

***Request for Research Proposals 2018
Details and Instructions for Faculty***

PLEASE READ CAREFULLY

Awards Description and Criteria:

Up to **\$5.0 million** in total awards will be made for applications submitted in **2018**. Most awards will be in the \$500,000 to \$1,000,000 range, total costs, for 2 years. Applications requesting greater than \$1,500,000 must provide rigorous justification for a large budget and that the work can be completed in 2 years. The general criteria are as follows:

- *Must be a joint project that the Mayo Clinic and the University of Minnesota could not perform individually*
- Must have two faculty co-PIs; one from the Mayo Clinic and one from the University of Minnesota
- Applications in all areas of human health, health-related and disease-related research are eligible
- **SPECIAL NOTE- The Minnesota State Legislature made an additional commitment of \$500,000 toward the prevention, treatment, causes and cures of Alzheimer's disease and other dementias for FY19, and applications in this area are encouraged.**
- Novel applications of recent advances in biotechnology, genomics, proteomics, imaging, and bioinformatics to solve unresolved questions in human health are strongly encouraged
- Must advance the understanding or evaluate the natural history/mechanism, prevention, diagnosis or treatment of a disease
- Must have a high expectation for successful completion of research goals in two years
- Expected to result in a successful NIH application (e.g., P-type, U-type or large R01) from each funded joint research project within two years of completion
- Leads to the development of a commercializable product (*preferred*)

Application Process:

***Please note that both the Letter of Intent and Full Proposal will be submitted using an online form by accessing the links identified below. If you have questions about this process, please contact Jessica Van Gilder (vangi007@umn.edu or 612-626-6771).*

Step 1

- 1) A letter of intent representing no more than two pages, written jointly by Mayo and University co-PIs, must be submitted.
- 2) The letter of intent should include: i.) the title of the application and the identity of the PI's at both institutions (i.e., the two co-PIs), ii.) a brief description of the hypothesis/specific aims and the experimental approach that will be deployed, iii.) the role of both co-PIs and their respective research teams, iv.) why the project could not be performed individually at Mayo or the University, and v.) the total budget requested for a two-year study.
- 3) **A letter of intent is due by 4:30 pm on Friday, July 13, 2018.** The letter must be electronically submitted using the online form available at the following link: [LOI Submission Form](#).
- 4) Letters of intent will be screened for eligibility and overall competitiveness by a joint Mayo and University review panel. **Applicants invited to submit a full proposal will be notified by Monday, August 20, 2018.**

Step 2

- 1) Full proposals should include the following:
 - a. Cover Page.
 - Title of proposal
 - Names, degree(s), academic rank and institution of Co-PIs
 - Contact information - clearly identify the co-PI who will receive all correspondence (the "contact co-PI"), and the co-PI at the other institution.
 - Funding request: direct and indirect costs for both U and Mayo, and grand total (direct, indirect, total)
 - b. Abstract. This section should provide a summary of the project (not to exceed 1/2 page).
 - c. Research Plan. This section should include a full description of the study, including: Background, Hypothesis/Specific Aims, Prior Work Summary (previous work on this project, both separately and as a team), Experimental Plan, and References.
SPECIAL NOTE- Major granting agencies (i.e., NIH) and many journals now require that sex as a biological variable be considered. Keeping in step with this new emphasis, Partnership applications should factor sex as a biological variable into research design, analysis and reporting in vertebrate animals and human studies, to the degree possible. If only a single sex is being used in the proposed studies the applicants should provide justification for their decision.
 - d. Disease-orientation. This section should describe how the project could or will advance the, understanding, prevention, diagnosis, or treatment of a disease.
 - e. Timeline. This section should describe the goals to be completed within 2 years. In addition, it should describe necessary steps and an estimated timeline at which point the outcome of the study could impact human health.
 - f. Synergy and Faculty Roles. This section should describe why the project cannot be performed individually at the Mayo Clinic or the University of Minnesota. It should also describe the role of the

two co-PIs on the project (be specific in describing which components will be performed at Mayo and which at the University). **Applicants are discouraged from including a lengthy list of co-investigators. Please include only individuals who will play a prominent role on the project. For example, if the proposed study would be obtaining tissues that are collected as part of a clinical trial, it is not necessary to list as co-investigators every person enrolling patients on the clinical trial. As another example, if a standard antibody or vector is obtained from a colleague it is not necessary to include that colleague as a co-investigator.**

g. Funding Sources. This section should describe current or pending funding for both of the two co-PIs, and the degree to which the proposed study overlaps with current or pending awards.

