

Research Administration Forum VIII

Sponsored Research and Program Development

www.rockefeller.edu/sr-pd

September 23, 2010



Introduction and Overview

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Agenda

- Overview and Introductions, G. Budescu
- Preparing for the Grant Submission, M. Mathur
- Selected NIH Post-Submission Issues, R. Kelley
- Research Training Resources, K. Ross
- Questions & Answers



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SR-PD's Vision

- Research administration is about team work across the many areas of the research enterprise.
- Research administration is about change, and being ready for change.
- SR-PD Resadmin Forums empower our partnership in our efforts to provide the best research administration services possible.
- In addition to our Forum, we established a range of tools and resources that include our website, [SR-PD FAQ](#), [InfoEd FAQ](#), [Tips' Corner](#) and bi-weekly tip distribution, [News Bulletin](#), [resadmin listserv](#), HOL meetings, [SR-PD Advisory Board](#), [Tri-Institutional Collaboration Network](#), and other means to reach you and our other stake holders effectively and in a collaborative manner.
- Your voice and participation are critical to keep us on course and build relevant and meaningful services to help our world-class investigators to advance their research.

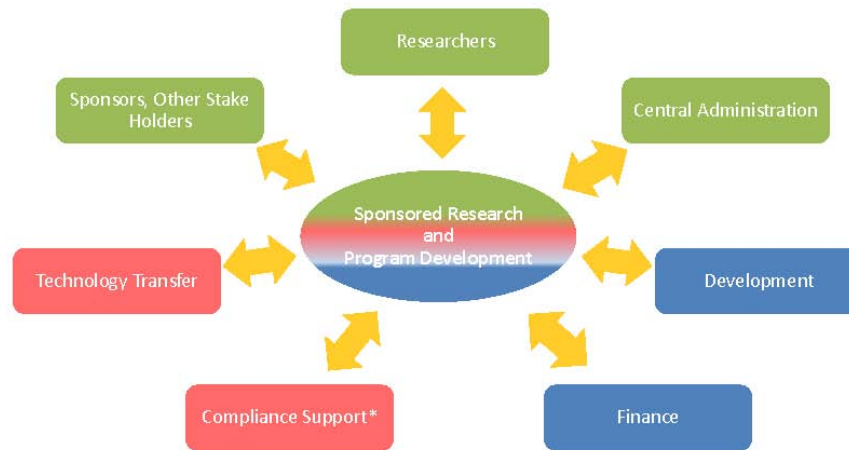


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SR-PD & the Research Enterprise

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*Including: Finance/Effort, IACUC, IRB, Lab Safety, Environmental Health, Tri-
I/Esco, Legal Counsel/COI&SFI, Library/Public Access, Dean's Office/RCR,
HR, Purchasing, Controller



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SR-PD Front Page

Wednesday, September 22, 2010

[Calendar](#) | [Directory](#) | [Employment](#)

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- About
- News
- Tips' Corner
- SR-PD FAQ
- InfoEd FAQ
- Forms
- Administrative Data
- Funding Database
- Campus Resources
- Your GMS
- Contact Us

InfoEd

September 2010						
Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Most Visited

- Contact Us
- Grants Management...

Search SR-PD

The Rockefeller University's **Sponsored Research and Program Development (SR-PD)** facilitates and streamlines grant/contract administration in compliance with institutional, government and sponsor policies and regulations. The SR-PD Director reports to the University Vice President for Academic Affairs.

Partnering with others on and off campus, we support an integrated research enterprise and assist investigators to navigate through the application and grant management process, before and after an award is made. [More...](#)

General

- News
- News Bulletin
- SR-PD FAQ
- InfoEd FAQ
- Procedures
- Advisory Board
- Research Trends
- Training & Fellowships **News**
- ARRA: Updates, FAQs & Outlines
- Work Opportunities
- Listserv

Selected Deadlines

- NIH Exceptional, Unconventional Research Enabling Knowled... **October 21, 2010**
- NIH Common Fund Transformative Research Projects Program ... **October 27, 2010**
- NIGMS National Centers for Systems Biology (P50) **October 27, 2010**
- Gates Foundation Grand Challenges Explorations Round 6 **November 2, 2010**
- NIH Developing and Improving Institutional Animal Resourc... **November 4, 2010**

Sponsored Research

- Services
- Application Review
- Compliance
- Forms
- Administrative Data
- InfoEd
- Research Administration Forum
- Campus Resources
- Your Grants Management Specialist

