



COLLABORATIVE RESEARCH SEED GRANT PROGRAM

Request for Applications (RFA)

RFA Released: December 3, 2018

Collaboration Request Due: January 29, 2019

Applications Due: March 19, 2019

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PURPOSE

Sanford Health has initiated plans to augment its advanced nutrition and weight-management program – Sanford Profile®. The Sanford Profile program was developed by physicians and nutritionists and entails interactions with a Sanford Profile coach and consumption of proprietary dietary supplements. Sanford is now preparing to implement the program globally and increase manufacturing capacity for the supplements and associated meal products. More information on Sanford Profile is available on the Sanford Profile website at <https://www.profileplan.net/>.

Based on the future promise of Sanford Profile as a global producer of weight loss and nutritional supplements, Sanford Health has joined with North Dakota State University (NDSU) to conduct research related to human nutrition, weight management and other basic research as it relates to this initiative. Sanford Health has made a commitment of \$250,000 per year over a total of five years to support related research seed grants at NDSU to build capacity, expertise, and synergy in fields relevant to human nutrition and related impacts on health and wellness.

PROGRAMMATIC THEMES

NDSU faculty are invited to submit proposals that identify issues, advance scientific understanding and make progress toward solving critical problems in human nutrition and related problems.

Priority activities include, but are not limited to, the following:

- Human nutrition and metabolism (may include use of appropriate animal models)
- Human behavior related to food choices and consumption
- Study of the human microbiome (may include use of appropriate animal models)
- Epigenetics, with specific interest in prenatal nutrition
- Genetics, nutrigenomics, and metabolomics
- Development of sensors that monitor wellness factors
- Analytics of large and dynamic data sets resulting from wellness sensors
- Processing and manufacturing improvements of the Profile protein supplement

ELIGIBILITY & RESTRICTIONS

ELIGIBILITY

NDSU faculty and other NDSU researchers with the prerequisite skills, knowledge, and resources necessary to carry out the proposed research are eligible to serve as the Principal Investigator ("PI") for a Sanford-NDSU Collaborative Research Seed Grant.

Collaboration with a Sanford Research investigator is encouraged, but not required. However, proposals including such collaborations will be considered favorably by reviewers of proposals. For questions regarding eligibility, please see designated NDSU Program Contact and/or Sanford Program Contacts.

RESTRICTIONS

NDSU faculty and other NDSU researchers may participate in more than one project proposal/application per each Request for Application ("RFA") cycle, but an individual may only submit one application per funding cycle as the PI.

FUNDS AVAILABLE & PROJECT TIMELINE

| | |
|---------------------------------------|---|
| COLLABORATION REQUEST DEADLINE | January 29, 2019 no later than 5:00PM Central Time |
| APPLICATION DEADLINE | March 19, 2019 no later than 5:00PM Central Time |
| APPLICATION SUBMISSION | Submit proposals electronically via email to NDSU.BusinessDev@NDSU.edu . All submissions need to be in PDF format. Completed coversheets may be submitted via hard copy to Nicole Boyer (R1A, Rm 1114) or electronically to NDSU.BusinessDev@NDSU.edu . |
| NOTIFICATION | Notifications about whether or not an application/proposal has been approved for an award will be sent to applicants in May. |
| FUNDING PERIOD | Up to one (1) year |
| AMOUNT | Budgets up to \$100,000 per proposal/application will be considered. It is expected that 2-3 projects will be funded. Final budgets may be adjusted as part of the award process in order to not exceed the total \$250,000 annual limit. |
| INDIRECT COSTS | Recovery of indirect costs is NOT allowed. |
| EXTERNAL SUBCONTRACTS | Letter of Intent should include a statement from sub-awardee acknowledging that there are no Fiscal and Administrative costs available due to prime sponsor requirements. |
| PROGRESS REPORT | A semi-annual and a final progress report are required for all funded projects. Each report should be limited to four pages and include a description of results obtained to date, changes in the project or personnel, publications and presentations that have resulted from the work, patents, and progress toward other goals. A single additional page should provide a summary of expenditures. Reports should be submitted electronically to NDSU.BusinessDev@NDSU.edu by January 23, 2019. |

