Healthy Foods, Healthy Lives (HFHL) Institute
Planning Grant Program for Community-University Partnerships
Request for Letters of Interest - Spring 2016

The University of Minnesota Healthy Foods, Healthy Lives (HFHL) Institute is an all-university Institute supported by funds from the University of Minnesota. The mission of the HFHL Institute is to increase and sustain the University’s impact in the interdisciplinary arena of food, agriculture and health by building the University’s capacity in research, learning and community engagement. The priority areas for focus are food protection (safety), prevention of obesity and diet-related disease, food policy and food security. Within these priority areas, of special importance is the integration of agriculture and health sciences. One of the mechanisms used to advance our mission is funding interdisciplinary faculty research teams and community-academic partnerships whose goal is the development and implementation of cutting edge extramurally funded research and training programs.

To this end, HFHL is requesting letters of interest for planning grants to support the development of community-university research partnerships related to food, nutrition and health.

The process for applying for a HFHL Planning Grant consists of two parts:
- Letter of Interest and supporting documents
- Invitation for a team interview

There deadline for submitting Letters of Interest and supporting documents is April 15, 2016 (5:00pm). (More details under ‘Letter of Interest Submission Process’)

PURPOSE

For University faculty and/or staff and community members seeking to develop relationships, the expected outcome is that participants: develop an authentic, cohesive, equitable and sustainable partnership toward a proposed project that utilizes participatory action research, or other creative strategies for addressing community-identified problems. All Planning Grant award recipients must prepare and submit a grant proposal in the next HFHL funding cycle (fall 2016) OR proposals may be prepared and submitted to other equivalent University sources, as well as major government or private sources. For information about HFHL’s most recent Community-University Partnership RFP, please visit: http://www.hfhl.umn.edu/grant-programs/community-university-research.

FUNDING

Up to two planning grants will be awarded to developing partnerships. Awards will range from a minimum of $5,000 to a maximum of $10,000. It is expected that grant proposals will request $10,000 or less. However, in exceptional circumstances, funding at a higher level may be considered with very strong justification. Funding is eligible for up to one year. 75% of the award will be distributed at the onset of the planning. 25% of the award will be distributed following successful preparation and submission of the grant proposal.

Appropriate uses of the funds may include, but are not restricted to:
- support for meeting time, space and travel
- small stipends for University and non-University participants to dedicate their time to partnership development
- a quarter-time Research Assistant
- other potential financial needs that would lead towards a written proposal (i.e. grant writer)

Please note: (1) PIs will be expected to attend one of HFHL’s Fall Research Symposia (a conference on Native American health and nutrition or a conference on the topic of Food, Microbes and Human Health—dates TBD) and include the costs for attendance in their budget. The total cost of attendance is approximately $150/person, plus any

1 Characteristics of community-based participatory research that should be considered: maximizing participation of and leadership by people living in the participating community; involving diverse community members in key decisions throughout the project; creating learning opportunities by involving community members; utilizing community members, trained researchers, and students in the research design.
travel expenses incurred; (2) After the funding period, HFHL sends periodic requests to grantees to complete surveys that help keep up-to-date records about outcomes and accomplishments related to grantee research—grantees are expected to complete the surveys; (3) HFHL requests that all grantee publications, including research publications, press releases and other publications or documents about research that is funded by HFHL must include a specific acknowledgment of HFHL grant support, including a grant award number, if provided.

WHO IS ELIGIBLE?

Community-University Partnerships
Researchers at any University of Minnesota campus (Twin Cities, Rochester, Duluth, Morris, Crookston) AND community partner(s) such as 501(c)3 organizations, local and tribal government, health care organizations and faith-based institutions are eligible to submit a Letter of Interest and may be invited back for a team interview. A researcher includes faculty and research staff.

Teams can be comprised of U of M researchers and community partners who are currently working (or previously worked) together on a funded project. However, the potential research proposed in the Letter of Interest should be a new focus and more than a logical extension of past or current projects. Teams that are awarded Planning Grants will not be disqualified from applying for funding from the Community-University Partnership Grant Program.

LETTER OF INTEREST REQUIREMENTS
The following questions must be addressed for all LOIs:
(Not to exceed 3 pages (for questions 1-4), 11pt font)
1. What health issue and HFHL priority is this project proposing to address?
2. Description of the team and areas of expertise.
3. A discussion of how team expertise will be effective in addressing the issues outlined in #1 and what efforts will be made to identify missing expertise, if relevant.
4. A discussion of funding sources and mechanisms the team intends to pursue.
5. Applicants will be required to submit information regarding all existing and pending funding support, both external (e.g. federal, foundation, industry) and internal (Intramural Research Support). A clear demonstration of financial need will be considered as part of the review process.
6. Budget and justification for the entire proposed period of support. It is important that each budget item have a complete justification.
7. University Researchers must include a letter of interest from community partner(s).

REVIEW PROCESS
The HFHL Institute Advisory Board will make recommendations on who should be invited to participate in a team interview. Developing partnerships and teams will be evaluated on the potential of securing both internal and external long-term funding.

LETTER OF INTEREST SUBMISSION PROCESS
1. Letters of Interests and supporting documents should be submitted electronically (pdf) to hfhl@umn.edu.
2. Submission Deadline: April 15, 2016 (5:00pm).
   • Candidates will be notified by April 29, 2016 if they have been invited to participate in a team interview.
   • Team interviews will be held during the week of May 9th or May 16th, 2016. All team members are required to be in attendance.
   • Awards will be announced by May 31, 2016.
   • Funding will commence June 1, 2016.