Funding Opportunity Announcement (FOA):
InCHIP Seed Grants for Faculty/Researcher Affiliates FY18

A. KEY DATES

- September 28, 2017  FOA posted
- Monday, January 22, 2018  Letters of Intent (required) due by 11:59 PM EST
- Monday, February 5, 2018  Applicants notified of LOI approval decision
- Monday, February 19, 2018  InCHIP Affiliate Application due by 11:59 PM EST
- Monday, April 2nd, 2018  Full Proposals due by 11:59 PM EST
- May 2018  Applicants notified of award decision
- July 1, 2018 – June 30, 2020  Award period
- December 31, 2020  Deadline for resulting external grant submission

B. PURPOSE

UConn’s Institute for Collaboration on Health, Intervention, and Policy (InCHIP) offers seed grants for faculty and researchers at UConn Storrs, UConn Health, and the regional campuses who are InCHIP Affiliates. These grants provide funds to support new research initiatives and pilot work that will lead to external grant applications submitted through InCHIP in the areas of health behavior or health policy. Health is broadly defined and includes physical and mental health and outcomes with critical implications for health.

C. FUNDING AVAILABILITY AND REQUIREMENTS

Two seed grants of $15,000 each are available for award in this seed grant competition. **One of these seed grants will be reserved for applicants who have never been awarded, as a PI, a grant that provides more than $100,000 (in total costs) per year in external grant funding.** All grant funds must be expended within two years of the award date. Unexpended funds will revert to InCHIP.

Seed grant funds may only be used for direct costs of carrying out approved projects, such as:

a. Personnel who are essential for conducting the research project, such as graduate research assistants and student labor. Individuals who are not on the regular state payroll (i.e., consultants and other off-campus assistance) may be hired to perform special research-related tasks as needed.

b. Resources that require fee-for-services within UConn.

c. Participant incentives for recruitment or study participation.

d. Travel that is necessary to conduct the research, NOT travel to present the results of the research, or travel to explore future funding opportunities.

e. Equipment necessary for conducting the research (“equipment” is defined as an article of tangible, nonexpendable, personal property that costs $5,000 or more).

f. Project supplies, including drugs and services.
g. Other specifically authorized expenses as may be essential for carrying out the project.

**Seed grant funds may not be used for the following:**
- a. Principal Investigator’s, Co-Investigator’s, or any faculty member’s salary.
- b. Living expenses.
- c. Service/maintenance contracts on equipment.
- d. Laboratory renovations or other infrastructure renovations.
- e. Institutional memberships in professional organizations.
- f. Travel to professional meetings to present the results of the research, or any conference attendance.
- g. Indirect costs, including clerical and administrative personnel salaries.
- h. Costs associated with the publication of results of the research, such as purchase of reprints. Page charges are allowable costs.
- i. Investigator training costs, including tuition.

**D. PROJECT AND INVESTIGATOR ELIGIBILITY**

1. Proposals must be novel and take an integrated, interdisciplinary approach to the study of health behavior and health policy.
2. The investigator must have an advanced degree (e.g., PhD, MD, PharmD), have an eligible faculty appointment (see below) at UConn Storrs, UConn Health, or one of the regional campuses, and must be eligible to submit external grants through InCHIP.
3. Eligible faculty appointments are tenured or tenure-track faculty, in-residence research faculty, clinical faculty, other research faculty, and research scientists/scholars.
4. Ineligible faculty appointments are post-doctoral fellows, lecturers, research assistants and research associates, visiting titles, and adjunct faculty.
5. Graduate students are not eligible for this opportunity.
6. The applicant is required to be an approved InCHIP Faculty/Researcher Affiliate, or submit an application to become a CHIP Faculty/Researcher Affiliate by **11:59pm EST on Monday, February 19, 2018**. The InCHIP Affiliation application form and instructions are available here. Please allow at least two weeks for approval.
7. The proposed research must focus on **health behavior or health policy** and be consistent with InCHIP’s mission, which can be found here. However, it does not have to involve intervention development, implementation, or evaluation. A wide range of research is permitted, including but not limited to, natural history studies, observational studies, qualitative research, correlational studies, and others.
8. If funded, changes to the project’s objectives and budget will require prior approval from relevant InCHIP staff.
9. The PIs must commit in good faith to using the seed grant funds to obtain pilot data to support an external grant proposal that will be submitted through InCHIP by December 31, 2020.
10. If the investigator already has an InCHIP seed grant (with the exception of a Rolling Seed Grant), s/he must close out the award from that InCHIP seed grant prior to the start of the award period for the new grant.
11. Each individual may only submit one LOI/proposal for this competition as the Principal Investigator (PI).

