

**Nestle Health Science Enteral Nutrition Grant Instructions**

**Grant Funding Period: January 1, 2018 – December 31, 2018**

**LOI Due Date: July 13, 2017**

**Grant Application Due Date: October 2, 2017**

**General Information**

**Foundation Vision, Mission, and Core Values**

**Vision:** The Foundation envisions an environment that develops and sustains a vital community of committed nutrition researchers.

**Mission:** To support the personal and professional development of nutrition researchers throughout their careers.

**Foundations' Core Values:**
**Nurture:** Supporting personal and professional growth
**Integrity:** Endorsing honest, ethical behavior
**Inquiry:** Seeking new knowledge
**Quality:** Championing scientifically sound research
**Inclusiveness:** Supporting research across all disciplines and interest areas of ASPEN

**Grant Goals**

* To generate broader interest among early to mid-career investigators in doing enteral nutrition research.
* To provide funding for discovery of primary knowledge that will solve clinical problems in nutrition as it relates to disease states, consistent with ASPEN's Research Agenda.

**Grant Funding Scope**

* The grant is for scientific purposes, and not for promotion of any specific therapeutic or medical products.
* The focus of the 2018 grant will be: *Assessment of the relationship between macronutrient intake and absorption of amino acid and/or essential fatty acids in the critically ill.*
* Proposals will exhibit a clear translational potential "from the bench to the bedside" so that practical solutions to patient's nutritional challenges can be successfully addressed.

**Eligibility**

**Grant Candidates**

Early to mid-career investigators.

* NIH defines an early career investigator as someone who has completed his or her terminal research degree or medical residency, whichever date is later, within the past 10 years and has not yet been awarded a substantial, competing NIH research grant.
* A mid-career investigator is a health-professional doctorate or equivalent (i.e. clinical doctorate or PhD, etc.) who is typically at the Associate Professor level or the equivalent.

**ASPEN Membership**

ASPEN membership is required prior to submission of the grant application. If you are not a member, go to <http://www.nutritioncare.org/membership>, and join. Contact Sara Fleming, Research Programs Manager with any questions regarding eligibility at 301-920-9152 or email saraf@nutritioncare.org.

**Terms of Support**

**Performance Period**

The term of performance is January 1 of the award year through December 31 of the award year.

**Grant Funds**

* Research projects must be completed in one year, within a budget of $50,000.
* Funds for an ASPEN Rhoads Research Foundation Grant may be used for any of the following:
	1. Investigator salary
	2. Technician salary
	3. Equipment and supplies
	4. Animals
	5. Clinical research costs
	6. Other expenses directly related to the conduct of the proposed research.
	7. Up to $1000 in funds may be allocated for a one year grant to offset costs affiliated with travel to ASPEN’s Nutrition Science and Practice Conference to meet grant requirements.
* Funds for an ASPEN Rhoads Research Foundation Grant may NOT be used for any of the following:
	1. Comparison of commercial products
	2. Indirect costs or overhead
	3. Costs of patient care
	4. Constructing or renovating facilities
	5. Furniture or office equipment
	6. Secretarial services
	7. Honoraria or membership dues
	8. Textbooks or periodicals
	9. Repair or service contract costs on institutional equipment
	10. Entertainment
	11. Travel other than that listed in allowable expenses

**Other Funding Sources**

* Grantee, or his/her grant administration department is required to notify the Foundation if funding for grant-supported items is received.
* If during the period of support by the ASPEN Rhoads Research Foundation, the investigator obtains funding of equal or greater dollar amount from a source outside the investigator's institution (such as the National Institutes of Health, Veterans Administration or a philanthropic group) for a similar/overlapping research project, the Foundation grant will be terminated at the start of funding by the other agency. However, supplemental funds for budget items not covered by the Foundation Grant will be allowed.

**Reporting and Other Grant Requirements**

**Award Ceremony**

Grant recipients are required to attend the ASPEN Nutrition Science and Practice Conference to receive recognition at the Foundation reception and the Rhoads Research Lecture and Awards Ceremony. Attendance at the conference also provides recipients access to a network of individuals in the field.

**Funds Administration**

These grants are given in support of the submitting researcher; however, the appropriate fiscal department of the investigator’s institution will administer funds provided by the ASPEN Rhoads Research Foundation.

