**OFFICE OF HIGHER EDUCATON**

**1450 Energy Park Drive, Suite 350**

**St. Paul, MN 55108**

**651-642-0567 or 1-800-657-3866**

**REQUEST FOR PROPOSALS FOR THE MINNESOTA SPINAL**

**CORD INJURY AND TRAUMATIC BRAIN INJURY**

**ANNUAL RESEARCH GRANT PROGRAM**

**Laws of Minnesota 2017 Chapter 89, Article 1, Section 2**

**DEADLINES**

**Intent to Submit Form – April 2, 2018**

**Grant Proposal – April 12, 2018**

**PROJECT PERIOD:**

**July 1, 2018 – June 30, 2020**

Alternative Format:

Upon request, the Request for Proposals can be made available in an alternative format by contacting Alaina DeSalvo, Office of Higher Education, 1450 Energy Park Drive, Suite 350, St. Paul, MN 55108, phone (651) 259-3988, fax (651) 642-0675. TTY users should contact the Minnesota Relay Service at 1-800-627-3529 and request assistance in contacting the Office of Higher Education.

**MINNESOTA SPINAL CORD INJURY AND TRAUMATIC BRAIN INJURY**

**RESEARCH GRANT PROGRAM**

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**REQUEST FOR PROPOSALS**

**MINNESOTA SPINAL CORD INJURY AND TRAUMATIC BRAIN INJURY**

**RESEARCH GRANT PROGRAM**

**FISCAL YEAR 2019**

February 1, 2018

Minnesota Office of Higher Education

1. **OVERVIEW AND FUNDING AVAILABILITY**

The state of Minnesota established the Spinal Cord Injury and Traumatic Brain Injury Grant Program effective July 1, 2015. Minnesota 2015 Session Law, Chapter 69 directed the Commissioner of the Minnesota Office of Higher Education to establish a grant program for institutions in Minnesota for research into new and innovative treatments and rehabilitative efforts for the functional improvement of people with spinal cord and traumatic brain injuries. Research areas may include, but are not limited to, pharmaceutical, medical device, brain stimulus, and rehabilitative approaches and techniques. See Appendix Afor a description of the grant program and advisory council membership and duties.

Based on fiscal year 2018/2019 biennium funding, $3,000,000 will be available each year from the 2017 Omnibus Higher Education Bill to support the Spinal Cord Injury and Traumatic Brain Injury Grant Program. Three percent of this appropriation will be used for program administration. The Commissioner of the Office of Higher Education, in consultation with the program’s advisory council shall award 50 percent of the State grant funds for research involving spinal cord injuries and 50 percent to research involving traumatic brain injuries. In addition to the amounts appropriated by law, the commissioner may accept additional funds from private and public sources. To supplement fiscal year 2019 funding for the spinal cord injury research grants, a $15,000 donation was provided by the Get Up Stand Up to Cure Paralysis Foundation. Therefore, $1,470,000 is available to fund initiatives focusing on spinal cord injury research, and $1,455,000 is available to fund initiatives focusing on traumatic brain injury research.

The overall objective of this program is to foster and encourage innovative research for treatment and rehabilitative techniques for spinal cord and traumatic brain injuries. In fiscal year 2019, three funding options are available through the Minnesota Office of Higher Education. Each tier, with maximum allowable request and project requirements, are listed below:

**Tier 1: Pilot Project Grant**

* Max Request: $125,000
* Project Details: Reflects an early investment as the researcher prepares to seek a larger grant award from a federal program or nonprofit organization. Preliminary data is not required.

**Tier 2: Standard Research Grant**

* Max Request: $250,000
* Project Details: Primarily for research with supporting/preliminary data. If the budget is justifiable, the Standard Research Grant may also fund pilot projects. Applicants are encouraged to attach papers; in press and accepted papers and cited or submitted separately as an appendix.

**Tier 3: Clinical/Translational Research Grant**

* Max request: $500,000
* Project Details: Projects must have concurrent application or funding from federal or industry sources. Preliminary data must be published or in press in a scientific journal and cited or submitted separately as an appendix.

Spinal Cord Injury and Traumatic Brain Injury research proposals will be funded up to a maximum total request of for the Fiscal Year 2019 grant period, which includes indirect costs set at 8% of total direct costs.

