



ASPEN Rhoads Research Foundation Grant Application Instructions Nutrition and COVID-19 Targeted Grant

Deadline for Receipt of Applications: August 05, 2020

Introduction

The Foundation is named in honor of Jonathan Rhoads, M.D., for his outstanding and renowned contributions to science in the fields of clinical nutrition, nutrition support, and surgery. Through its regular granting cycle, the Foundation funds exceptional scientific research projects submitted by early-career investigators of clinical nutrition and metabolic support in alignment with the priorities outlined in the [ASPEN Research Agenda](#).

For this special Nutrition and COVID-19 grant funding opportunity, the Foundation will accept applications from an investigator at any professional rank.

Grant Goals

The new Nutrition and COVID-19 Grant is intended to improve our understanding of how COVID-19 affects nutrition and metabolism.

Grant Funding Scope

- The grant is for scientific purposes, and not for promotion of any specific therapeutic or medical products.
- **The scope of the grant will be to fund research in nutrition and metabolism as related to COVID-19.**
- 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

Investigator Criteria

- The Foundation will give preference to individuals who are active in developing or continuing a career in nutrition research.
- Individuals at any professional rank are eligible to apply for the Nutrition and COVID-19 grant.
- Individuals outside the United States are eligible to apply for Foundation grants

Corporate

Corporate employees are eligible to receive grants if the research project is not part of their normal duties and they have at least a part-time academic appointment or are associated with a professional institute that conducts nutrition research.

ASPEN Membership

ASPEN membership by the principal investigator (PI) 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, Manager of Research Programs 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. Please consider your proposal and the ability to complete the project in the identified performance period of one year before applying.

Grant Duration:

The Nutrition and COVID-19 grant in the amount of up to \$20,000 is for one year.

Allowable expenses:

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 attend the ASPEN Nutrition Science & 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. Any unused funds should be returned to the ASPEN Rhoads Research Foundation by the final manuscript submission deadline.

Funding Schedule:

One-half of the awarded funds will be distributed in December 2020. The second installment of funds will be released upon approval of the interim progress report due in August and paid in September of the grant year. Any unused funds should be returned to the ASPEN Rhoads Research Foundation by the final manuscript submission deadline.

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 01 to June 30, no later than August 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.
- If awarded, please refer to the official award letter from the Foundation for specific progress report deadlines.

No Cost Extensions:

If completion of the research project and attainment of final study results are delayed, a one-time 12-month no cost extension to the original grant terms may be requested. The Foundation considers requests for no cost extensions based on merit and the submission of a no cost extension form. Please contact Sara Fleming (saraf@nutritioncare.org) for this form.

Additional no cost extensions or requests for extensions beyond 12 months will not be considered. In the event that additional time is needed beyond the one-time 12-month no cost extension, the initial grant must be closed out with remaining funds returned to the Foundation and the applicant must submit a new research project grant application to the Foundation by the deadline of the next grant cycle.

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."

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 research findings as a manuscript to be considered for publication in *JPEN* or *NCP*
- If the applicant can substantiate in writing that his/her research findings would better impact patient care by publication in another journal, the Foundation may choose to approve it.

Review

All applications will be reviewed and ranked by the Foundation Grant Review Committee. 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, but the ASPEN Rhoads Research Foundation encourages the applicant to begin the institutional approval process prior to or by the application submission deadline. Please note the status of institutional assurances in your application (Research Plan Part G) and provide any institutional documentation relating to your IRB/IACUC's status. The Foundation will not issue any grant funds until an active IRB (or other approvals as applicable) is received.

Application

The application consists of a Cover Page, Face Page, six Form Pages, the research plan, and a checklist. 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. May not exceed 30 lines of text.

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:

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

Introductory Video:

Upload a short 1-2 minute introductory video of the grant applicant. Must be completed as included in the grant application, page 8.

The video must include;

the name of the principal investigator and title of the project, summary of the research project IN LAYMANS TERMS (which will be used in communication with the public and Foundation donors), and should end with a thank you to ASPEN Rhoads Research Foundation donors.

The Foundation relies upon donations from individuals and corporate entities to fund grants. In such a competitive fundraising environment, it is essential that donors are made aware of the impact of their donations to the Foundation on the research projects and careers of grant recipients. This will be your opportunity to highlight your research, your professional career path, patient stories, etc. in your own words.

Biographical Sketch:

Provide a biographical sketch for the principal investigator and key personnel. May not exceed 2 pages.

Research Plan:

The research plan should be divided into the following parts. **Parts A – D not to exceed 3 pages.**

Part A. Specific aims

Part B. Significance and background

Part C. Preliminary studies, as applicable

Part D. Experimental design and methods

Part E. References (**limited to 1 page**)

Part F. Personal aims (**limited to 1 page**)

Part G. Status of Applicable Institutional Assurances (IRB/IACUC)

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 3 pages.

Item E of the Research Plan (References) may not exceed 1 page.

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. This may not exceed 1 page.

Part G. Status of Applicable Institutional Assurances (IRB/IACUC). This section should include the applicable institutional assurance approval letter (IRB/IACUC) or an explanation of the current IRB/IACUC approval status and documentation of any steps taken to obtain the applicants institutional IRB/IACUC approval.

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 (up to Assistant Professor) and non-faculty grant applicants*, 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: August 05, 2020. 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.
 6. Check list, completed
- Applications will be returned to the applicant if received without all applicable documents. However, with appropriate notice from the applicant that a review board letter is in process (Research Plan Part G.), 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. Save your merged, PDF File that contains all required materials with the following file name: "Last Name_ First Name, Abbreviated

Project Name, Grant Year". 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.

**ASPEN Rhoads Research Foundation Nutrition and COVID-19:
Grant Award and Reporting Timeline**

	Aug.	Sep.	Dec./ Jan.	Jan. 1	March	Aug.	Sep.	Dec. 31	March 31 of next year	By Dec 31 of next year
Performance period				Start				End		
Grant requirement	Original Application due	Award Notification			Award ceremony at ASPEN conference – dates vary each year	Interim Progress & Financial report due			Final Progress & Financial report due	Abstract to ASPEN Conference and <i>JPEN</i> manuscript submission
Payment			1st payment				2nd payment			