UTAH CTSI
CLINICAL & TRANSLATIONAL SCIENCE INSTITUTE

HEALTH
UNIVERSITY OF UTAH

Utah CTSI Community & Academic Partnership Pilot (CAPP) Program

Required Letter of Intent (LOI) Due:
August 1, 2025, by 5 pm MST

Invited Full Application Due:
October 22, 2025, by 5 pm MST

The National Center for Advancing Translational Sciences' (NCATS) Clinical & Translational Science Award (CTSA) program seeks to develop and implement innovative solutions that will improve the efficiency, quality, and impact of the process for turning observations in the laboratory, clinic, and community into interventions that improve the health of individuals and communities.

The Utah Clinical & Translational Science Institute (CTSI)'s mission is to foster the highest-quality clinical and translational science, which will support increased efficiency and effectiveness of research and ultimately improve the health of all Utahns.

NCATS's and the CTSI's objectives cannot be fully realized without close collaboration with their communities.

Application Focus

Leveraging CTSA and institutional funding, the Utah CTSI's Community and Academic Partnership Pilot (CAPP) program will support collaborations between community organizations located in Utah and adjacent states, and CTSI-affiliated academic partners that address at least one of the following focal areas:

Translational Science (TS) Innovation **If your proposed CAPP project will have an application focus on Translational Science, see the LOI Submission Instruction #3 for more information*	A Translational Science project will focus "*on understanding a scientific or operational principle underlying a step of the translational process with the goal of developing generalizable principles to accelerate translational research*." Projects that develop or evaluate an innovative methodology, technology, tool, resource, or training paradigm seek to address an identified barrier to conducting clinical and translational research. The new innovation should be broadly generalizable to many research projects. Examples of projects include (but are not limited to) addressing critical barriers, which will allow subsequent translational research to accelerate the time from discovery to improved human health. The proposed innovations should be broadly generalizable to many different translational research questions. Proposed projects should align with one of the following project scopes: • **Develop:** New methodology, technology, tool, resource, or training paradigm that has a generalizable application to an identified translational roadblock • **Demonstrate:** New methodology, technology, tool, resource, or training paradigm to improve the effectiveness or efficiency of the translational process (including feasibility to support future clinical or translational science or research projects) • **Disseminate:** Tools to effectively move methodology, technology, tool, resource, or training paradigm that overcome an identified translational roadblock or improve the effectiveness or efficiency of the translational

	process into broader use
Translational Research	Translational Research seeks to produce more meaningful, applicable results that directly benefit human health. The goal of translational research is to translate (move) basic science discoveries more quickly and efficiently into practice. For instance, translational research applies discoveries from laboratory and preclinical studies to developing human trials and studies. Translational research also aims to enhance the community's adoption of best practices. Translational research: • Encourages and promotes multidisciplinary collaboration among laboratory and clinical researchers • Incorporates the desires of the general public, with communities being engaged to determine their needs for health innovation • Identifies and supports the adoption of best medical and health practices Examples of projects include (but are not limited to) developing a methodology for community-based participatory research, testing how interventions work in real-world settings, and examining how interventions developed in clinical studies may impact population-level outcomes.
Advance human health	Projects that seek to translate observations and/or data collected in the community, clinic, or laboratory into interventions that improve the health of individuals and communities. Examples of interventions include (but are not limited to) attitude or behavioral changes, preventive measures, diagnostics, treatments, or medical procedures.
Understand and reduce health differences	Projects that seek to understand and improve health and health care access for all populations, including those in rural areas and communities facing economic challenges. Examples of projects include (but are not limited to) investigating variations in disease incidence, prevalence, morbidity, mortality, survival rates, and health care delivery; examining factors that influence health care access and outcomes; and developing or testing strategies to enhance the reach and effectiveness of health care services.

The CAPP program requires close and mutually beneficial collaboration between the community and academic partners. Each pilot must be led by a Principal Investigator (PI) from the community organization and a PI from the CTSI-affiliated academic partners. Both must be involved throughout the development and execution of the proposed project.

For funded projects, the project team will receive mentoring and support from the CTSI Community Collaboration and Engagement Team (CCET) director and may also meet with CCET staff, if appropriate for their proposed study. The goal is to support all project partners in building their capacity for community-based participatory research.

