OSRS Update
Office of Sponsored Research Services
Personnel Update

- Christopher Laiben (Last Day: Nov. 6)
- Dyanna Vitale (Last Day: Dec 4)
- Bethany Mason – promoted to Grant Analyst

Open positions:
- Grant Assistant (current)
- Grant Analyst (December 7)
RFA Number field in PDS
(General Info A Tab)

Example FOA number:    RFA-OD-09-003
How to enter this in PDS:  OD09003

→ Type FOA number, excluding the letters RFA/PA and excluding spaces/hyphens. This field only allows 8 characters.

Do NOT enter the FOA # in any other format (OD-09-00; RFAOD090)

Why? This is a reportable field and is not usable when different formats are being used or when RFA numbers are missing.
Fellowship applications

Enforcement of Fellowship Sponsor identification

→ For submission deadlines on/after January 25, 2010

Applicants will now be required to include the name of a sponsor on the Research & Related Senior Key Person Profile form.
Fellowship applications
Revised PHS 416-9 Progress Report

Change for Human Embryonic Stem Cells Implemented (NOT-OD-10-011)

→ Revised to include checkboxes to specifically capture any change in use of hESC line(s) used.
OSRS-MS Name Change & SF 424 Cover Page

Department = Sponsored Research Services

Division = Vice Chancellor for Research
Consortium Template
(WU is the subcontract)

The new point of contact is Connie Motoki
Please note
Changes made

Verify debit account exists and BU 50 is open.

If not, call the Finance Office.
Upcoming Meetings

NCURA
January 20-22, 2010
Fundamentals of Sponsored Project Administration
Miami, Florida

2010 NIH Regional Seminar on Program Funding and Grants Administration
April 15 & 16th, 2010
Philadelphia, Pennsylvania

SRA International
April 24-28th, 2010
The Ritz Carlton Philadelphia
Office of the Vice Chancellor for RESEARCH

Be Informed!
Be Up-to-Date!
Be in the Know

Listservs

NIH Extramural Update
http://grants2.nih.gov/grants/nexus.htm

NIH Weekly Guide
http://grants.nih.gov/grants/guide/listserv.htm

RESADM-L
http://www.ncura.edu/data/newsroom/newsletters/pdf/apr96/eid.html

Research News
http://researchnews.wustl.edu/

Washington University in St. Louis
Office of Sponsored Research Services (OSRS)

RA Forum
November 17, 2009
OSRS-DC Staffing

Contract Branch:

- Larry Pyles 935-5808
  Contract Manager pylesl@wustl.edu

- Natalie Teague 935-3907
  Contract Manager teaguen@wustl.edu
OSRS-DC Staffing

Grant Branch (effective December 7, 2009): Dyanna Vitale, Grant Manager
NCURA National Conference
Washington, DC
October 23, 2009

### FY 2009 Appropriation

<table>
<thead>
<tr>
<th>Appropriations Account</th>
<th>FY 2009 Appropriation</th>
<th>FY 2009 Recovery Act</th>
<th>Total FY 2009 Appropriations</th>
</tr>
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<tr>
<td>Research &amp; Related Activities</td>
<td>$5,183</td>
<td>$2,500</td>
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<tr>
<td>Education &amp; Human Resources</td>
<td>$845</td>
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<tr>
<td>Major Research Equipment &amp; Facilities Construction</td>
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<td>$400</td>
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<tr>
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<td>National Science Board</td>
<td>$4</td>
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<tr>
<td>Inspector General</td>
<td>$12</td>
<td>$2</td>
<td>$14</td>
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<tr>
<td>TOTAL</td>
<td>$6,490</td>
<td>$3,002</td>
<td>$9,492</td>
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### FY 2010 Budget Request

<table>
<thead>
<tr>
<th>Appropriations Account</th>
<th>FY 2009 Appropriation</th>
<th>FY 2010 Request</th>
<th>Percent Change over FY 2009</th>
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<tr>
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<tr>
<td>TOTAL</td>
<td>$6,490</td>
<td>$7,045</td>
<td>8.5%</td>
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</tbody>
</table>

FY 2010 Budget Request

- Increased support for Graduate Research Fellowship and CAREER Programs.
- Increases support for Advanced Technological Education (ATE) Program.
- Increases support for exploratory, high risk research.
- Supports research to predict future environmental conditions and develop strategies for responding to global environmental change.

