Mission
The University of Minnesota Healthy Foods, Healthy Lives Institute (HFHL) aims 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.

Grant Programs
HFHL’s grant programs utilize UMN funds to advance scientific and public knowledge and to influence public policy. Interdisciplinary faculty research teams and community-academic partnerships may seek support for the development and implementation of new cutting-edge research and programs.

Eligibility
Applicants must demonstrate that the proposed project is new and not a continuation of ongoing research. Teams must include:

- At least one PI who is UMN Faculty or Staff (from any campus or department)
- At least one community partner such as a 501(c)3 organization, local or tribal government, health care organization, or faith-based institution

Grant Categories
All proposals must be relevant to at least one grant category.

- Food protection (safety)
- Prevention of obesity and diet-related disease
- Food security

Priority Areas
All proposals must address at least one priority area.

- Integration of agriculture & health sciences
  - Strong project teams will represent expertise in both agricultural sciences and health sciences. Contributions from experts in the social and behavioral sciences are favorable.

- High potential to directly inform systemic change
  - Applicants may demonstrate potential for significant change through institutional or governmental partners, letters of support, faculty track records in impacting or creating policy change, etc.
Funding for Community-University Partnership Grants

- Each team is eligible to receive up to $50,000 per year, with the potential for renewal one year, one time one year.
  - The funds must be spent within the allotted time period, although no-cost extensions will be allowed with appropriate justification.
  - Applicants may request $100,000 in funding for one year, but justification must be strong.

- Second year funding requests will be dependent upon availability of funds and acceptable progress. These renewal requests will be reviewed by the Fall 2019 review committee along with new proposals in response to the Fall 2019 Community-University Partnership Grant. Expected performance criteria include:
  - Successful completion of activities proposed in the first year proposal
  - Demonstration of community impact and involvement throughout project
  - Innovation
  - Public dissemination of knowledge
  - Rigorous program evaluation
  - Sustainability of project after HFHL funding

- Proposals should demonstrate plans for future funding outside of HFHL.

- The department of the University PI will be expected to administer the funds.

- Up to two grants will be awarded each cycle, including approved renewal requests.

Appropriate uses of funding include:
- Support for personnel (e.g., community members, graduate students, and University staff, excluding University faculty member salaries)
- Development of education materials
- Development of program materials
- Community meetings and other convenings necessary to the project
- Supplies such as small equipment or laboratory supplies

Funds may not be used to support:
- Ongoing research or existing programs
- Faculty salaries
- Indirect costs
Letter of Interest (LOI)

Project teams must submit an LOI to hfhl@umn.edu by Wednesday, October 10th, 2018 to be considered for a Fall 2018 grant award. The information provided will help the HFHL director appoint review committee members with applicable expertise. LOIs should include:

- Preliminary project title
- Project team
  - Names
  - Titles
  - Contact information
  - Organizational affiliation
- Brief abstract

Timeline

- **Request for LOIs/proposals released:** Wednesday, September 5th, 2018
- **LOI due:** Wednesday, October 10th, 2018
- **Invitations to submit full proposals:** Wednesday, October 17th
- **Full proposal due:** Wednesday, November 28th, 2018
- **Awards announced:** Friday, December 21st, 2018
- **Funding commences (subject to change)*:** Monday, January 7th, 2019
- **Project end date (subject to change)**: Tuesday, January 7th, 2020
- **Final report due:** Tuesday, February 18th, 2020

* Based on grantee award acceptance date
** Based on actual project start date
Proposal Requirements

Project teams must submit their full proposal to hfhl@umn.edu by Wednesday, November 28th, 2018 to be considered for funding during the Fall 2018 funding cycle.

- Minimum font of eleven
- Title Page
  - Include names of co-investigators with affiliations and email contact information
  - Identify Grant Categories and Priority Areas that the project will address
- Abstract (not to exceed 1 page)
- Project Plan Description (not to exceed 3 pages)
- Purpose and Specific Aims
- Background and Rationale
- Activities/methods
- Research or program evaluation plan
- Budget and justification for the entire proposed period of support
- Copy of a signed Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA). This can be revisited throughout the life of the project. The MOA must outline:
  - The purpose and guiding principles of the project
  - The roles and responsibilities of project team members
  - The decision-making process for the team
  - An understanding of who has access to data and how data will be disseminated
  - A process for evaluating and charting progress of the project.
- Copy of the completed and submitted “Determination of Human Subject Research” form which can be found here: http://www.irb.umn.edu
- It is highly encouraged that Co-PIs jointly work with the University Institutional Review Board (IRB) to determine whether or not the project requires IRB approval and if so, Co-PIs will be required to obtain approval before beginning the project.
- Biosketches for the Co-PIs
Grant Review Process

The HFHL Institute Director will select the reviewers, with advice from the HFHL Advisory Board. The review panel will include faculty members from multiple colleges and disciplines, and may include external reviewers. Recommendations of the review panel will be submitted to the HFHL Director for final decision and approval.

Grant Review Criteria

- Depth of community-university collaboration
- Innovation
- Potential health impact, including outcomes that can benefit the community
- Expertise and track record of members of team
- Quality of evaluation of proposed research or program
- Leveraging of resources and identification of strategies for sustainability
- Appropriateness of budget

HFHL Community Participation Requirements

- Surveys
  - After the funding period, HFHL sends periodic requests for 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.
- Publications
  - 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.
- Symposia and Conferences
  - Teams are encouraged, but not required, to attend HFHL’s annual symposium and Native American Nutrition conference (hosted in partnership with the Mdewakanton Sioux Community).

Please submit proposals, or send requests for assistance throughout the application process, to hfhl@umn.edu.