Funding Opportunity Announcement (FOA):
CHIP Graduate Student Affiliate Seed Grants FY16

A. KEY DATES
- August 11, 2015  FOA posted; earliest submission date
- Friday, October 2, 2015  Letters of Intent (required) due by 11:59 PM EST
- Friday, October 9, 2015  Applicants notified of LOI approval decision
- Friday, November 6, 2015  CHIP Affiliate Application due by 11:59 PM EST
- Friday, November 20, 2015  Full Proposals due by 11:59 PM EST
- January 2016  Applicants notified of award decision
- Jan 15, 2016 – Jan 15, 2018  Award period

B. PURPOSE
UConn’s Center for Health, Intervention, and Prevention (CHIP) offers seed grants for graduate students at the Storrs and regional campuses who are CHIP Graduate Student Affiliates. These grants provide funds to support new research initiatives and pilot work in the areas of health behavior and health behavior change.

C. FUNDING AVAILABILITY AND REQUIREMENTS
- Up to three seed grants of $1,500 each are available for award in this seed grant competition.
- Funds may be used to support routine research-related expenses, such as payment of participants, copying of research material (e.g., questionnaires, consent forms), specialized equipment (e.g., digital recorder), or paying research assistants with specialized skills necessary for the proposed project (e.g., fluency in Spanish).
- Funds may not be used to support the investigator’s salary, travel to conferences, routine office equipment (e.g., computers), or student tuition and/or fees.

D. PROJECT AND INVESTIGATOR ELIGIBILITY
1. The applicant must be a graduate student who studies at UConn Storrs, UConn Health, or one of the regional campuses.
2. The applicant is required to be an approved CHIP Graduate Student Affiliate by the time s/he submits a proposal. To become an Affiliate, s/he must submit an application to become a Graduate Student Affiliate by 11:59 pm EST on Friday, November 6, 2015. The CHIP Graduate Student Affiliation application form and instructions are available at http://www.chip.uconn.edu/chip-business-office/affiliate-application/. Please allow at least two weeks for approval.
3. The proposed research must focus on health behavior and be consistent with CHIP’s mission, which can be found at http://www.chip.uconn.edu/about/mission/. However, it does not have to involve
intervention development, implementation, or evaluation. A wide range of research is permitted, including but not limited to, natural history studies, observational studies, qualitative research, correlational studies, and others.

4. If the investigator already has a CHIP seed grant, s/he must close out the award from that CHIP seed grant prior to the start of the award period for the new grant. Graduate students may only have one active CHIP seed grant at a time.

5. Each individual may only submit one LOI/proposal for this competition as the Principal Investigator (PI).

E. APPLICATION PROCESS AND REQUIREMENTS

Stage 1: Letter of Intent

1. All applicants must submit a Letter of Intent (LOI) form by 11:59pm EST on Friday, October 2, 2015.
2. The online LOI form can be found here.
3. LOIs will be reviewed by relevant CHIP staff to determine the eligibility of the investigator and proposed research.
4. Applicants must receive written approval of their LOIs prior to submitting a full proposal.

Stage 2: Full Proposal

1. Full proposals must be submitted by 11:59 EST on Friday, November 20, 2015.
2. Full proposals should be submitted electronically using the Seed Grant Application Form which will be available beginning in August 2015 at the following link: http://www.chip.uconn.edu/forms/chip-seed-grant-application-fy16/.
3. The Seed Grant Application form is modeled after a National Institutes of Health (NIH) R21 grant proposal and will require, at a minimum:
   a. Abstract
   b. Roles and functions of project personnel
   c. Detailed budget and budget justification
   d. NIH-format biosketch for the PI
   e. Research plan (maximum 5 pages)
      i. Specific Aims (1 page)
      ii. Research Strategy (maximum 4 pages)
   f. References
   g. Brief Human Subjects section
   h. Other Sources of Support for the proposed project (e.g., additional funding, in-kind services, equipment)
   i. Required Letter of Support from advisor (should include an endorsement of the student as well as the quality of the proposal)

Research plans should not exceed 5 single-spaced pages, with one page for the Specific Aims and up to 4 pages for the Research Strategy. Additional required sections (e.g. Abstract, Budget,
Biosketches, References, Human Subjects, and Other Support) do not count towards the 5-page limit. Detailed instructions will be provided in the full seed grant application form.

4. Proposals are not required to be routed through CHIP or Sponsored Program Services (SPS).

5. CHIP grants management staff will not be able to assist with development of the budget or budget justification, or with writing the LOI or grant proposal.

6. In fairness to all applicants, late and incomplete applications will not be accepted.

7. Applicants will be notified via email whether or not their proposal has been awarded funding.

F. REVIEW CRITERIA
Priority for funding will be based on the following review criteria, in no particular order:

- Scientific merit of the Research Plan.
- Completed project’s likelihood to develop into a larger study and garner external funding (e.g., an NRSA proposal through NIH).
- Importance of the research question.
- Extent to which the project is novel or innovative, especially a proposal testing a new methodology, new theory, or new research area in need of pilot data.
- Composition of the research team (preference will be given to interdisciplinary work).
- Relevance to the mission of CHIP.
- Extent to which the project demonstrates collaboration with community-based organizations (community collaborations will be regarded positively).

G. CONTACT
For questions not addressed in this FOA or on the Seed Grants overview webpage at http://www.chip.uconn.edu/chip-business-office/seed-grants-and-awards/, please contact seedgrants@chip.uconn.edu.