

Institute of
Transportation
Studies



Community Partnering Microgrant Program

Request for Proposals

2023-24



RFP Issued	October 9, 2023
Proposals Due	First review date is November 1, 2023 Submissions will be accepted on a rolling basis thereafter
Awards Announced	Submissions reviewed within 60 days of first review date or date of submission, whichever is later
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Part I: Description of Funding Opportunity

Section A: Overview

The University of California, Berkeley's Institute of Transportation Studies is offering Community Partnering Microgrants. This program is intended to provide funding for UC Berkeley researchers to identify and build relationships with non-governmental organizations that work with or regularly engage with people who are under-represented in existing structures of academic knowledge or who have tacit knowledge of spatial areas (local communities), with the goal of advancing research on understudied places and populations.

Researchers conducting place-based research or research of vulnerable or disadvantaged populations are encouraged to partner with a relevant community-based organization (CBO) in designing, performing, and disseminating the research, and to compensate them for their work. These microgrants are intended to build the relationships in advance of specific research projects to ensure meaningful contribution from the CBO before the research is defined.

Two types of grants will be offered:

Exploratory Grant. Exploratory grants are intended to support UC Berkeley researchers in their investigative work identifying potential partners and making initial contact. The maximum amount of an Exploratory Grant is \$5,000.

Relationship Building Grant. Relationship Building grants are intended to support UC Berkeley researchers and an identified CBO partner in a co-creation activity. The maximum amount of a Relationship Building Grant is \$10,000.

Section B: Funding Availability

Up to \$25,000 will be reserved from UC Berkeley's Institute of Transportation Studies (ITS) 2023-24 Statewide Transportation Research Program (STRP) for microgrants to be awarded for the 2023-24 academic year ending August 15, 2024. Funding will be awarded on a rolling basis until funding is exhausted.

This funding opportunity is supported by an annual allocation from the State of California through the Road Repair and Accountability Act of 2017 (SB 1) and the Public Transportation Account (PTA) to support research, education, and outreach activities that directly address and inform transportation policy, planning, and engineering issues in California.

Section C: Project Award Period

The period of performance will coincide with the 2023-24 academic year, beginning upon award of funds in and running through Summer 2024.

Part II: Eligibility

Microgrant applicants must be eligible to serve as a Principal Investigator (PI) at UC Berkeley. Other researchers, graduate students, and undergraduate students may participate in, but cannot lead, the microgrant.

Relationship Building Grants require an outside partner representative of a place-based or population-based community. The outside partner may be an individual or individuals or a CBO.

Individuals will be considered on a case-by-case basis.

Groups must be recognized by the US Internal Revenue Services as a 501(c)(3-6) nonprofit organization in one of these categories:

- 501(c)(3) - charitable organization
- 501(c)(4) - civic leagues, homeowners associations, and social welfare organization
- 501(c)(5) - labor organizations
- 501(c)(6) - business leagues and trade groups

Part III: Additional Resources

Applicants are strongly encouraged to review to the following documents before applying.

[Resources for Engaging with Community Groups in Research Equitably](#). This document contains resources to help ITS Berkeley researchers partner with community-based individuals and organizations equitably to ensure their work reflects the needs of communities. This document is updated on an on-going basis.

Creger, H. (2020). **[Making Racial Equity Real in Research](#)**. The Greenlining Institute. This publication offers recommendations for partnership-based research that can be applied by researchers investigating racial equity issues, and those who may not be studying racial equity, but aim to conduct their research in a more equitable, partnership-based way.

[Transportation Adjacent Community Based Organizations](#). This document contains a list of potential partner organizations. Grants are not limited to these organizations. This list is updated on an on-going basis.

Part IV: Submission Guidelines

Section A: Proposal Preparation for Exploratory Grants

The Exploratory Grant proposal should include the following sections:

- a) Objectives (approximately one page, not more than two pages)
 - a. Describe the PI's research interest(s) that would benefit from building a relationship with a community-based individual(s) or organization
 - b. Describe the PI's prior work in this area
- b) Method and Deliverables (approximately one page)
 - a. Describe the method to be used to identify potential partners and plans for making contact
 - b. Commit to providing a summary of activity conducted under the grant, including a list of community-based individuals and groups contacted as part of the exploratory work with assessment of potential for future collaboration
- c) Personnel (approximately two pages)
 - a. 2-page CV for the Principal Investigator and any Co-PI(s)
- d) Budget (approximately one page or less)
 - a. Maximum award amount is \$5,000 (All direct costs. No indirect charged.)
 - b. Budget may include faculty, staff, students, workshop/convening, travel, and other expenses related to exploratory activities.
- e) Budget justification (approximately one page or less)

Section B: Proposal Preparation for Relationship Building Grants

The Relationship Building Grant proposal should include the following sections:

- a) Objectives (approximately one page, not more than two pages)
 - a. Describe the PI's research interest(s) that would benefit from building a relationship with the specific community-based individual(s) or organization.
- b) Partner (approximately one page, not more than two pages)
 - a. Name the partner proposed
 - b. If the partner is an individual(s), describe the individual(s) position, perspective, and experience related to the PI's research objectives
 - c. If the partner is an organization, describe the organization's mission, membership, and programs related to the PI's research objectives
- c) Activity and Deliverables (approximately one page, not more than two pages)
 - a. Describe the co-creation activity planned. The relationship-building microgrant requires a co-creation activity to further future research opportunities. For example, The Greenlining Institute [Making Racial Equity Real in Research](#) Report (page 31-39) provides a sample co-creation activity: a guided worksheet to collaborate on research questions and a scope of work. The grant could also be used to develop a full research proposal for an expected future solicitation. Other proposed co-creation activities will also be considered.

- b. Commit to providing the Greenlining Institute worksheet or a similar co-created document or research proposal that expresses the values, approaches, and next steps for each partner.
- d) Personnel (no page limit)
 - a. 2-page CV for the Principal Investigator and any Co-PI(s)
 - b. Letter of participation from the individual(s) or Community-Based Organization including: legal name of the individuals/organization, a statement of commitment to the objectives of the grant, and listing participating personnel with brief bios.
- e) Budget (no page limit)
 - a. Maximum award amount is \$10,000 (All direct costs. No indirect charged.)
 - b. Up to \$4,999 of the budget may be for the individual(s) or Community-Based Organization. No grant funding may be used directly or indirectly towards political or lobbying activities of any organization.
 - c. Budget may include faculty, staff, students, workshop/convening, travel, and other expenses related to collaborative activities.
- f) Budget justification (no page limit)

Section C: Proposal Submission

Proposals may be submitted at any time. The first review date will be September 15, 2022. After that, proposals will continue to be accepted on a rolling basis. Award determinations will be made within 60 days of first review date or proposal submission date, whichever is later. Email proposals to director@its.berkeley.edu.