

# 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 translational and clinical 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 Campus and St. Luke's Hospital, Clinics and Foundation of Duluth, MN. The Whiteside Institute seeks to promote, implement and advance clinical and translational research activities in the Medical School, Duluth Campus and Northeastern Minnesota medical communities with emphasis in the areas of cancer, lung and heart disease. As such, Whiteside grants are intended to support the collaborative research interests of basic medical and clinical scientists and promote clinical and translational research in those specific research areas.

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/identification.

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.

### Eligibility

Grants are available to any qualified health professional or researcher in the Whiteside catchment area (Northeastern Minnesota, Northwestern Wisconsin, UP of Michigan).

A scientific research proposal is required to have:

1. A focus on research in the areas of cancer, lung or heart disease
2. A collaborative research team: Proposals must involve at least two research investigators
3. An emphasis on clinical and translational research, which must be apparent

A scientific research proposal to this grant program is strengthened by:

1. A clearly stated research problem, project purpose, specific aims, and relevant hypotheses under investigation or generation
2. A significant and/or novel project likely to provide new information, innovative techniques or insight and have potential for peer-reviewed publication
3. A clearly described method including study design, study population, study protocol or methodology, data collection and data analysis. If the study involves human subjects, a description of the strategies that will be used to recruit, enroll and retain members of traditionally disadvantaged groups should be included.

4. A realistic approach to the problem that is technically and financially feasible in the time frame presented
5. The potential for continued study or extramural funding in the future
6. The involvement of St. Luke's and/or University of Minnesota Medical School, Duluth personnel (weight will be given to this, but it is not a requirement)

During the funding decision process, reviewers may consider information regarding past success in translating Whiteside projects to extramural funding, the potential benefits to historically disadvantaged populations, and the diversity of the research team during the funding decision (if that optional information is provided).

#### Additional resources available through the Whiteside Institute

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; facilitates 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 at St. Luke's hospital.

Institute staff recognize 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, including IRB applications and DEI considerations. Feel free to contact Marilyn Odean ([modean@d.umn.edu](mailto:modean@d.umn.edu)) for questions or additional information.

Additional resources for addressing the recruitment, enrollment and retention of members of traditionally underserved communities are available on the Whiteside web site and through the University of Minnesota CTSI.

#### Application Guidelines and Procedures

Whiteside's Scientific Research Committee reviews applications for grant support and decides which projects will be funded and at what amount. 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 Research Committee.

**A complete submission will include the following files in the order shown below to be submitted as a single PDF:**

- (a) Part A of application for Whiteside Institute Research Grant form
- (b) Non-technical project summary, one page maximum
- (c) Project description, two page maximum
- (d) Part B of application for Whiteside Institute Research Grant form
- (e) Letter(s) of commitment from each project collaborator
- (f) A biographical sketch of the investigator(s)

**Email the single PDF file to [marilyn.odean@slhduluth.com](mailto:marilyn.odean@slhduluth.com) by 4:30pm on Friday, November 4th, 2022.**

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>

Nils Arvold, MD  
Medical Director

Matthew Slattery, PhD  
Research Director

Marilyn Odean, MS  
Program Director

### 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.

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. Whiteside hosts an annual memorial lecture, typically in the Fall, that may include a poster session that Whiteside grant holders can present at to fulfill this requirement.

Publications and reports of research help the Institute attract scientists and financial contributions to provide growth of the Institute's work and funding. 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 Campus". A copy of any publication resulting from a partially or fully supported project should be sent to the Whiteside Institute.

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.

Additional information:

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 or post-graduate students may apply but must demonstrate appropriate institutional oversight for the project in their application.

All research involving human or animal experimentation must be cleared with the appropriate institutional committees and offices before work is initiated.

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.