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.

Planning Grant Program
HFHL’s grant programs utilize UMN funds to advance scientific and public knowledge and to influence public policy. Community-academic teams may seek support for the development of relationships and to prepare and submit a grant proposal for HFHL’s Community-University Partnership Grant in the next funding cycle (Fall 2018) OR to other equivalent University, major government, or private sources.

For information on HFHL’s Community-University Partnership Grant, reference the most recent RFP: http://www.hfhl.umn.edu/grant-programs/community-university-research

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 viewed favorably.

- 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**

- Applicants may seek grant funds ranging from $5,000 to $10,000 for 6 - 12 months.
  - The funds must be spent within the allotted time period, although no-cost extensions will be considered with appropriate justification.
  - Funding at a higher level will be considered with very strong justification.

- 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.

- Successful grant proposals will achieve the expected outcome:
  - Participants will develop an authentic, cohesive, equitable, and sustainable partnership to develop a project proposal that utilizes participatory action research, or other creative strategies for addressing community-identified issues.
  - Characteristics of community-based participatory research include: participation and leadership by people living in the participating community; diverse community members included in key decisions throughout the project; creating learning opportunities for community members; utilizing community members, trained researchers, and students in the research design.

- Up to two planning grants will be awarded each cycle.

### Appropriate uses of funding include:

- Support for meeting time, space, and travel
- Small stipends for participants to dedicate their time to partnership development
- A quarter-time Research Assistant
- Other direct project expenses

### Funds may not be used to support:

- Ongoing research or existing programs
- Faculty salaries
- Indirect costs

**Letter of Interest Requirements**

- Minimum font size eleven
- Responses to the following prompts (not to exceed 3 pages):
  - What health issue, grant category, and priority area is this project proposing to address?
  - List of all team members with their affiliations (department, college, external organizations, etc.), expertise, and contact information (email, address, phone)
  - Description of funding sources and mechanisms the team intends to pursue
- Budget and justification for each budget item
- Description of all existing and pending funding support
  - External (federal, foundation, industry, etc.) and internal (Intramural Research Support) sources
  - A clear demonstration of financial need will be considered as part of the review process
- Letters of support from community partner(s)
Application Process

- The deadline for submission is **5:00pm, Friday, April 27, 2018**. By the deadline, an electronic copy (pdf) of the grant application must be emailed to hfhl@umn.edu.
- Candidates will be notified by **Friday, May 18, 2018** if they have been invited to participate in a team interview with the review panel.
- Team interviews will be held during the week of **May 28, 2018** or **June 4, 2018**.
- Awards will be announced by **June 13, 2018**. Funding will commence **July 2, 2018**.

Grant Review Process

The HFHL Director will select reviewers with advice from the HFHL Advisory Board. The review panel will include faculty members from multiple colleges and disciplines, and may also include external reviewers. Select groups will be invited to participate in a 30 minute interview with members of the panel. After the interviews, reviewers will submit recommendations to the HFHL Director for final decision and approval.

Grant Review Criteria

- Potential for securing both internal and external long-term funding
- Depth of community-university collaboration
- Innovation
- Potential health impact, including outcomes that can directly benefit the community
- Expertise and track record of members on team
- Quality of evaluation of proposed research or program
- Leveraging of resources and identification of strategies for self-sustainability
- Appropriateness of budget

Continued 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.

Please contact HFHL via hfhl@umn.edu for assistance throughout the application process.