Total NSF Funding: President's Plan for Science and Innovation
FY 2006-FY 2016 (dollars in billions)

The America COMPETES Act

NSF Implementation Activities

SEC 7008: Postdoctoral Research Fellows

- Mentoring - The Director shall require that all grant applications that include funding to support postdoctoral researchers include a description of the mentoring activities that will be provided for such individuals, and shall ensure that this part of the application is evaluated under the Foundation's broader impacts merit review criterion. Mentoring activities may include career counseling, training in preparing grant applications, guidance on ways to improve teaching skills, and training in research ethics.

- Reports - The Director shall require that annual reports and the final report for research grants that include funding to support postdoctoral researchers include a description of the mentoring activities provided to such researchers.

SEC 7008: Postdoctoral Research Fellows

Section 7008 has been implemented via revisions to the relevant sections of the Grant Proposal Guide (GPG), the FastLane Project Reporting System, and the Representative Activities of Broader Impacts document that is posted on the NSF website.

- Each proposal that contains postdoctoral researchers must include, as a supplementary document, a description of the mentoring activities that will be provided for such individuals. The mentoring plan must not exceed one page.

- This one-page limitation also is applied to proposals with subawards, and, separately submitted collaborative proposals.

SEC 7008: Postdoctoral Research Fellows

- The Return without Review section and the Proposal Preparation Checklist emphasize that proposals that do not describe mentoring activities provided to postdoctoral researchers will be returned without review.

- The FastLane project reporting format has been modified to inform PIs of the requirement to report on the mentoring activities provided to postdoctoral researchers during the performance period.
  - This includes any postdoctoral researcher not identified in the original proposal submission!

SEC 7009: Responsible Conduct of Research

“The Director shall require that each institution that applies for financial assistance from the Foundation for science and engineering research or education describe in its grant proposal a plan to provide appropriate training and oversight in the responsible and ethical conduct of research to undergraduate students, graduate students, and postdoctoral researchers participating in the proposed research project.”
SEC 7009: Responsible Conduct of Research

Implementation Plan

Effective January 4, 2010, a proposing institution's AOR must certify that the institution has a plan to provide appropriate training and oversight in the responsible and ethical conduct of research to undergraduates, graduate students, and postdoctoral researchers who will be supported by NSF to conduct research.

SEC 7009: Responsible Conduct of Research

Federal Register Notice announcing NSF’s final implementation published on August 20, 2009

Implementation dates:
- Revised Proposal & Award Policies & Procedures Guide:
  - Issuance: October 2009
  - Implementation: Proposals submitted on or after January 4, 2010, are subject to the new RCR requirement

SEC 7010: Reporting of Research Results

Section 7010 requires that all final project reports and citations of published research documents resulting from research funded, in whole or in part, by the Foundation, are made available to the public in a timely manner and in electronic form through the Foundation's Website.

SEC 7010: Reporting of Research Results

- A new report will be developed in Research.gov that requires PIs to prepare a summary – specifically for the public – on the nature and outcomes of the award.

- FastLane Project Reports system will be modified to incorporate this requirement.

- Will be implemented via revisions to the NSF Agency Specific Requirements to the Research Terms and Conditions and the Grant General Conditions

- Expected implementation: Effective January 4, 2010, new awards and funding increments to existing awards will incorporate the new requirement.

Section 7013: Cost Sharing

NSB Cost Sharing Report
- ACA directed NSB to evaluate decision to eliminate cost sharing
- This is a second comprehensive report and recommendations
- NSF will be reviewing the recommendations over the coming weeks and developing an appropriate implementation strategy

ACA: For More Information


Look for further developments in the Proposal & Award Policies & Procedures Guide (PAPPG) as ACA is implemented.

Grants.gov – Update

☐ NSF has, and continues to be, fully in compliance with OMB standards regarding use of Grants.gov

☐ NSF has continued to post information about available funding opportunities to Grants.gov FIND

☐ As announced on May 21st, proposers were required to prepare and submit proposals to the National Science Foundation (NSF) using the NSF FastLane system at http://www.fastlane.nsf.gov/. This approach was taken to support efficient Grants.gov operations during this busy workload period and in response to OMB direction guidance issued March 9, 2009.
Grants.gov – Update (Cont’d)

NSF is working with Grants.gov to resume optional use of Grants.gov for submission of proposals to NSF. Estimated date package will again authorize Grants.gov use: December 1, 2009.
What is Research.gov?

