Investigator's CV](#) (including Funding Details)
 - g. [Co-Principal and Co-Investigator's CVs](#) (including Funding Details)
 - h. [Appendices](#)
 - i. [Collaborator and Support Letters](#)
 - j. [Research Ethics Approval](#)
 - k. [Consent Form\(s\)](#)
9. Review the entire application for any errors or omissions
10. Print a copy of your Application for your records
11. Submit your Application electronically
12. You will receive a confirmation e-mail that your application has been received. If you do not receive an e-mail within 2 hours, please contact [OHTN staff](#).
13. Submit, via trackable courier, any documents not submitted electronically. Be sure to include the Nominated PI name and title of the proposal with the submission. Documents submitted in hard copy must be received by the deadline. The OHTN does not require a hard copy of your full application.

Detailed instructions for completing your application:

A covering letter addressing the following points (*maximum 2 pages*):

- A brief description of the background of the proposed application, including the rationale for the proposal
- A summary description of the proposed activities, including the anticipated impact and benefit to, at a minimum, the primary CBAO
- A brief description about how the proposed activities will enhance the abilities of the CBAO and people living with HIV/AIDS to engage in meaningful ways in the CBR process

- A list of all research team members and partners and their respective roles in the project (e.g. Principal Applicant, Co-Applicant, Collaborator, Advisory Committee Member)

A completed signature form, with all relevant applicant and organizational signatures. The [signature form](#) is available on the [OHTN website](#). Multiple pages may be used for signatures, however one collated document that contains all signatures should be uploaded to the online application.

Plain Language Summary (*maximum 250 words*)

The summary should include a concise explanation of the proposed activities, including the purpose and anticipated impact of the project, and how these activities meet the objectives of the CBR Capacity Building Fund. This summary will be posted on the OHTN website if the project is awarded funding.

Response to Previous Reviews (*maximum 2 pages*)

If you are **resubmitting** a previously unsuccessful proposal, you must include a two-page letter to respond to the reviewers' comments and discuss any changes made to the application.

Project Description (*maximum 6 pages, excluding references and appendices*)

Please note: If proposed capacity building activities are related to a fully developed research protocol, please include the full protocol as an appendix to the application.

Applicants are encouraged to refer to the [Proposal Template / Sample](#) on the OHTN website.

Describe the proposed project in plain language using the following headings:

a. Background and Objectives

Summarize what is currently known about the topic of your proposal. Include both published information (from peer-reviewed and non-peer reviewed publications), as well as anecdotal information from local programs and services to assist in establishing a rationale for your proposal. Clearly state the objective(s) of your project, including the objectives of the proposed CBR capacity building activities.

b. Partnerships

Describe the roles of all partners in the project. Give details of how all organizations and individuals are and will be involved throughout the project and capacity building process (i.e. project development, approach, implementation, dissemination of results and recommendations, and implications for the community involved). Please explain how decisions will be made and how the team will determine data ownership. It may be helpful for applicants to submit a Terms of Reference document as an appendix.

c. Activities

Project Activities – Describe clearly and concisely the proposed activities that will be undertaken to complete the proposed project. Describe how these activities correspond with the objectives of the project as well as the CBR Capacity Building Fund.

Capacity Building Activities – Describe the proposed capacity building activities in detail. Provide a rationale for each activity and identify the participants' roles and expected outcomes. Demonstrate

the connection between the capacity building activities proposed and the objectives of the proposed project.

d. Impact, Synthesis & Evaluation

a) Describe the anticipated outcomes and impact of the proposed project, including potential future impacts; b) Describe, in detail, how the results of the project will be disseminated, and by whom; and c) describe whether an evaluation of the project or capacity building activities will be conducted, and if so, describe the activities that will be carried out.

e. Ethical Considerations

Consider the potential risks of your proposed project for communities and individuals, and address how these risks will be minimized. Note that all funded applicants will be required to consult with the [University of Toronto HIV Research Ethics Board \(REB\)](#) prior to beginning research activities, to determine whether REB submission and approval is required. See below for additional information.

f. Timeline

Provide a timeline for the proposed activities described above. (*Note: The timeline is not included in the 6-page limit*)

References (i.e. bibliography)

Compile a list of references cited in the proposal. Append these to the Project Description when uploading to the online application (not included in the 6-page limit).

