

# WHITESIDE INSTITUTE FOR CLINICAL RESEARCH

A collaboration of St. Luke's and the University of Minnesota Medical School Duluth

## **Grant Policies & Procedures**

### Purpose

The Whiteside Institute for Clinical Research awards grants in support of collaborative research in memory of Ms. Muriel Whiteside. The Whiteside Institute for Clinical Research was established in 1996 in fulfillment of the fifty year trust bequest of Ms. Whiteside and is a collaborative program of the University of Minnesota Medical School, Duluth and St. Luke's Hospital, Clinics and Foundation of Duluth, MN. The Whiteside Institute seeks to promote, implement and advance clinical research activities in the Medical School, Duluth and Northeastern Minnesota medical communities with emphasis in the areas of cancer, lung and heart disease. The Whiteside Institute promotes and participates in basic science and clinical research utilizing new technologies and treatments in order to learn more about normal and abnormal body function and the cause, progression, prevention and control of human disease; encourages collaboration of basic and clinical investigators in the region; and assists health care professionals interested in participating in clinical research. The Whiteside Institute for Clinical Research is equipped to perform phase II-IV clinical trials. Whiteside grants are intended to support the research interests of basic medical and clinical scientists and promote collaborative and translational research in the areas of cancer, lung and heart disease.

### Eligibility

The Whiteside Institute views most favorably requests for support of collaborative research between basic and clinical investigators in the areas of cancer, lung and heart disease. Basic scientists proposing a research project must have an identified clinical collaborator; clinical researchers also require a collaborator, either basic or clinical.

Applications will be considered from individuals or institutions with the capacity and organizational infrastructure to conduct the proposed project. New investigators and experienced investigators are encouraged to apply. Graduate and post-graduate students may apply but must demonstrate appropriate institutional oversight for the project in their application. Proposals must include a clear description of the research's connection to cancer, lung, or heart disease and research collaboration. Proposals that include a well-developed strategy for implementing the proposed project's goals and objectives, realistic time lines, appropriate qualitative and quantitative methods, evaluative benchmarks, and propose a workable continuation plan for future programming, if applicable, will receive higher scores.

In general, grant funds can be used for research-related lab or clinical expenses, consultants, lab or research assistants or other research staff, cost of materials and supplies, travel costs and other expenses directly related to the fulfillment of the research proposal. Travel for research purposes may be funded; however travel solely for the purpose of attending conferences is not funded by this program.

### Limitations and Exclusions

Grants will not include allowances to institutions to cover overhead costs or other non-research costs, debt reduction, loans, or other operating deficits.

Grants funds will not be used for fundraising, recognition awards or ceremonies, or meals not incidental to authorized travel.

Expenditures solely for preparation of a publication (e.g., typing, binding, copying, paper, etc.) are not allowable. Publication expenses for awarded research are allowed.

Funds are not allowed for the purchase of equipment ordinarily provided by the institution, for the living expenses of assistants or families of the grantees, or as reimbursement for work already accomplished.

The recipient of a grant is expected to use the funds prudently, within the general framework of the proposal. Funds will be expended only for the purposes stated, and in accordance with the budget indicated in the application.

No substantive changes in a funded research plan or budget shall be made without the approval of the Whiteside Scientific Committee.

No grant funds may be used to pay investigator salaries. However, investigators may use these funds to hire consultants, lab or research assistants, or other research staff. Suggested salaries should be justified in the proposed budget.

#### Performance Expectations

Upon completion of the project, the recipient or recipient's institution will submit a brief financial accounting (no receipts necessary) of project disbursements. Recipients will return to the Whiteside Institute any unused balance of the grant.

If the recipient leaves the area or is unable to complete the project for any reason, he or she agrees to return to the Whiteside Institute any unused portion of the grant.

The recipient of a grant will begin the project at the time stated in the application and will continue the research throughout the expected duration of the investigation. If the recipient is unable to begin the work on the project as stated in the application, the Whiteside Institute must be notified in writing. The Scientific Committee will determine whether the recipient will be allowed an extension of time or should return the funds and reapply the following year.

Publications and reports of research help the Institute attract scientists and financial contributions to provide growth of the Institute's work and funding. In the spirit of helping support future research, grant recipients agree to give an oral or poster presentation, or a written report (with prior approval of Whiteside Director) on the results of their research as soon as practical after completion of the funded research.

Acknowledgement for support of published or presented research should cite the Institute in the following manner: "Whiteside Institute for Clinical Research" or "Whiteside Institute for Clinical Research, a collaboration of St. Luke's Hospital, Clinics and Foundation and the University of Minnesota Medical School, Duluth".

Grant recipients are strongly encouraged to publish their findings in appropriate journals and present at regional or national conferences. All publications that are financed in whole or in part from the Whiteside institute shall include a credit line naming the Whiteside Institute for Clinical Research. A copy of any publication resulting from a partially or fully supported project should be sent to the Whiteside Institute.

## Application Guidelines and Procedures

Proposals focusing on therapeutic interventions including clinical trials, basic medical sciences, disease prevention and health promotion, evaluation of diagnostic tests or strategies, behavioral studies and translational research will be considered for funding in the areas of cancer, heart and lung disease. All research involving human or animal experimentation must be cleared with the appropriate institutional committees and offices before work is initiated.

Institute staff recognizes many health care professionals have ideas for research projects but have not formally developed these ideas into a grant proposal. Staff of the Institute and members of the Whiteside Scientific Committee are willing to discuss ideas and provide guidance in proposal development.

Whiteside's Scientific Committee reviews applications for grant support and decides which projects will be funded and at what amount. The Whiteside Institute is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, or sexual orientation.

All award amounts are contingent on a complete and detailed budget in the grant proposal. The period of a grant award is 12 months. This period MAY be extended upon request and with approval of the Whiteside Scientific Committee.

Attach to original Whiteside grant application form and each copy:

- (a) Non-technical project summary, one page maximum
- (b) Project description, two page maximum
- (c) Copy(s) of letter(s) of commitment from each project collaborator
- (d) Copy(s) of supplemental pages
- (e) A biographical sketch of the investigator(s)

Send or deliver original and eleven copies to:

Attn: Marilyn Odean, Whiteside Institute for Clinical Research

915 East First Street  
Suite 3FE Whiteside  
Duluth, Minnesota 55805

**or**

Dept of Family Medicine and Biobehavioral Health  
1035 University Drive  
Duluth, MN 55812  
(Deliver to 351 Med or Whiteside box, 141 Med)

If you have questions about the Institute, would like information about patient referral or are interested in applying for a grant please call Marilyn Odean, MS, Program Director at the Whiteside Institute for Clinical Research, 218-249-5334, [whiteside@slhduluth.com](mailto:whiteside@slhduluth.com).

Grant application forms and information about the Whiteside Institute can be found on its website at: <http://www.slhduluth.com/Clinical-Research>

John Streitz, Jr., MD  
Medical Director

George Trachte, PhD  
Research Director

Marilyn Odean, MS  
Program Director

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