- Enables institutions and grantees to:
  - Access a menu of grants management and information services for multiple federal agencies in one place
- Modernizes FastLane by providing services:
  - Tailored to meeting the unique needs of the research community
  - Aimed at easing the grants administrative burden
- Increases transparency and public access to information about federal research spending and outcomes

Research.gov Partnerships

- Research.gov simplifies the research community’s access to information and grant services for multiple federal agencies
  - National Science Foundation (Lead)
  - National Aeronautics and Space Administration (Partner)
  - Department of Defense Research (Partner)
  - USDA’s Cooperative State Research, Education, and Extension Service (Partner)

Current Research.gov Services

Launched in December 2007, current offerings include:

- Public-facing Services
  - Research Spending & Results
    - Search Recovery Act Awards
  - Policy Library (Government-wide)
  - Research Headlines

- Research Community Services:
  - View the status of grant applications
    - Principal Investigators
    - Sponsored Projects Offices
  - Submit Federal Financial Reports
  - Manage institution and user accounts

Research Spending and Results

Search for federal research award information, including award abstracts and publication citations.

Now Available! Find NSF Recovery Act Funded Awards

Federal Financial Report (FFR)

- Complete and submit grant financial reports to NSF using the new government-wide standard form.

- Status of the FFR Capability:
  - Available now on Research.gov.
  - Has been used by over 100 organizations to submit FFRs to NSF.
  - By fiscal year 2010, Research.gov will be the standard mechanism for submitting financial reports.

Grants Application Status

- As a researcher or sponsored program office, you can view the status of proposals submitted to:
  - NSF
  - USDA/CSREES
  - DoD/ARO

- Status of the Grants Application Status:
  - Available now on Research.gov
  - Has already been used by hundreds of organizations to check status for NSF, USDA/CSREES, and DoD/ARO applications

Discover Research.gov today

Visit Research.gov at: www.research.gov

Questions or comments? Email us at: feedback@research.gov

For More Information....

Ask Early, Ask Often

http://www.nsf.gov/staff
http://www.nsf.gov/staff/orglist.jsp

NIH Update – Fall 2009
Office of Policy for Extramural Research Administration
President’s FY 2010 NIH Budget Request

- Proposes NIH receive $30.8 billion
  - Increase of 1.4% from FY 2009
  - Supports 9,849 new and competing RPGs
- Proposes temporarily suspending NIH Director’s Bridge Award program (R56) (because of ARRA).
- Includes the following strategic priorities: Cancer Research; Autism Research; Nanotechnology-related Environment, Health and Safety Research; NIH Common Fund; Bioethics; Oversight

More at: [http://officeofbudget.od.nih.gov/br.html](http://officeofbudget.od.nih.gov/br.html)
Breakdown of FY 2010 President’s Budget Request for NIH – $30.8 Billion

- **Research Project Grants (53%)**: $16.4 B
- **Research Centers (10%)**: $3.1 B
- **R&D Contracts (11%)**: $3.4 B
- **Other Research (6%)**: $1.8 B
- **Intramural Research (10%)**: $3.1 B
- **Training (3%)**: $0.9 B
- **Research Mgmt & Support (5%)**: $1.5 B
- **All Other (2%)**: $0.6 B
NIH Allocation of ARRA Funds

Dollars In Billions

ARRA appropriated $10 billion directly to NIH

$8.2 Extramural Scientific Research (All ICs, OD, Common Fund)

$1.0 Extramural Scientific Equipment

$0.5 Intramural Repair, Improvements, & Constr.

$0.3 Comparative Effectiveness Research

Oversight, Risk Management Financial & Employment Reporting
## Unique Business Processes: Modified Carryover Authorities

<table>
<thead>
<tr>
<th>Grant Number</th>
<th>Document Number</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 R01 AI123456-04</td>
<td>RAI123456A</td>
<td>Non-ARRA Funded</td>
</tr>
<tr>
<td>2 R01 AI123456-05</td>
<td>RAI123456Z</td>
<td>ARRA Funded</td>
</tr>
<tr>
<td>5 R01 AI123456-06</td>
<td>RAI123456Z</td>
<td>ARRA Funded</td>
</tr>
<tr>
<td>2 R01 AI123456-07</td>
<td>RAI123456B</td>
<td>Non-ARRA Funded</td>
</tr>
</tbody>
</table>

