

## Research Project Outline (RPO)

The Research Project Outline is designed to be the instrument that functions to document a University of Wisconsin-Eau Claire (UWEC)-Mayo research collaboration from idea conception through funding application to dissemination.

### Frequently Asked Questions

#### **I have an idea what do I do?**

Once an idea for research collaboration between UWEC and Mayo is identified, complete the Research Project Outline (RPO). You can request the RPO template at [EUResearch@mayo.edu](mailto:EUResearch@mayo.edu). The RPO is a robust document that may contain questions for which you don't have an answer. Complete what is known, focusing on the research question, hypothesis and background and submit to Jose Rico at Mayo ([rico.jose@mayo.edu](mailto:rico.jose@mayo.edu)) to further define your RPO and next steps. Jeremy Miner at UWEC ([minerjt@uwec.edu](mailto:minerjt@uwec.edu)) can assist with budget related issues for UWEC. When the RPO is complete, submit it to [EUResearch@mayo.edu](mailto:EUResearch@mayo.edu) with a carbon copy to Jose Rico and Jeremy Miner.

#### **What is the purpose of the RPO?**

The RPO is a document that communicates the collaborators, the problem identified, the hypothesis, the methods that will be used, and the overall budget. The RPO structure is aligned with applications for external grant funding and provides an outline to help disseminate project results. The intent is for the RPO to guide the collaborators from project identification to dissemination of results, while providing enough details to the Research and Innovation Council (RIC) to determine funding prioritization.

The RIC is comprised of 10 team members that meet monthly: 5 from Mayo Eau Claire and 5 from UWEC. RIC members review the RPO, approve RPO budget requests, and steward resources invested in collaborative projects. As part of the RPO review, RIC members may ask for assistance from colleagues who possess expertise aligned with the research project.

#### **How do I get the RPO template?**

The RPO template can be requested by emailing [EUResearch@mayo.edu](mailto:EUResearch@mayo.edu). It is also available on <https://www.uwec.edu/orsp/uw-eau-claire-mayo-clinic-research/>, under 'Writing Guide'.

#### **Where is the RPO submitted when ready for review?**

The RPO can be submitted by emailing [EUResearch@mayo.edu](mailto:EUResearch@mayo.edu) with a carbon copy to Jose Rico ([rico.jose@mayo.edu](mailto:rico.jose@mayo.edu)) and Jeremy Miner ([minerjt@uwec.edu](mailto:minerjt@uwec.edu)). It should be submitted two weeks prior to Research and Innovation Council (RIC) meetings. RIC meetings are held on the second Wednesdays of each month. Applications will be taken on a first come-first serve basis until the agenda for the upcoming meeting is full.

#### **What if I'm unable to complete all fields within the RPO?**

The RPO is never complete; it's a working document that will continue to be refined. The project name, collaborators, question and hypothesis are key information to include in the initial submission. The RIC members at Mayo Eau Claire and UWEC will work with the collaborators to elaborate on and update the RPO.

**Who can I contact if I have specific questions about completing the RPO?**

Questions related to the RPO can be emailed to [EUResearch@mayo.com](mailto:EUResearch@mayo.com). The email will be routed to the RIC member who is best able to answer the specific question.

**What happens after the RPO is submitted?**

The RIC members will review the RPO and, if necessary, identify the appropriate RIC member at either Mayo or UWEC to help the collaborators refine the RPO. The Project Leader and collaborators will be invited to attend their portion of the RIC meeting to introduce their RPO and answer any questions. After initial RIC review, a minute excerpt will be sent to the PI and collaborators highlighting any concerns or questions to be addressed. It is the responsibility of the PI to address these questions and concerns and to submit the revised RPO back to RIC for review. This process is repeated until all questions and concerns are addressed and RIC can make a funding decision. RIC meetings are held the second Wednesday of each month. The RPO should be submitted two weeks prior to the next meeting in order to give reviewers sufficient time for review.

RIC is comprised of 10 team members: 5 from Mayo Clinic Eau Claire Health System and 5 from UWEC that meets monthly. RIC members review the RPO to provide expertise, either through personal knowledge or by reaching out to colleagues, approve RPO budget requests, and steward resources invested in collaborative projects.

**How long does it take from submission to a funding decision and budget approval?**

The amount of time is dependent on the complexity of the project and the amount of detail provided in the RPO submission. Once the project is submitted, the RIC can provide a better estimate. If identifiable patient information or patient contact is requested, the collaborators should budget no less than six months to allow for IRB submission and approval.

**What is a Research Affiliate and do UWEC faculty/staff need to be a Research Affiliate prior to submission?**

A Research Affiliate is an appointment at Mayo for faculty, employees, postdoctoral fellows or graduate students of a partnering institution who has a strategic partnership with Mayo. A Research Affiliate appointment allows the UWEC collaborator to have access to identifiable patient information and access to clinical areas. It could take two-three months to obtain a Research Affiliate appointment. There is no cost to have the Research Affiliate status.

Research Affiliate status is not required to submit an RPO. During the review of the RPO, a recommendation will be made whether it makes sense to move forward with a Research Affiliate application. If the project requires direct access to patients or patient data, a Research Affiliate status will most likely be required.

**Do Mayo staff need to have a formal appointment at UWEC prior to submitting an RPO?**

No. There is no requirement for collaborators at either institution to have a formal appointment at their counterpart's institution in order to submit an RPO.

**Is a collaborator required from both Mayo the UWEC to submit an RPO?**

It is strongly recommended all RPOs have a collaborator from both institutions, and proposals with collaborators from both institutions will be prioritized above those that do not. If you have a great idea, but don't know who to connect at the other institution, submit the RPO to [EUResearch@mayo.edu](mailto:EUResearch@mayo.edu) and the RIC will help identify a collaborator with similar interests. The collaborators do not need to be defined prior to submission to RIC.

**When will I know if the RPO budget request is approved?**

The collaborators listed on the project will be notified by email, with a minute excerpt following the RIC meeting, of the decision and the budget approved.

**Is there a minimum or maximum budget that can be requested?**

There is no limit to the amount of funding that can be requested. If the RPO exceeds the funds available, a member of RIC will work with the collaborators to either find external funding or pare down the project to a level that can be funded. Of note, the budget approved will be within the calendar year and only a one-year budget will be approved, extension or continuation of the study past 1 year will need to be submitted to RIC at the end of Year 1.

**What happens after the RPO is approved?**

When the RPO is approved, the PI and collaborators will receive a minute excerpt informing them of the project and budget approval. For PI and/or collaborators at UW-Eau Claire, the Office of Research and Sponsored Programs (ORSP) will notify other necessary UWEC constituents and offices. ORSP's communication initiates the budget account set-up process within the UWEC budget office. Expenses can be charged, and project work can commence, as soon as an account number is established. A statement of work (SOW), which is a separate required Mayo document, will also be created by staff in Mayo Legal to officially authorize the disbursement of Mayo funds to support the project.