UCONN | UNIVERSITY OF CONNECTICUT

INSTITUTE FOR COLLABORATION ON HEALTH,
INTERVENTION, AND POLICY (InCHIP)

Funding Opportunity Announcement (FOA):
FY19 InCHIP Seed Grants for Faculty Affiliates

A. KEY DATES

- Friday, October 26, 2018   FOA posted
- Friday, January 25, 2019   **Letters of Intent (required) due by 11:59 PM EST**
- Friday, February 1, 2019   Applicants notified of LOI approval decision
- Friday, March 22, 2019   *InCHIP Affiliate Application due by 11:59 PM EST*
- Friday, April 5, 2019   **Full Proposals due by 11:59 PM EST**
- May 2019   Applicants notified of award decision
- July 1, 2019 – June 30, 2021   Award period

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 are designed to fund pilot work that will directly support an external grant application that will be 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. The external grant should be submitted **through InCHIP** within one year of completing the pilot project.

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 <u>may only be used</u> 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 <u>may not be used</u> for the following:

a. Principal Investigator's, Co-Investigator's, or any faculty member's salary.
b. Living expenses.
c. Laptops or desktop computers, unless used exclusively for the project and not for any other activities.
d. Service/maintenance contracts on equipment.
e. Laboratory renovations or other infrastructure renovations.
f. Institutional and/or individual memberships in professional organizations.

g. Travel to professional meetings to present the results of the research, or any conference attendance.
h. Indirect costs, including clerical and administrative personnel salaries.
i. Costs associated with the publication of results of the research, such as purchase of reprints.
j. Investigator training costs, including tuition.

D. PROJECT AND INVESTIGATOR ELIGIBILITY

1. Proposals must be clearly linked to a planned external grant application in the area of health behavior or health policy.
2. The investigator must have an advanced degree (e.g., PhD, MD, PharmD), have an eligible faculty appointment at UConn Storrs, UConn Health, or one of the regional campuses, and be eligible to submit external grants through InCHIP. Eligible faculty appointments are tenured or tenure-track faculty, in-residence research faculty, clinical faculty, other research faculty, and research scientists/scholars.
3. Ineligible faculty appointments are post-doctoral fellows, lecturers, research assistants and research associates, visiting titles, and adjunct faculty.
4. Graduate students are not eligible for this opportunity.
5. The applicant is required to be an approved InCHIP Faculty Affiliate *by the time the final proposal is submitted*. If the applicant is not currently an Affiliate, s/he must submit an application to become an one by **11:59pm EST** on **Monday, March 22, 2019**. The InCHIP Affiliation application form and instructions are available **here**. Please allow at least two weeks for approval.
6. The proposed research must focus on *health behavior or health policy* and be consistent with InCHIP's mission, which can be found **here**. 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, and correlational studies.
7. The proposed seed grant project should address a novel research question, not a research question that is already being explored as part of an existing, externally-funded project.
8. If funded, changes to the project's objectives and budget will require prior approval from relevant InCHIP staff.
9. The PI(s) 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** within a year of completing the pilot project.
10. If the investigator already has an InCHIP seed grant (with the exception of an *Interdisciplinary Team Building Grant*), s/he must close out the award from that InCHIP seed grant prior to the start of the award period for the FY19 InCHIP Seed Grant.
11. Each individual may only submit one LOI/proposal for this competition as the Principal Investigator (PI).

E. APPLICATION PROCESS AND REQUIREMENTS

Note: InCHIP staff will answer questions about the seed grant application (including the budget), but will not assist applicants with development of the actual budget or budget justification, or with writing the seed grant LOI or proposal.

Stage 1: Proposal Development (Optional)

On **Monday, December 3 at 11 am**, InCHIP will sponsor a webinar that will focus on how to effectively structure a seed grant to support a future external grant submission. Applicants are encouraged to watch the webinar before developing their seed grant proposal. It is essential that the work supported by an InCHIP seed grant is linked to a planned, larger project.

Applicants are also 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. Additionally, a Grant Proposal Incubator is being offered (on November 28 and March 6) that provides applicants the opportunity to meet with a panel of InCHIP investigators to present and receive feedback on their research ideas and proposal. More information can be found **here**.

- ***Community-Engaged Health Research Core*:** This Core can help UConn researchers make linkages to community researchers and community-based organizations. For assistance with identifying possible community partners, email **boundaryspanners@chip.uconn.edu**. For information about this Core, click **here**.

- ***Intervention Core*:** This Core can help researchers identify and develop collaborations with experts who can assist with theory-based intervention development, implementation, and rigorous outcome evaluation and dissemination. To request assistance finding a collaborator with intervention expertise, 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. The LOI must describe the concept for the future external grant application and how the InCHIP seed grant will support work that will ultimately make the external grant application more competitive. The LOI must also list specific agencies (e.g., NIH, NSF, foundations) that fund the type of work proposed and if available, links to relevant funding announcements. If assistance is needed in identifying funding agencies and mechanisms, please contact InCHIP Boundary Spanning at **boundaryspanners@chip.uconn.edu**.

2. 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.
3. LOIs will be reviewed by relevant InCHIP staff to determine the eligibility of the proposed research and applicant.
4. 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 Title (**maximum 81 characters**).
    b. PI(s) Contact Information.
    c. Biographical sketch of PI(s), in NIH or NSF format.
    d. Any Co-Investigators, Community Partners, or Consultants.
    e. Roles and functions of project personnel, and the individual responsibilities of the PI(s) (**maximum 1 page**).
    f. Abstract/Project Summary (**3000 characters including spaces**) – This section should describe the concept for the future external grant application and explicitly state how the proposed seed grant will help the research team develop a more competitive external grant.
    g. Research Plan (**maximum 4 pages**)
        i. Specific Aims – In addition to information about the proposed pilot project, this section should include information about the planned future external grant application. Include an explanation of how the proposed pilot project will lead to a new externally-funded research project.
        ii. Research Strategy– Provide a brief description of significance, innovation, and approach. The significance and innovation descriptions should focus on the larger research questions that will be addressed by the future external grant application. The approach portion of the Research Strategy should focus on the pilot project that is being funded by the seed grant.
    h. References (not included in the 4-page maximum for the Research Plan).
    i. Budget with justification for each item (**maximum 1 page**)
    j. Other Sources of Support for the proposed project (e.g., additional funding, in-kind services, equipment).
    k. Brief discussion of how the proposed pilot project is related to any current projects being conducted by the PI(s).
    l. *Optional:* Other Letters of Support.
2. Proposals are **not** required to be routed through InCHIP or Sponsored Program Services (SPS).

3. 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.

4. 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.

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 planned external grant application and the extent to which is it novel or innovative (e.g., testing a new methodology, theory, or understudied research area).
- Scientific premise and rigor of the pilot work to be supported by the seed grant.
- Relevance of the study to InCHIP's research mission and strategic priorities.
- Feasibility of plans to submit an external grant proposal to external funders no later than one year following completion of the pilot project.
- Composition of the research team (preference will be given to interdisciplinary work).

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 their research from the relevant IRB(s). Please visit the **UConn IRB website** for more information about the IRB approval process for research conducted at the UConn Storrs Campus, the four regional campuses, and the School of Law. For more information about the IRB approval process for research conducted at UConn Health, please visit the **UConn Health IRB website**.

Awardees will be required to submit a brief summary report of their progress annually and a final report at the conclusion of the project or award period. Changes to the project's objectives, PI(s), and budget will require prior approval from relevant 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**.