1. **ELIGIBLE GRANT APPLICANTS**

Eligible grant applicants must be lead institutions/organizations located within Minnesota and fall into one or more of the following categories: public/state controlled institution of higher education; private institution of higher education; nonprofit with 501(c)(3) IRS status (other than institution of higher education); nonprofit without 501(c)(3) IRS status (other than institution of higher education); small business; and for-profit organization (other than small business).

Eligible principal investigators must have the skills, knowledge, and resources necessary to carry out the proposed research. This program is not for postdoctoral fellowships, therefore postdoctoral fellows will not be considered as principal investigators. Collaborations are encouraged with Minnesota-based researchers as well as researchers located outside the state of Minnesota.

1. **RESTRICTIONS**

Successful proposals will be relative to the topic of spinal cord and brain injury and have high scientific merit.

The grant award period will be the 24 months from July 1, 2018 through June 30, 2020.

The principal investigator must be affiliated with a Minnesota-based research institution/organization.

**Organizations selected for a fiscal year 2019 award may have *limited* to *no input* on the State grant agreement. If you would like to review a sample grant agreement prior to submitting a proposal, or have any questions on what modifications to the contract are allowable, please contact Kelly Gibson (**[**Kelly.Gibson@state.mn.us**](mailto:Kelly.Gibson@state.mn.us)**).**

1. **FINANCIAL REVIEW PROCESS FOR NON-GOVERNMENTAL ORGANIZATIONS**

All Non-Governmental Organizations (NGO’s) applying for grants in the state of Minnesota must undergo a financial review prior to a grant award made of $25,000 and higher. In order to comply with [Policy on the Financial Review of Nongovernmental Organizations](https://mn.gov/admin/assets/08%2006%20grants%20policy%20revision%20Dec%202016%20final_tcm36-265656.pdf)

Please submit one of the following documents with your application, based on the following criteria:

* Grant applicants with annual income of under $50,000, or who have not been in existence long enough to have a completed IRS Form 990 or audit should submit their most recent board-reviewed financial statements.
* Grant applicants with total annual revenue of $50,000 or more and less than $750,000 should submit their most recent IRS Form 990.
* Grant applicants with total annual revenue of over $750,000 should submit their most recent certified financial audit.

1. **PROPOSAL SUBMISSION**

Proposals must be submitted by **Thursday, April 12, 2018 at 4:30 pm.** There is no limit on the number of proposals that an eligible applicant may submit.

Applicants **are required** to use the format that follows. The proposal must be self-contained within specified page limitations. Internet Web site addresses (URLs) may not be used to provide information necessary to the review because reviewers are under no obligation to view the Internet sites. For the application, the following areas must be identified and addressed in the order shown.

1. Proposal Cover Sheet as the first page of the document. *Use Appendix B.*
2. Principal Investigator/Institutional Assurance Form. *Use Appendix C.*
3. Program Abstract summarizing the focus, delivery, and desired outcome of the proposed research. *Use Appendix D.*
4. Table of Contents with pagination.
5. Research Plan not to exceed (10) numbered, double-spaced pages using 12-point Times Roman font. Do not double space charts, tables, or graphs. This page limit excludes the documents reference in numbers 1-4 and numbers 6-11.

*The Research Plan should address the project period and funding requested, show the scope of the overall project and justify how the proposed research will provide new or innovative treatments and rehabilitative efforts for functional improvement of people with spinal cord and traumatic brain injuries.*

The Research Plan narrative should be structured in accordance with the following format:

**Introduction:**  Provide an explicit description of how the proposed research will meet the goals of the research grant program. Review the most significant previous work and describe the current status of research in the field. Document with references. Describe any preliminary work the principal investigator/collaborator has done which lead to this proposal.

**Specific Aims:** List the specific aims.

**Procedural Methods:** Give details of the research plan, including a description of the experiments or other work proposed; the methods; species of animals, techniques to be used; the kinds of data expected to be obtained; and the means by which the data will be analyzed or interpreted. If clinical studies are involved, give details of responsibility for patient selection and patient care. Include a discussion of pitfalls that might be encountered, and of the limitations of the procedures proposed. Point out any procedures, situations, or materials that may be hazardous to personnel and the precautions to be exercised. Describe the principal experiments or observations in the sequence in which they will be conducted, and indicate a tentative schedule of the main steps of the investigation.

