**COMMUNITY Investigator Development Core (IDC) Program: Program Description and Instructions for Applications**

**Phase 1 Application Due Date: Wednesday, October 23, 2024, by 5 pm**

**Phase 2 Selected Applicants Announced: By Monday November 18, 2024**

**Phase 2 Application Due Date: Wednesday, January 8, 2025, by 5 pm**

**Awardees Announced: Monday, February 10, 2025**

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**Program Description**

**The COMMUNITY** (**C**hronic disease **O**utcomes through **M**ulti-level and **Multi-generational** approaches, **U**nifying **N**ovel Interventions, and **T**raining for health **E**quit**Y**) **Center** is pleased to announce its **Fall 2024** Investigator Development Core Program Awards. The COMMUNITY Center is a collaboration across Columbia University Irving Medical Center (CUIMC), Weill Cornell Medicine (WCM), Hunter College of the City University of New York (Hunter/CUNY), and Physicians Affiliate of Greater New York (PAGNY) with the mission to reduce health disparities among people living with multiple chronic diseases. This multi-institutional program will provide funding to support pilot projects, conducted by early-stage investigators (herein known as **Health Equity Scholars)**,which address two or more chronic diseases that commonly co-occur; health disparities and equity; and the prevention, treatment, and/or management of these chronic diseases. The program's duration is either one- or two-years depending on scope of the proposed project, career phase, and training plan.

These awards are intended to support one or more of the following:

* The collection and analysis of new preliminary data to support a larger future study in chronic disease prevention through community-based participatory research or implementation science.
* The collection and analysis of additional data for a grant resubmission that would help an investigator respond to a previously favorable committee review that yielded a promising but not fundable score for a proposed study.

The Investigator Development Core Program will support the Health Equity Scholars by providing mentored training. Training components include the following:

* Completion and implementation of an Individual Development Plan (IDP)
* Interdisciplinary mentoring
* Manuscript and grant-writing support
* Training in study design and biostats
* Integrated research internships and externships
* Training content will also include one or more of the following:
	+ Participation in team science training
	+ Participation in a health equity and disparities seminars
	+ Participation in community engagement with a focus on clinical research, community-based participatory research, and implementation science research training
	+ Research compliance training

**Investigator Development Core Program Team Members**

* Dr. Daichi Shimbo (Director), CUIMC
* Dr. Jasmine McDonald, CUIMC
* Dr. Katherine Crew, CUIMC
* Dr. Jeanine Genkinger, CUIMC
* Dr. Ruth Masterson Creber, CUIMC
* Dr. Jill Bargonetti, Hunter/CUNY
* Dr. Monika Safford, WCM
* Dr. Lisa Kern, WCM
* Marisol Castellano, MS (Project Manager)
* Nicole A. Bayne, RN, MPH (Project Manager)

**Applicant Eligibility.** Early-stage investigators from CUIMC, WCM, Hunter/CUNY, or PAGNY are eligible to apply. **Defined according to NIH guidelines, an early-stage investigator is a new investigator who has completed their terminal research degree or medical residency—whichever date is later—within the past 10 years and has not yet competed successfully for a substantial, independent NIH research grant**. A list of NIH grants that maintain early-stage investigator status can be found here: <https://grants.nih.gov/policy/early-investigators/list-smaller-grants.htm>

**Candidates must hold a MD, PhD, or equivalent doctoral degree. Early-stage investigators include post-doctoral fellows or junior faculty.** Candidates who are members of populations that are under-represented in the research enterprise (<https://diversity.nih.gov/about-us/population-underrepresented>) are especially encouraged to apply. In addition, there are no US citizenship requirements to apply.

Applications with more than one Principal Investigator (PI), **a multi-PI application,** are **highly encouraged**. If there is more than one proposed PI, all PIs must be early-stage investigators. The following are exemplars of an ideal multi-PI team **and is considered a priority across all institutions.**

* A clinician who does not primarily conduct research paired with a person who primarily conducts research
* A person who focuses on education and teaching with less institutional support for conducting research paired with one who mainly conducts research.
* Two people who primarily conduct research, but who are in different disciplines.

If requested, the COMMUNITY Investigator Development Core Program will help match a PI from PAGNY or Hunter/CUNY with a PI from CUIMC or WCMC for multi-PI applications.

**The following are award priorities of the COMMUNITY Investigator Development Core Program:**

* Applicants who are interested in conducting studies for increasing the health equity of chronic diseases\*.
* Applications that have a focus in community-based participatory research or implementation science and include a partnership with a community organization.
* Applications that have a multi-PI team.

**\*At CUIMC, applications that focus on cancer as one of the chronic diseases are highly encouraged and will be prioritized for funding.**

**Pilot Projects.** The pilot project **must** address the following three components:

1. Health disparities and/or health equity, and
2. Two or more chronic diseases that commonly co-occur, and
3. Prevention, treatment, and/or management of these chronic diseases.