Program Development

- Services
- Funding Database
- Grant Seeking
- Grant Writing
- Limited Submissions
- Institutional Applications
- Outreach
- Tri-Institutional Collaboration Network (TCN)

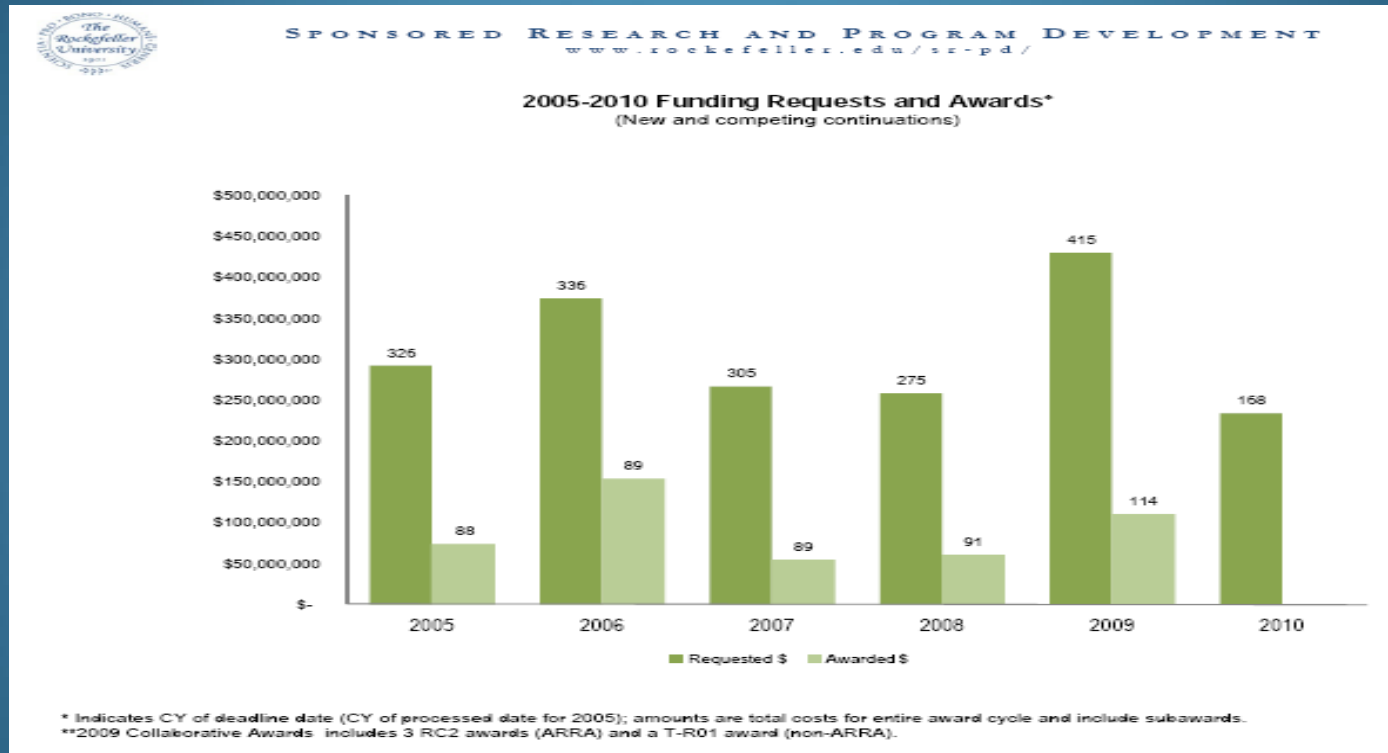
Newswire



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2005-10 Sponsored Research Proposals/Awards (as of 7/2010)



The graph shows the # of RU submissions, awards and awarded funding level by calendar year from 2005 to 2010 (final 2010 data is pending).



Preparing for a Grant Submission

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Preparing for a Grant Submission

Sponsors – NIH/DOD/NSF/other federal sponsors, private research foundations

- NIH/DOD/other federal sponsors - Submitted through InfoEd
- NSF- Submitted through FastLane or InfoEd
- Private Foundations - Submitted through Proposal Central, Sponsor's website, email, paper, etc.

In all cases always refer to the specific guidelines and always provide them to your SR-PD GMS



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Documents to be Submitted to SR-PD

5 Business Days Prior to the Deadline

- [Routing Form](#) - Signed by PI; and HOL if PI is not HOL. The Form facilitates compliance with federal, state, sponsor, and university policies
- Basic Application Components
 - Face Page
 - Budget
 - Budget Justification
 - Facilities and Resources
 - Biosketches/CVs
 - Research Plan

Always follow the specific program's guidelines for special requirements. More at SR-PD's [Application Review Requirements](#).



