

***Request for Research Infrastructure Proposals***

***Details and Instructions for Faculty***

***October 2019***

**FUNDING OPPORTUNITY AND CRITERIA**

Applications can request from \$100,000 to \$1,000,000, but applicants should be aware that the Partnership is committing a total of up to \$2,500,000 for this funding cycle.

- Must be a coordinated project between the Mayo Clinic and the University of Minnesota, building on existing resources and enhancing combined capabilities
- Must have two co-PIs; one from UMN and the other from Mayo
- Should not duplicate resources already available at either institution
- Must contribute to the success of existing and future Partnership research projects
- Must build on existing partnership strengths (either adds to an area of competitive advantage or fills gap to yield competitive advantage)
- Must support research in an area related to human health and disease

**For this funding opportunity, we require that each applicant team submit both a letter of intent and a full application.**

**LETTER OF INTENT**

Applicants must submit a brief letter of intent. This should include: the names of the UMN and Mayo co-PIs, the title of the application, a brief paragraph describing the application, NIH biosketches for both co-PIs, and the amount (or approximate amount) of support that will be requested. NOTE: We will not be using this information as part of a preliminary peer-review; rather, we will use it to identify reviewers for the full applications. *This information should be submitted as a pdf to both of the email addresses at the end of these guidelines, and must be received by 5pm on **Friday, November 22, 2019.***

**FULL APPLICATION PROCESS**

- 1) Interested faculty members should submit a proposal that describes the following information (a single application for each project produced jointly by Mayo and University faculty):
  - a. Abstract- This section should provide a summary of the proposal (1/2 page)
  - b. Description of Infrastructure Request-
    - i. Provide an overview of what is being requested and why?

- ii. What specific equipment will be purchased or resources supported?
  - iii. Proposals requesting support for informatics-related infrastructure (e.g., software development for managing big data) should clarify the specific nature of the work plan and the time-frame for completion. The proposal must clearly define the gap in infrastructure at both institutions, and distinguish the proposed initiative from existing informatics and data analytics tools already available at one or both institutions
  - iv. How does this proposal enhance existing capabilities at the two institutions?
  - v. Where will the equipment or facility be located? How will investigators from each institution access the equipment/facility?
- c. Importance to Existing and Future Partnership Research- Outline how this new or enhanced infrastructure will contribute to the goals of the Partnership by facilitating ongoing or future research efforts. If possible, list specific existing or potential Partnership-supported research teams that will benefit from the proposed infrastructure investment (give names of investigators, project title, and justification). How will the proposed project enhance the institutions' research reputations, opportunities for new NIH/federal funding, and recruitment of new faculty?
  - d. Business Plan- This section should describe how the equipment, facility or resource will be operated and maintained. Will additional space be required? Will specialized staff need to be hired? Partnership funds may be requested for up to 3 years of staff salary support, but a detailed plan for equipment maintenance, upgrades, and operation beyond a maximum of 2 years of Partnership funding needs to be detailed. Will user fees be charged? Will matching funds be required from other sources? If so, the application must contain firm commitments. How will access be determined?
  - e. Faculty Roles-This section should provide descriptions of the responsibilities of the two co-PIs and other selected key co-investigator roles on the project (be specific in describing which components will be located at Mayo and which at the University). An internal advisory committee should be named to assist the co-PIs in overseeing the equipment/facility.
  - f. Funding Sources-This section should list any other funding pending for this project, and explain why other sources of funding are not more appropriate (eg, NIH Shared Instrumentation and Center Grants, NSF etc.).
  - g. Layperson Summary-A summary of the project that could be understood by a lay audience (1/2 page).

**(Page limit for items a-g is 8 pages, single-spaced, Ariel or Helvetica typeface, font size 11 or larger.)**

- h. Biographical Sketches- This section should include a NIH biographical sketch for each of the co-PIs and a limited number of co-PIs who would play a major role on the project. **The most recent format including the section on “contributions to science” must be used.** List all current and pending internal and external applications.
- i. Resource Inventory- This section should provide a listing of major resources at the two institutions already available to support this project.
- j. Budget- This section should include a single complete budget, along with a description of how funds will be spent, how each expenditure relates to the project, and whether each expenditure will be made through the Mayo Clinic or the University (It may be simplest to provide split budgets in addition to the single complete budget). 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 indirect cost distribution). Indirect calculations for equipment, patient care costs, etc. should be handled consistent with NIH policies. Budgetary support can be requested for 1, 2, or 3 years.
- k. Contacts. This section should clearly identify the principal investigator who will receive all correspondence (the “contact PI”), and the lead investigator at the other institution.

**THE ENTIRE APPLICATION (SECTIONS a-k) SHOULD BE SUBMITTED AS A SINGLE PDF.**

- 2) The deadline for receipt of complete proposals is 5pm on **Friday, January 10, 2019**.
- 3) Letters of Intent and Applications should be sent electronically to both of the following:

Jessica Van Gilder, Academic Health Center, University of Minnesota

[vangi007@umn.edu](mailto:vangi007@umn.edu)

*and*

Josh Derr, Research Administration, Mayo Clinic Rochester

[Derr.Joshua@mayo.edu](mailto:Derr.Joshua@mayo.edu)

## **REVIEW PROCESS**

- An internal peer review panel composed of Mayo and University researchers will evaluate the applications.
- The recommendations of the review panel will be forwarded to the Partnership Executive Committee, which will also consider programmatic needs and partnership goals when making the final decisions on funding. Awards will be announced in **February 2020**.

## **REPORTING REQUIREMENTS**

Co-PIs of funded projects will be required to provide yearly progress reports, and a final report that includes an accounting of all funds expended at the completion of the project.

## **ADDITIONAL INFORMATION**

Questions about the application process can be directed to either:

Tucker W. LeBien, PhD  
Senior Advisor for Research Operations  
Office of Academic Clinical Affairs  
University of Minnesota  
[lebie001@umn.edu](mailto:lebie001@umn.edu)

*or*

Eric D. Wieben, PhD  
Director  
Mayo Genomics Research Center  
Mayo Clinic  
[wieben.eric@mayo.edu](mailto:wieben.eric@mayo.edu)