**Significance:** Describe how the proposed project addresses a critical barrier to progress in the field. Discuss any new and innovative ideas and contributions that the project offers. Make clear the potential importance of the proposed project for stimulating further research or attracting federal grant support.

**Facilities Available:** Describe the facilities available for this project including laboratories, clinical resources, office space, animal quarters, etc. List major items of equipment available for proposed work.

**Collaborative Arrangements:** If the proposed project requires collaboration with other investigators, describe the collaboration and provide evidence to assure the reviewers that the other collaborators agree (letters of support in the appendix).

1. Reference page citing research-based references that support proposed activities.
2. Budget and Budget Justification Pages. On the budget page list the direct costs for all budget categories. Supplies and other costs must relate directly to performance of the projects. Indirect costs cannot exceed 8% of total direct costs. All costs must be specifically justified on the one page budget justification form. *Use Appendix E.*
3. Senior/Key Personnel Report. Provide required information for senior/key personnel. Use *Appendix F.*
4. Biographical Sketch of Principal Investigator and Senior/Key Personnel including his/her bibliographies; 4-page maximum for each individual. *Use format of Appendix G.*
5. Other Grant Support for Principal Investigator and Senior/Key Personnel. Indicate current support relevant to the proposed project; 3-page maximum for each individual. *Use format of Appendix H.*
6. Additional Appendices are allowed and may contain such items as letters of agreement from collaborators, letters of support, additional scientific materials, etc. **Do not** include the applicant institution’s public relations or promotional materials.
7. Intent to Submit Proposal Form. So that OHE staff may plan for proposal review, return the INTENT TO SUBMIT form (Appendix I) by April 2, 2018.
8. **PROPOSAL REVIEW CRITERIA**

Despite three funding tiers, all proposals will be evaluated according to the following criteria:

1. Significance (*1-9 points*)

● The proposed project addresses an important problem or a critical barrier to progress in the field.

● If the aims of the project are achieved, scientific knowledge, technical capacity, and/or clinical practice will be improved.

● Successful completion of proposed project aims will change the concepts, methods, technologies, treatment, or rehabilitative services that drive this field.

2. Innovation (*1-9 points*)

● The proposal challenges and seeks to shift current research or clinical practice paradigms by using novel theoretical concepts, approaches or methodologies, instrumentation, or interventions.

● A refinement, improvement, or new application of theoretical concepts, approaches or methodologies, instrumentation, or interventions is proposed.

3. Approach (*1-9 points)*

● The overall strategy, methodology, and analyses are well-reasoned and appropriate to accomplish the specific aims of the proposed project.

● Potential problems, alternative strategies, and benchmarks for successes are presented.

● If the project is in the early stages of development, the proposed strategy will establish feasibility and manage particularly risky aspects of the proposed project.

● If the project involves human subjects and/or NIH-defined clinical research, plans are in place for Protection of Human Subjects and inclusion (or exclusion) of individuals on the basis of sex/gender, race, and ethnicity, as well as the inclusion (or exclusion) of children, justified in terms of the proposed scientific goals and research strategy.

4. Investigator(s) *(1-9 points)*

● The PI, collaborators, and other researchers are well suited for the project.

● Early Stage Investigators or New Investigators have appropriate experience and training.

● Established Investigators have demonstrated an ongoing record of accomplishments that have advance their field(s).

● If the project is collaborative or multi-PI, the investigators have complementary and integrated expertise and their leadership approach, governance, and organizational structure are appropriate for the project.

5. Appropriateness of Facilities/Environment (*1-9 points)*

● The scientific environment in which the work will be done will contribute to the probability of success.

● Institutional support, equipment and other physical resources available to the investigators are adequate for the proposed project.

● The project will benefit from unique features of the scientific environment, subject populations, or collaborative arrangements.

6. Budget *(narrative evaluation comments only)*

● The budget is clear, concise, and justified by narrative describing proposed costs.