- **-04 Yr funds CANNOT** be carried forward into -05; -04 year financially closed
- **-05 Yr funds CAN** be carried forward into -06
- **-06 Yr funds CANNOT** be carried forward into -07
- **-04 Yr funds CANNOT** be carried forward into -07
New Tools to Search NIH Funding RePORT

- Reports, data and analyses website (RePORT) released in 2008 and expanded in 2009 with addition of RCDC data (Research, Condition and Disease Categorization process)
- Replaces the former Award Information and Data web page and provides:
  - Quick access to “Frequently Requested Reports”, FAQs;
  - Efficient search tools for locating data and reports
  - Links to funding estimates for certain research areas, conditions, and diseases.
  - Includes ARRA-specific data queries

New Tools to Search NIH Funding RePORTER

- Broader Research Portfolio Online Reporting Tool Expenditures and Result (RePORTER)
  - Replaces CRISP. Combines NIH project databases and funding records, PubMed abstracts, full-text articles from PubMed Central, and information from the U.S. Patent and Trademark Office with a robust search engine, allowing users to locate descriptions and funding details on NIH-funded projects along with research results.

More at: http://projectreporter.nih.gov/reporter.cfm
New Scientific and Grants Management Policies
Enhancing Peer Review Initiative

Priority 1: Engage the Best Reviewers
- Increase Flexibility to Better Accommodate Reviewers
- Recruit Reviewers
- Acknowledge Reviewers more formally
- Compensate Reviewers Time and Effort
- Improve Review Quality with Training

Priority 2: Improve the Quality & Transparency of Review
- Modify Rating System to Focus on Specific Review Criteria
- Align Summary Statement with Review Criteria
- Shorten and Align Application with Review Criteria

Priority 3: Ensure Balanced & Fair Reviews Across Scientific Fields and Career Stages
- Support for Early Stage Investigators
- Review of Established Investigators
- Enhanced Review of Clinical Research
- Expand Awards Encouraging "Transformative Research"
- Reduce Need for Resubmissions

Priority 4: Continuous Review of Peer Review
Priorities and Goals Implemented Thus Far

- Phase-out of A2 resubmission applications
- New and early stage investigator policies
- Continuous submission process for study section members expanded to include NIH Advisory Group members
- Enhanced peer review criteria
- New 1-9 scoring system
- Scoring of individual review criteria
- Templates for structured reviewer critiques
- Score order review
- Clustered review of new and ESI investigator R01 applications

Coming Soon: Restructured Applications and Instructions

• Implementation of goal: *Align the structure and content of applications with review criteria, and shorten the length of applications*

• Three sections of application instructions to be revised:
  • Research Plan
  • Biographical Sketch
  • Resources and Facilities

• Shorter Page Limits

Research Plan Changes

- New **Research Strategy** section will replace 3 sections of the current Plan (Background and Significance, Preliminary Studies/Progress Report, and Research Design and Methods).

- **Research Strategy** will have 3 subsections:
  - Significance
  - Innovation
  - Approach
    - Preliminary studies for new applications
    - Progress report for renewal/revision applications

• **Personal Statement:** Tell us why your experience and qualifications make you particularly well-suited for your role in the project

• **Publications:** Include no more than 15, and make selections based on recency, importance to the field, and/or relevance to the application

• **Page limit remains at 4**
Facilities and Resource Changes

• Provide a description of how the scientific environment will contribute to the probability of success of the project
• For ESIs describe the institutional investment in the success of the investigator
• In Select Agent Section of Research Plan describe the biocontainment resources available at all performance sites

## Shorter Page Limits

<table>
<thead>
<tr>
<th>Section</th>
<th>Page Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>1 page</td>
</tr>
<tr>
<td>Specific Aims</td>
<td>1 page</td>
</tr>
<tr>
<td>Research Strategy</td>
<td>6 pages</td>
</tr>
<tr>
<td>R03, R13/U13, R21, R36, R41, R43, Fs, SC2, SC3</td>
<td></td>
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<tr>
<td>Research Strategy</td>
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<td>R01, single project U01, R10, R15, R18, U18, R21/R33, R24, R33, R34, U34, R42, R44, DP3, G08, G11, G13, UH2, UH3, SC1</td>
<td></td>
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<tr>
<td>Candidate Information + Research Strategy</td>
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<tr>
<td>Research Training Program Plan</td>
<td>25 pages</td>
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<td>Including NRSA (Ts), K12 and R25</td>
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</table>
Restructured Application Forms/Instructions must be used for due dates on/after **January 25, 2010**

