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
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 stakeholders 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.
SR-PD & the Research Enterprise

SPONSORED RESEARCH AND PROGRAM DEVELOPMENT

www.rockefeller.edu/sr-pd/
SR-PD Front Page

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Science for the benefit of humanity

SPONSORED RESEARCH AND PROGRAM DEVELOPMENT
www.rockefeller.edu/sr-pd/

Wednesday, September 22, 2010

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...

Selected Deadlines
- NIH Exceptional, Unconventional Research Enabling Knowledge... October 21, 2010
- NIH Common Fund Transformative Research Projects Program... October 27, 2010
- NSGMS 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 Resource... November 4, 2010

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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
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](www.rockefeller.edu/sr-pd/).
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](www.rockefeller.edu/sr-pd/).
- **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.
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 \text{GMS} to register as soon as they join the University.

• Contact your GMS to get training in InfoEd.

Useful resources: \text{InfoEd FAQ}; \text{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.
Sample NIH Other Support Format

**ACTIVE**
2 R01 HL 00000-13 (Anderson) 3/1/1997 – 2/28/2002 3.60 calendar
NIH/NHLBI $186,529
Chloride and Sodium Transport in Airway Epithelial Cells
The major goals of this project are to define the biochemistry of chloride and sodium transport in airway epithelial cells and clone the gene(s) involved in transport.

**PENDING**
DCB 950000 (Anderson) 12/01/2002 – 11/30/2004 2.40 calendar
National Science Foundation $82,163
Liposome Membrane Composition and Function
The major goals of this project are to define biochemical properties of liposome membrane components and maximize liposome uptake into cells.

**OVERLAP**
There is scientific overlap between aim 2 of NSF DCB 950000 and aim 4 of the application under consideration. If both are funded, the budgets will be adjusted appropriately in conjunction with

**NIH SF424 Application Guide, Part III, Page III-6**
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](#)
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
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
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.
Questions?

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