E. APPLICATION PROCESS AND REQUIREMENTS

Stage 1: Proposal Development (Optional)
Applicants are encouraged (but not required) to utilize resources offered by InCHIP’s Cores when developing their research ideas and proposals. Seed grant-related services available through the InCHIP Cores include:

- **Training and Development Core**: Individual consultations are available by appointment with InCHIP Training and Development Core staff. A Grant Proposal Incubator provides applicants the opportunity to meet with a panel of InCHIP investigators to present and receive feedback on their research ideas. More information can be found here.

- **Community-Engaged Health Research Core**: This Core can assist UConn researchers with making linkages to community researchers and community-based organizations. For assistance with identifying possible community partners, please contact the Community-Engaged Health Research Core by emailing boundaryspanners@chip.uconn.edu. For information about this Core, click here.

- **Intervention Core**: This Core can help researchers identify and develop collaborations with experts in intervention research. To request assistance finding a collaborator with intervention expertise, please visit the Intervention Core webpage here.

InCHIP Cores offer more extensive services for those applying for external funding including pre- and post-award services, as well as assistance in the design, development, implementation, and dissemination of research. A complete description of the Core services can be found on their respective webpages (see links above). Please look for announcements from InCHIP about Core trainings, workshops, and events in the coming months.

Stage 2: Letter of Intent
1. All applicants must submit an online Letter of Intent (LOI) form, available on our seed grant webpage, by the above specified due date/time. A budget is not required at the time of LOI submission. LOIs do not require routing through grants offices at UConn Storrs or UConn Health.
2. LOIs will be reviewed by relevant InCHIP staff to determine the eligibility of the proposed research and applicant.
3. Applicants must receive written approval of their LOIs prior to submitting a full proposal.

Stage 3: Full Proposal
1. Full proposals must be submitted online here by the above specified due date/time. The application must include the following:
   a. Project Information – title; PI(s); any co-investigators, community partners, or consultants; requested amount
   b. Abstract/Project Summary (30 lines)
   c. Research Plan (maximum 3 pages)
i. Specific Aims

ii. Research Strategy—brief description of significance, innovation, and approach

d. References (not included in the 3-page maximum for the Research Plan)

e. Roles and functions of project personnel, and the individual responsibilities of the PI(s) (maximum 1 page)

f. Budget with justification for each item (maximum 1 page)

g. Biographical sketch of PI(s), in NIH or NSF format

2. Full proposals will undergo a rigorous review process by reviewers from InCHIP. One or more external reviewers may be consulted as well. Individuals who are Senior/Key Personnel or Other Significant Contributors on a seed grant proposal will be excluded from participation in the review process. Reviewers and InCHIP staff may request additional information from applicants to better evaluate the scientific merit of the application, to clarify any aspect of the proposal, or to assess how the application fits within the strategies priorities of InCHIP.

3. Proposals are not required to be routed through InCHIP or Sponsored Program Services (SPS).

4. Seed grant proposals must be predominantly the work of the Principal Investigator (PI) and for the benefit of the PI’s research program. Proposals written primarily by graduate students or others in the PI’s name will not be considered.

5. Investigators will be notified via email whether or not their proposal has been awarded funding.

F. REVIEW CRITERIA

Priority for funding will be based on the following review criteria, in no particular order:

• Scientific merit of the research plan.
• Extent to which a successful outcome is considered likely and any risk in outcome is outweighed by the potential benefits of success.
• Extent to which the project is novel or innovative, especially a proposal testing a new methodology, new theory, or new area in need of pilot data.
• Importance of the research question to external funders and the feasibility of plans to submit a subsequent proposal to external funders no later than December 31, 2020.
• Composition of the research team (preference will be given to interdisciplinary work).
• Relevance to the mission and strategic priorities of InCHIP.

G. AWARDEE REQUIREMENTS

If awarded, the PIs are not required to route their proposal through Sponsored Programs Services (SPS).

The awarded PIs are responsible for obtaining all required approvals for the research from their relevant IRB(s). Please visit the UConn IRB website for more information on IRB approval for research conducted at the UConn Storrs Campus, the five regional campuses, the School of Law and the School of Social Work. For more information on IRB approval for research conducted at UConn Health, please visit the UConn Health IRB website.
Awardees will be required to submit brief progress reports every year and a final report at the conclusion of the project or award period. Changes to the project’s objectives, PIs, and budget will require prior approval from InCHIP staff.

Detailed awardee instructions/requirements will be distributed to seed grant winners when they are notified of the award decisions. All awardee requirements described above are subject to change in accordance with updated institutional procedures (e.g., routing requirements).

H. CONTACT
For questions not addressed in this FOA or on our seed grant webpage, please contact seedgrants@chip.uconn.edu.