- New FOAs are being posted without electronic application packages
- By December, new application packages will be posted, along with new Parent Announcements, and updated active FOAs
- You must return to the FOA to download the new forms and instructions for 1/25/10 due dates
- Resubmissions must use new application forms and instructions (and shorter page limits)

Establish criteria for NIH review of Human Embryonic Stem Cells (hESCs) to be included in new Registry as eligible for use in NIH funding.

Centralize processes and procedures for NIH reviews of hESCs.

New web-based Form 2890, separate from the grant application, will be used for organizations to submit information about hESCs for potential inclusion in the Registry.

Applicants will cite hESCs from the Registry in grant applications.

• Until hESCs are listed on new NIH Registry:
  – New and competing applications should not identify specific hESCs but should include a statement that one from the Registry will be used
  – New awards will include a restriction that no hESC research may be conducted until hESCs are listed on the Registry and the grantee identifies the line to be used
  – Ongoing awards will include an informational term that no new use of hESCs may be initiated unless the grantee notifies NIH and identifies hESC(s) from the Registry to be used

New Assurance & Reporting for Graduate Training Awards

- Applies only to doctoral degree granting institutions receiving: D43, TU2, T15, T32, T37, T90, U2R, U90, and U54/TL1
- Assurance that institution will disclose to doctoral applicants:
  - % of students admitted who attained a doctoral degree
  - Average time until receipt of doctoral degree
- Report same info to NIH on Table 12A of Institutional Research Training Data Tables

Revised Progress Report

- Use required as of 10/01/2009
- eSNAP changes released 10/09/2009
- Policy changes:
  - All Personnel Report (PD/Pi's & all > 1 person month)
  - Assurance for Institutions with Awards for Grad Student Training for Doctoral Degrees
  - Describe any change to innovative potential
  - Biosketch (peer review initiative change)
  - Question regarding hESC change

eRA Commons ID Required for Postdocs on Progress Reports

- All Personnel Report implemented as part of Progress Report (effective 10/01/2009)
- Report those in a postdoctoral role for one person month or more
- Provide Commons ID for postdocs

Note for Commons Account Administrators: help your postdocs establish eRA Commons accounts using the new Commons Postdoctoral role

New Policies on “K” Career Development Awards

• K recipients may request NIH permission to reduce their full-time appointment to less than full-time (but not less than 75%) for a period not to exceed 12 continuous months during the K award period. Option available only after K award is issued.

• Under certain circumstances, (such as accommodating parental leave, child care, medical conditions, or disability, but not job opportunities, clinical practice/training, or joint appointments.) K awardees may request NIH permission to reduce professional effort to less than 75% (but over 50%) for up to 12 continuous months.

• A temporary career development experience at another institution for 3 months or less allowable without NIH permission.

• A leave of absence may be taken without award support but may not exceed 12 months.

Effective January 1, 2009, salary and wages on NIH grants limited to an annual rate of $196,700 (equal to Executive Level I).

- An individual's base salary is NOT constrained by the legislative provision for a limitation of salary. An institution may pay an individual's salary amount in excess of the salary cap with non-federal funds.
- Grantees should provide information on full salary needs (if more than the cap) so NIH can adjust based on future limits.
- Salary Cap Summary (Historical Information):

Federal Funding Accountability and Transparency Act (FFATA)

“Public Law 109-282 requires information on every grant, including 1) the amount, 2) descriptive purpose of the grant, and 3) name and location of recipient of primary performance location.”

• Prepare for potential increased attention and scrutiny when data is made publicly available.
• NIH has tailored processes to meet its requirements.
• FFATA has required form changes in the 424 (R&R) and PHS 398 to capture performance site information. – will be implemented for submissions beginning 1/25/2010.
• Requires reporting on all subawards over $25,000.

