QuickStart

Capacity Building and Technical Assistance Program on Community-Partnered Participatory Research that Addresses Breast Cancer

REQUEST FOR APPLICATIONS

Release Date: March 6, 2023
Submission Date:

- **Individual community members or academics who need help finding a partner: March 20, 2023, 5:00 PM PST**
- **Community-Academic teams (new or existing): April 17, 2023, 5:00 PM PST.**

Electronic copy available at: http://www.cabreastcancer.org/funding-opportunities/crc/quick-start-training.html

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PROGRAM OVERVIEW

The California Breast Cancer Research Program (CBCRP), The Orange County Asian and Pacific Islander Community Alliance (OCAPICA), and Women of Color Breast Cancer Survivors' Support Project (WOC) invite you to apply to QuickStart, an innovative three-month program that supports community-academic teams in conducting community-partnered participatory research (CPPR) related to breast cancer. This is a rare opportunity to get technical assistance directly from a potential funder on a research proposal that you develop over the course of the program. Participants will be able to build their partnership and workshop a research idea through in-person and online sessions. QuickStart participants have a competitive edge when submitting research proposals.

At the end of QuickStart CPPR teams will have:
- Experience working with their potential research partner.
- Partnership agreements that can strengthen a research proposal.
- A concept paper that serves as the foundation for a full proposal.
- The option to witness an expert review of their full draft proposal.

Benefits of QuickStart:
- Academics can improve chances of funding by showing strong stakeholder support, maximize the translation and dissemination potential of their research and improve the chances of contributing to changes in policy and practices.
- Community members will build their organization's capacity, further increase credibility for their work, develop new skills, access a new funding stream and have data to support changes in policies or practices.

What is QuickStart?

QuickStart is an innovative face-to-face and online program for both newly forming and experienced collaborative community-academic research partnerships. Collaborative partnerships include two Co-Principal Investigators (Co-PIs). In each partnership there must be one community Co-PI and one academic Co-PI. QuickStart will provide in-person, online, and phone-based technical assistance to stimulate community-partnered participatory research (CPPR) that addresses breast cancer. This includes disparities, environmental causes, or prevention in relation to breast cancer.

It is expected that enrolled partnerships that are based in California and complete the program will be prepared to submit competitive grant applications to the California Breast Cancer Research Program (CBCRP) Community Research Collaborations (CRC) awards and/or to other funding sources.

The QuickStart program grew out of an intensive, year-long capacity-building program called Community-Based Research Infrastructure for Better Science (CRIBS), which was offered in 2012 and was funded by the National Institute of Environmental Health Sciences. CRIBS was adapted to a shorter form and piloted as QuickStart in 2014. It was then offered again in 2016, 2017, 2018 and 2019. The 2023 QuickStart cohort will be the first to include teams from across California, as well as fellows that focus on CPPR research as part of the CBCRP initiative: Investing in Communities' Local-Level Needs to

[Reduce Racial Disparities in Breast Cancer: Phase I Planning Grant](#).

What is Community-partnered Participatory Research?
Community-partnered Participatory Research (CPPR) is research conducted by a partnership that includes at least one community Co-PI and one academic Co-PI. Together, as equals, the partnership decides which research questions are most important to them, determines how to study these questions, gathers and interprets data, and communicates findings to other community members, academics, and the general public. By combining the knowledge and interest of communities with the expertise and resources of research academics, partnerships are responsible for conducting research that answers important questions in a way that has immediate impact on knowledge, programs, and policies.

What do we mean by environmental links?
Some define the influence of the environment (on breast cancer or other diseases) as everything that is not due to the influence of genes. For the purposes of this program, we are using a narrower definition. We define "environment" as all of the non-genetic factors that might lead to breast cancer and other forms of cancer that are also largely outside an individual's control. This definition includes, but is not limited to, possible causes of disease resulting from exposure to air pollution, chemicals, second- or third-hand smoke, pharmaceuticals, varying toxicity levels in electronic cigarettes.