**Funding Schedule**

One-half of the awarded funds will be distributed in December 2017. The second funds installment will be released upon approval of the interim progress report (due August 3, 2018) and paid in September of the grant year.

**Progress Reports**

NOTE: A grant reporting timeline chart is appended to these instructions.

* All recipients of grants are required to submit a progress report, including a narrative summary and expense report covering the period January 1 to June 30, no later than August 3, 2018 of their first grant year to receive payment of the second half of the grant funding.
* All grant recipients are additionally required to submit a final progress report and financial statement by March 31 or 3 months after the closing date of their funding period.

**No Cost Extensions**

If final study results are delayed, a 12-month extension to these terms may be requested. No cost extensions will be considered on their merit and submission of an extension form. Contact Sara Fleming (saraf@nutritioncare.org) for this form.

**Publication of Research Findings stemming from grant-funded work**

Grant recipients will advise the Foundation of ANY abstract, manuscript, or presentation generated from outcomes of their Foundation funded research.

*All presentations and publications must acknowledge financial support by the Rhoads Research Foundation. “This work was supported by the ASPEN Rhoads Research Foundation through the Nestle Health Science Enteral Nutrition Research Grant.”*

You will be required to certify your commitment to the following requirement in the application.

Within 12 months of the ending date of the performance period, the grantee is required to:

* Submit an abstract for consideration by the ASPEN Abstract Review Committee for potential presentation at the ASPEN Nutrition Science and Practice Conference
* Submit a minimum of one manuscript based on the funded work to be considered for publication in *JPEN*

**Letter of Intent (LOI)**

* Interested candidates will submit a letter of intent.
* Submitted electronically to saraf@nutritioncare.org no later than July 13, 2017, 1-2 pages maximum.

Contents of (LOI):

* + - Clinical significance

Concept uniqueness, novelty, innovation

Specific aims

Budget, including confidence level that project can be completed in one year with a maximum of $50,000 in funding.

* Review of LOI: LOIs are reviewed by the Grant Review Committee to ensure alignment with the RFA. Letters will be sent to those who are invited to apply for the grant as well as to those who are not invited. Communication regarding the status of the LOI will be sent within four weeks of LOI submission.

**Application DEADLINE: October 2, 2017**

The application consists of a Cover Page, Face Page, six Form Pages, the research plan, the invitation to apply letter, the original LOI, and a checklist. Mandatory Reference letters are outlined at the end of this section. These pages must be completed in their entirety and numbered consecutively at the bottom throughout the application. Form page six (6) must be signed by the Principal Investigator and Form page seven (7) by the Institution Official authorized to sign the application on behalf of the institution.

*Face Page: Personnel*

If a multidisciplinary team is used be sure to list each person’s name, degree, position title, address, ASPEN member status, and their role on the project on the Face Page of the application.

*Project Narrative:*

This very brief statement is included to provide the Foundation with a description that could be used to notify the lay public about the grant, if awarded. This project narrative should be no longer than 2-3 sentences.

*Abstract of Research Plan:*

This includes the long-term objectives and specific aims of the proposal and a concise description of the research design and methods for achieving these goals.

*Budget:*

The budget for the proposal must be well defined, justified and realistic to complete the work proposed.

*Other Support and Applicant’s Funding History:*

Complete per the application. If none, designate as such.

*Form Pages:*

*Applicants Commitment as Investigator and Affirmation; and Institution Certification/Commitment*

Must be completed as included in the grant application, pages 6 and 7.

*Biographical Sketch:*

Provide a biographical sketch for the principal investigator and key personnel.

*Research Plan:*

The research plan should be divided into the following parts:

Part A. Specific aims

Part B. Significance and background

Part C. Preliminary studies, as applicable

Part D. Experimental design and methods

Part E. References

Part F. Personal aims (limited to one page)

Part G. Appendix (optional)

Items A - D of the Research Plan (Specific Aims, Significance and Background, Preliminary Studies, and Experimental Design and Methods) may not exceed a total of 10 pages.

Further Instructions for Part F

Principal Investigator: Role on project and Personal Goal

It is the intent of the Foundation to assist nutrition investigators by providing preliminary funding for promising new research. Applicants should include an explanation of their specific role in the project, and describe what new experiences/skills they hope to gain, as well as describing their professional goals and the way in which this grant will assist them in achieving those goals.