● The budget is cost effective and reflective of RFP and program objectives.

The assignment of points during the proposal review process will be reflective of National Institutes of Health guidelines.

1. **PROPOSAL REVIEW PROCESS**

Upon receipt by OHE, proposals will be reviewed to determine if all required materials are included and if the proposal responds to program requirements. **Incomplete proposals, late proposals, and proposals not responding to submission guidelines and proposals from ineligible applicants will not be judged.**

Qualifying proposals will be reviewed and recommendations made by members of the Spinal Cord and Traumatic Brain Injury Advisory Council. The strengths and weaknesses of each proposal will be reviewed in accordance with the criteria described under Section V, Proposal Review Criteria. A formal decision on the recommendations of the advisory council will be made in May, 2018.

1. **GRANT ADMINISTRATION REGULATIONS**

**Conflict of Interest**

Advisory council members must disclose in a written statement any financial interest in any organization that the council recommends to receive a grant. The written statement must accompany the grant recommendations and must explain the nature of the conflict.

**Grant Award Process**

Grant contracts will be processed electronically through the Statewide Integrated Financial Tools (SWIFT), the state’s accounting system, after approval of awards and acceptance of negotiated awards by the project director.

**Applicable Regulations**

All contracts will contain an audit clause indicating that the relevant records, documents, and accounting procedures and practices of the grantee are subject to examination by the grant contracting agency and either the legislative auditor or the state auditor, as appropriate, for a minimum of six years.

**Fiscal Procedures**

All Spinal Cord Injury and Traumatic Brain Injury Research Grant Program funds should be assigned to individual accounts which can be readily identified and verified. If an institution receives more than one grant, separate accounts should be established for each grant. Once a grant contract has been fully executed, the grant award will be made. Submission of an interim narrative report and an interim statement of project expenditure will be required. Final narrative and financial reports must be submitted and approved prior to grant closeout. Request to change project activities, project personnel, or to move funds between approved budget lines must be submitted in advance, with appropriate justification. Unexpended funds must be returned to the Office of Higher Education. Expenditures in excess of approved budget amounts will be the responsibility of the grant recipient.

**Final Reports**

Each approved project must submit a final narrative and financial report within sixty (60) days of the conclusion of grant activities. Program financial reports must be submitted from and signed by the office of the institution’s chief fiscal officer. At a minimum, the final narrative report must include the reporting that documents how well the objectives of the research program have been met.

Copies of materials which resulted from the grant should be submitted along with the final narrative report or as materials are subsequently published.

**Attribution**

Program material must bear the following acknowledgement:

*“Funds for this research project were provided by the State of Minnesota Spinal Cord Injury and Traumatic Brain Injury Research Grant Program administered by the Minnesota Office of Higher Education.*”

**Publications from Funded Research Projects**

Copies of all publications from funded research projects must be provided to the Minnesota Office of Higher Education.

**Ownership of Copyrights and Patents**

Ownership of any copyrights, patents, or other proprietary interests that may result from grant activities, shall be governed by applicable federal and state regulations and local institutional/organizational policies.

1. **AFFIRMATIVE ACTION CERTIFICATION**

Affirmative Action Certification. : For all contracts estimated to be in excess of $100,000, Responders are required to complete and submit the attached “Affirmative Action Data” page. As required by Minnesota Rules, part 5000.3600, “It is hereby agreed between the parties that Minnesota Statutes, section [Minn. Stat. §363A.36](https://www.revisor.mn.gov/statutes/?id=363A.36) and Minnesota Rules, parts [5000.3400](https://www.revisor.mn.gov/rules/?id=5000.3400) - [5000.3600](https://www.revisor.mn.gov/rules/?id=5000.3600) are incorporated into any contract between these parties based upon this specification or any modification of it. Any applications for grants that exceed $100,000 that do not include the Affirmative Action Data Page form with the application will fail this component.

1. **GRANT CLOSE-OUT, SUSPENSIONS, AND TERMINATION**

Close-out: Each grant shall be closed out as promptly as feasible after expiration or termination. In closing out the grant, the following shall be observed:

* Upon request, the Office of Higher Education (OHE) shall promptly pay the grant recipient for any allowable reimbursable costs not covered by previous payments.
* The grant recipient shall immediately refund the OHE any unobligated balance of cash advanced to the grant recipient.
* The grant recipient shall submit all financial, performance, evaluation, and other reports required by the terms of the grant.
* The close-out of a grant does not affect the retention period for State and/or Federal rights of access to grant records.

