



# Community-Academic Research Partnerships



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## 2019-2021 Timeline of Activities

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### Program Development/Revisions (August - September, 2019)

- ☐ Revise program guidelines
- ☐ Revise application process (e.g., call for proposals, application, application criteria, deadlines, review process)
- ☐ Develop and revise promotional materials
- ☐ Invite participants to sit on the application review committee
- ☐ Determine collaborative research capacity building training structure/components
- ☐ Announce and publicize the program

### Program Launch (October - November, 2019)

- ☐ Continue to publicize the program (e.g., websites, Community-Academic Research Network eNewsletter, U-M faculty group listservs, community organization networks)
- ☐ Respond to questions from and consult with applicants
- ☐ Refine application review process (revise/finalize review criteria and scoring process)
- ☐ Accept applications by stated deadline and close request for proposals
- ☐ Further develop/revise collaborative research capacity building curriculum and evaluation plan
- ☐ Identify trainers for capacity building workshop

### Grant Review Process (November - December, 2019)

- ☐ Accept and triage applications
- ☐ Distribute applications to review committee for review
- ☐ Compile review committee scores
- ☐ Convene review committee to make funding decisions
- ☐ Notify applicants of award decisions in early December
- ☐ Announce and publicize grant awards (mid-late January)

### 1<sup>st</sup> Half of Grant Program Period (January - July, 2019)

- ☐ First collaborative research day-long training conducted and evaluated
- ☐ Funds administered and distributed (Award start date January 1, 2020)
- ☐ Grantees begin implementation of collaborative research project
- ☐ Publicity/Profiles of each grantee team developed and disseminated
- ☐ Analyze evaluation data to inform second training
- ☐ Select trainers for collaborative research workshop
- ☐ Develop curriculum for second collaborative research training based on input from grantees
- ☐ Second collaborative research day-long training conducted and evaluated

- ☐ Grantees submit mid-way progress report
- ☐ Core staff review and provide feedback on progress reports
- ☐ Communication with and mentoring support to grantees throughout

#### 2<sup>nd</sup> Half of Grant Program Period (August - December, 2019)

- ☐ Grantees continue implementation of collaborative research project
- ☐ Communication with and mentoring support to grantees throughout
- ☐ Analyze evaluation data to inform stories of impact and possible publication

#### Grant Close-Out (January, 2020)

- ☐ Program period ends (December 31, 2020)
- ☐ Grantees submit final, year-end report
- ☐ Final evaluation data collected and analyzed
- ☐ Develop stories of impact from the grantees

#### Following Grant Close-Out (February, 2020)

- ☐ Third Grantees Meeting: Presentations and Feedback
- ☐ Core staff review Final Reports
- ☐ Overall program final report
- ☐ Develop article/paper for general and/or peer-review audience