The pilot project **must** generate data to support a future research study in reducing **multiple** chronic diseases.

The COMMUNITY Investigator Development Core Program will award $25,000 to $50,000 for each pilot project. Part of the funds can be used by the awardees to support resources provided by the COMMUNITY Center and Investigator Development Core Program (*e.g.,* purchasing equipment, supplies, staff support) to the awardees. Applicants will be asked to submit a budget and budget justification in Phase 2 of the application process (as described below). There will be awards available for proposed PIs at CUIMC, WCMC, Hunter/CUNY, and PAGNY.

**Phase I Application Components**

1. NIH-format non-fellowship biosketch (**Form H, 5-page limit per investigator**): https://grants.nih.gov/grants/forms/biosketch.htm
* Section A (Personal Statement) should include a description of short-term and long-term career goals, and reasons for seeking mentored research training in health disparities and equity of chronic diseases.
1. Specific aims page describing the pilot project (maximum 1 page, that may include 2 to 3 aims depending upon the scope of the aims)
	* The aims page should include information on how the pilot project and subsequent planned research will impact health disparity and/or health equity of chronic diseases.
2. Candidates must also submit a letter of support signed by the Director or Chair of the candidate’s Department that includes a commitment to sufficient protected time and resources (*i.e.,* office, lab space) to support the scholar.
3. If more than one PI is proposed, description of each PI’s roles and how the PIs will complement one another (maximum ½ page only). If there is more than one proposed PIs who are at different institutions, the institution that will be provided the award should be noted.
4. Name of IRB that you will use for the pilot study, and whether your proposed study is already IRB-approved.
5. A statement in which 2 or more chronic diseases or conditions are addressed by the proposed study. (Please add statement in the keywords page under the demographics form)
6. A statement whether the application focuses on community-based participatory research or implementation science and includes a partnership with a community organization. (Please add statement in the keywords page under the demographics form)
7. **Demographics form** **(see below)**
8. **Keywords** (3-5 keywords for your application) (see below)

If the application is a resubmission, please submit an Introduction section (maximum ½ page only) describing your response to the reviewers’ comments from the prior submission (see below)

Please note that projects with multiple PIs must designate a contact PI who is responsible for communications between the project team and the IDC administration. Being named contact PI does not imply any particular role within the leadership team beyond who to contact regarding issues (i.e. it doesn’t imply that the contact PI is more important than the non-contact PI).

**Additional instructions and notes:**

**All application components are to be submitted in order as one pdf document**

**It is highly encouraged that all Phase I applicants submit applications with the above headings added and in order i.e.: NIH-format biosketch, Specific Aims, Letter of Support (separate document) etc...**

Scoring **may** be impacted if IDC Phase I applications are not written according to these guidelines.

Please see the below link to view some our awardees and their pilot project titles:

<https://www.health4allnyc.org/post/_blog-6>

**Phase 2 Application Components**

Only a subset of Phase 1 applications will progress to Phase 2. Those invited to submit a Phase 2 application will be provided support by the Investigator Development Core Program members to develop a mentorship team, the research strategy, training plan, timeline (1 or 2 years), and pilot project budget. The Investigator Development Core Program will be responsible for advising the potential scholar(s) on refining the aims of the study, selection of an interdisciplinary team including mentors (*i.e.,* two primary mentors), community partners, and content experts. The candidate will submit a Phase 2 application, which includes the following:

1. **Revised specific aims page describing their pilot project** (maximum 1 page only)
2. **Research strategy** (maximum 2 pages only)
3. **Training plan** (maximum 1½ pages only) \*
	* The plan should include the schedule of mentors’ meetings, and how the applicants will interact with the mentors.
	* The plan should include a description of current skills and knowledge gaps, and how those gaps will be addressed by the training plan.
	* Training content should be described and include those described on the first and second pages of this document. The applicants should highlight specific training content that addresses their skills gaps.
4. **Budget**†
5. **Budget justification** (maximum 1 page only)
6. **Protection of human subjects** (maximum 2 pages only)
7. **Specific plan for data and safety monitoring** (maximum 1 page only)
8. **References** (no limit)

\***If there is more than one proposed PI, it is expected that the multiple PIs will both be trained by the two mentors, and that the PIs will attend the same mentors’ meetings. Further, the description of current skills and knowledge gaps, and how those gaps will be addressed by the training plan should be described for each PI. The Investigator Development Core Program members will help individualize the training content for each of the PIs.**

†**Please note that the actual awarded amount may be less than the amount budgeted in the application and is based on Investigator Development Core funding priorities.** **Funds are also not transferable to another institution if the PI leaves CUIMC, WCMC, Hunter/CUNY, or PAGNY.**

**Additional instructions and notes:**

**All application components are to be submitted in order as one pdf document.**

**It is highly encouraged that all Phase II applicants submit applications with the above headings added and in order i.e.: Revised specific aims page, Research Strategy, Training Plan etc...**

Scoring **may** be impacted if IDC Phase II applications are not written according to these guidelines.

