1. If you already have a research partner, do you each have to submit a LOI? No, if you have a research partner who you plan to submit an LOI with, you only need to submit one LOI.

2. Do Memorandums of Understanding (MOU) strengthen a LOI? No, you do not need to submit an MOU with your LOI. An MOU may be included with your final proposal but are not necessary.

3. Can you submit an application for an on-going partnership or project? We do accept applications from existing partnerships and project but it should be clear in your proposal that this is a new component or extension of your project. Funding must directly relate to conducting the project.

4. Is the IRB process included in the 18-month timeline? You do not have to have IRB approval before submitting a proposal. The process can be explored while putting the proposal together but does not need to be complete. Additionally, even if you anticipate submitting an exempt IRB proposal, you do not need to submit it prior to submitting the proposal.

5. When completing the LOI form on RedCap, can you save and return to the online form? Yes, you can save and return to the form as many times as needed. We encourage you to look at the form ahead of time but it does not need to be completed at one time. We will notify you within 24-48 hours to let you know that we have received your application, even if it is submitted before the deadline.

6. Is there a 501(c)(3) requirement for the community organization? There is not a 501(c)(3) requirement but the community participant needs to be either an established organization or have an association with a fiscal agent. Community organizations must be Minnesota-based, including nonprofit organizations, healthcare organizations, hospitals, clinics, local or tribal governments.

7. Can you retroactively fund the application preparation time for community organizations? Unfortunately, we cannot provide funding for preparation work.

8. Can you get statistical support while working on the proposal? Consultation from the Biostatistical Design and Analysis Center (BDAC) may be available to applicants who then including funding for BDAC data analysis in their proposal. Contact ctsi@umn.edu or 612-625-CTSI (2874) for more information about CTSI resources.

9. Is the option for requesting a match (either community or university) listed on the Letter of Interest submission form, found at the link? Yes, there is a place to denote if you are requesting a match on the form, but you can also mention it in the Letter of Interest which will be submitted through the link.
10. Also in regards to the full proposal, does the total budget include both university and community activities? Does the budget need to be split equally between community and university activities? The funding allotment ($25,000-$47,500 in direct costs) is the total budget for BOTH university and community for the entire funding period (18 months). Additionally, it would be nice to see a relatively equitable allotment to both community and university activities; however, the principal investigators from each project will need to make the appropriate decision about that based on their particular proposal.

Please note that the CTSI will set up direct contracts with the community partners and will reimburse based on invoices (monthly/quarterly). Community partner organizations will not subcontract through the academic department. It is up to both PIs how you decide to design your budget.

11. Are adjunct professors able to be funded as a principal investigator through this grant? No, adjunct professors will not be funded as principal investigators in this award. The UMN Co-PI must be a professor (assistant, associate or full professor) or a PhD prepared research associate. The adjunct professor can be listed as other key personnel in the full proposal.

12. Can you have more than one faculty member as principal investigators (co-principal investigators)? No, because of the size of these grants there is only space to list one UMN Co-PI in the full proposal. However, additional collaborators such as research assistants and other faculty members can be added under the Key Personnel section.

For further questions or clarification please contact ocehfund@umn.edu or call 612-625-2874.

More information is also available at our website: www.ctsi.umn.edu