

## Request for Proposals

### About the Program

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The Centre for Addiction and Mental Health (CAMH) launched the Community Research Capacity Enhancement Program (CRCEP) in 2004. CAMH launched CRCEP in an effort to enhance our research interactions with community partners, and to help build research capacity among organizations that address addiction and mental health issues in Ontario.

Over the last several years, our capacity building work with community partners across the province has been focused on Youth, Issues of Concurrent Disorders and Diversity. These areas were selected as a focus of our provincial knowledge exchange work for a three to five year period, based on consultations with system partners and other stakeholders. As was the case in the previous years of the project, the CRCEP competition for 2008 will have as a priority focus on projects that are dedicated to addressing issues of reducing mental health and addiction disparities and the building of relationships and capacity in **diverse communities**.

In particular the program will fund a limited number of projects that:

- Build expertise and technical research *capacity* among community partners
- Foster new *relationships* between a community agency and CAMH around research
- Collect *preliminary data* in a partnership, which could then be used to secure future additional funding.

### Eligibility

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To implement CRCEP 2008, it is anticipated that CAMH will support up to three (3) grants to teams consisting of an established community agency partner(s) and CAMH staff. To be eligible to partner with CAMH staff, established community agencies must be dedicated to mental health and addictions. Eligible CAMH partners include any CAMH research scientist. It is also preferable to include Policy, Education and Health Promotion (PEHP) staff, who have experience with research-related activities, as part of the project team.

The grant will:

- Be adjudicated through a competitive process
- Have a maximum funding of \$10,000 for a single project, and
- Will run for one year. It is possible for the grant to be extended for two years, but the overall funds available from CAMH will not exceed \$10,000. Successful applicants may seek additional funds from other sources, but the CRCEP grant is not meant to supplement existing grants.

All work within this grant has to be carried out to be consistent with the CAMH policies and procedures, as applicable. The CAMH Research Program will disburse the funds.

Community applicants, who are interested in participating in the program, should contact a PEHP staff member or a CAMH Scientist about the nature of their proposed project. In the event that the community applicant is unaware of any such contact, they may contact any of the individuals listed below. Every attempt will be made to find a suitable CAMH partner to work on the final application submission. The final application has to be made jointly by a community agency partnering with a scientist with a full-time appointment at CAMH. Having a member of PEHP collaborate on the project is preferred but not necessary.

Funds for successful projects involving human subjects will be released only when all applicable approvals are obtained from the CAMH Research Ethics Board committee.

Only one proposal per community agency and CAMH scientist partnership will be considered for each year.

### Application Checklist

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Applicants should enclose six copies of each of the following:

- Application face sheet
- One page entitled *Project Description*. This should outline the work to be undertaken and the timetable. **(Do Not Exceed One Page, Single Space, Font No Smaller 12 pt, At Least One inch Margins On All Sides)**.
- A half page entitled *Relevance to Criteria*. This should convincingly demonstrate how the grant would address one or more of the three criteria laid out under “About the Program”.
- A half page entitled *Budget*. This should detail how the monies will be used.
- A curriculum vita of the CAMH staff member(s) and a curriculum vita of the community applicant or a description of the community agency involved.

Some examples of the kind of projects that might be eligible (without intending to bias the adjudication) are:

1. A Community Agency and CAMH staff partner together will develop descriptive data on a problem (e.g., burden of families with aging children with mental illness) that may subsequently become the focus of a more detailed grant to an extramural agency.
2. The Community Agency and the CAMH staff may work together to develop the infrastructure for community data collection, which could be used for future competitions.
3. The Community Agency and the CAMH staff may use this fund to offset time for a community agency person to come work with a CAMH scientist, such that the community agency person will enhance his/her research capacity when he/she takes these skills back to the partnering agency.
4. The CAMH scientist will become more familiar with the issues that affect the community and the processes that may help overcome some of the barriers to conducting research in these settings.

### **Review and Adjudication:**

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A review committee, with broad representation and scientific background, will adjudicate these grants. In judging the competitive merits of the grants the following will be considered:

1. The focus on mental health and addictions issues faced by diverse communities, defined on the basis of Gender, Ethnicity, Physical/Mental Ability, Literacy, Race, Age, Gender Identity, Sexual Orientation, Religion/Faith, Family Status, Language Ability, Socio-economic status, Immigration/Refugee Status and Country of Origin.
2. How well the project meets the *enhance capacity/research partnership/preliminary data* criteria.
3. The public importance of the question being asked.
4. The capacity for this grant to act as a stepping-stone for future projects.

The Review Committee will recommend its rank order based on the above criteria to the Chief of Research. The Chief of Research is responsible for the final decision. The grant decisions are final and binding. The grant accounts will be held at CAMH, and disbursed according to standard CAMH policies around such expenditures. The Research Office must approve any significant deviation from the submitted budget. The applicants will be required, as fulfillment of their obligations under the program, to provide a 1-page report on the progress of the project at 6 months and a final report within 3 months of the completion of the project. 10% of the grant will be withheld until the final report is received.

### **Process of application:**

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Provided the criteria laid out are met, no prior approval is needed from the Research Office for submission of grants. Potential applicants (system partners) who wish to know if particular expertise or interest exists with CAMH, and those CAMH scientists who are seeking community partners may contact the following before March 17, 2008.

Dr. Samuel Noh	Social Equity and Health Research, CAMH <a href="mailto:Samuel_noh@camh.net">Samuel_noh@camh.net</a> or 416-535-8501 ext 7606
Rajeev Chandok	Manager, Grants and Awards, CAMH <a href="mailto:rajeev_chandok@camh.net">rajeev_chandok@camh.net</a> or 416-535-8501, ext. 6298
Kwasi Kafele	Director, Corporate Diversity <a href="mailto:kwasi_kafele@camh.net">kwasi_kafele@camh.net</a> or 416-535-8501, ext. 6539

Branka Agic

Public Health and Education Policy, CAMH  
[Branka\\_agic@camh.net](mailto:Branka_agic@camh.net) or 416-535-8501, ext 4526

Aseefa Sarang

Co-Director, Administration  
Across Boundaries: An Ethnoracial Mental health Centre  
[aseefa@acrossboundaries.ca](mailto:aseefa@acrossboundaries.ca) or 416-787 3007, ext 226

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### **Deadlines**

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All applications for the current competition must be submitted to the Research Office at CAMH by **Tuesday, April 15, 2008**.

A copy of applications that were successful in previous competitions may be obtained upon request by contacting Branka Agic or Aseefa Sarang (see above for contact information).

The final decisions will be made by the end of **April, 2008**.

Note: In order to ensure that the agency and the collaborating CAMH scientist have sufficient time to work together on the proposal, it is recommended that a commitment from the CAMH scientist is obtained by March 14, 2008.