Suspension: When a grant recipient has materially failed to comply with the terms of a grant, OHE may, upon reasonable notice to the grant recipient, suspend the grant in whole or in part. The notice of suspension will state the reason(s) for the suspension, any corrective action required of the grant recipient, and the effective date.

Termination: OHE may terminate any grant in whole, or in part, at any time before the date of expiration whenever OHE determines that the grant recipient has materially failed to comply with the terms of the grant. OHE shall promptly notify the grant recipient in writing of the termination and the reason(s) for the termination, together with the effective date.

The grant recipient may terminate the grant in whole or in part upon written notification to OHE, setting forth the reasons for such termination, the effective date and, in the case of partial termination, the portion to be terminated.

1. **TIMELINE FOR PROPOSALS, AWARDS, AND FUNDED PROJECTS**

February 1, 2018 Request for Proposals available to applicants.

April 2, 2018 Deadline for receipt of intent to submit forms.

**4:30 p.m., April 12, 2018 Deadline for receipt of proposals.**

June 1, 2018 Notification of recommendation for grant award.

July 1, 2018 - June 30, 2020 Project funding interval.

(Funding interval starts with date of grant contract encumbrance.)

Two formats of proposal submission are required:

1. Submit the complete final proposal as a .pdf document to [Alaina.DeSalvo@state.mn.us](mailto:Alaina.DeSalvo@state.mn.us)
2. Submit **one original and three copies of the complete final proposal, stapled in the upper left corner. To conserve paper, please make copies two-sided. Do not place proposals in binders or covers.** Hand deliver or mail complete copies of the final proposal to:

Alaina DeSalvo, Competitive Grants Administrator

Minnesota Office of Higher Education

1450 Energy Park Drive, Suite 350

St. Paul, MN 55108-5227

Proposals sent by U.S. mail should be sent with sufficient time to be processed and arrive by the deadline; the applicant is responsible for making sure the complete proposal arrives on time. Using a time-sensitive delivery service or hand delivery is recommended.

Note for hand-delivered applications: Directions to the Office of Higher Education can be found at: <http://www.ohe.state.mn.us/mPg.cfm?pageID=1847>. Use of the North building entrance (by the flag poles) is required.

**All proposals must arrive by 4:30 p.m., April 12, 2018.**

**Any final proposal materials submitted late will not be accepted.**

All proposals will be acknowledged upon receipt. **Each late or ineligible applicant will be notified that its application will not be considered.**

**X. APPENDIX A**

**COPY OF STATUTE**

**LAWS OF MINNESOTA 2017**

**136A.901 SPINAL CORD INJURY AND TRAUMATIC BRAIN INJURY RESEARCH GRANT PROGRAM.**

Subd. 1.**Grant program.**

The commissioner shall establish a grant program to award grants to institutions in Minnesota for research into spinal cord injuries and traumatic brain injuries. Grants shall be awarded to conduct research into new and innovative treatments and rehabilitative efforts for the functional improvement of people with spinal cord and traumatic brain injuries. Research topics may include, but are not limited to, pharmaceutical, medical device, brain stimulus, and rehabilitative approaches and techniques. The commissioner, in consultation with the advisory council established under section [136A.902](https://www.revisor.mn.gov/statutes/?id=136A.902), shall award 50 percent of the grant funds for research involving spinal cord injuries and 50 percent to research involving traumatic brain injuries. In addition to the amounts appropriated by law, the commissioner may accept additional funds from private and public sources. Amounts received from these sources are appropriated to the commissioner for the purposes of issuing grants under this section.[**§**](https://www.revisor.mn.gov/statutes/?id=136A.901#stat.136A.901.2)

Subd. 2.**Report.**

By January 15, 2016, and each January 15 thereafter, the commissioner shall submit a report to the chairs and ranking minority members of the senate and house of representatives committees having jurisdiction over the Office of Higher Education, specifying the institutions receiving grants under this section and the purposes for which the grant funds were used.