h. NIH Submission. This section should describe how a subsequent NIH grant application will be developed and the approximate time line.

i. Success. This section should describe why the project has a high expectation for success.

j. Commercialization Opportunities. This section should discuss the potential for this research to result in a commercialized endpoint or clinical trial.

k. State-wide Impact. This section should describe the potential impact of the project on the State of Minnesota.

l. Layperson Summary. Provide a summary of the project that could be understood by a lay audience (not to exceed 1/2 page).

****Page limit for items a-l is 11 pages, single-spaced, Ariel or Helvetica typeface, font size 11 or larger, fully contained in a **single** PDF file. Page limitation includes references. Additional pages and attachments, except as noted below, will be ignored.**

m. Letters of Support. This section may contain letters of support that do not exceed 1 page.

n. Biographical Sketches. This section should include a biographical sketch (NIH format; must include Current and Pending Research Support) for each of the 2 co-PIs. Please include the dollar amount of the total or proposed award. Do not include a lengthy number of biosketches for co-PIs who play little role in the study. The current format, including the section on “contributions to science,” must be used.

o. Resource Inventory. This section should provide a listing of major resources at the two institutions available for the project.

p. Budget. This section should include a single line item budget showing direct and indirect costs, along with two separate budgets for expenditures at the Mayo Clinic and the University, each showing direct and indirect costs. Each institution should include full Facilities and Administrative (F&A) rates for their portion of the project (i.e., do not treat either institution as a subcontractor for purposes of determining indirects). Direct costs that are eligible include all allowable NIH costs, and faculty salary requests should be based on the current NIH cap if appropriate. Indirect calculations for equipment, patient care costs, etc. should be handled consistent with NIH policies.

2) A faculty member who is a co-PI on a currently funded Partnership Research Grant cannot be a co-PI on a new application. A faculty member may apply for only one grant per cycle on which he/she would be a co-PI. There is no limitation to the number of grants on which a faculty member would participate as a co-investigator or collaborator.

3) A proposal may be resubmitted once. A description of the changes made from a prior application should be included as part of the 11-page application.

4) Special instructions for University of Minnesota faculty: A Proposal Routing Form (PRF) is not required. However, your department may wish to approve your proposal prior to submission.

5) The deadline for receipt of complete proposals is **Monday, October 1, 2018 (4:30 pm).**

6) Applications must be submitted electronically as a **single** PDF file using the following submission form: [Full Proposal Form](#)

Submission Links

- 1) LOI Form: [LOI Submission Form](#)
- 2) Full Proposal Form: [Full Proposal Form](#)

**You may save and return to complete your submissions at any time using the code provided when the "Save and Return Later" option is selected. To return to either of the forms re-click the links identified above.*

Review Process:

- An internal peer review panel composed of Mayo and University faculty, appointed by the Partnership Executive Coordinating Committee, will review applications **Fall 2018**.
- The most scientifically promising proposals will be evaluated by the Mayo Clinic and University of Minnesota technology transfer offices for the likelihood that the proposed research will lead to the development of a commercializable product. This information will be used by the Executive Coordinating Committee of the Partnership to make funding decisions based on programmatic needs and the Partnership goals.
- Awards will be announced in **late Fall 2018**.

Reporting Requirements:

Principal investigators of funded projects will be required to provide a final report and an accounting of all funds expended at the completion of the project. A progress report will be required at the end of each grant fiscal year. In addition, semi-annual "brief progress reports" will also be required. All reports will be submitted by e-mail to vangi007@umn.edu or via a REDCap survey. Further information will follow upon receipt of award.

Additional Information:

Questions about the application process should be directed to:

Jessica Van Gilder, Research Grant Program Specialist
Academic Health Center, Office of Dr. Tucker LeBien
vangi007@umn.edu

or

Joshua A. Derr, Research Administration
Mayo Clinic, Rochester
Derr.Joshua@mayo.edu