Budget and Budget Justification

Provide a table showing a detailed budget, and include a detailed justification/rationale of the cost of each item/activity (to the nearest \$100), including the following:

a. Personnel - The rate(s) of remuneration (including \$/hr and total number of hours estimated) requested should be those normally paid by the sponsoring organization or institution to similar categories of staff, including fringe benefits where applicable. Please note that while OHTN does not usually pay the salary of Principal Investigators or Co-Investigators of projects, exceptions may be made under exceptional circumstances for the CBR Capacity Building fund, where:

- Team members are employees of CBAOs aiming to build infrastructure and capacity for research, and where participation on the research team would not be possible without salary support for the individual's release time

OR

- A community member who is a member of the research team (Principal or Co-Investigator) desires to build the skills and capacity to conduct research, and where support to undertake this work is not available via any other mechanism, and where the individual would not gain the skills and capacity in any other environment

Any request for personnel support must be sufficiently justified.

b. Capacity Building Activities Expenses – Fees associated with selected activities/ mechanisms to build CBR capacity. May include tuition, course fees or professional services or rates of remuneration. Specific activity costs are required.

c. Travel – Costs associated with transportation (include estimated costs based on current actual costs for flights, train travel, hotels, etc.) where applicable.

d. Equipment – The need for equipment should be explained and all amounts (for computers, etc.) estimated based on current actual costs.

- e. **Supplies** – Please note that funds for supplies are not intended for the purchase of furniture, office equipment and supplies (i.e., items normally supplied by an organization institution) or for infrastructure related to teaching or service delivery. Other supply costs should be justified using current actual costs.
- f. **Other Expenses** – The OHTN will consider requests for computing costs, local travel for data collection, and travel and expenses for training opportunities, but the applicant(s) must explicitly justify both the need for and cost of these items.

Ethics Approval and Consent Forms

Include copies of any consent forms (draft is acceptable and encouraged) to be signed by prospective participants or other explanatory material to be given out. If your application is awarded funding (and an ethics approval is required), the OHTN must receive a copy of all ethical approvals prior to implementing any research activities.

The University of Toronto, in partnership with the OHTN, has established a Research Ethics Board that is proficient in reviewing HIV-related Community-Based Research, and accessible to community-based researchers who are not affiliated with an academic institution. Please contact the OHTN (Jennifer Major, Manager, Research Funding & Development – jmajor@ohsn.on.ca; 416.642.6486 x2249) or the University of Toronto (Dario Kuzmanovic, Research Ethics Analyst - dario.kuzmanovic@utoronto.ca; 416-946-3608) for more information, or visit the U of T [HIV REB website](#).

Curricula Vitae / Resume for Principal Applicant and for each Co-Applicant

A short CV (not exceeding five pages) for each applicant, including complete address, e-mail and telephone number must be submitted. Relevant experience (paid and volunteer) and/or education, as well as publications, presentations, and funds currently held should be included (funds held may exceed the 5-page limit).

Collaborator and Support Letters

Include collaborator and support letters that demonstrate collaboration on or commitment to your proposed project. Collaborator letters should include an explanation of the collaborator's role in the project, as well as the value of the project and capacity building activities to the individual and/or organization. Letters of support from the affected communities or stakeholder group(s) may assist reviewers in evaluating the project.

Appendices

Attach any other appendices, if applicable, such as questionnaires, terms of reference, etc.