What are disparities?
Different groups of women in the U.S. are impacted differently by breast cancer. African American women, for example, are often diagnosed at younger ages. African American women and men are more likely to get lung cancer, and once they have it, are more likely to die from the disease. While for breast cancer, African American women are as likely to be diagnosed yet more likely to die from the disease, in comparison to white women.

For the QuickStart program our definition of disparities is consistent with the World Health Organization's definition. That is, we are defining health inequities/disparities as health inequalities that are attributable to the external environment and conditions mainly outside the control of individuals and may result in inequalities that are unnecessary and avoidable as well as unjust and unfair.

What is a partnership?
A partnership is a collaborative team with shared leadership that must include:

- **Community Co-principal investigator (Co-PI)**: One community member who represents a community organization or a formal or informal group of community members. A community Co-PI is someone who has skills for representing the community of interest and being a conduit with the larger community and has the trust of the community that is involved in the research. In addition, a community Co-PI sees him/herself as a collaborator and enjoys teaching others about their community and learning from others as well. Community Co-PIs often, but not always, begin a partnership with experience in the topic that is being researched.

- **Academic Co-PI:** One experienced academic researcher in an appropriate discipline. An experienced Co-PI should be employed with at least some time designated for research, should have an advanced research degree in their field, have at least five years of postdoctoral experience as a researcher, and should have received independent R01-type funding. An academic Co-PI is someone who has received advanced training in research methods and has

developed a set of research skills that are necessary to design a scientifically-sound project. They are networked to others in the scientific community with expertise. In addition, similar to the community Co-PI, the academic Co-PI sees him/herself as a collaborator, who enjoys teaching others about scientific methods, and has genuine interest in the community with which he/she partners.

As much as possible, the academic Co-PI should have a knowledge and skill set that is relevant to potential research interests of the Community Co-PI. This may not be easy to discern at this early stage, as much of the QuickStart program will be dedicated to developing a research question that then determines what expertise is needed, however potential teams are encouraged to explore early possibilities to increase the likelihood of forming an appropriate match.

Less experienced investigators will be considered if they are partnered with a mentor and have an acceptable mentorship plan.

The Co-PIs share leadership on a research project and ensure adequate representation of both community and scientific perspectives. Partnerships should have the ability to engage the broader community in the proposed project. The partnership will work collaboratively throughout the program in developing a research plan, including:

- identifying the problem and formulating the research questions,
- designing the research plan,
- developing the budget, and
- writing the grant proposal.

ELIGIBILTY

Who is eligible to apply?
Teams and individuals are welcome to apply, though preference will be given to new or existing teams. See below for specifics for each category.

All teams **must:**
- demonstrate a clear interest in pursuing CPPR research into breast cancer. This includes interests in environmental causes of disease, disparities, prevention, and other topics within these two areas.
- be able to participate in all face-to-face and online sessions,
- have access to computers throughout the entire program,
- be interested in conducting research, including submitting grant proposals for research funding,
- agree to submit a draft research plan for review, and
- be willing to participate fully in the program, including sharing research ideas, plans, and draft plans with program staff, teachers, and other participants.

Individuals who previously participated in the CRIBS or QuickStart programs are not eligible to apply. Organizations and institutions that already participated in CRIBS or QuickStart programs are eligible to apply if both the research question and the individuals in the partnership are distinct from previous teams.

- **Teams:** Priority will be given to applications received from teams based in California, though applications from outside California will also be considered (out of state teams must cover their own travel expenses). Teams that apply must include at least one community Co-PI and one academic Co-PI, and must be interested in conducting CPPR that includes questions about breast cancer. You do not have to have a history of working together to be eligible to apply.

  For a team of two, additional team members beyond the first two may be accommodated if space is available. If this is of interest to you, your team must name that third person in the QuickStart application that you submit and provide a brief rationale for their participation.