**136A.902 SPINAL CORD AND TRAUMATIC BRAIN INJURY ADVISORY COUNCIL**

Subd. 1 **Membership.**

The commissioner shall appoint a 14-member advisory council consisting of:

(1) one member representing the University of Minnesota Medical School;

(2) one member representing the Mayo Medical School;

(3) one member representing the Courage Kenny Rehabilitation Center;

(4) one member representing Hennepin County Medical Center;

(5) one member who is a neurosurgeon;

(6) one member who has a spinal cord injury;

(7) one member who is a family member of a person with a spinal cord injury;

(8) one member who has a traumatic brain injury;

(9) one member who is a veteran who has a spinal cord injury

(10) one member who is a veteran who has a traumatic brain injury;

(11) one member who is a family member of a person with a traumatic brain injury;

(12) one member who is a physician specializing in the treatment of spinal cord injury

(13) one member who is a physician specializing in the treatment of traumatic brain injury; and

(14) one member representing Gillette Children's Specialty Healthcare.

Subd. 2.**Organization.**

The advisory council shall be organized and administered under section [15.059](https://www.revisor.mn.gov/statutes/?id=15.059), except that subdivision 2 shall not apply. Except as provided in subdivision 4, the commissioner shall appoint council members to two-year terms and appoint one member as chair. The advisory council does not expire.**§**

Subd. 3.**First appointments and first meeting.**

The commissioner shall appoint the first members of the council by September 1, 2015. The chair shall convene the first meeting by November 1, 2015.**§**

Subd. 4.**Terms of initial council members.**

The commissioner shall designate six of the initial council members to serve one-year terms and six to serve two-year terms.**§**

Subd. 5.**Conflict of interest.**

Council members must disclose in a written statement any financial interest in any organization that the council recommends to receive a grant. The written statement must accompany the grant recommendations and must explain the nature of the conflict. The council is not subject to policies developed by the commissioner of administration under section [16B.98](https://www.revisor.mn.gov/statutes/?id=16B.98).**§**

Subd. 6.**Duties.**

The advisory council shall:

(1) develop criteria for evaluating and awarding the research grants under section [136A.901](https://www.revisor.mn.gov/statutes/?id=136A.901);

(2) review research proposals and make recommendations by January 15 of each year to the commissioner for purposes of awarding grants under section [136A.901](https://www.revisor.mn.gov/statutes/?id=136A.901); and

(3) perform other duties as authorized by the commissioner.

**XI. APPENDIX B**

**PROPOSAL COVER SHEET**

**MINNESOTA SPINAL CORD INJURY AND TRAUMATIC BRAIN INJURY**

**RESEARCH GRANT PROGRAM 2019 PROPOSAL FOR FUNDING**

PRINCIPAL INVESTIGATOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

RANK, DEPARTMENT, and SCHOOL, if appropriate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

INSTITUTIONAL AFFILIATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-MAIL ADDRESS OF PI\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_PHONE NUMBER OF PI: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS OF PRINCIPAL INVESTIGATOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE OF PROPOSAL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FUNDING TIER: [ ] Pilot Project Grant [ ] Standard Research Grant [ ] Clinical/Translational Research Grant

PROJECT PERIOD: July 1, 2018 to June 30, 2020

AMOUNT REQUESTED:

DIRECT $\_\_\_\_\_\_\_\_\_\_\_\_\_\_

INDIRECT $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Maximum 8%)

TOTAL $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Award request may not exceed $1,697,500 in total for all projects.)

APPROVAL

YES NO PROTOCOL # DATE

RECOMBINANT DNA? □ □ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

HUMAN SUBJECTS? □ □ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

VERTEBRATE ANIMALS? □ □ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

DOES THIS PROJECT INVOLVE CLINICAL RESEARCH? □ □ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

AUTHORIZED REPRESENTATIVE INFORMATION

To the best of my knowledge and belief, all data in this proposal are true and correct. The document has been duly authorized by the governing body of the applicant.