Advice to Applicants

In writing their proposal, authors should bear the following points in mind:

- Keep the language clear, concise and simple
- Limit the use of appendices to materials that are essential for evaluating the application
- The request should be in a format that is easy to read. Characters must be no less than 11 point font. Use single-sided sheets (8 1/2" x 11"), number each page and leave margins of 1" on all sides.

Applicants may find it useful to consult the following resources:

- Developing and Sustaining Community-Based Participatory Research Partnerships: A Skill-Building Curriculum (<http://www.cbprcurriculum.info/>)
- Sample Terms of Reference Contract (http://depts.washington.edu/ccph/pdf_files/MOU6.pdf)
- Community Campus Partnerships for Health – Community-Based Participatory Research (<http://depts.washington.edu/ccph/commbas.html>)
- CBR Workshop Materials – Wellesley Institute (http://www.wellesleyinstitute.com/new_notable/cbr-workshop-materials-now-available/)

Please consult with [OHTN staff](#) for any questions prior to submission.

Peer Review Procedures

The Community-Based Research (CBR) Review Committee reviews all applications for CBR Capacity Building Funds. The CBR Review Committee will review and assess applications according to:

- The adherence to CBR principles
- The capacity building potential of the activities described in the proposal
- The feasibility of the activities described in the proposal, as they pertain to the proposed team, the capacity building and project-related activities, and the requested budget
- The relevance of the objectives of the project to the HIV community, the objectives of the CBR Capacity Building Fund, and the OHTN Strategic Plan
- Acknowledgement of ethical considerations and adherence to requirements
- The appropriateness of the knowledge transfer and exchange (dissemination) activities

Applications to the CBR Capacity Building fund will be reviewed on a quarterly basis by a standing review committee⁴ consisting of academic and community members. External reviews will be sought, as needed, to provide expert reviews of proposals where the population or topic area is unfamiliar to members of the CBR Review Committee.

Applications will be rated by each reviewer according to the following scale:

	Scoring Range	Description
Fundable	4.5 – 5.0	Outstanding
	4.0 – 4.49	Excellent
	3.5 – 3.99	Very good
Not-Fundable	3.0 – 3.49	Acceptable
	2.5 – 2.99	Needs revision
	2.0 – 2.49	Needs major revision
	1.5 – 1.99	Seriously flawed
	0 – 1.49	Rejected

The top applications will be funded, down to the funding limit. At least two (2) applications will be funded in each quarter (to a maximum of \$50,000 per quarter). Unsuccessful applicants are encouraged to consider reviewer comments and re-apply for a subsequent competition.

⁴ The CBR Review Committee is comprised of invited individuals who agree to serve on the committee for a term of at least 2 years. The full members list is available on the OHTN website.

Budget Limitation

Requests for CBR Capacity Building Funds may be made for a maximum of \$25,000. The OHTN may make an award for an amount less than that requested; when this happens, the applicant(s) may be required to submit a revised budget within the amount approved. It is not usually necessary to seek approval from the OHTN for minor changes in the budget. However, if expenditures in any category vary from the approved budget by 20 per cent or more, the Principal Applicant must obtain prior approval from the OHTN. Total expenditures must not exceed the approved budget or the funds available in that year. The OHTN will not assume responsibility for budget deficits.

Reporting Requirements

Progress Report

The OHTN may require the submission of a progress report, depending on the length of the project and experience of the project team. This will be communicated in the Letter of Offer for funded projects.

Progress reports should include the following information (maximum three [3] pages):

- **Project Update:** describe your activities during the reporting period and list any challenges and major accomplishments of the project to date, including capacity building activities.
- **Project Outcomes and Dissemination Activities:** describe any outcomes of the project to date, including knowledge transfer and exchange activities. Emphasize the implications of your work for building capacity for CBR.
- **Community Engagement:** report on the involvement and activities of community stakeholders throughout all phases of your project.