- **Individual community members and academics:** Individual community members and academics who have not yet found a potential CPPR partner are eligible to apply for QuickStart. The QuickStart staff will assist you in looking for a potential research partner as best we can. Applicants should have an initial sense of their general research interests in order to help the trainers focus in on potential partners. People who are interested in applying who do not yet have a research focus are encouraged to contact the QuickStart staff to discuss possible directions before submitting an application. **Please note that individuals who want to apply must meet the early deadline of March 20, 2023 for applying in order to allow time to help you find a potential partner.**

Application evaluation and acceptance into QuickStart
All applicants will be selected based on evidence in the application of:
- Clear interest in breast cancer. This includes interests in environment, disparities, prevention, and other topics within these two areas.
- Fit of the individual's or team's research interests with QuickStart, and
- Geographic diversity, with priority given to teams based in California.

Additionally:

- Community Co-PI: must have the ability to actively engage with a constituency, proven ability to communicate with a specific community about issues of importance and commitment of their organization/community to conduct research related to breast cancer.
- Academic Co-PI: must have research training and experience relevant to the fields of potential study.
- Individuals applying: must have a clear enough vision of the general areas of research that might be of interest so we can effectively assist you in finding a partner.

All applicants or potential applicants are welcome to discuss their ideas and application with QuickStart staff ahead of submission.

In addition, applications will be evaluated based on completeness of responses to each question. For example, it is not sufficient to provide a one-paragraph response to a question where a one-page response is requested.

PROGRAM DETAILS

How will the program be structured?
QuickStart includes both face-to-face sessions and online sessions. The first face-to-face includes a welcoming dinner session followed by two full days. The second face-to-face is two full days.

We plan to have one in-person session take place in the Greater Los Angeles area and the other take place in the San Francisco Bay Area. **Please note:** Once the geographic distribution of accepted teams is known, it may be necessary to revise this plan so that both sessions take place in the San Francisco Bay Area. As noted below, transportation will be covered for California-based participants, regardless of location. Before applying, please consider your availability for the additional time needed for travel.

The face-to-face sessions will be a combination of presentations, small group work and work as individual teams. **Participants must attend all sessions of the face-to-face meetings.** The online sessions reinforce and expand on the learning that takes place in the face-to-face sessions. The online portion is "asynchronous" – you and your partner will engage with the rest of the class, online, at any time of the day or night.

To fully participate in QuickStart, partnerships will need to share their research ideas, plans, and draft grant proposals at various times throughout the program with staff, teachers, and other participants. In additional to completing assignments for your team, all participants are expected to read and comment on other teams posting when relevant. All participants will be required to sign a confidentiality statement and will agree to rigorous ethical conduct, including protection of other classmates' intellectual property.

Important Program Time Commitments:

Activity	Dates
Online Sessions (OL)	June – December
Face-to-face meetings (F2F)	July 20-21, 2023 August 21-22, 2023
Technical assistance calls (TA)	June – January
Concept paper due	October 6, 2023
Mock applications due	December 6, 2023
Mock application review	January 12, 2024 (tentative)

What will the program help teams learn to do?
- Create an equitable partnership and conduct successful CPPR;
- Create a pathway from vision to research project;
- Design innovative studies that include questions about breast cancer;
- Prepare for completing a successful study, including planning additional research, policy and services impact, and community/scientific education.

What are the program topics?
Over the course of three months, in both face-to-face and online sessions, topics covered will include:
- CPPR
  - Partnership vision
  - Partnership agreements and assessments

o   CPPR benefits and challenges
- Pathway from vision to research project
  - o   Basic scientific methods and research ethics
  - o   Research specific aims
  - o   Impact of scientific methods on community
- Understanding the State of the Science (breast cancer)
  - o   Risk factors for breast cancer
  - o   A new paradigm of breast cancer causation
- Preparing for Impact
  - o   Using a pilot study to prepare for a full application
  - o   Research impact on policy and services
  - o   Personal report back of individual environmental data
  - o   Community and scientific dissemination

Who are the QuickStart team?
Core team members of QuickStart include:
- Marion (Mhel) Kavanaugh-Lynch, M.D., M.P.H., Director, CBCRP
- Isis Pickens, M.F.A., Research Advisor and Program Director, WOC
- Mary Anne Foo, M.P.H., Executive Director, OCAPICA
- Senaida (Sen) Poole, Ph.D., Program Officer for Community Initiatives and Public Health Sciences, CBCRP
- Sharima Rasanayagam, Ph.D., Program Officer for Environmental Health and Health Policy, CBCRP

Other speakers and presenters include experts in breast cancer, the environmental causes of breast cancer, disparities in breast cancer, community-partnered participatory research, and grant writing.

