

**University of Oregon and Oregon Health & Science University  
Request for Applications for Collaborative Seed Projects (CSP)  
2018-19**

**Overview and Purpose:**

We are pleased to announce a new collaborative seed funding mechanism between the University of Oregon and Oregon Health & Science University that aims to build on strengths of faculty at both institutions, deepen UO-OHSU partnerships, and prepare UO-OHSU teams to apply for external funding that will provide long-term support for research programs. The overall purpose of this CSP is to significantly increase the number of externally funded UO-OHSU collaborative projects. If successful and there is sufficient demand, we hope to re-issue this call again next year and to provide additional support to teams who successfully submitted collaborative external funding applications during their CSP.

**2018-2019 CSP Priorities:**

There are two priority areas for the 2018-2019 CSP Award Cycle:

- **Convening** (e.g., bringing together teams of OHSU and UO faculty for structured meetings to incubate collaborative ideas likely to lead to applications for external funding or other revenue generation; working with external consultants or experts who can advise joint UO-OHSU teams on technical or entrepreneurial aspects of collaborative project ideas; other infrastructure development activities designed to prepare the team to be successful in generating revenue and future grant funding)
- **Piloting** (e.g., pilot studies designed to provide feasibility evidence or preliminary data for joint UO-OHSU grant applications; joint publications to support grant applications; development of joint grant applications)

**Eligibility:**

Projects must include at least one PI from the UO and one PI from OHSU. Projects that assist in the translation of basic science are encouraged. Only applications that clearly specify how the proposed activities will increase the likelihood of future UO-OHSU external funding will be considered responsive to this CSP.

UO: Any tenure-related faculty member or career non-tenure track faculty member in the research professor or clinical professor classification (Assistant, Associate, Full) is eligible to serve as PI.

OHSU: Any full-time faculty member who is eligible to serve as a PI at OHSU can apply for these funds

At both UO and OHSU, post-doctoral scholars and graduate students may be included on a collaboration team but are not eligible to serve as PI.

**Important Dates:**

February 16, 2018 – RFA Released

March 16, 2018 – Letter of Intent Due

April 6, 2018 (11:59 PM Pacific) – Application Deadline

Late May, 2018 – Funding Decisions

July 1, 2018 – Anticipated Project Start Date

June 30, 2019 – Anticipated Project End Date

### **Application Instructions:**

The CSP application process involves the submission of a letter of intent and completion of an online application packet. Each faculty member can only submit **one** application as lead PI (although faculty may serve in Co-I or in other roles on additional applications).

**Note regarding the application process:** You will need an account to submit an application, but it's very simple to create one. If you are an OHSU faculty member, you can log in using your OHSU login information. If you are applying from University of Oregon, you will need to create an account with your email address. (There is no cost to creating an account). Faculty from either institution can serve as the submitting PI; there is no advantage or disadvantage to being from either institution. If you have questions, write [funding@ohsu.edu](mailto:funding@ohsu.edu).

#### **1. Letter of Intent**

The letter of intent is required and should include the project title, the name and contact information for the proposed OHSU and UO PIs, names of other key personnel, and a short (3-5 sentence) description of the project, including whether the application is for a Convening or a Piloting project. While required (but non-binding), the letter of intent is intended to help guide the selection of a suitable group of reviewers. Applicants must submit letters of intent by the deadline specified in this RFA to the Competitive Application Portal at [ohsu.infoready4.com](http://ohsu.infoready4.com).

#### **2. Application Components**

Applications should include:

- Cover Page (see template)
- An executive summary of no more than one-half page
- A three-page description of your proposed project that includes:
  - (a) rationale;
  - (b) planned activities;
  - (c) expertise of the team;
  - (d) short and long-term outcomes and deliverables, with timelines (e.g., major collaborative grant will be submitted; joint institute might arise);
  - (e) a sustainability or impact plan, with activities such as (i) projected steps toward sustaining efforts, (ii) possible funding streams in the future, and/or (iii) leverage of these initial investments;
  - (f) any existing funding that is relevant to the proposed project
  - (g) if a meeting(s) is proposed, outline plans for the proposed meeting, including approximate number of attendees from each institution, potential location(s), and estimated date(s).
- Biosketches for all PIs and Co-PIs, and other key personnel
- A budget and budget justification of no more than one page. The funding period for this award is July 1, 2018 – June 30, 2019. If funding of faculty salary or instructional release/course buyouts is included, it must be well-justified and include documentation of support from the faculty member's department head.

### **3. Budget Requirements**

Project direct budgets may range in size but may not exceed \$15,000 for “Convening” and \$50,000 for “Piloting” applications. Indirect dollars are excluded from budget requests. Funds will be distributed to each funded project in two 6-month increments. Budgets must be well justified. The project period is up to twelve months duration, with deliverables occurring within that timeframe. Requests for no-cost extensions will be considered on a case-by-case basis. A progress report will be required at six months and a final report at 12 months. If insufficient progress has been made at the six-month progress report, the second increment of funding will not be issued. The number of awards will vary based on the size and type of the applications received, but we anticipate funding a minimum of five applications. Applications must have met IRB, IACUC, FDA, and any other compliance requirements prior to fund disbursement.

### **4. Formatting and Submission Requirements**

Electronic submission of proposals is required. Upload complete applications (including the cover page) in a single PDF document, using Times New Roman font in 11 point or larger, single spacing, and 1” margins using the OHSU Competitive Application Portal ([www.ohsu.infoready4.com](http://www.ohsu.infoready4.com)).

Applications are due by 11:59 PM on April 6, 2018. Late applications will not be considered.

For inquiries, contact (UO) Vidusha Devasthali ([Vidusha@uoregon.edu](mailto:Vidusha@uoregon.edu)) or (OHSU) Rachel Dresbeck ([dresbeck@ohsu.edu](mailto:dresbeck@ohsu.edu)).

#### **Review Process:**

Applications will be evaluated on (a) the potential to create additional research and innovation activity in Oregon and nationally, (b) scientific merit, (c) ability to build upon and synergize strengths at each institution, (d) appropriate budget for the scope of work proposed, (e) potential to generate new OHSU-UO joint external funding. In addition, for “piloting” grants, preference will be given to applications that have a clearly articulated plan for a specific external program/agency and target submission date for a subsequent full grant application.

An initial review will be conducted for compliance with guidelines, followed by a second review and recommendations by a committee appointed by Presidents Robertson and Schill. Final determination of awards will be made by the VPRs of each institution.

## Cover page template

Project Title:

Requested amount:

Application Type: (Convening or Piloting):

OHSU PI: Name

Title

Department/Unit

Institution

Email

Phone

Financial contact

UO PI: Name

Title

Department/Unit

Institution

Email

Phone

Financial contact