The research supported by a CAPP pilot award is expected to result in one or more publications and/or presentations. It will collect data that will be used to apply for funding from the National Institute of Health (NIH) or other funders to expand and continue the projects.

For a list of previously funded CAPP pilot award, see https://ctsi.utah.edu/funding-opps-resources/funding-opportunities/capp.

Resources to Understand Concepts of Translational Science or Research

- Zoom Presentation: What is Translational Science? By J. Rob Singleton, MD of the University of Utah,

CTSI TIP Pilot Director

- NCATS Translational Science Principles: https://ncats.nih.gov/training-education/translational-science-principles
- "Translating Translation" by Christopher P. Austin
- "Divining the Venn Diagram of Translational Research versus Translational Science" by Michael Kurilla, NCATS Director
- "Introduction to Translational Science": a 10-hour virtual course, available through Coursera, produced and taught by Martin Zand, MD PhD at the University of Rochester. The course can be taken for credit (cost $49.95) or audited.
- "Translational Science Benefits Model": Contains slides with definitions, brief examples, and vignettes. From the University of Washington.
- What is Translational Research? YouTube video developed by NCATS

Key Information

Posted Date	Friday, May 2, 2025
Zoom Presentation: CAPP Program Details & Application Process by Dr. Cho Lam	***Tuesday, May 27 @ 12-1 pm MST*** https://utah.zoom.us/j/93809034198 Meeting ID: 938 0903 4198 ***Wednesday, June 25 @ 3-4 pm MST*** https://utah.zoom.us/j/92841518996 Meeting ID: 928 4151 8996 ***Friday, July 11 @ 10 -11am MST*** https://utah.zoom.us/j/99996379131 Meeting ID: 999 9637 9131
Letter of Intent (LOI) Due Date	**Friday, August 1, 2025, by 5 pm MST**
Invitation to submit full application	Friday, September 5, 2025
Full Application preparation with Advisor, CCET and Design Consultations	Sept 5 - Oct 27
Full Application Due Date	**Wednesday, October 22, 2025, by 5 pm MST**
Notice of Intent to Fund	December 5, 2025
Just-in-Time (JIT) Period	Dec 5, 2025 – April 1, 2026 Required JIT Deliverable timeline: • Meet with regulatory coordinator & pilot manager – 12/19/25 • Community Partner complete all IRB & CITI requirements – 12/31/25 • IRB Submission – 01/15/26 • NCATS submission – 02/15/26 (if applicable) • Pilot kick-off meeting with pilot director – 03/01/2026
Anticipated Start Date	Wed, April 1, 2026 pending; 1) JIT fulfilment, and 2) CTSI receipt of their parent UM1 NOA)
Announcement Expiration Date	August 2, 2025 @ 5.01pm MST
Award Budget	Up to $60,000 Please note: *All funds not spent by the end date of the CAPP Award will be returned.* ***Extensions are not allowed.***
Questions?	utahctsi_pilots@hsc.utah.edu & allow 2-3 business days for replies

CAPP Program Eligibility Criteria

- Collaboration between a Community PI and a Academic PI is required:
    1. Community PIs are researchers or non-researchers of a Community Organization located in Utah or the surrounding states (Idaho, Montana, Nevada, and Wyoming). For this CAPP application, community organizations are defined as local, regional, or national non-profit, non-governmental entities that represent, engage, or serve a defined geographic area or population, with the aim to promote health through advocacy, service provision, or both. Other governmental or quasi-governmental entities—such as local school districts, tribal governments, or local departments of health—may also be eligible, provided their primary mission aligns with promoting community health and well-being.
    2. Academic PIs are researchers who hold a faculty or equivalent appointment (e.g, VA staff scientist) at the University of Utah, the University of Nevada, Reno, the Veterans Affairs Salt Lake City Health Care System or Intermountain Healthcare.
- Successful projects will exemplify NCATS's and the Utah CTSI's missions as described above.
- Applicants with significant start-up funds, cash reserves, or seeking gap funding to bridge support between external grants or contracts are not eligible.
- The proposed project should not be funded by any other mechanism/research initiative at the time of submission.