What is the time commitment?
- Two two-day face-to-face sessions, and potentially one opening dinner session (50 hours total)
- Online weekly assignments before and after face-to-face sessions. Assignments include literature reviews, developing draft research questions, writing concept papers, participating in educational webinars and others. (Approximately 10 hours of educational sessions plus written assignments)
- Four technical assistance calls to give teams feedback on potential research questions, methodologies, partnership development and concept papers. (4 hours)

When will the program take place?
The full QuickStart program is scheduled for June 2023–January 2024. Key dates include:
- **Online Sessions:** Ongoing, June through December
- **Face-to-face meeting 1**: July 20 -21, 2023; 8:00 AM - 7:30 PM both days. Tentatively planned for Bay Area CA.
- **Face-to-face meeting 2:** August 21 & 22; 8:00 AM - 7:30 PM both days. Tentatively planned for Southern CA.
- **Concept proposals due:** October 6, 2023.
- **Technical Assistance calls:** Four rounds of calls will take place between face to face sessions, after the second face to face session, after concept proposals are submitted and after an optional mock review of the draft proposals

Optional Activities:
- **Draft CRC application for mock review due:** December 6, 2023
- **Mock review of applications:** January 12, 2024 (tentative)

Online sessions will occur using a private online file sharing and storage site. The online site will have additional instructions, materials for download, and homework for the partnerships to complete. The online site will be complemented with a messaging site/app that will be used for participants to maintain contact and share ideas throughout the program. Webinars will also be hosted (schedule to be announced).

It is the intention of this program that qualified participants (i.e. those based in California) will prepare for and submit a grant proposal to: CBCRP's Community Research Collaboration in the spring of 2024. Participants will be encouraged to submit the grant proposal to other funders as well.

Certificate of Completion
Participants will be granted a certificate of completion if all requirements of the program are met as well as the optional application for the mock review and participation in the mock review. Participation in all sessions, face-to-face meetings, online sessions, webinars, submission of assignments and participation in mock review are mandatory to earn the certificate of completion.

What is the financial commitment?
- The program is offered free of charge.
- Participants who live in California and do not live within a reasonable driving distance of the program sites will be provided transportation costs and offered a free, shared hotel room with another participant (either from your team or another team).
  - If participants would like a private hotel room, they are welcome to pay for it themselves. Local participants should plan to sleep at home.
- Participants from outside California will need to cover their own travel expenses, though the cost of the program and hotels will be covered.
- Breakfast and lunch will be provided for all participants during the program. There will be a limited number of group dinners included. Participants will need to pay for their own dinners on the nights when no group activities are planned.
- Participants are required to have their own computer and online access.
- Costs associated with regular partnership work that takes place outside of the program (phone calls, transportation to meetings etc.) will be paid by the individuals themselves.

Evaluation of the Program
All QuickStart participants will be invited to participate in the evaluation of the program. The evaluation structure and content is overseen by the Institutional Review Board of UC Irvine.

Request for Applications Release Date: March 6, 2022
Submission Date:
- **Individual community members or academics who need help finding a research partner: March 20, 2023 5:00 PM PST**
- **Community-Academic teams: April 17, 2023, 5:00 PM PST.**

Important Note: There are different application requirements for teams and individuals. Please be sure to fill out the appropriate application forms. These forms are included at the end of this PDF. Word versions can be downloaded at http://cbcrp.org/funding-opportunities/crc/quick-start-training.html.

For more information or technical assistance, contact: Senaida Poole, Ph.D., Program Officer for Community Initiatives and Public Health Sciences, CBCRP; QuickStart@cabreastcancer.org.

