A. KEY DATES

- Monday, June 3rd, 2019       FOA posted
- June 4-5th, 2019     InCHIP Ideas Lab
- Friday, June 21st 2019   InCHIP Affiliate Application due by 11:59 PM EST
- Friday, July 31st, 2019 Full Proposals due by 11:59 PM EST
- August 2019    Applicants notified of award decision
- August 2019 – June 2021 Award period

B. PURPOSE

UConn’s Institute for Collaboration on Health, Intervention, and Policy (InCHIP) is offering pilot funding for faculty and researchers at UConn Storrs, UConn Health, and the regional campuses who participate in the FY19 InCHIP Ideas Lab on June 4-5th, 2019. This funding is designed to support pilot projects that emerge from the FY19 Ideas Lab: Harnessing the Potential of Data-Rich Lives to Improve Health and Well-Being. We anticipated that nascent interdisciplinary teams will emerge from the Ideas Lab with research ideas that if nurtured and further developed can grow into a well-designed pilot study. These pilot studies should be in line with the theme of the Ideas Lab, which focuses on the intersection, and application of technology and data towards improving health. Please note that while the core team applying for funding must have formed during the Ideas Lab itself, we anticipate that additional team members who may not have attended the event may need to be added (e.g., topical experts, methodologists, etc.). Teams funded through this mechanism are expected to submit external grant applications that stem from this funding through InCHIP within one year of completing the pilot project.

C. FUNDING AVAILABILITY AND REQUIREMENTS

InCHIP will provide funds for promising projects that emerge from the Ideas Lab. Pilot funds of up to $50,000 are available for award in this seed grant competition. 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:

- 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.
- Resources that require fee-for-services within UConn.
- Participant incentives for recruitment or study participation.
- Travel that is necessary to conduct the research, NOT travel to present the results of the research, or travel to explore future funding opportunities.
- Equipment necessary for conducting the research (“equipment” is defined as an article of tangible, nonexpendable, personal property that costs $5,000 or more).
- Project supplies, including drugs and services.
- Other specifically authorized expenses as may be essential for carrying out the project.

Seed grant funds may not be used for the following:

- Principal Investigator’s, Co-Investigator’s, or any faculty member’s salary.
- Living expenses.
- 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.

2. UConn Primary Appointment: PIs must be full-time faculty whose primary appointment is at UConn/UConn Health. Investigators with primary appointments to CCMC, Jackson Labs, TIP companies, or other institutions are not eligible to lead projects, but they may be named as Co-PIs, collaborators, or consultants on an eligible PI’s project. Proposals that include external Co-PIs should be careful to describe how responsibility for the project will be divided between institutions, and ideally they will include cost-sharing commitments from external partners.

3. Effort and Salary: Although no minimum effort level is required for these projects, a UConn/UConn Health PI/Co-PI must have departmental research time available during the award period or address in the application how they will handle the time commitment required by the project. PIs/Co-PIs must each make significant and distinct intellectual contributions to the design and direction of the project. Generally speaking, InCHIP awards are only available to UConn/UConn Health tenure-track and clinical faculty. In residence faculty and research faculty are not eligible to apply as PI but can be named as Co-PIs, collaborators, or consultants on an eligible PI’s project.

4. Application Limits: Eligible faculty may only submit one proposal as PI or Co-PI. Investigators may serve as collaborator on multiple projects.

5. Graduate students are not eligible for this opportunity. However, this funding can be used to pay for graduate student labor.

6. The team leader(s) must be an approved InCHIP Faculty Affiliate by the time the final proposal is submitted. If the applicant(s) is not currently an Affiliate, s/he must submit an application to become one by 11:59pm EST on Monday, June 24th 2019. The InCHIP Affiliation application form and instructions are available here. Please allow at least two weeks for approval.

7. The research topic must relate to the theme of this year’s Ideas Lab: using technology or data to change/improve/design/disrupt health outcomes or well-being.

8. 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.

9. If funded, changes to the project’s objectives and budget will require prior approval from relevant InCHIP staff.

10. 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.

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.

Proposal Requirements

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 your 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 the Ideas Lab theme.

• 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.