Title of Project:  
Total Funding Request:  
Proposed Project Period: 9/6/2016 – 9/5/2017

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<th>Community Principal Investigator Information</th>
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Human Subjects
Use of human subjects or material, animal subjects or biohazardous materials requires approval of the appropriate University of Minnesota human subjects committee. There may also be a separate approval process that is required through the Community Principal Investigator’s agency. Will this project require Institutional Review Board (IRB) approval?
☐ Yes  ☐ No  ☐ Pending  Exemption number or IRB approval date:
Does the community agency have its own approval process that will need to be followed?
☐ Yes  ☐ No
APPLICATION CHECKLIST

☐ Application Face Page
☐ Project Abstract (up to 750 words)
☐ Proposal Narrative (limit 6 pages)
☐ Project Timeline
☐ Bio-sketches, resumes or CVs of key personnel (limit 2 pages each)
☐ Project Budget: Provide an itemized budget using the budget form attached.
☐ Project Budget Justifications
☐ References
☐ Letters of Commitment
Proposal Focus

ITR Collaborative Seed grants will support children’s mental health research that address important issues in children’s mental health and align with ITR’s mission: to advance quality research, evidence-based training, and information dissemination focused on children’s mental health and development ages 0-18. Research proposals should contribute to:

- Basic scientific and translational prevention and intervention research
- The implementation or enhancement of evidence-based programs and practices

**Anticipated total funds available:** $40,000  
**Maximum Request:** $20,000

Proposal Format

The proposal should be organized as follows, including each of the following:

1. **Face Page**

2. **Abstract:** Provide a concise description of the proposed research (750 words maximum). You must include:
   a. The importance and scope of the children’s mental health issue to be addressed;
   b. The specific research question(s), including aims and objectives;
   c. A brief summary of your project design;
   d. The potential impact of your research on improving programs offered in the community.

3. **Narrative:** In 6 pages or less please address each of the following items:
   a. **Specific aims:** What is your research question? Please include clear, measurable objectives.
   b. **Community significance:** Please describe the community significance of your project. What important behavioral issue will be addressed? Who in
the community will benefit from your project? How will anticipated results of your project help to improve the lives of people in your communities and elsewhere? How are those affected by your project involved in the design and execution of the project?

c. **Scientific significance:** Please describe the significance of your project. What important behavioral, emotional, or mental disorder issue will be addressed? Who will benefit from your project? How will anticipated results of your project help to improve the lives of children, adolescents, and families who are at risk for or already experience mental health difficulties? How are those affected by your project involved in the design and execution of the project?

d. **Mission significance:** How will your project foster evidence-based prevention/intervention programs and approaches across the translational spectrum? What gap in knowledge and practice will your project address? Please describe any relevant experience you have in understanding or studying the proposed mental health issue. Please describe any relevant experience you have in conducting translational research.

e. **Evidenced-Based Program:** Please describe the evidence-based program you are currently using or considering as the focus of your research.

f. **Project design and methods:** How do you propose to conduct the project? What methods do you propose to use? Please provide as many specifics as possible regarding your expected research sites, subjects, samples, measures, questionnaires, etc. Describe key staff and their role on the project.

g. **Partnership:** Describe the key members of your partnership and show how the academic and community partners have relevant and meaningful roles on the project. Please describe the expertise and resources that each partner brings to the collaboration. If this is a new partnership, describe how and why each of the members was chosen to be on this project.

h. **Next Steps:** What are your plans to continue this line of research, including plans for securing additional funding? How do you propose to move from this pilot phase to a larger study? How will this partnership form the nucleus for future research proposals? How do you intend to disseminate your pilot project findings? How will community efforts and benefits on this project be sustained?
4. Proposal Attachments: Page limits for specific items are noted. Attachments are not included in the 6-page limit for the project narrative.

a. **Timeline:** The project should be completed in 12 months from the start date. Show tasks to be completed during each quarter of the 12-month period.

b. **Bio-sketches, resumes, or CVs for key personnel** (limit to 2-pages each)

c. **Itemized Budget and Budget Justifications:** Please include a budget and budget justification. The budget should outline all costs needed to complete the project. Funding requests should be between $10,000 and $20,000 in total costs.

d. **Reference List of literature cited.**

e. **Letters of collaboration/commitment:** Include letters of commitment from the expected research sites for your proposed project. Provide support letters (as appropriate) from any community or University collaborators not included as a Co-PI. This would include senior faculty members mentoring post-doctoral fellows, any project consultants, or any collaborating community providers. Letters should describe specific details of the collaboration, support, mentorship or consultation.

Proposals should be prepared in accordance with NIH standards for type and font size:
- Use an Arial, Helvetica, Palatino Linotype, or Georgia typeface, a black font color, and a font size of 11 points or larger. (A Symbol font may be used to insert Greek letters or special characters; the font size requirement still applies.)
- Type density, including characters and spaces, must be no more than 15 characters per inch. Type may be no more than six lines per inch. Use standard paper size (8 ½" x 11). Use at least one-half inch margins (top, bottom, left, and right) for all pages. No information should appear in the margins.

Projects will be supported for a one-year period. Anticipated start of all projects will be September 6, 2016. All funded projects will be expected to submit a twelve-month final report to ITR.

Agreements upon funding: Funded investigators agree to register their project with ITR and will have access to resources available through ITR, as appropriate, to complete their projects. Funded investigators understand that they are doing work on behalf ITR.
Submission: Applications must be submitted using the application on the ITR website (www.itr.umn.edu). Applications must be transmitted to the bray0021@umn.edu no later than 4:30 pm (CST) on May 27, 2016 for consideration.
REVIEW CRITERIA

A University of Minnesota Committee will review completed applications using the following criteria:

1. **Scientific Significance**
   - Does the project address a significant behavioral, emotional, or mental health disorder?
   - Will the mental health of children, adolescents, or families be improved?

2. **Mission Significance**
   - How does the project foster evidence-based prevention/intervention programs and approaches across the translational spectrum?
   - Does the project address a gap in knowledge or practice?

3. **Approach**
   - Is the overall strategy well reasoned and appropriate to accomplish the specific aims of the project?
   - Is the proposed project feasible as a pilot study with a one-year time frame?
   - If appropriate, do the co-investigators propose appropriate approaches to integrate community perspectives into the project?

4. **Research Infrastructure**
   - Do the Co-I’s have the appropriate training and/or experience to carry out this project?
   - Does the university investigator have sufficient understanding of their community partner to successfully collaborate?
   - Does the community partner have sufficient understanding of research to effectively participate in the proposed project?
   - Do the Co-I’s have sufficient time and resources to undertake the proposed project?
   - Has the University PI secured commitments from the proposed research site?

5. **Potential For On-Going Research**
   - Does this pilot project show the potential to lead to a longer-term research project that can secure funding beyond the pilot phase?
   - Is the project well positioned to lead future development of this line of research?
   - Is there a plan for dissemination of the results of this project?
Applicants will be notified of funding decisions by July 1, 2016.

Questions: Any additional questions or needs for technical assistance should be directed to bray0021@umn.edu