About the QuickStart sponsoring organizations

California Breast Cancer Research Program (CBCRP)
CBCRP is the largest state-funded breast cancer research effort in the nation whose mission is to eliminate breast cancer by leading innovation in research, communication, and collaboration in the California scientific and lay communities. One of the primary funding mechanisms is the Community Research Collaboration (CRC) Awards, which provide $150,000 to $600,000 of funding (plus indirect funds) for partnerships of California-based community organizations and research academics. CBCPR also funds the California Breast Cancer Prevention Initiatives, which focus carefully crafted research initiatives on the effects of the environment on the development of breast cancer, why some groups of women are more likely to get breast cancer or to die from the disease, and breast cancer prevention. Learn more about CBCRP by www.cabreastcancer.org. There you will find additional information about the program, including their focus on community-partnered participatory research.

OCAPICA
The Orange County Asian and Pacific Islander Community Alliance (OCAPICA) is dedicated to enhancing the health, and social and economic well-being of underserved communities in Orange County, California. Established in 1997, OCAPICA serves more than 40,000 community members a year through programs in health, mental health, education, youth development, workforce development, and civic engagement. OCAPICA has more than 100 staff that speak 26 languages including ASL. To learn more about OCAPICA, visit www.ocapica.org.

WOMEN OF COLOR BREAST CANCER SURVIVORS' SUPPORT PROJECT
WOC was created to help survivors navigate the world of recovery and develop self-care plans to aid in their survivorship. Our mission is to support breast cancer survivors, to offer crisis intervention in the healing process, to educate women and families on breast health, and to actively participate in effective change as it relates to health and racial disparities. To learn more about OCAPICA, visit www.woc4you.org.

QuickStart Application Guidelines for
New and Existing Community-Academic Partnerships

Together the Academic co-PI and Community co-PI should fill out the partnership overview on next page and provide complete answers to questions A-C on page 12. **Combine all pages of the application into a single word document and email it to QuickStart@cabreastcancer.org by 5:00 PM PDT on April 17, 2023.**

Your complete application (excluding letters of reference and resumes/CVs) should not exceed six pages. A downloadable word version of this is also available on the QuickStart webpage: http://cbcrp.org/funding-opportunities/crc/quick-start-training.html

Please submit your application as a word document.

Application Checklist:

Please include the following in your completed application:

1. **Partnership overview:** See form on page 11.

2. **Application questions:** See questions on page 12.

3. **Letter of Reference.** Each of the partners includes a letter of reference from an organization or individual familiar with his/her work. For academic partners, a letter from a previous collaborator is appropriate. For community partners, a letter from your community organization in support of this application is required.

4. **Resume or Curriculum Vitae (CV) (Not to exceed 4 pages).** Each partner must submit either a resume (community partner) or a CV (academic partner) that is not to exceed four pages.

Mentorship plan request: For accepted academically-trained academic applicants with less than five years post-doctoral experience as a researcher, or without NIH R01 funding, an acceptable plan to gain mentorship from a seasoned investigator is required prior to the start of QuickStart.

Please note: The packet for completing and submitting a mentorship plan will be provided to the academic Co-PI after the acceptance of the team. A mentorship plan will not be required of the community Co-PI.

Partnership overview for Academic and Community Partners

Community Co-PI Name	
Organization Name	
Address	
Email	
Work Phone	
Cell Phone	
Fax Number	
Executive Director Name	
Work Phone	
Email	
Academic Co-PI Name	
Institution	
Address	
Email	
Work Phone	
Cell Phone	
Fax	

How many years has your team worked together? Or, If this is a new partnership, how did you meet?
What previous research studies have you conducted together (if applicable)?
Who is your community of interest?
What disparities issues are of most concern to you?
What environmental issues in breast cancer are of most concern to you?
If you are not planning to investigate disparities and/or environmental issues in breast cancer what are your primary issues of concern?
Will the academic Co-PI be submitting a mentorship plan? (See requirements on page 3). If not, please indicate how many post-doctoral years has the person been working in the research field. Please also list the year, funder, and name of study of most recent NIH RO1 funding.

A. Overview of your partnership (2–3 pages).
Together the community co-PI and academic co-PI prepares a two to three page overview in response to the questions below. **Please include the questions with the answers filled in underneath when you submit.**

1. Who is part of your partnership? What experience, interests, and skills do they bring?

2. Describe your experience and position in your organization/institution.

3. How did your partnership meet and why have you chosen to work together? If you are an existing partnership, how did you begin to work together and what is your history of working together?