Part G. - Appendix. The appendix may include original, glossy photographs or color images of gels, micrographs, etc. if a photocopy (may be reduced in size) is also included within the page limits of the research plan. No publications or other printed material, with the exception of pre-printed questionnaires or surveys, may be included in the appendix.

Page Limitation and set up parameters:

The page limitations for the parts of the Research Plan are the maximum acceptable, and conciseness of description is desirable. Margins should not be less than 1 inch on all sides**.** The font must be standard 10-12 points. Font used for Figures, Charts, Tables and Figure Legends may be smaller, but must be clear and readily legible. Applications not meeting these requirements will be returned or will be subject to deferral.

*References and certifications:*

Applicants must submit a letter from their supervisor or department head at the institution confirming his/her commitment to the project. If the project involves human subjects, a letter pledging support in recruiting patients from the primary care provider and the institutional review board overseeing human studies is required prior to the release of funds. For *junior faculty and applicants who do not hold faculty positions*, three letters of reference are required. One must be from the applicant's collaborator/mentor including the mentor's biographical sketch. Such letters are critically important and should reflect the originality of the investigator's research and potential for independent investigation. Applicants are to request letters of reference well in advance of the application submission.

**Submission Instructions: SUBMISSION DEADLINE: October 2, 2017. This is a firm deadline; no applications will be accepted after this date.**

* The complete application package will contain (as applicable):
1. Reference letters (for junior-faculty or non-faculty applicants)
2. Supervisor/department head commitment letter
3. Human subjects recruitment/ Institutional review board letter (as applicable) or explanation of the status of IRB /or other applicable board applications.
4. Animal use committee approval (as applicable) Or other required ethics, protocol approval boards.
5. Grant application form, completed.

Publication plan (expectation to present at ASPEN’s conference and at least one article to *JPEN*) Included on page 6 of the grant application.

Invitation to apply letter

1. LOI
2. Check list, completed
* Applications will NOT be reviewed if received without all applicable documents. However, with appropriate notice from the applicant that a review board letter is in process, but not yet received, the application will be accepted and reviewed. If the grant is awarded, no funds will be sent until all approvals are provided.
* PDF Format

All grant components, including the grant application, letters of support, any required animal use approval, or IRB/Ethics Board letters should be either converted from MS Word into PDF format, or scanned into a PDF document. Use of the Adobe PDF compression algorithm is recommended. Pages should be sequentially numbered at the page bottom. The combined PDF documents should be sent via email to saraf@nutritioncare.org. If necessary, you may provide an ftp transfer/drop box for files too large to email.

**Review**

All applications will be reviewed and ranked by a committee appointed by the Foundation. The designation of reviewers will be the responsibility of the Committee Chair. An external review committee may be empaneled at the discretion of the Committee.

The review follows NIH guidelines and includes the following elements:

Significance

Investigators

Innovation

Approach

Environment

Additional criteria considered but not scored: Approval of the Institution’s IRB or Animal Use Board (as applicable), Inclusion of women, children, and minorities (as applicable), biohazard (as applicable), and budget. NOTE: IRB’s may be submitted after the application. Please note the status of IRB’s in your application (Research Plan). The Foundation will not issue any grant funds until an active IRB (or other approvals as applicable) is received.

**ASPEN Rhoads Research Foundation Grant Award and Reporting**

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| **TIMELINE – Large Grants** |
|  | **Aug** | **Nov 30** | **Dec** | **Jan 1** | **Jan-Sep** | **Aug** | **Sep** | **Sep-Dec** | **Dec 1** | **Dec 31** | **Mar 31** **+ 1 year**  | **Dec 31** **+ 1 year**  |
|   |   |   |  |   |   |   |   |   |   |   |   |   |
| **Performance period** |  |  |  | Starts |   |   |   |   |   | Ends |   |   |
| **Grant requirement**  | Grant application due | Grant awardedRecipient notified |  | Award ceremony at ASPEN conference – dates vary each year | Project implementation | Progress report & interim financial report due2nd year application due, if applicable \*  |   | Project implementation | No cost extension request dueSee table below |   | For 1 year or final year grants: Progress report & financial statement due  | *JPEN* manuscript, abstract to ASPEN Conference & report re final results and any publications or negative results  |
| **Payment** |  |   | First ½ of funds paid |  |   |   | Second ½ of funds paid, if report approved |   |   |   |   |   |