Elements of Grant Writing for Community Partners

**Checklist of Critical success factors**

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| **Checkbox** | **Task** |
|  | Define and clarify the expertise, roles, and responsibilities of community and academic partners. |
|  | The Academic Partner believes in and enthusiastically supports the mission and vision of the Community Partner’s organization. The Academic Partner should take time to fully understand the programming of the Community Partner and their challenges. |
|  | The Academic Partner understands the goals, objectives, strategies, and processes of the community partner so that an intervention or research study can be seamlessly integrated into current programs with minimal disruption to those being served by the Community Partner. |
|  | The Academic Partner must remain mindful that the Community Partner’s participants may not be familiar with research studies and that the primary goal of the Community Partner is serving their clients. |
|  | The Community Partner has taken time to understand the requirements of the grant, the grant writing process, the scientific methods, and the supplementary grant documents needed. |
|  | The Community Partner should take time to understand the rigorousness of doing human subjects research and obtaining approval from the Academic Partner’s Institutional Review Board. This may limit how participants are recruited and may not align with the Community Partner’s recruiting and retention processes already in practice. |
|  | The Community and Academic Partners need to chart a course based on where they want to be at the end of the grant and chart out future directions before undertaking the writing process. It is important that all agree on where you are going before you chart out how to get there. |
|  | The Partners need to work together to outline the basic steps to reach the end goal and list the resources each partner can bring to those steps. |
|  | The Partners agree on a detailed budget that covers all of the resources needed to complete the work. |
|  | The Partners agree on the study hypotheses or intervention evaluation plan. |
|  | The grant narrative should be drafted from both the Community Partner and Academic perspective and then merged and integrated to reflect those two perspectives. |
|  | The Partners agree that the voices of both partners are reflected in the grant narrative and both fully agree on the final product before submission. |

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