4. Describe each partner's experience working in partnerships and/or collaborations (other than above) and (if applicable) in community-partnered participatory research.

5. Describe your common research interests. For example, describe the types of research questions that are interesting to you.

6. If there are other individuals who are likely to be significantly involved in the research process with your partnership, please describe them and their proposed contribution. Please note: if you would like one of them to be considered for participation in the program, please indicate who they are and why it would be important for them to participate. QuickStart cannot guarantee that more than two partners will be able to participate in the program; however, we will consider a third partner if there is available space.

B. Description of the Organization/Institution Involved (1–2 pages each). Each partner prepares a one to two page overview of their organization/institution they will represent in the QuickStart program,, that includes the following details. Please include the questions with the answers filled in underneath when you submit.

1. Describe the mission of the organization/institution, the issue the organization/institution focuses on, the geographic reach of the organization/institution, the demographics of the population the organization/institution serves, and the types of services the organization/institution provides.

2. Describe your organization/institution's experience collaborating with others.

3. Describe the research interests of the organization/institution (if different than above).

4. Given the research needs and interests of the organization/institution, why is the individual applying a good candidate for this program?

5. How will the organization/institution select a replacement for the individual if he/she resigns his/her position with the organization/institution?

C. Is there anything else you would like the QuickStart team to know as we consider your application?

QuickStart Application Guidelines for Community Co-PIs seeking a Academic Co-PI

The Community co-PI should fill out the overview form on the next page and provide a narrative overview in response to the questions on the following page (page 15). **Combine all pages of the application into a single word document and email it to QuickStart@cabreastcancer.org by March 20, 2023, 5pm PST.**

If the community co-PI is selected for the QuickStart program, the team will assist them in identifying and reaching out to potential academic co-PIs to work with. Additionally, we will make introductions to people if we know of potential candidates. The QuickStart team cannot promise that the community co-PI will be able to find a partner in advance of starting the program, however all reasonable efforts will be made to facilitate a match.

Your complete application (excluding letters of reference and resumes) should not exceed six pages. A downloadable word version of this is also available on the QuickStart webpage: http://cbcrp.org/funding-opportunities/crc/quick-start-training.html

Please submit your application as a word document.

Application Checklist:

Please include the following in your completed application:

1. **Overview of Community Partner Seeking a Academic Co-PI:** See form on page 14.

1. **Application questions:** See questions on page 15.

2. **Letter of Reference.** Includes a letter of reference from the organization you represent demonstrating support for your participation in QuickStart.

3. **Resume (Not to exceed 4 pages).**

Overview of Community Partner Seeking a Academic Co-PI

Community Co-PI Name	
Organization Name	
Address	
Email	
Work Phone	
Cell Phone	
Fax Number	
Executive Director Name	
Work Phone	
Email	
Would you like the QuickStart team to help you find a partner for the program? If not, please explain how you plan to find a partner for QuickStart.	
Please describe the community you are a part of and/or represent.	
What are the primary issues related to breast cancer that affect your community?	
What disparities issues are of most concern to your community?	
What environmental issues related to breast cancer are of most concern to your community?	
Have you or your organization worked on a research project before? If so, please briefly describe.	

Application Questions for a Community Co-PI Seeking a Academic Co-PI

Prepare a two to three page overview in response to the questions below. **Please include the questions with the answers filled in underneath when you submit.**

1. Describe the mission of your organization, the issues the organization focuses on, the geographic reach of the organization, the demographics of the population the organization serves, and the types of services the organization provides.

2. Describe your role in your organization. What experience, interest and skills do you have that are relevant to conducting community-partnered participatory research?

3. Describe your experience working in partnerships and/or collaborations generally and (if applicable) in community-partnered participatory research.

4. Describe your organization's experience collaborating with others beyond what you describe in #3.

5. Describe your research interests. For example, describe the types of research questions that are interesting to you and the group/organization you are representing. Please be as detailed as possible. This is important if you would like assistance finding a academic partner. The more we know about your interests, the better we will be able to help you.

