Healthy Food, Healthy Lives (HFHL) Institute
Request for Proposals Fall 2015
Community–University Partnership Grant Program
Community-based participatory research/community engagement

The University of Minnesota Healthy Foods, Healthy Lives (HFHL) Institute is supported by the office of the Senior Vice President for Academic Affairs and Provost. Affiliated units include the Colleges of Medicine, Veterinary Medicine, Food, Agricultural and Natural Resource Sciences, University Extension, and the School of Public Health. The College of Food, Agricultural, and Natural Resource Sciences serves as the fiscal agent for the HFHL Institute.

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. Priority areas for focus are food safety, prevention of obesity and chronic disease, and food policy. Within these priority areas, of special importance is the integration of agriculture and health sciences.

The major goal of the HFHL Institute is to utilize and help build the strengths of the University of Minnesota in the area of food and health by advancing scientific and public knowledge and influencing public policy.

Focus of this Request for Proposals
The HFHL Institute is requesting applications for grants to fund innovative community-university partnerships related to food, nutrition and health. Projects should include participatory action research, or other creative strategies for addressing community-identified problems by bringing together academic and community partners. Both academic and community knowledge systems should be honored in these partnerships.

Proposals should seek to benefit communities by producing information that will enable a community to improve its overall health. To that end, funding may be used for traditional research projects or community-based programs that are rigorously evaluated.

Priority will be given to proposals that clearly incorporate both community and university involvement and leadership at all stages, produce outcomes that are useful to and may lead to positive health impacts for the participating community, and clearly incorporate rigorous evaluation. Projects should be interdisciplinary and innovative in approach, have a high potential health impact, and include utilization of new collaborations or new strategies. They should be well-organized, quality proposals with potential for sustainability.

The grants to be funded must grow out of authentic partnerships between community and academic entities. Projects should exemplify shared power and shared governance (e.g., a transformative process). There should be Co-Principal Investigators, one from the community
and one from the university, and the roles of each must be clearly described. The community partner can be a community-serving group, agency, or organization.

**Funding**

A total of 2-4 proposals may be funded in response to this RFP. Each grant will be awarded to a project team for a maximum total cost of $50,000 for one year of funding, **with the potential for renewal for one year, one time.** Second year proposals will be reviewed competitively along with first year applications. The funds are intended for a new project and may not be used to support an ongoing program or ongoing research. In addition, no indirect costs may be included in the budget.

Appropriate uses of the funds may include, but are not restricted to:
- Support for personnel (e.g., community members, graduate students, and University staff, excluding University faculty member salaries)
- Development of education materials
- Development of program materials
- Community meetings and other convenings necessary to the project
- Supplies such as small equipment or laboratory supplies

**Funds will be administered by the University PI's academic department and must be spent within a one-year time period.** The Co-PIs will be expected to attend the Food Access Summit (Nov. 8-10, 2015) in the fall, OR one of two research symposia (to be announced) in 2016 and include the costs for attendance in their budget. The total cost of attendance for any of the three events is about $150/person, plus any travel expenses incurred. Funding for a second year is dependent on the submission of a year-2 project proposal. It will be dependent upon successful performance evaluation and will be highly competitive. Performance criteria include: successful completion of activities proposed in the first year proposal, demonstration of community impact, innovation, public dissemination of knowledge, rigorous program evaluation and sustainability.

**Who is Eligible?**

Community-university collaboratives are eligible to apply for these funds as Co-PIs. The collaboratives must include at least one regular faculty or academic staff member from any University of Minnesota program, including the coordinate campuses, and at least one community partner. A faculty or staff member may apply for only one grant per cycle on which he/she would be the Co-PI. There is no limitation to the number of grants on which a faculty or staff member could participate as co-investigator or other role.

**Proposal Requirements**

- Minimum font of eleven
- Title Page
  - Include names of co-investigators with affiliations and email contact information
  - Abstract
- Project Plan Description (not to exceed 3 pages)
  - Purpose and Specific Aims
  - Background and Rationale
  - Activities/methods
• Research or program evaluation plan
• Budget and justification for the entire proposed period of support
• Copy of a signed Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA) that outlines:
  o the purpose and guiding principles of the project
  o the roles and responsibilities of project team members
  o the decision-making process for the team
  o an understanding of who has access to data and how data will be disseminated
  o a process for evaluating and charting progress of the project.

This document will be considered a “living document” that can be revisited throughout the life of the project. The following tool, which can be found on the HFHL website, might be helpful in assisting applicant teams in the process of developing a MOU/MOA document: The Community Impact Statement: A tool for creating healthy partnerships (Susan Gust - Community Partner; Catherine Jordan - University of Minnesota)

• Copy of the completed and submitted "Determination of Human Subject Research" form which can be found here: http://www.irb.umn.edu
It is highly encouraged that Co-PIs jointly work with the University Institutional Review Board (IRB) to determine whether or not the project requires IRB approval and if so, Co-PIs will be required to obtain approval before beginning the project.
• Biosketches for the Co-PIs
• Letters of support and biosketches from co-investigators
• References

Criteria for Evaluation of Grant Applications
• Depth of community-university collaboration
• Innovation
• Potential health impact, including outcomes that can benefit the community
• Expertise and track record of members of team
• Quality of evaluation of proposed research or program
• Leveraging of resources and identification of strategies for sustainability
• Appropriateness of budget

Application process is the same for current teams asking for a second year of funding. In addition to the requirements described above, currently funded teams must also submit:
• Initial project summary with narrative discussing the connection to and need for the second year funding. The work to be done the second year must be in addition to, and an extension of that proposed for the first year. Additional funding for work already proposed will not be approved.
• Letter of support from a constituency who benefitted from 1st year project outcomes.

Review Process
The HFHL Institute will select the reviewers. The review panel will include community members and faculty or staff members from the University. The review panel will recommend additional members and reviewers for specific proposals depending upon the number of applications submitted and the areas of proposed projects. Recommendations of the review panel will be submitted to the HFHL director for final decision and approval. Written reviews will be sent to all applicants.
**Application Process**

1. The deadline for electronic submission of proposals is **November 18, 2015 (5:00pm)**. Grant applications should be emailed (PDF files) to hfhl@umn.edu.

2. Awards will be announced by December 18, 2015, and funding will commence on January 1, 2016.

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1 Characteristics of community-based participatory research that should be considered: maximizing participation of and leadership by people living in the participating community; involving diverse community members in key decisions throughout the project; creating learning opportunities by involving community members; utilizing community members, trained researchers, and students in the research design.