Healthy Foods, Healthy Lives (HFHL) Institute
Planning Grant Program
For University Faculty Research Teams
Request for Letters of Interest - Fall 2017

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-University 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 University interdisciplinary and cross-disciplinary research teams 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

The deadline for submitting Letters of Interest and supporting documents is November 10, 2017 (5:00pm).
(More details under ‘Letter of Interest Submission Process’)

PURPOSE

University (Faculty) Research Planning Grants
For faculty seeking to develop interdisciplinary research teams the expected outcomes are to:
- establish a partnership that include members from at least three distinct disciplines and develop a refined research question
- develop a common language across disciplines
- identify potential additional partners

Interdisciplinary teams are expected to work towards understanding and reconciling potentially different:
- research styles and approaches
- perspectives on the importance of various research questions and issues
- research rules, priorities and requirements of participating departments and units
- publication requirements
- project roles and expectations
- research timelines

Planning Grant award recipients must prepare and submit a grant proposal in the spring HFHL funding cycle OR proposals may be prepared and submitted to other equivalent University sources, as well as major government or private sources.

www.hfhl.umn.edu
Submitted proposals must fit into one of two grant categories: 1. Food Protection/safety, 2. Prevention of obesity and diet-related disease and; must fall within one of two priority areas: 1. Projects that integrate agricultural and health sciences and that seek to understand the health outcomes of agricultural practices, 2. Projects that have high potential to inform programmatic, environmental and/or policy-level change.

For information about HFHL’s most recent University Research RFP, please visit [http://www.hfhl.umn.edu](http://www.hfhl.umn.edu).

**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 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)

**WHO IS ELIGIBLE?**

**University (Faculty) Research Teams**

Faculty members from any University program or department (Twin Cities, Rochester, Duluth, Morris, Crookston) are eligible to submit a Letter of Interest and may be invited back for a team interview. Teams can be comprised of faculty 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 University Research Grant Program.

**LETTER OF INTEREST REQUIREMENTS**

The following questions must be addressed for all LOIs:

**Not to exceed 3 pages (for points 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. Please include a letter of interest from all potential partners.
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. The deadline for electronic submission of Letters of Interest and supporting documents is November 10, 2017 (5:00pm). LOIs and supporting documents (PDF files) should also be emailed to hfhl@umn.edu.

2. Candidates will be notified by November 30, 2017 if they have been invited to participate in a team interview. PLEASE NOTE: 30-minute team interviews are tentatively scheduled for the week of December 11th (specific date and times TBD). ALL TEAM MEMBERS ARE REQUIRED TO PARTICIPATE IN TEAM INTERVIEWS. Awards will be announced by December 22, 2017. Funding will commence January 5, 2018.