

# UMB Institute for Clinical & Translational Research (ICTR) Community Engaged Research (CEnR) Partnership Development Voucher Award Program

**For 2026, applications accepted Friday, February 5, May 1,  
August 7, and November 6**

- Eligibility:** Faculty at the level of Assistant Professor, Associate Professor, or Professor with a minimum 51% FTE appointment from University of Maryland, Baltimore (UMB), University of Maryland, Baltimore County (UMBC), or University of Maryland, College Park (UMCP). **New: UMBC and UMCP applications are encouraged to name a UMB Co-PI.**
- Budget:** Up to \$10,000 in Direct costs for 18 months. Funding is through the ICTR CEnR Voucher Mechanism. Applicants are notified of the award decision approximately 6-8 weeks after the application deadline.
- How to apply:** Form templates and electronic submission instructions are available on the [ICTR website](#)

## I. DESCRIPTION

This ICTR CEnR Voucher Award is specifically for developing a successful and sustainable community partnership(s) in the Maryland and/or District of Columbia (DC) area. The purpose of this award is to prepare for a **future**, competitive ICTR CEnR pilot grant proposal or other extramural CEnR-type pilot grant applications. **Please note that CEnR Partnership Development Award funds CANNOT be used for the purpose of conducting research with a population(s) of interest.**

Typically, CEnR-type pilot grant applications are expected to have an existing community partnership in place that has worked together to identify a population of interest and a research question. This CEnR Voucher award is specifically for that purpose. Activities supported by this CEnR Voucher award include the following:

- Developing a community-academic research partnership(s) infrastructure (e.g., advisory boards, partnership roles and responsibilities, policies and procedures, memorandums of understanding). Eligible community partners include non-profits such as community service organizations, advocacy groups, neighborhood associations, faith-based organizations, or coalitions, public agencies, and private organizations within the State of Maryland and District of Columbia.
- Facilitating formal and informal meetings for partners to identify shared goals, priorities,

research interests, and sharing of resources and funding.

- Facilitating open dialogue and bidirectional learning around challenges and opportunities to address community health needs.
- Identify community partner(s) to engage the community to help define the research question.
- Building research capacity for community partners (e.g., Institutional Review Board training to be a member of the panel, training on research design and methods, etc.)
- Building CEnR capacity for academic partners (e.g., principles of community engagement, 10-Step Framework, etc.)

## II. REQUIRED DOCUMENTS

- **Abstract** (use [template](#) found on ICTR website)
- **Budget and Budget Justification** (use [template](#) found on ICTR website)
- **Statement (1 page)** on:
  1. Proposed community partner(s) and approach to develop partnership(s)
  2. For UMBC and UMCP applicants, if you are including a UMB Co-PI, describe the UMB Co-PI's role in developing the community partnership
  3. For UMCP applicants only: 50% the costs attributed to UMCP must be covered by the UMCP college and/or department of the applicant. The remaining 50% of costs attributed to UMCP will be covered by the UMCP Office of the Vice President for Research (VPR).
  4. Plans for future, intra- and extramural CEnR-type pilot grant opportunities.
  5. The impact the CEnR Partnership Development Voucher award will have on developing and sustaining community partnership(s) and the health needs of the community.
- **Timeline** (use [template](#) found on ICTR website). Project must be completed with 18 months. A No-Cost-Extension is NOT allowed.

## III. BUDGET RESTRICTIONS

- **Salary Support:** Salary support may be included for faculty-level members and research staff (no more than 30% of the budget in total).
- **Travel:** Up to \$1,000 may be used for travel with justification to establish a community partnership. Travel is restricted to Maryland and strict of Columbia (DC) area. CEnR funds **cannot** be used for travel to present results at established meetings or conferences.
- **Other Allowable Expenses:** Stipends, supplies, facility use fees, activity costs such as training for community partners, and other expenses required to develop the partnership.
- **Unallowable Expenses:** Tuition, refreshments, purchase of office or laboratory furniture, phone services, and professional membership fees.

## IV. REVIEW

Applications will be peer-reviewed, evaluated, and scored using the following criteria:

- **Relevance to CEnR:** Are there clear plans to establish an academic-community partnership to help move a project through to the next step of a future, CEnR-type pilot grant submission?
- **Potential for future community and scientific impact, novelty, and merit.**
- **Feasibility of establishing a sustainable community partnership within 18 months.**
- **Future extramural funding plans to further expand the community-partnership and CEnR endeavors.**

## V. ADDITIONAL RESTRICTIONS FOR ICTR VOUCHER AWARD

- Cannot be requested to offset expenses in a grant application.
- The voucher award must be exhausted within 18 months of the award date. After 18 months, the remaining voucher award balance will be returned to the funding institution(s)
- Cannot be encumbered for future use or transferred to another project, researcher, or expense.
- Limited to one voucher award per faculty per 18 months. Subsequent applications will not be accepted if prior awarded project not completed.
- Limited to one voucher award per project.
- The Lead PI of the project must complete the application and not a surrogate/proxy.

Questions? ICTR Navigator on hand to help you with the "next steps." Please email

[ICTR-Navigator@umaryland.edu](mailto:ICTR-Navigator@umaryland.edu)