COLLABORATION REQUEST

To facilitate collaborations between NDSU and Sanford Health personnel, please provide a short document (no more than one (1) page) that outlines a possible Sanford Health NDSU Collaborative project. These requests will be distributed to Sanford Health researchers or clinical personnel for review. The additional deadline is intended to facilitate further collaboration between Sanford Health and NDSU by providing:

1. additional time early in the process to identify potential collaborators and

2. a longer time for the development of joint project.

As always, collaboration with a Sanford Research investigator is encouraged, but not required. However, proposals including such collaborations will be considered favorably by reviewers of proposals.

Collaboration Requests are to be submitted by 5:00 pm on January 29, 2019 to NDSU.BusinessDev@NDSU.edu.

APPLICATION PACKAGE

Proposals/applications are to be submitted by 5:00 pm on March 19, 2018 to NDSU.BusinessDev@NDSU.edu.

Proposals/applications are to follow the formatting requirements outlined below. Any proposal(s)/application(s) not following the guidelines and format requirements specified in this RFA will be rejected without further review or any other action(s).

NOTE: NDSU's Office of Research and Creative Activity and/or Sanford Health reserve the right to reject any and all proposal(s)/application(s) as deemed necessary or appropriate.

FORMATTING REQUIREMENTS:

- Format: PDF
- Font: Minimum of 11 points.
- Margins: Minimum of one-half inch margins (top, bottom, left, and right) for all pages.
- Headers & Footers: Header should include proposal title and Principal Investigator's first initial and last name.
- All applicable sections of the application must be completed and appear in the correct order for the application to be considered for funding.
- Any proposal/application that does not follow these guidelines or abide by the page/word limitations will be returned without review or any other consideration.

COVER SHEET

All proposals/applications must be submitted with a Sanford Health-NDSU Collaborative Research Seed Grant cover sheet. Please contact NDSU.BusinessDev@NDSU.edu for the cover sheet or it is available for download at https://www.ndsu.edu/research/for_facultyresearchers/sanford_health_ndsu_seed_grant/.

The Sanford Health-NDSU Collaborative Research Seed Grant cover sheet must be filled out in its entirety to be accepted and assigned for subsequent reviews.

PROJECT SUMMARY

Provide a succinct and rational synopsis in lay language of the proposed work, including objectives, methodology, expected outputs and relevance.

Limit: 1 page

INTRODUCTION

Identify the research problem and clearly state the objectives of the project. Briefly review current literature of the proposed work and include any pertinent published or preliminary data. Exhaustive literature reviews are not necessary. List and briefly describe projected deliverables.

Limit: 2 pages

EXPERIMENTAL PLAN

Clearly and succinctly describe the experiments or investigations in the sequence in which they will be performed. Describe details on techniques, protocols, and data analysis procedures.

Limit: 4 pages

IMPACT PLAN

A clear plan for dissemination of information and application of results must be included. If relevant, include in the plan specific participation by Sanford Health.

Limit: 0.5 pages

TIMELINE AND DELIVERABLES

Include a project timeline that presents key events and activities of the project and an explanation of proposed deliverables (e.g., interim report or other communications on progress with project, final report, etc.). Projects proposed under this RFA should be conducted and completed during a twelve month period. See Post Award Information below for information regarding the restrictions related to no-cost extensions and the carry forward of funding.

Limit: 0.5 pages

LITERATURE CITED

Provide a list of any references cited. Each reference must include names of all authors, the article and journal title, book title, volume number, page numbers, and year of publication. Follow scholarly practices in providing citations for source materials relied upon in preparing any section of the application.