Application Timeline and Process

The CAPP application and review process is as follows:

1. **Letter of Intent (LOI):** Applicants will submit required LOI due on Friday, August 1, 2025, by 5 pm MST, containing standardized components outlined below. LOIs will be reviewed by a panel of community and academic reviewers for scientific merit, significance, innovation, alignment with this FOA, and strength of the community-academic partnership. A subset of LOIs will be invited to submit a full application on Friday, September 5, 2025. A summary of strengths, topics that need additional details, and any weaknesses that should be addressed in the full application will be shared.
2. **Assistance in the Preparation of Invited Full Applications**: The following support will be available to enhance the preparation of invited full applications, with particular emphasis on enhancing the community-academic partnership and identifying measurable outcomes.
    - **Advisors:** Applicants will be assigned an Advisor from a pool of experienced faculty. The Advisor will meet with the applicants at least twice over the preparation period to review the application, suggest improvements, and help define achievable metrics for the one-year project period.
    - **Community Engagement Consultation(s):** Applicants are encouraged to meet with the CTSI Community Collaboration and Engagement Team (CCET) Associate Director or CCET staff, if appropriate for their proposed study. CCET will provide consultation on:
        - Community-academic collaboration throughout the research life cycle, such as:
            - Designing collaborative community-academic research
            - Designing community-engaged research studies
            - Planning for participant recruitment and retention
            - Developing community-appropriate informed consent materials and processes
            - Engaging in collaborative community-academic data analysis and interpretation
            - Sharing research findings with community members
        - CCET Services that may be included as part of the proposal
            - Engagement Sessions (focus groups and interviews)
            - Community Advisory Boards
            - Community Dialogues sessions

        - Consulting community stakeholders who are members of the Community Faces of Utah collaborative
    - **Design Consultations:** Applicants are also encouraged to consult with experts from the other Utah CTSI Cores and Services who will make their time and expertise available for this purpose during the application preparation period. These design consultations will help applicants consider and implement modifications that address weakness in their application (e.g. statistics, study design). Services can be requested directly at ctsi.utah.edu or can be facilitated by CTSI's Pilot Program Manager. CTSI's cores and services include:
        - TRIAD - Translational Research: Implementation, Analysis & Design Team
        - SCOT – Study Collaboration & Opportunities Team
        - RES – Research Ethics Consults
        - PET – Practice Engagement & Translation
        - ORPA – Office for Research Participant Advocacy
        - Design Studios
        - CTRC – Cellular Translational Research Core
        - CRSO – Clinical Research Support Office
        - CRU – Clinical Research Unit
        - CCET – Community Collaboration & Engagement Team
        - BMIC – Biomedical Informatics Core
3. **Invited Full Applications:** The invited full application will be due Wed, October 22, 2025, by 5pm MST. The application will include a description of how the design consultations enhanced the application and, if IRB approval will be needed for the study, a **draft** of the research study protocol that would be submitted to the University of Utah Institutional Review Board (IRB) during the JIT period. Detailed instructions will be sent with the full application invitation. For each application, reviewers will provide an NIH-style scientific content review, including an impact score and an Overall Impact/Merit paragraph that summarizes the factors informing the Overall Impact score. A subset of full applications will be recommended for funding, and notifications will be sent by December 5, 2025.

LOI Submission Instructions

A Letter of Intent (LOI) must be submitted **by 5:00 p.m. MST on Friday, August 1, 2025.**
The Contact PI will submit the LOI via a Redcap survey.

- *The REDCap survey link will be active July 15 - Aug 1, 2025, until 5.01 pm MST.*

The LOI is 5 pages long and must include:

1. **Cover Page** (1-page limit)
    - Project Title
    - Community Organization PI & Academic PI – name, title, organization (department), contact information (email address, best phone number, mail address)
    - Key Personnel from both the community and academic organizations – name, title, organization (department), contact information (email address, best phone number, mail address), project role
        - Note: Key Personnel are individuals who would be important in carrying out the proposed project, but who are not co-PIs
    - Brief description of the composition and qualifications of the project team
2. **Description of Community-Academic Partnership** (1-page limit)
    - Briefly describe the history of your partnership
        - If this is a recently formed partnership, describe how you met and decided to work together
    - Briefly describe the ways both partners have been involved in developing the proposed project plan
    - For the proposed project, describe the responsibilities the community partner will have and the responsibilities the academic partner will have
    - Describe the ways this project will be beneficial for both the community and academic partners