Final Report

The OHTN requires a final report (maximum five [5] pages) covering the entire funding period of the CBR Capacity Building grant. This will include the following:

- **Project Update:** describe your activities during the reporting period and list challenges and major accomplishments of the project.
- **Project Outcomes and Dissemination Activities:** describe all outcomes of the project including knowledge transfer and exchange activities. Emphasize the implications of your work for building capacity for CBR.
- **Community Engagement:** report on the involvement and activities of community stakeholders throughout all phases of your project.
- **Future Plans:** provide a brief description of your and/or the team's future plans and describe how this project has positioned you to achieve these plans.
- **Plain language summary (250 words maximum)** suitable for publication on the OHTN's website, which includes a brief description of the activities undertaken and CBR capacity building outcomes.

The OHTN requires the final report within three (3) months following the termination of the grant period. Progress and Final Report templates are available from OHTN staff, and should be submitted electronically to the Manager, Research Funding & Development (jmajor@ohrn.on.ca).

As the OHTN may wish to disseminate the results of the work it supports in a variety of ways, all reports should be written in a form that is easily accessible to a general audience.

Financial Reporting Requirements

The sponsoring community agency or institution's accounting office must submit a final statement of expenditure on the form provided by the OHTN within one (1) month of the end date of the award. The OHTN reserves the right to terminate a project that fails to meet its objectives and timelines. At the end of the project period, the agency or institution must return any unspent funds to the OHTN.

No-Cost Extensions

If the applicant(s) makes a request for a no-cost extension before the end of the project, The OHTN may give authority to use unspent funds to complete the project. A request for a no cost extension must clearly explain how the unspent balance of the funds will be used, and provide a new proposed completion date. Contact jmajor@ohrn.on.ca to obtain the correct form.

Acknowledgement

In all publications and dissemination work resulting from this CBR or policy work supported by the OHTN, the following acknowledgement should be included: "This project was supported by funding from The Ontario HIV Treatment Network (OHTN)." Please contact the OHTN for a suitable logo for printing, if applicable.

Communication Requirements

As a condition of funding, researchers are required to submit abstracts of OHTN-funded projects for presentation at OHTN's Annual Research Conference.

The OHTN expects investigators to publish their work in peer-reviewed publications or other appropriate formats and will consider publication/dissemination of results as evidence of work successfully completed.

The OHTN assumes responsibility for disseminating the information contained within submitted reports via the [OHTN website](#). However, the OHTN affirms that the results are the intellectual property of the grant recipient and recognizes the need for teams to pursue publication in peer-reviewed publications or other appropriate formats. It is expected, however, that grant recipients will provide the OHTN with copies of all publications arising from work supported with this grant to assist the OHTN in its evaluation of this program. OHTN staff will work with grant recipients to ensure that its own dissemination efforts do not conflict with the teams' publication plans.

Funding recipients are also expected to contribute to the OHTN's monitoring and evaluation activities, including but not limited to: participating in evaluation activities (surveys, interviews, etc.), workshops, and providing data or reports as required for the purpose of assessing progress and results. Annual surveys of ongoing project-related activities will be sought, for five years after the end of the award.

Dissemination of results through these methods ensures the OHTN is able to demonstrate accountability and impact to its various stakeholders.

Submitting the Proposal

Please submit a complete electronic application by the deadline date specified (January 15, April 15, July 15, or October 15) via: https://www.grantrequest.com/SID_920/

One hard copy of any documents not available electronically should be submitted, via trackable courier, to:

Jennifer Major
CBR Capacity Building Fund
Ontario HIV Treatment Network
600 – 1300 Yonge St.
Toronto, ON M4T 1X3

For deadlines falling on a weekend or holiday, applications must be received by 12 noon on the next business day. Late or incomplete applications will be held until the next deadline date.

For questions about the CBR Capacity Building Fund, contact:

Jennifer Major
Manager, Research Funding & Development
Phone: 416-642-6486 / 1-877-743-6486 ext. 2249
Email: jmajor@ohtn.on.ca