6. If there are other individuals who are likely to be significantly involved in the research process from your community group or organization, please describe them and their proposed contribution. Please note: if you would like one of them to be considered for participation in the program, please indicate who they are and why it would be important for them to participate. QuickStart cannot guarantee that more than the community co-PI and academic co-PI will be able to participate in the program; however, we will consider a third partner if there is available space.

7. Given the research needs and interests of the organization, why is the individual applying a good Community Co-PI candidate for this program?

8. How will the organization select a replacement for you if you resign from your position?

9. Is there anything else you would like the QuickStart team to know as we consider your application?

QuickStart Application Guidelines for Academic Co-PIs seeking a Community Co-PI

The Academic co-PI should fill out the overview form on the next page and provide a narrative overview in response to the questions on the following page (page 18). **Combine all pages of the application into a single word document and email it to QuickStart@cabreastcancer.org by March 20, 2023, 5pm PST.**

If the academic co-PI is selected for the QuickStart program, the team will assist them in identifying pathways to identifying and reaching out to potential community co-PIs to work with. Additionally, we will make introductions to community members if we know of potential candidates. The QuickStart team cannot promise that the academic co-PI will be able to find a partner in advance of starting the program, however all reasonable efforts will be made to do this.

You complete application (excluding letters of reference and resumes) should not exceed six pages. A downloadable word version of this is also available on the QuickStart webpage: http://cbcrp.org/funding-opportunities/crc/quick-start-training.html

Please submit your application as a word document.

Application Checklist:

Please include the following in your completed application:

2. **Overview of Academic Co-PI Seeking a Community Co-PI:** See form on page 17.

4. **Application questions:** See questions on page 18.

5. **Letter of Reference.** Includes a letter of reference from the organization you represent demonstrating support for your participation in QuickStart.

6. **Resume or CV (Not to exceed 4 pages).**

Overview of Academic Co-PI Seeking a Community Co-PI

Academic Co-PI Name	
Institution	
Address	
Email	
Work Phone	
Cell Phone	
Fax Number	
Would you like the QuickStart team to help you find a community partner for the program? If not, please explain how you plan to find a partner for QuickStart.	
Please give some key words of the type of scientific research you are qualified to do (ex. Toxicology, Epigenetics, etc)	
Have you worked on either breast cancer in the past? Please describe briefly.	
Have you worked on disparities-related research in the past? Please describe briefly.	
Have you worked on environmental exposures-related research in the past? Please describe briefly.	
Will you be submitting a mentorship plan? (See requirements on page 9). If not, please indicate the number of post-doctoral years completed in the research field. Please also list the year, funder, and name of study of most recent NIH RO1 funding.	

Application Questions for a Academic Co-PI Seeking a Community Co-PI

Prepare a two to three page overview in response to the questions below. **Please include the questions with the answers filled in underneath when you submit.**

1. Describe the mission of your institution, research priorities and focus, geographic reach (if relevant), the demographics of the population(s) served, etc.

2. Describe your role in your institution. What experience, interest and research skills do you have that are relevant to conducting community-partnered participatory research?

3. Describe your experience working in partnerships and/or collaborations generally and (if applicable) in community-partnered participatory research.

4. Describe your institution's experience collaborating with others beyond what you describe in #3.

5. Why are you interested in being part of a CPPR team?

6. Describe your research interests. For example, describe the types of research questions that are interesting to you. Please be as detailed as possible. This is important if you would like assistance finding a community partner. The more we know about your interests, the better we will be able to help you.

7. If there are other individuals who are likely to be significantly involved in the research process from your institution, please describe them and their proposed contribution. Please note: if you would like one of them to be considered for participation in the program, please indicate who they are and why it would be important for them to participate. QuickStart cannot guarantee that more than one academic co-PI will be able to participate in the program; however, we will consider a third partner if there is available space.

8. Given the research needs and interests of the institution, why is the individual applying a good Academic Co-PI candidate for this program?

9. How will your team maintain quality scientific leadership of this project if you resign from your position at your institution or organization?

10. Is there anything else you would like the QuickStart team to know as we consider your application?