3. **Research Strategy** (3-page limit)
    - Specific Aims
        - These are the project goals
    - Significance and Rationale
        - Include a description of the project, its potential benefits, ways it is innovative, and the importance of the knowledge to be gained.
        - **Important Note** for applications with a Translational Science focus: be sure to incorporate an explicit explanation of the translational research barrier(s) the project is designed to address or overcome.
    - Methods
        - Include a brief description of the proposed methods
    - Expected Outcomes and Metrics for Success
4. **Bibliography and Literature Cited** *excluded from the LOI 5-page limit
5. A **Biosketch** for each of the co-PIs (Community and Academic PIs), follow the instructions for submission here: https://grants.nih.gov/grants/forms/biosketch.htm (5-page limit) *excluded from the LOI 5-page limit

All applicants are asked to follow the following instructions when preparing their Letter of Intent (LOI). Failure to do so may result in the application being rejected administratively.

- *University of Utah Internal Process*: The Pilot Program Application ***does not*** require prior consideration by the University of Utah Office of Sponsored Projects (OSP).
    - ❖ **An eProposal should not be created for this application**.
- *Font*: Arial, 11-point, not condensed
- *Spacing*: Single space or no more than six lines of type within a vertical inch (2.54 cm)
- *Page Size*: No larger than 8.5 inches x 11.0 inches (21.59 cm x 27.94 cm).
- *Margins*: At least 0.5 inch (1.27 cm) in all directions
- *Footer:* Label each page in the footer with the names of both PIs and the name of the document. Align the first letter of this text with the left margin. *No Headers
    i. Example: Names of both PIs_Name of document; "*Jane Doe & John Doe_CoverPage*"
    ii. Excluded from Biosketch(s), Other Support, IRB/IACUC draft application & budget excel file
- *Single-pdf component upload*: the LOI will be uploaded as a single pdf file
- *Internet URLs*: Other than the NIH Biographical Sketches or Bibliography & References Cited documents, URLs directing reviewers to websites that contain additional information about the proposed research are not allowed.
- *Organization*: The content of the LOI should be structured as outlined in the instructions. The start of each numbered section/component should be on a new page and clearly labeled with the section title.
- *Tables, Graphs, Figures, etc.:* All tables, graphs, figures, diagrams, and charts must be included within the overall page limit. If included, figures and tables may have a font size as small as 8 points.
- *Notice of Proprietary Information*: Applicants are discouraged from submitting proprietary information unless it is deemed essential for the proper evaluation of the application. However, when the application contains information that constitutes trade secrets, either financial or commercial, or confidential or privileged, please identify the pages in the application that contain this information by marking those paragraphs or lines with an asterisk (*) at the beginning of the paragraph. Indicate at the beginning of the Research Plan which pages contain asterisks and a note stating: "*The following sections marked with an asterisk contain proprietary/privileged information that [name of applicant] requests not be released except for purposes of review and evaluation.*"

Full Application Submission Instructions

Upon invitation to submit a full application by August 1, 2025, the contact PI will be provided with detailed instructions for the full application components and a REDCap survey link for submission.

Full application components will be **due by 5pm MST on Wednesday, October 22, 2025.**

As a preview, the full application will include:

1. Cover Page
2. Description of changes/improvements that were made to the full proposal (after the LOI) following advisor consultations and design sessions (1 page)
3. Community-Academic Partnership Plan (1 page)
4. Research Plan (5-6 pages, depending on focus)
5. Bibliography and Literature Cited, no page limit
6. Plan to Obtain Additional Funding (1 page)
7. PDF of entire completed draft IRB/IACUC application
8. Biosketches for the Community and Academic PIs and Key Personnel
9. Letter(s) of Support (optional)
10. Authentication of Key Biological and/or Chemical Resources (if applicable)
11. Budget
13. Budget Justification (3 pages)

Budget Instructions

Due to the collaborative nature of this proposal, budget guidelines are listed for the community partner and the academic partner separately, as regulations apply differently. Funds should be budgeted and spent following the instructions below and federal regulations. If you have questions, please discuss potential budget expenses with the Program Contact in this announcement. Awards are not transferable to any other organization.