BUDGET/BUDGET JUSTIFICATION

Budgets should be prepared using the generic budget template from Sponsored Programs (https://www.ndsu.edu/fileadmin/research/documents/SPA/forms/NDSU_Standard_Budget_Form.xlsx).

Projects with proposed total budgets ranging from **\$50,000 to \$100,000 per proposal** are encouraged. Budgets should reflect the actual needs of the proposed project. No more than 1 month summary salary.

Provide a detailed budget justification with respect to the proposed project.

Limit 1 page for Budget and 1 page for Budget Justification

ALLOWABLE COSTS

Include: salary/benefits for project personnel; laboratory costs, including animal costs, blood draws; medical supplies; shipping costs; travel necessary to carry out the project; participant support/incentives; miscellaneous supplies; external consultant services; and subcontracts. Other costs may be considered. Please contact the designated NDSU Program Contact for further information and discussion.

UNALLOWABLE COSTS

Include, but are not limited to: publication costs and any indirect costs

APPENDIX

Include the following information and materials as appendices to the proposal/application:

MULTIPLE PRINCIPAL INVESTIGATOR LEADERSHIP PLAN (IF APPLICABLE)

For applications designating multiple PIs, a leadership plan must be included. A rationale for choosing a multiple PI approach should be included. The governance and organizational structure of the leadership team and the research project should be described, including communication plans, process for making decisions on scientific direction, and procedures for resolving conflicts. The roles and administrative, technical, and scientific responsibilities for the project or program should be delineated for the PIs and other collaborators.

Each investigator may only submit one application as the PI. In the case of a multiple PI proposal, the co-PI's forgo the right to submit a proposal as the PI for the same funding round.

BIOGRAPHICAL SKETCH(ES) (LIMIT: 4 PAGES PER PERSON)

An NIH or NSF style biographical sketch (or equivalent) must be included for all senior/key personnel and significant contributor(s).

OTHER OPTIONAL ATTACHMENTS (LIMIT: 5 ADDITIONAL ATTACHMENTS)

Example attachments include: letters of support, surveys, questionnaires, other data collection instruments, etc. Approval from external collaborators institutions are not counted as part of the optional attachments.

SUPPORTING DOCUMENTATION

Prior to the initiation of a project or transfer of any funds, appropriate Institutional Animal Care and Use Committee (IACUC) and Institutional Review Board (IRB) approvals must be obtained. Please specify on the cover sheet the status of these approvals. It is not a requirement that these are completed prior to application submission. Guidelines for exemption from Human Subjects Regulations are available at <http://answers.hhs.gov/ohrp/categories/1564>.

APPLICATION SUBMISSION

- The application form for Sanford-NDSU Collaborative Seed Grant program is available from the designated NDSU Program Contact specified below.
- All applicants will receive an email from the designated NDSU Program Contact about their respective proposal/application.

POST-AWARD INFORMATION

CARRY-FORWARD OF FUNDS

Investigators are encouraged to expend funds within the time period referenced in the application. Any and all requests for carry-forward of funding will require filing a request for a no-cost extension and any such extension shall be only be for a maximum of twelve (12) additional months (i.e., months 13-24). All no-cost extension requests are subject to the following conditions:

- NDSU and/or Sanford reserve(s) the right to reject any such no-cost extension.
- No-cost extension shall be one-time and limited to 25% of the total, original award
- No-cost extensions shall be considered on a case-by-case basis and approval is dependent upon demonstrated, successful performance toward stated project goals and objectives (during the first twelve months of the project) as determined by Sanford Health and NDSU
- Carry-forward funds are not guaranteed, and will be allocated depending on availability of funds.

The special circumstances requiring carry-forward funds should be referenced in any request to the designated NDSU Program Contact and also in any applicable project progress reports. Requests for carry-forward funds must be submitted at least 30 calendar days prior to the end of the grant period specified under this solicitation. Any funds remaining at the conclusion of any one-time carry-forward/no-cost extension will be reclaimed for possible re-allocation to other projects.