More at: www.USASpending.gov
Highlights of New and Existing Grant Requirements
FCOI

Definition of Investigator

- **Investigator** – Principal Investigator (PI) and any other person who is responsible for the design, conduct, or reporting of research funded by PHS, or proposed for such funding. *The term “Investigator” includes the Investigator’s spouse and dependent children.*

  - An **Investigator** is not just the Principal Investigator or Senior/Key Personnel conducting the PHS-sponsored research.
  - Recipient institutions are encouraged to broadly consider an individual’s role, rather than title, and their degree of independence when applying the definition.
1. **At the time of application:** Investigators must submit known significant financial interests to the institution.

2. **Prior to the expenditure of funds:** The institution must report a financial conflict of interest to the NIH and assure that it has been managed, reduced, or eliminated.

3. **FCOI identified after the initial report:** The institution must report within 60 days of identification and assure that it has been managed, reduced, or eliminated.

FCOI - Subrecipients

• If the grantee institution performs NIH-funded research through “subgrantees, contractors, or collaborators,” the grantee institution must take reasonable steps to ensure compliance by requiring either:
  – Subrecipient Investigators to comply with the grantee institution’s policy OR
  – Subrecipient institutions to provide assurances to the grantee institution that will enable it to comply

Subrecipients should report identified FCOIs to grantee institution. Grantee institution reports to NIH.
### Summary of Audit Requirements

<table>
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<tr>
<th>Grantee Type</th>
<th>Source of Audit Requirement</th>
<th>Where to Submit Audit Reports</th>
</tr>
</thead>
</table>
| State & Local Governments | OMB Circular A-133          | Federal Audit Clearinghouse  
1201 E. 10th Street  
Jeffersonville, IN 47132  
Questions: 1-800-253-0696 |
| Colleges & Universities |                             |                                                                   |
| Non-Profits           |                             |                                                                   |
| Hospitals             |                             |                                                                   |
| For-Profits           | 45 CFR Part 74.26 (d)       | National External Audit Review Center  
HHS Office of Inspector General  
HHS Office of Audit Services  
1100 Walnut Street, Suite 850  
Kansas City, MO 64106-2197  
Phone: 800-732-0679/816-426-7725 |
| Foreign               | NIH Grants Policy Statement (same as For-Profits) | (same as For-Profits) |
Adobe Application Forms and Electronic Submission

Changes to electronic applications are on the way. Learn how this affects YOU today!
Follow these important tips to ensure success

• Adobe Reader 8.1.3 or 9.0 required to open forms (8.1.6 and 9.1.2 are recommended)
  – Stay tuned to Grants.gov’s Download Software page for changes (http://www.grants.gov/help/download_software.jsp)
  • A pop-up usually warns if you have a wrong version
  – If using an Adobe Acrobat product to create PDFs, check Grants.gov’s Web site for help on settings to ensure the application reader opens in the correct version of Adobe
Electronic Submission: Update

• Adobe-based grant application forms are now available for all FOAs requiring electronic submission.
• Career Development Awards (Ks) transitioned to electronic submission.
• Individual Fellowship Awards (Fs) transitioned with the August 8 submission date.
• Next set of transitions:
  – Beginning with submissions in January 2010, new PHS 398 and SF 424 (R&R). Application forms are expected in Fall 2009.
• Transition of Training (Ts) scheduled beginning with 1/25/2010 submission
Sample Changes to Application Forms

- **R&R Senior/Key Person Profile**
  - Added Degree Type and Year (*note this will allow NIH to remove Degree fields from PHS 398 Cover Pg Supplement*)

- **R&R Project/Performance Site Location(s)**
  - Moved Congressional District data from R&R Cover Component
  - Added DUNS Number field

- **R&R Other Project Information**
  - Re-ordered and revised Human Subjects fields
  - Revised fields on Environmental Impact
  - Added field for impact on Historical Places

- **PHS 398 Checklist**
  - Added Disclosure Permission Statement

- **PHS 398 Research Plan**
  - Alignment with enhanced peer review criteria and shortening of the application.

More at: http://grants.nih.gov/grants/forms.htm
Reminder: Avoid Common eSubmission Errors

- Use **PDF** format for text attachments and do not embed movies or other materials in **PDF** attachments.
- R&R Senior/Key Person Profile(s) form
  - Include eRA Commons Username in the ‘Credential, e.g., agency login’ field for all individuals assigned a PD/PI role.
  - Include the Organization Name for all Senior/Key Persons.
- R&R Budget form - Senior/Key Person effort must be greater than zero.

