

**Doris A. Howell Foundation for Women's Health Research  
Community Engagement Initiative – Grant Program  
Request for Applications**

The Doris A. Howell Foundation for Women's Health Research is devoted to bettering the health of all women through a variety of activities, including the Community Engagement Initiative (CEI) grant program. The purpose of the Howell Foundation's CEI program is to foster research projects that facilitate health promotion and disease prevention among women and families within the greater San Diego region, with an emphasis on underserved and "at-risk" populations.

**Number of Awards:** One

**Award Period:** December 2019 – May 2021 (18 months)

**Budget:** Up to \$15,000 may be requested.

Funds may be used to:

- Provide financial support for students or trainees who will assist in planning, conducting and reporting the proposed research.
- Cover costs associated with the project (e.g., research participant incentives, transcription costs, supplies, field work, travel, publication costs, etc.).

Funds may not be used for:

- Infrastructure Costs (i.e., computers, office space, etc).
- Principal Investigator Salary
- Indirect Costs: The Howell Foundation does not pay institutional facilities and administrative costs.

**Eligibility Criteria:**

- Principal Investigator must be a faculty member or equivalent scientist;
- Project team must include significant collaboration with a community organization; and
- Project must focus on the health of women, girls, or families in San Diego County.

**Criteria for Review:**

- Relevance or merit of the research to women's health, given the field of study
- Appropriateness of the design and methodology
- Appropriateness of scope and budget
- Expertise of the applicant in the area of investigation
- Likelihood of executing the plan within the funding period
- Probability of sustainable impact on women's health
- Probability of leading to refereed publications or exhibits
- Appropriate involvement of students (if applicable)
- A synergistic partnership between an academic institution and a community organization that is capable of advancing the project goals
- Likelihood of obtaining future funding related to the project proposed

**Application Package Components**

- Applicant affiliation and contact information
- Institutional official and contact information
- Abstract (lay terminology - maximum of 30 lines)
- Specific Aims (maximum of 1 page)
- Research Strategy (maximum 6 pages)
- Literature Cited

- Experience and Qualifications of Principal Investigator and Co-Investigators (NIH Bio-sketch maximum 5 pages)
- Collaborators: Include a letter of support from community partners who are not identified as Co-investigators
- Itemized Budget and Budget Justification (1-2 pages)
- IRB Approval, if appropriate

**Letter of Intent Deadline:** Please email the following information to [Howell.CEI@gmail.com](mailto:Howell.CEI@gmail.com): 1) Principal Investigator's name; 2) the organization or institution that will be submitting the application; 3) the community partner organization; and 4) the proposed project title. The letter of intent is due on March 15, 2019 at 5:00pm.

**Submission Deadline:** Please email an electronic copy of your application to The Doris A. Howell Foundation ([Howell.CEI@gmail.com](mailto:Howell.CEI@gmail.com)) by April 30, 2019 at 5:00pm. Awards will be announced in November 2019, with an anticipated start date of December 2019.

**Additional Information:** For questions or additional information, please contact The Doris A. Howell Foundation at [Howell.CEI@gmail.com](mailto:Howell.CEI@gmail.com).

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REQUIRED COMPONENTS**

- Title Page/Applicant Contact Information
  - Project Title
  - Name, Position, Credentials, Affiliation (include this information for the PI and Co-investigators [both community and academic affiliates])
  - Principal Investigator's contact information, including address, email, and telephone number
  - Institutional Official's name, title, address, email, and telephone number
  - Information regarding to whom an award check should be made out and the mailing address to which the check should be sent
  
- NIH biosketch for PI and Co-investigators (5 pages per biosketch)
  - Resume for community partners who are not identified as co-investigators
  
- Abstract in lay terminology (maximum of 30 lines)
  
- Budget and budget justification (1-2 pages)
  
- Specific Aims (1 page)
  
- Research Strategy (6 pages)
  - Background
    - *Explain the problem this project will address.*
  - Significance
    - *Describe the importance of the contribution to women's health that this project will achieve if the goals are met.*
  - Approach
    - *Explain the strategy used to accomplish the project goals including the research design, methodology, sampling and recruitment of participants, inclusion and exclusion criteria, data collection, measures or instruments, and data analyses.*
    - *Describe potential problems and how those will be mitigated.*
    - *Timeline: Include a timeline for key benchmarks to achieving the project goals.*
    - *Sustainability: A CEI goal is to design a program that can be sustained within the community to improve the health and well-being of women. Describe the steps to increase adoption of this project through a community partnership.*
    - *Role of community organization partner.*
    - *Student Engagement: If students will assist in this project, describe the mentoring plan to acculturate students to the norms and standards of the discipline. Address training that the students will receive in research ethics and human research protections.*
    - *Plan for dissemination of study findings (e.g., publication, conference paper, application for further funding).*
  
- Literature citations (no page limit)
  
- Appendix containing study instruments, such as questionnaires, interview guides, informed consent forms, or descriptions of specific clinical or laboratory methods (optional).
  
- Partnering Organization(s) Letter(s) of Support