COMPLIANCE MATTERS

Prior to transfer of any funds, appropriate compliance approvals must be obtained. Applicable Sanford Health and/or NDSU policies and practices must be followed with respect to vertebrate animals, human subjects, radiation safety, biohazardous materials, and conflict of interest. In addition, each and every investigator named or included in the proposal or that will receive any funding under this Collaborative Research Seed Grant program or perform any research under any proposal/application funded by this program must certify in the application/proposal that he/she has not been debarred or, convicted of a crime for which a person can be debarred, pursuant to the United States Federal Food, Drug and Cosmetic Act and enabling regulations. Note that NDSU must so inform Sanford about any such debarment or conviction. Should any investigator named or included in the proposal or that will receive any funding under this Collaborative Research Seed Grant program or perform any research under any proposal/application funded by this program be so debarred, or convicted of a crime for which a person can be debarred, in the future, each such person shall promptly inform NDSU of any such debarment or conviction so that NDSU can, in turn, inform Sanford.

PROGRESS REPORTS

A semi-annual and a final progress report are required for all funded projects. Templates are available at the end of this RFA and on the RCA website

(https://www.ndsu.edu/research/for_facultyresearchers/sanford_health_ndsu_seed_grant/). Each report should be limited to no more than four pages and include a description of results obtained to date, changes in

the project or personnel, publications and presentations that have resulted from the work, patents, and progress toward other goals. A single additional page should provide a summary of expenditures. Reports should be submitted electronically to NDSU.BusinessDev@NDSU.edu by January 23, 2019. For further information, refer to the Sanford Seed Grant webpage:

https://www.ndsu.edu/research/for_facultyresearchers/sanford_health_ndsu_seed_grant/.

PUBLICATION AND PUBLICIT

All publications and presentations related to funded projects must be submitted to Sanford thirty (30) calendar days prior to the first submission of such proposed publication or presentation to a journal, editor, or third party. Sanford will have twenty (20) calendar days after the receipt of the publication or presentation to review it and provide comments, including any claim that the proposed publication contains Sanford Confidential Information.

This is not a publication restriction but a standard review for confidential/proprietary data and review for intellectual property that may need protection prior to publication.

ACKNOWLEDGEMENT

All publications and presentations must make the following acknowledgement in an appropriate location:

“Support for this project was provided by the Sanford Health – North Dakota State University Collaborative Research Seed Grant program.” If a grant number is required, this can be provided by the Sanford Research Grants Office.

All publications and presentations related to funded projects must be submitted to Sanford thirty (30) calendar days prior to the first submission of such proposed publication or presentation to a journal, editor, or third party. Sanford will have twenty (20) calendar days after the receipt of the publication or presentation to review it and provide comments, including any claim that the proposed publication contains Sanford Confidential Information.

This is not a publication restriction but a standard review for confidential/proprietary data and review for intellectual property that may need protection prior to publication.

Program Contacts

NDSU PROGRAM CONTACT:

NDSU Contact for questions regarding application, application process, submission requirements, etc.

Nicole Boyer
Business Development Coordinator

Phone: 701-231-6660

Email: Nicole.Boyer@NDSU.edu or
NDSU.BusinessDev@NDSU.edu.

Jolynne Tschetter, Ph.D.
Executive Director, Corporate and Foundation
Research Relations (CFRR)

Phone: 701-231-8931

Email: Jolynne.Tschetter@NDSU.edu or
NDSU.BusinessDev@NDSU.edu.

SANFORD HEALTH CONTACTS

Contact for questions regarding project eligibility.

Jill Weimer, Ph.D.

Sr. Director of Therapeutic Development

Phone: (605) 312-6407

Email: Jill.Weimer@SanfordHealth.org

Steve Herrmann, Ph.D.