NIH Budget and Budget Justification

- **Modular Budget** Currently Modules of 25,000 up to 250,000 Direct Cost/year
- **Detailed Budget** >250,000 (NIH); If >500,000 prior permission from NIH is required
- **Budget Justification**

Modular: Personnel, Efforts in calendar months, Role, Current Fringe Benefit rates, Current F&A rates

Detailed: Personnel, Supplies, Travel, Animal cost, Equipment, Other cost, Fringe Benefit rates, F&A rates

Always follow the specific program's guidelines for special requirements. Resources to consult include: [SR-PD's NIH Centered Budget Justification Guidelines](#); [Institutional Data](#); [Finance Effort Policies Guide](#)



Selected NIH Budgeting Challenges

- **Budgeting and Accounting for Genomic Arrays** Genome-wide association and gene expression profiling. More on the [SR-PD site](#).
- **Subcontracts: Outgoing and Incoming** Submit to SR-PD the following materials:

PHS 398 Face Page with signature

Letter of Intent (LOI)

Brief Statement of Work (SOW)

Detailed budget for Year 1 and a summary budget page for all years

Checklist

Budget justification

Biosketches

Research resources

New Requirements and changing policies are implemented continuously and demand constant attention.



SR-PD Boilerplates

The screenshot shows a web browser window with the address bar displaying <http://www.rockefeller.edu/sr-pd/index.php?page=boilerplates>. The page title is "The Rockefeller University » Sponsored Research and Program Development". The main content area features a search bar for "Search SR-PD" with a "Go" button. Below the search bar is the section "Boilerplates & Useful Links". The text under this section reads: "The boilerplates provide sample text for standard proposal sections that you may use as a starting point for your own application and modify as needed. The links would lead you to sample text provided by others." A list of links follows, including: "Text for Applications Under ARRA Management/Leadership Plan (for Multi PI/PD projects and other collaborative efforts)", "Shared Resources Management/Organization Plan (for facilities/instruments)", "Mentoring Plan (for NSF proposals with postdoctoral support)", "Training for Biomedical Researchers", "Responsible Conduct of Research (RCR)", "Data Sharing Plan", "Model Organism Sharing Plan", "Disseminating Newly Developed Knowledge (Tools, Reagents, and Techniques)", "Diversity of the Scientific Workforce", "Institutional Resources for NIH Applications", "Budget Justification Guidelines", "Timelines and Milestones Section (pending)", and "Acknowledgment of Support". A "Resources" section lists various centers and facilities such as the Bio-Imaging Resource Center, Comparative Bioscience Center (CBC), Flow Cytometry Resource Center, Gene Targeting Facility, GEM Phenotyping Core, Genomics Resource Center, High Throughput Screening Resource Center, Library and Scientific Information Commons, Monoclonal Antibody Core Facility, Proteomics Resource Center, Spectroscopy Resource Center, Stem Cell Derivation Core, Structural Biology Resource Center, Transgenic Services Laboratory, and University Hospital (including Center for Clinical and Translational Science). On the left side, there is a navigation menu with links for "About", "News", "Tips' Corner", "SR-PD FAQ", "InfoEd FAQ", "Forms", "Administrative Data", "Funding Database", "Campus Resources", "Your GMS", and "Contact Us". Below the menu is an "InfoEd" section with a "Log-In" button and a calendar for "September 2010". At the bottom of the page, a footer message says "We welcome your comments and rely on your feedback to improve our services."



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Getting Started with InfoEd

- InfoEd is a web-based system designed to manage all aspects of sponsored research administration and is the University's primary S2S platform for grant submission
- SR-PD oversee two InfoEd modules: Proposal Development (PD) and Proposal Tracking (PT). PT is mostly for internal and reporting use.
- PD assists in all phases of developing a proposal and the submission process
- Staff and researchers should contact their SR-PD lab's [GMS](#) to register as soon as they join the University
- Contact your GMS to get training in InfoEd

Useful resources: [InfoEd FAQ](#); [SR-PD FAQ](#)



Selected NIH Post-Submission Issues

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Just-In-Time (JIT) @ NIH

Other Support (OS)

- Senior/Key Personnel (not consultants or Other Significant Contributors)
- ACTIVE and PENDING awards (excluding training awards or gifts)

Vertebrate Animals

- “Letter of Concurrence” signed and dated by the Institutional Animal Care and Use Committee (IACUC)
- IACUC approval must be dated at least within the last three years

Human Subjects

- “Letter of Concurrence” signed and dated by the Institutional Review Board (IRB)
- approval must be dated within the last year
- Protection of human subjects training for all Senior/Key Personnel

Depending on the sponsor and the specific project, other compliance areas may need to be addressed. For more go to [SR-PD Compliance Page](#).