Institution’s Authorized Representative for Approving Proposal Submission (*Please type or print name clearly*):

Title:

Phone: ( )                                                    E-mail Address

Signature of Institution’s Authorized Representative for Approving Proposal Submission:

                                                                                                                                       Date

**XII. APPENDIX C**

**PRINCIPAL INVESTIGATOR/INSTITUTIONAL ASSURANCE FORM**

**MINNESOTA SPINAL CORD INJURY AND TRAUMATIC BRAIN INJURY**

**RESEARCH GRANT PROGRAM**

Principal Investigator/Institutional Assurance:

“The undersigned agrees to accept responsibility for the scientific and technical

conduct of the research project and for provision of required progress reports if a

grant is awarded as the result of this proposal.”

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Principal Investigator Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Institutional Official Signature

**XIII. APPENDIX D**

**PROGRAM ABSTRACT**

**PROGRAM ABSTRACT**

**MINNESOTA SPINAL CORD INJURY AND TRAUMATIC BRAIN INJURY**

**RESEARCH GRANT PROGRAM**

**PROJECT TITLE:**

**APPLICANT INSTITUTION:**

**BACKGROUND TO THE RESEARCH TOPIC:**

**THE QUESTION(S) OR CENTRAL HYPOTHESIS OF THE RESEARCH:**

**THE GENERAL METHODOLOGY TO BE USED:**

**INNOVATIVE ELEMENTS OF THE PROJECT:**

**IMPACT ON TREATMENTS AND REHABILITATIVE EFFORTS FOR FUNCTIONAL IMPROVEMENT OF PEOPLE WITH SPINAL CORD OR TRAUMATIC BRAIN INJURIES:**

(Use of this form is required. Abstract is limited to one page.)

**XIV. APPENDIX E**

**BUDGET AND BUDGET JUSTIFICATION**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **MINNESOTA SPINAL CORD INJURY AND TRAUMATIC BRAIN INJURY**  **FISCAL YEAR 2019 RESEARCH GRANT PROGRAM**  Principal Investigator (Last, First, Middle): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
| **DETAILED BUDGET FOR BUDGET PERIOD** | | | | | From | | Through | |
| PERSONNEL *(Applicant organization only)* | | TYPE APPT.  *(months)* | % EFFORT ON PROJ. | INST. BASE  SALARY | DOLLAR AMOUNT REQUESTED  *(omit cents)* | | | |
| NAME | ROLE ON PROJECT | SALARY REQUESTED | FRINGE  BENEFITS | | TOTAL |
|  | Principal  Investigator |  |  | $ | $ | $ | | $ |
|  | Collaborator |  |  | $ | $ | $ | | $ |
|  |  |  |  | $ | $ | $ | | $ |
|  |  |  |  | $ | $ | $ | | $ |
|  |  |  |  | $ | $ | $ | | $ |
|  |  |  |  | $ | $ | $ | | $ |
|  |  |  |  | $ | $ | $ | | $ |
| **SUBTOTALS** | | | | | $ | $ | | $ |
| CONSULTANT COSTS | | | | | | | | $ |
| SUPPLIES | | | | | | | | $ |
| PATIENT CARE COSTS | | | | | | | | $ |
| OTHER EXPENSES | | | | | | | | $ |
| OTHER EXPENSES | | | | | | | |  |
| OTHER EXPENSES | | | | | | | |  |
| TOTAL DIRECT COSTS FOR BUDGET PERIOD | | | | | | | | $ |
| INDIRECT COSTS *(8% of Direct Costs)* | | | | | | | | $ |
| TOTAL COSTS | | | | | | | | $ |
| **TOTAL REQUESTED RESEARCH GRANT PROGRAM FUNDS** | | | | | | | | $ |

**MINNESOTA SPINAL CORD INJURY AND TRAUMATIC BRAIN INJURY**

**RESEARCH GRANT PROGRAM**

BUDGET JUSTIFICATION:

**XV. APPENDIX F**

**SENIOR/KEY PERSONNEL REPORT**

**MINNESOTA SPINAL CORD INJURY AND TRAUMATIC BRAIN INJURY**

**RESEARCH GRANT PROGRAM**

Principal Investigator (Last, First, Middle): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **SENIOR/KEY PERSONNEL REPORT** | | | Project Title: | | | | |
| All Senior/Key Personnel for the budget period must be listed below. | | | | | | | |
| Name | Degree(s) | Role on Project  (e.g. Pl, Res. Assoc.) | | Institutional Affiliation | Effort Devoted to Project | | |
| Cal | Acad | Sum |
|  |  |  | |  |  |  |  |

