University of Oregon and Oregon Health & Science University
Request for Applications for Collaborative Seed Projects (CSP)
2019-2020

Overview and Purpose:
This funding mechanism, launched in 2018 between the University of Oregon and Oregon Health & Science University, 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 collaborative research programs. The overall purpose of this CSP is to significantly increase the number of *externally* funded UO-OHSU collaborative projects.

2019-2020 CSP Priorities:
There are two priority areas for the 2019-2020 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; writing joint publications to support grant applications; supporting infrastructure development activities designed to prepare a team to be successful in generating revenue and future grant funding). We anticipating funding up to 5 convening awards at $10,000 each, for a duration of 12 months.
- **Piloting** (e.g., pilot studies designed to provide feasibility evidence or preliminary data for joint UO-OHSU grant applications, and the development of joint grant applications). We anticipate funding up to 5 Piloting Phase One piloting awards at $50,000 for one year. Previously funded Phase One pilot award teams are eligible to submit Piloting Phase Two proposals: the total pool for Phase Two is $175,000, and we anticipate funding two or three Phase Two proposals. Piloting Phase Two proposals will be evaluated in part by evidence that they are close to receipt of external funding (e.g., a submitted or draft NIH R21/R01/Center or equivalent collaborative grant proposal) and have a well-justified need and plan for continuing activities while waiting for external support to arrive.

For both award types, it is expected that the work reflects a true collaboration, with comparable roles, responsibilities, and budgets at the two institutions and a commitment to a joint future grant submission with significant activities and funding at both institutions. For Convening and Phase One Piloting applications, we prefer to seed new collaborations, although expansions of existing collaborations will also be considered.

Eligibility:
Projects must include one contact PI from each institution; additional investigators at each institution are allowed and encouraged. 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.

Each faculty member can only submit one application as PI (although faculty may serve in Co-I or in other roles on additional applications) and can only serve as PI on one active award at a time, regardless of mechanism.

UO: Any tenure-related faculty member or career non-tenure track faculty member (with at least .75 FTE) in the research professor, research engineer, 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.

Note: faculty with dual OHSU-UO appointments are eligible to apply as long as their combined institutional FTE is at least .75.

Important Dates:

	Convening	**Phase One Piloting**	**Phase Two Piloting**
RFA Released		February 4, 2019	
Application Portal Opens		March 15, 2019	
Mandatory Letter of Intent Due	May 1, 2019	July 1, 2019	May 1, 2019
Application Deadline (11:59 pm)	July 1, 2019	September 15, 2019	July 1, 2019
Funding Decisions	August 2019	December 2019	August 2019
Anticipated Project Start Date	Sept 1, 2019	January 1, 2020	Sept 1, 2019
Anticipated Project End Date	August 31, 2020	December 31, 2020	August 31, 2020

NOTE: Late applications will not be considered.

Application Instructions:
The CSP application process involves the submission of a mandatory letter of intent and completion of an online application packet.

Note regarding the application process: You will need to set up an online account to submit the application (www.ohsu.infoready4.com). 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 for the submitting PI to be at one institution or the other. If you have questions, write funding@ohsu.edu.

1. **Mandatory 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 Contact PIs, names of other key personnel, and a short (3-5 sentence) description of the project, including whether the application is for a Convening project or a Piloting project; if the latter, specify whether it is a Phase One or Phase Two 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.

2. **Full Application Components**
Applications should include the following, submitted in a single pdf document to the portal:
   • 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 a detailed timeline (e.g., major collaborative grant, such as NIH R01, T32, P50, or similar mechanism, will be submitted)
  - (e) a sustainability or impact plan, with activities such as (i) projected steps toward sustaining efforts, (ii) planned funding streams to be pursued 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).
- NIH or NSF biosketches for the PIs, Co-Is, and other key personnel
- A budget (see template) and budget justification of no more than one page. The funding period is January 1, 2020 – December 31, 2020 (piloting Phase One) and September 1, 2019 – August 31, 2020 (Convening and Piloting Phase Two). 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 $10,000 for "Convening" and $50,000 for "Piloting Phase One" applications. No budget cap is placed on Phase Two applications but the total funding/year available for Phase Two is $175,000 and we anticipate funding 2-3 Phase Two proposals. Indirect dollars are excluded from budget requests. Budgets must be well justified and must be allocated such that a substantial portion of the activities and budget reside within each institution; budgets are preferably similar in size at the two institutions. Please note that the UO-OHSU Collaborative Seed Grant awards will be distributed to the administering units as internal funds. Please follow institutional budgeting policies related to internal fund expenditures, rather than extramural funds. The project period is up to 12 months' duration, with deliverables occurring within that timeframe. Requests for no-cost extensions will not be considered.

4. Reports and Deliverables

- **Awardee meeting:** Phase 1 and Convening awardees teams are required to attend a cohort working meeting that will be held soon after funding begins. The purpose of this meeting is to spend time on your projects as well as to learn from one another and troubleshoot administrative processes.

- **Convening awards:** A progress report of activities is due around month 6 (due date TBD). A final report of activities is due no later than 30 days following the end of the funding period.

- **Piloting awards**:
- Phase One: A progress report of activities is due around month 6 (due date TBD). A final report of activities is either due at the time of submission of a Phase 2 Piloting application, or as a

stand-alone final report due no later than 30 days following the end of the Phase 1 funding period.

Phase Two: Applications will be evaluated based on likelihood of a successful eventual receipt of an externally funded collaborative grant proposal and have a well-justified need and plan for continuing activities while waiting for external support to arrive; thus deliverables include submitted grant applications. Phase Two awardees must submit a <u>final report</u> of their activities no later than 30 days following the end of Phase Two funding.

All projects: Brief <u>annual reports</u> are due yearly for the three (3) years following the final report. These reports will assist the institutions in tracking data on the team's progress and should include papers submitted/published and leveraged funding. Reporting format requirements will be included in the award letters. Failure to comply with final and annual reporting requirements will result in ineligibility to apply for future funding through this mechanism.

5. **Compliance**

Applications must have met IRB, IACUC, FDA, and any other compliance requirements prior to fund disbursement.

6. **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). Specific requirements will be available on the Application Portal.

For inquiries, contact (UO) Kate Petcosky-Kulkarni (kpetcos2@uoregon.edu) or (OHSU) Rachel Dresbeck (dresbeck@ohsu.edu).

7. **Evaluation Criteria and Review Process:**

Applications will be evaluated on (a) scientific merit, (b) potential to generate new joint OHSU-UO external funding, (c) potential to create additional research and innovation activity in Oregon and nationally, (d) clearly defined ability to build upon and synergize strengths at each institution, (e) appropriate budget for the scope of work proposed and distribution across the two institutions.

For Convening grants, projects that propose significant generation of pilot data will be given less priority. The intention of these grants is to make new research connections and forge new directions that will lead to innovation in the future. 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 that represents significant collaboration between both institutions. Phase Two Pilot project evaluation will preferentially consider those applications with grant applications that have been submitted or are in an advanced draft form.

Projects with budgets that are largely spent at only one institution will receive less priority.

An administrative review will be conducted for compliance with guidelines, followed by a peer review and recommendations by a committee appointed by Presidents Jacobs 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, Piloting Phase One, Piloting Phase Two):

OHSU Contact PI: Name
                     Title
                     Department/Unit
                     Institution
                     Email
                     Phone
                     Financial contact

UO Contact PI: Name
                     Title
                     Department/Unit
                     Institution
                     Email
                     Phone
                     Financial contact