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NIH Progress Reports

Streamlined Noncompeting Award Process (SNAP)

- NIH now requires the use of the eRA Commons eSNAP module for the submission of all SNAP progress reports. [NIH Notice NOT-OD-10-093](#)

All Personnel Report

- Record effort for personnel who worked on the project for one (1) person month or more. Applies to CURRENT BUDGET YEAR.
- Include an eRA Commons ID for the all PIs and Postdocs.

All Personnel Report FAQs

Supplements

- Include information on the supplement activities (including recording any effort in the All Personnel Report) as part of the annual progress report of the parent grant. [NIH Notice NOT-OD-10-066](#)

SNAP instructions appear in the instructions for PHS 2590 under Section 2.1:

PHS2590 Instructions



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NIH SNAP Questions

SNAP Q1: Other Support of Key Personnel has changed since last reporting period?

- Since the last reporting period, if a previously active grant has terminated and/or if a previously pending grant is now active, state this in your answer and submit ACTIVE OS information for that person.

SNAP Q2: Will there be a significant change in the level of effort for NGA-specified individuals in the next budget period?

- Applies only to PI or other Key Personnel listed on the NGA. A significant change is defined as a 25% REDUCTION in effort. If “yes”, provide an explanation.

SNAP Q3: Do you anticipate an unobligated balance > 25% of the current year's budget?

- If yes, explain why there is a significant balance and how it will be spent if carried forward into the next budget period.



NIH Public Access Policy

Monday, September 20, 2010

Calendar | Directory | Employment

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Search go



- About
- News
- Tips' Corner
- SR-PD FAQ
- InfoEd FAQ
- Forms
- Administrative Data
- Funding Database
- Campus Resources
- Your GMS
- Contact Us

InfoEd

September 2010

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

Most Visited

- Contact Us
- Grants Management...
- Summer 2009 News...
- Grant Writing Too...
- News

Search SR-PD

Compliance Support

Compliance at Rockefeller is maintained by several departments and offices. We work closely with our campus compliance officers to verify that applications and reports submitted from our office comply with sponsor's, federal, state and University requirements. Any award under a no-cost extension must be similarly compliant with all pertinent assurances, and issues requiring sponsor's prior approval still apply during the no-cost extension period (e.g. NIH requirements), therefore planning early is advised.

[Reporting Possible Violations of the Code of Conduct \(p. 8\)](#)

Compliance Resources and Practices

- ARRA: Compliance and Timelines, Specific Reporting Requirements, Internal Reporting Procedures
- Conflict of Interest
- Effort and Time Reporting (Finance)
- Financial Practices
- IRB
- Human Subjects Protection Training
- IACUC
- Industrial Sponsorship of Research
- Intellectual Property Policy and Agreement
- Public Access Policy (Markus Library)
- Research Misconduct Policy and Procedure
- Responsible Conduct of Research (RCR)

Laboratory Safety & Environmental Health

- Export Control
- hESC and covered hPS (Submitting hESC line on NIH Form 2890)
- Recombinant DNA
- Radioactive materials (Ionizing Radiation)

Other

- [Acknowledgment of Support](#)

Other Compliance Resources

- TCN Seminar on RCR (May 11, 2010)
- Privacy, Conduct, Conflict of Interest, and Clinical Research Ethics (NIAID)
- Medical Research with Animals
- NIH Conflict of Interest Information and Tutorial
- NIH Public Access Policy
- NIH Guidelines for Human Stem Cell Research

We welcome your comments and rely on your feedback to improve our services.

Internet 100%



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Research Training Resources

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SR-PD's New Training Area

- Resource for students, postdocs, early stage investigators, and administrators
 - Locate Funding Opportunities
 - Assist in Proposal Preparation
 - Training-specific requirements (Responsible Conduct of Research, etc.)
- [Information Available through SR-PD's new Training Area site](#)



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What Does Our Training Area Do?

- Institutional Training Grants (T32)
- Fellowships (F32, F33)
- Career Development Awards (K08, K99, K23)

More on our [Training Area page](#).



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Questions?



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