**XVI. APPENDIX G**

**BIOGRAPHICAL SKETCH OF PRINCIPAL AND SENIOR/**

**KEY PERSONNEL**

**MINNESOTA SPINAL CORD INJURY AND TRAUMATIC BRAIN INJURY**

**RESEARCH GRANT PROGRAM**

Principal Investigator (Last, First, Middle): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BIOGRAPHICAL SKETCH**  Provide the following information for the **Principal Investigator and any key personnel. DO NOT EXCEED FOUR PAGES.** | | | | |
| NAME | | POSITION TITLE | | |
| EDUCATION/TRAINING *(Begin with baccalaureate or other initial professional education, such as nursing, and include postdoctoral training and residency training, if applicable.)* | | | | |
| INSTITUTION AND LOCATION | DEGREE  *(if applicable)* | | MM/YY | FIELD OF STUDY |
|  |  | |  |  |

1. **Personal Statement**
2. **Positions and Honors**
3. **Selected Peer-reviewed Publications**

**XVII. APPENDIX H**

**OTHER GRANT SUPPORT FOR PRINCIPAL INVESTIGATOR AND**

**SENIOR/KEY PERSONNEL**

**MINNESOTA SPINAL CORD INJURY AND TRAUMATIC BRAIN INJURY**

**RESEARCH GRANT PROGRAM**

Principal Investigator (Last, First, Middle): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **OTHER GRANT SUPPORT:** Provide active support for the **Principal Investigator and any key personnel.** Other Support includes all financial resources, whether Federal, non-Federal, commercial or institutional, available in direct support of an individual’s research endeavors, including but not limited to research grants, cooperative agreements, contracts, and/or institutional awards. Training awards, prizes, or gifts do not need to be included.  It is critical that the Other Support page be clear and detailed, and include funding through program projects, centers, joint grants, and other programs as well as the role of the person in each grant and any potential overlap. Both Active and Pending support should be listed.  Include all information noted below for each proposal/award: | | |
| **NAME OF INDIVIDUAL**  **ACTIVE/PENDING** | | |
| **Project Number**  **Source**  **Title** | **Dates of Project**  **Annual Direct Cost** | **Person Months**  **(Cal/Academic/**  **Summer)** |
| **Major Goals of Project**  **Overlap** | | |

**XVIII. APPENDIX I**

**INTENT TO SUBMIT FORM**

|  |
| --- |
| **April 2018 Intent to Submit Proposal for**  **Minnesota Spinal Cord Injury and Traumatic Brain Injury**  **Research Grant Program**  If your institution intends to apply for funding under the Spinal Cord Injury and Traumatic Brain Injury Research Grant Program, please provide the Office of Higher Education with the following information:  Principal Investigator’s Name  Institution/Organization  Address  Telephone (        )                                                        E-mail  *Check the blank as it applies to your proposal:*  ( ) Research project for functional improvement of people with spinal cord injury  ( ) Research project for functional improvement of people with traumatic brain injury  *Check the blank as it applies to your proposal’s funding tier:*  ( ) Tier 1: Pilot Project Grant    ( ) Tier 2: Standard Research Grant    ( ) Tier 3: Clinical/Translational Research Grant  *Please return this form by April 2, 2018, to:*  *Kelly F. Gibson, Office & Administrative Assistant*  *Competitive Grant Programs*  *Minnesota Office of Higher Education*  *1450 Energy Park Drive, Suite 350*  *St. Paul, MN 55108-5227*  *Intent to Submit:*  *Responses may be sent by fax to (651) 642-0675*  *or by e-mail to* [*kelly.gibson@state.mn.us*](mailto:kelly.gibson@state.mn.us)  **The Office of Higher Education (OHE) requests this information solely to help prepare for the proposal review process. Submission of an Intent to Submit form is not required for proposal submission. If you inform the OHE of your intent to apply, but subsequently decide not to do so, please notify the OHE accordingly.** |
|  |