

Sponsored Programs Administration



Module C: NIH Essentials Supplemental Document

Additional Information

1. Types of Funding Instruments:

- Grant
 - Financial assistance mechanism providing money, property, or both to an eligible entity to carry out an approved project or activity.
 - Utilized when the sponsor anticipates no substantial programmatic involvement with the recipient during performance of the financially assisted activities.
 - No guaranteed deliverables
 - Investigators are responsible for developing the concepts, methods, and approach for a research project
- Contract
 - Award instrument which establishes a mutually binding legal relationship between the Government and non-Federal party for the direct benefit or use of the federal government.
 - Established detailed requirements – guarantee on deliverables.
 - Ex – FDA Clinical Trials
- Cooperative Agreement
 - Financial support mechanism under which there will be substantial involvement between the federal agency and awardee during the project period.
 - Similar to grants, with the exception of having substantial Federal scientific or programmatic involvement.
 - Ex – Center grants, Multi-Site Clinical Trials (Collaborative)

2. Types of Applications:

- Type 1 (New) – Request for support of a project that has not yet been funded
- Type 2 (Renewal) - Request for additional funding for a subsequent period/segment of a current award. Must developed as though the applicant is applying for the first time. Also referred to as competitive renewal.
- Type 3 (Revision) - Request for additional funds during a current project period to support new/additional activities that are not identified in the current award (expansion of the scope)
- Type 4 (Extension) - Request for additional funds during a current project period to support new/additional activities that are not identified in the current award (expansion of the scope)
- Type 5 (Noncompeting Continuation) - Request for additional funds during a current project period to support new/additional activities that are not identified in the current award (expansion of the scope)

- Type 6 (Change of Organization Status) - Request for additional funds during a current project period to support new/additional activities that are not identified in the current award (expansion of the scope)
- Type 7 (Change of Grantee) - Request for additional funds during a current project period to support new/additional activities that are not identified in the current award (expansion of the scope)
- Type 8 (Change of Institute or Center) - Request for additional funds during a current project period to support new/additional activities that are not identified in the current award (expansion of the scope)
- Type 9 (Change of Institute or Center) - Request for additional funds during a current project period to support new/additional activities that are not identified in the current award (expansion of the scope)

3. eRA Commons Roles

- Signing Official (SO)
 - Has institutional authority to legally bind the institution in grants administration matters
- Principal Investigator (PI)
 - Directs the research project or activity being supported by the NIH grant funding and is responsible for the proper conduct of the project. Required to have a eRA Commons ID.
- Account Administrator (AA)
 - Has the ability to create/edit all Commons accounts. Typically the Department/Grant Manager
- Administrative Official (AO)
 - Reviews all applications and accounts; similar to SO but without the submission privileges
- Assistant (ASST)
 - Delegated access by the PI to assist with data entry and completion of eSnap
- Business Official (BO)
 - Utilized with xTrainto manage appointments for awarded Training grants
- Financial Conflict of Interest Role (FCOI)
 - Ability to assist with data entry and completion and completion of FCOI reports
- Financial Status Reporter (FSR)
 - Responsible for final review and submission of an awards expenditures reflected in the annual and FFR
- Public Access Compliance Role (PACR)
 - Has access to Public Access compliance reports for the institution generated outside of eRA Commons (publications)
- Project Personnel & Scientist Role

- Individuals participating on a NIH-funded project for at least 1 calendar month; no privileges; used for reporting purposes only.
- Other roles include: Graduate Student, PostDoc, Sponsor, Trainee Role, and Undergraduate Student

4. Commons Requirements of an Application

- Font must always be 11 points or larger
- Although others are accepted, the following font styles are recommended:
 - Arial, Palatino Linotype, Garamond, Times New Roman, Georgia, Verdana, Helvetica
- Text color must be black (colors are acceptable in figures, graphs, tables, charts, diagrams, footnotes, and headings)
- English must be used – jargon is unacceptable
- Acronyms must be spelled out the first time; abbreviations may be utilized thereafter
- Page Header and Footers should not be utilized
- Images must be included within the attachment and the maximum Image size – 1200 x 1500 pixels (images must not be included as separate images in the Appendix or elsewhere)
- Page limits must be adhered to (page limits specified in the FOA supersede those indicated in the Table of Page Limits)
- Margins should be no larger than standard letter size (8.5 x 11)
- All attachments must in PDF format

5. Parts of an Application

- Cover Letter
- Application title, Funding Opportunity, Submission of Change/Corrected After Due Date, Late Submissions, Approval to request \$500K or more, Subawards that are not active for all periods, Video submission, List of Referees, etc.
- Project Summary (30 lines or less)
- Succinct and accurate description of the proposed work
- Project Narrative (2-3 sentences)
- Description of relevance to public health
- Bibliography
- Facilities & Resources
- Description of how the scientific environment in which the research will be done contributes to the probability of success (e.g., institutional support, physical resources, and intellectual rapport)
- Equipment
- Budget and Budget Justification

- Biosketch (5 pages)
- eRA Commons ID, Education, (A) Personal Statement, (B) Positions & Honors, (C) Contributions to Science, (D) Additional Information – Research Support and Scholastic Performance
- No images (i.e. pictures, charts, graphs, etc.)
- Specific Aims (1 page)
- Goals/Objectives of the proposed research and the expected outcomes
- Research Strategy
- Significance, Innovation, Approach

6. Important Details to Report

- Publications
 - Any publications or manuscripts accepted for publication during the reporting period resulting directly from the award
 - Must be reported to MyNCBI (public access compliant codes: complete, N/A, PMC Journal In Process, In-process at NIHMS)
- New Senior/Key Personnel
- Biosketch and Other Support must be provided
- Change(s) in Other Support
 - Pertains only to active senior/key personnel
- Reduction of more than/equal to 25% level of commitment
 - Applies to only to the PI or anyone named in the NOA as senior/key personnel
 - Requires detailed explanation, in addition to, plans for the next year
- Unobligated balance greater than 25%
 - Applies to current year's total approved budget
 - Requires detailed explanation, in addition to, plans for the next year
- Foreign Component(s)
 - Must indicate if a foreign component has been added and justification
- Any Clinical Trials that must be registered in ClinicalTrials.gov
 - must indicate if the project includes clinical trials that have not been registered, in addition to, justification