Community Partner Budget Guidelines

1. Typical expenses may include:
    - Payments or other incentives for Community Health Workers or other individuals to recruit participants, carry out a program, and/or collect data
    - Payment for community leaders/members for work performed outside of normal job scope when necessary for the completion of the project
    - Supplies and expenses needed to conduct the research project, including food and beverage, if justified; additional approval from CTSI required
        - Excluding participant incentive payments; allowable only on the academic partner budget
    - Charges for CTSI services such as engagement sessions, survey design, or statistical analysis
    - Travel to present or co-present project findings at meetings/ gatherings or events.
    - Dissemination events with research participants and/or community members
        - Including food and beverage, if justified; additional approval from CTSI required
2. This award does not cover the following costs:
    - Alcoholic Beverages

Academic Partner Budget Guidelines

1. Typical expenses include:
    - Incentives for research participants

    - Participant Payment Reimbursements must be handled through OnCore, or an exception letter must be obtained and provided. Begin this process early and here.
  - Technical supplies needed to conduct the research project
  - Charges for CTSI services such as engagement sessions, survey design, statistical analysis, etc.
2. This award does not cover the following costs:
  - Faculty salaries (including adjunct & visiting)
  - Post-doctoral salaries for those already listed as a trainee on a T grant
  - Graduate student stipends or tuition (stipends are from grants or other awards)
  - Meals or hospitality (i.e., no food, beverages, or alcohol)
  - Travel that is not directly related to the conduct of research (including travel to present findings at professional conferences)
  - Other items typically supported by indirect costs
  - Monetary incentives for health care clinics to participate in research

Review Criteria for LOI and Full Application

All applications are evaluated for scientific and technical merit. The Letters of Intent will be reviewed by a panel of academic researchers with experience conducting community-engaged research. LOIs will be reviewed using the NIH Review Criteria listed below for scientific merit and translational science potential (if applicable).

1. **Overall Impact:** Reviewers will assess the likelihood of the project exerting a sustained, powerful influence on the research field(s) and community(s) involved, considering the following scored review criteria. Additional review criteria will be assigned. An application does not need to be strong in all categories to be judged likely to have a major scientific impact.
2. **Significance:** Does the project address a significant problem or a critical barrier to progress in the field and to the performance of translational research or community engagement? Is there a strong scientific premise for the project? If the project aims are achieved, how will scientific knowledge, technical capability, clinical practice, community-engaged research and/or community-engaged research capacity be improved? How will completing the aims change the concepts, methods, technologies, treatments, services, or preventative interventions driving this field?
3. **Translational Science Relevance (if applicable)**: How does the proposed project embody translational science qualities successfully? Identify a translational science barrier and a generalizable solution across multiple projects and/or disease states. Assess the likelihood that the project will exert a sustained, powerful influence on the research field(s) involved and the community.
4. **Approach:** To what extent does the proposed project exemplify collaborative, community-academic research in which community and academic researchers are full partners? In what ways are both partners equitably engaged in the research study? Are the overall strategy, methodology, and analyses sections well-reasoned and appropriate to accomplish the project's specific aims? Has the research team presented strategies to ensure a robust and unbiased approach suitable for the work proposed? Are plans for disseminating study findings to community members/research participants clearly outlined? Are potential problems, alternative strategies, and benchmarks for success presented?
5. **Community-Academic Partnership**: Is the partnership clearly described? What is the strength of the partnership? How long has it existed? Do the community leader/organization and academic partner have clearly defined roles for the project? Is the community leader's role substantive? To what extent is the partnership fair? Will the community and academic environment in which the work will be done contribute to the probability of success?
6. **Investigators/ Environment:** Are the co-PIs and other team members well suited to the project? Preference will be given to early-career investigators, investigators who have not received CTSI pilot funding in the last three years, and investigators pursuing a new research direction. Are the institutional support, equipment, and other physical resources available to the investigators adequate for the project proposed? Will the project benefit from unique community(s) features that are involved, the scientific environment, or collaborative arrangements?