**Clicking ‘Submit’ is not the last step. Remember... if you can’t view it (in Commons), we can’t review it!**

Available Resources

Resources for the Adobe transition can be found on:

- NIH Electronic Submission of Grant Applications Web site:
  
  http://era.nih.gov/ElectronicReceipt/

- Grants.gov Web site (Applicant Resources):
  
  http://grants.gov/applicants/app_help_reso.jsp
xTrain is a new eRA Commons module to improve the administration of NIH Research Training Grants and Institutional Career Development Awards.

- Allows PIs and staff to electronically submit appointment forms and termination notices
- Allows institutional staff to track status and timing of appointment actions
- xTrain now available for use with T15, T32, T34, T35, T90, TL1, TU2, K12, KL2
- Accommodates separate appointments for ARRA supplements to training grants

Additional information, resources, and an Institution User Guide for xTrain can be found on the eRA Commons page at: http://era.nih.gov/services_for_applicants/other/xTrain.cfm.

Profile Maintenance

• PIs have an obligation to keep information in their Personal Profile current

• Profile data used in other electronic processes (e.g., Summary Statements, eNotifications)
  – Degrees
  – Position Titles
  – Addresses - e-mail & postal

• Especially critical for researchers eligible for early-stage and new investigator status.
Summary of Helpful NIH Web Pages

- Office of Extramural Research (OER) Web Page
  http://grants.nih.gov/grants/oer.htm

- NIH Searchable Database of RFAs, PAs, and Guide Notices

- NIH Grants Policy Statement (Rev. 12/03)

- NIH Extramural Nexus – Monthly newsletter (previously bimonthly) for the extramural community
  http://grants.nih.gov/grants/nexus.htm

- RePORTER - Search to analyze an Institute’s portfolio of funded projects, research areas, and more
  http://projectreporter.nih.gov/reporter.cfm

- Grant Application Basics
  http://grants.nih.gov/grants/grant_basics.htm
NIH OER Listserv Addresses and Instructions

- **Office of Biotechnology Activities (OBA):**  

- **Office of Human Research Protections (OHRP):**  

- **Office of Laboratory Animal Welfare (OLAW):**  
  - [http://grants.nih.gov/grants/olaw/references/list.htm](http://grants.nih.gov/grants/olaw/references/list.htm)

- **eSubmission:**  
  - Separate listservs available for scientists and administrators

- **NIH Guide for Grants and Contracts:**  
  - The official publication for NIH medical and behavioral research Grant Policies, Guidelines and Funding Opportunities
Grants Information: Who to Contact!

• **Institutional Resources** – First, utilize the expertise of your organization’s *Office of Sponsored Programs*

**Application Specific Questions**

• **Administrative** - Contact the Grants Management Specialist at the awarding Institute/Center

• **Scientific/Programmatic** - Contact the designated Program Official/Director at awarding Institute/Center

• **Review Questions** - Contact the assigned Scientific Review Officer
Grants Information: Who to Contact!

- Grants Administration staff at all NIH ICs:
  - [http://grants.nih.gov/grants/staff_list_grants_admin.htm](http://grants.nih.gov/grants/staff_list_grants_admin.htm)

- NIH Chief Grants Management Officers:
  - [http://grants.nih.gov/grants/stafflist_gmos.htm](http://grants.nih.gov/grants/stafflist_gmos.htm)

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- Grants Policy Interpretation & Consultation:
  - E-Mail: GrantsPolicy@mail.nih.gov
  - Phone: 301-435-0949

- Compliance Issues:
  - E-Mail: GrantsCompliance@mail.nih.gov
  - Phone: 301-435-0949
Grants Information: Who to Contact!

- **General Application Questions:** (e-Submission guidelines, resources & referrals, application review & award process, etc.)
  - E-Mail: GrantsInfo@nih.gov
  - Phone: 301-435-0714

- **Customer Support for Grants.gov:** (navigating forms, aspects of submitting through the system, resources available, etc.)
  - E-Mail: support@grants.gov
  - Webpage: http://grants.gov/
  - Phone: 1-800-518-4726

- **eRA Commons Help Desk:** (Commons registration help, application verification, Commons functionality questions, etc.)
  - Webpage: http://ithelpdesk.nih.gov/era/
  - Phone: 301-402-7469  (Toll Free: 866-504-9552)