To assist the applicants, **redacted Phase II sample applications will be provided upon request.**

**Resubmissions:** For those Phase I applications that are not chosen to move forward to Phase 2, or Phase 2 applications that are not awarded, a summary of feedback will be provided to the applicant(s) upon request, and they will be encouraged to submit a revised application for the next application cycle for Phase 1 with an Introduction section (maximum ½ page only) highlighting the response to reviewers’ comments.

In addition, **all pilot project awardees are required** to submit an Annual Progress Report to us for eventual NIH review. The progress report contains updates on your project, abstracts and publications directly related to findings from the project, and grants. Awardees are expected to review and respond to IDC and other COMMUNITY e-mail correspondences in a timely manner as well as present their project in the form of a presentation and report on its progress at periodic meetings.

**All publications, presentations, and reports resulting from pilot funding must include the following acknowledgement:**

“This work was supported by **COMMUNITY** (**C**hronic disease **O**utcomes through **M**ulti-level and **multi-generational** approaches, **U**nifying **N**ovel Interventions, and **T**raining for health **E**quit**Y**), which is funded by The National Institute on Minority Health and Health Disparities, P50 MD017341).”

 **IRB INFORMATION**

**Additional Requirements.** If asked to submit a Phase 2 application, candidates will be expected to submit their study protocol and consent forms (if applicable) to their IRB for approval immediately after awarding is announced by e-mail. **All** funded projects must be IRB approved before funding can be released.

**The award is also conditional upon the applicant providing an official statement from the IRB that they agree that the proposed study is minimal risk – you must specifically ask your IRB for this statement during the IRB submission process (and not after).** **An IRB-approval without this statement is not sufficient to receive the award.**

If the study is deemed more than minimal risk by the IRB, the application will need additional approval from NIMHD (National Institute on Minority Health and Health Disparities) before the funds can be released. The full application, human subjects’ section, IRB protocol and consent forms, and IRB approval notice will then need to be sent to NIMHD for review.

**In prior applications cycles, delays in IRB approval have led to severe delays in receiving the awards.**

**NOTE:** **All PAGNY awardees will need to receive STAR (S**ystem **T**o **T**rack and **A**pprove **R**esearch**) approval after they have received IRB approval at their corresponding institution before initiating their pilot projects. There is an undetermined waiting period for STAR approval. Please be advised that we will work with PAGNY awardees as best as we can so that pilot projects are completed. Please see below order for initiating PAGNY pilot projects:**

**#1. IRB approval**

**#2. STAR approval**

**#3. Reliance agreement approval**

**Phase I and II applications should be sent to Marisol Castellano, MS (Investigator Development Core Project Manager) at** **mc4542@cumc.columbia.edu** **as well as any questions about eligibility or other aspects of the program or application.**

**DEMOGRAPHICS FORM FOR PI**

|  |
| --- |
| Name (First and Last Name) |
| Title of applicant: |
| Title of application:  |
| Affiliation:  |

|  |  |
| --- | --- |
| What is your gender? | ( ) Female( ) Male( ) Nonbinary( ) Prefer not to answer |
| What is your race? | ( ) White( ) Black/African American( ) Asian( ) Native Hawaiian/Pacific Islander( ) American Indian/Native American( ) More than one race( ) Prefer not to answer |
| What is your ethnicity? | ( ) Hispanic/Latinx ( ) Non-Hispanic/Latinx( ) Prefer not to answer |
| Are you an individual with a disability\*? | ( ) Yes( ) No( ) Prefer not to answer |
| Are you an individual from a disadvantaged background? † | ( ) Yes( ) No( ) Prefer not to answer |

\*Defined as those with a physical or mental impairment that substantially limits one or more major life activities, as described in the [Americans with Disabilities Act of 1990, as amended](http://www.ada.gov/pubs/adastatute08.htm).

†<https://diversity.nih.gov/about-us/population-underrepresented>

***If there is more than one PI (i.e., Multi-PI), please fill out the demographics form for each PI. Those applications that have a Co-Pi, only one Pi should submit keywords.***

**KEYWORDS FOR THE PILOT PROJECT (list 3-5 keywords for your application):**

A statement in which 2 or more chronic diseases or conditions are addressed by the proposed study.

A statement whether the application focuses on community-based participatory research or implementation science and includes a partnership with a community organization.