Sr. Director of Operations

Phone: (605) 679-7402

Email: Stephen.Herrmann@SanfordHealth.org.

Contact for questions regarding intellectual property.

Tyler Remund, Ph.D.

Director of Commercialization

Phone: (605) 312-7715

Email: Tyler.Remund@SanfordHealth.org

Contact for Sanford research collaborators, if included in the application.

Ronda Hinsch, Grant Coordinator

Sanford Research Grants Office

Phone: 605-312-6077

Email: ResearchGrants@SanfordHealth.org

Sanford Seed Grant Progress Report Information

PI: Click or tap here to enter text.

Award: Click or tap here to enter text.

Description of results:

Click or tap here to enter text.

Changes in the project or personnel:

Click or tap here to enter text.

Publications and presentations that have resulted from the work:

Click or tap here to enter text.

Invention Disclosures or patent applications resulting from work:

Click or tap here to enter text.

Progress toward other goals:

Click or tap here to enter text.

| <u>Salaries & Wages</u> | <u>Approved Budget</u> | <u>Expended to Date</u> |
|--|-------------------------------------|------------------------------------|
| Full time faculty | \$Click or tap here to enter text. | \$Click or tap here to enter text. |
| Fringe Benefits | \$ Click or tap here to enter text. | \$Click or tap here to enter text. |
| Full time staff, research assoc., techs, post docs | \$ Click or tap here to enter text. | \$Click or tap here to enter text. |
| Fringe Benefits | \$ Click or tap here to enter text. | \$Click or tap here to enter text. |
| Graduate Assistant | \$ Click or tap here to enter text. | \$Click or tap here to enter text. |
| Fringe Benefits | \$ Click or tap here to enter text. | \$Click or tap here to enter text. |
| Part time staff | \$ Click or tap here to enter text. | \$Click or tap here to enter text. |
| Fringe Benefits | \$ Click or tap here to enter text. | \$Click or tap here to enter text. |
| | | |
| Insurance for Part-time employees that meet ACA guidelines | \$ Click or tap here to enter text. | \$Click or tap here to enter text. |
| Total Salaries & Fringe Benefits | \$Click or tap here to enter text. | \$Click or tap here to enter text. |
| | | |
| <u>Operating Expense</u> | | |
| Capitalized Equipment (≥\$5000) | \$ Click or tap here to enter text. | \$Click or tap here to enter text. |
| Travel | \$ Click or tap here to enter text. | \$Click or tap here to enter text. |
| Tuition / Textbook/Participant Support Costs | \$ Click or tap here to enter text. | \$Click or tap here to enter text. |
| Material and Supplies | \$ Click or tap here to enter text. | \$Click or tap here to enter text. |
| Publication Costs | \$ Click or tap here to enter text. | \$Click or tap here to enter text. |
| Subawards | \$ Click or tap here to enter text. | \$Click or tap here to enter text. |
| Equipment or Facility Rental | \$ Click or tap here to enter text. | \$Click or tap here to enter text. |
| Alterations/Renovations/Repair | \$ Click or tap here to enter text. | \$Click or tap here to enter text. |
| Printing | \$ Click or tap here to enter text. | \$Click or tap here to enter text. |
| Postage | \$ Click or tap here to enter text. | \$Click or tap here to enter text. |
| Operating Fees & Services | \$ Click or tap here to enter text. | \$Click or tap here to enter text. |
| Professional Fees & Services | \$ Click or tap here to enter text. | \$Click or tap here to enter text. |
| Other Expense | \$ Click or tap here to enter text. | \$Click or tap here to enter text. |
| Total Operating Expense | \$Click or tap here to enter text. | \$Click or tap here to enter text. |
| | | |
| Total Cost | \$Click or tap here to enter text. | \$Click or tap here to enter text. |

After completing this form, attach any supporting documentation and submit to NDSU Business Development at ndsu.businessdev@ndsu.edu