



HEALTHY FOODS,
HEALTHY LIVES INSTITUTE
UNIVERSITY OF MINNESOTA

Fall 2020 Request for Proposals

Community-University Partnership Grant

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 be led by two Principal Investigators (PIs), including:**

- One University PI who is UMN Faculty or Staff (from any campus or department)
- One Community PI who represents a 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 second year of project funding.**
 - 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 2021 review committee along with new proposals in response to the Fall 2021 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 evaluationSustainability of project after HFHL funding
- **Proposals must 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.**
- **It is highly encouraged that the Co-PIs jointly work with the University Institutional Review Board (IRB) to determine whether or not the project requires IRB approval and if so, the Co-PIs will be required to obtain approval before beginning the project.**

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 hfh1@umn.edu by **Wednesday, October 7th, 2020** to be considered for a Fall 2020 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
- Grant Category and Priority Area (see first page of this RFP)
- Brief abstract

Timeline

- **Request for LOIs/proposals released:** Wednesday, September 2nd, 2020
- **LOI due:** Wednesday, October 7th, 2020
- **Invitations to submit full proposals:** Wednesday, October 14th, 2020
- **Full proposal due:** Wednesday, November 18th, 2020
- **Awards announced:** Friday, December 18th, 2020
- **Funding commences** (*subject to change**): Monday, January 4th, 2021
- **Project end date** (*subject to change***): Tuesday, January 4th, 2022
- **Final report due:** Tuesday, February 15th, 2022

* *Based on grantee award acceptance date*

** *Based on actual project start date*

Proposal Requirements

Project teams must submit their full proposal to hfh1@umn.edu by **Wednesday, November 18th, 2020** to be considered for funding during the Fall 2020 funding cycle. Please submit the following as a single .pdf document:

- **Cover Sheet** ([The HFHL Cover Sheet template can be found here](#))
- **Abstract** (not to exceed 1 page)
- **Project Plan Description** (not to exceed 3 pages), including:
 1. Purpose and Specific Aims
 2. Background and Rationale
 3. Activities/methods
 4. Research or program evaluation plan
 5. Plans for this project to become sustainable with future funding outside of HFHL
- **Budget and justification.** Two-year project requests must separate budget by year.
- **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.
- **Biosketches for the principal investigators (UMN PI and Community PI) and all other project contributors**
 - All formats are accepted. For a template, refer to <https://grants.nih.gov>
- **Letters of support from listed project contributors**
- **References for citations**
- **If you have received HFHL funding in the past, please provide the following:**
 1. The title of your previously funded project
 2. A written description outlining the outcomes of your previous HFHL project, including any additional outcomes that have occurred since submitting your last report to HFHL.

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
- Appropriateness of budget
- Identification of specific extramural grant opportunities and potential for future external funding

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.

