Best Practices Series
Grant Preparation

Presented by:
Natalie Goodwin-Frank, Glen Reitz, and Vicki Carlson
Grant Preparation Outline

1. Communicate with Principal Investigators (PIs), Dean’s Office, and Office of Sponsored Research Services (OSRS)
2. University requirements and Agency registration
3. Read solicitation guidelines
4. Outline solicitation guidelines
5. Prepare the budget
6. Identify the submission method
7. Enter into PDS
8. Obtain signed PC form and Dean’s PC form
9. Submit to OSRS
10. Submit to the Agency/Sponsor
11. Enter proposal information into PRIUS
1. Communicate with PIs, Dean’s Office, OSRS

- **PIs**
  - What’s in the pipeline?
    - Contact monthly/quarterly
  - What administrative documents can I help the PI with?
    - Biosketches
    - Current & Pending
    - Editing, formatting or compiling

- **Dean’s Office**
  - Notify ASAP if cost sharing is required or proposed (see next slide for cost sharing types)

- **OSRS**
  - Keep your Grant Analyst informed of upcoming proposals
**Communicate with PIs, Dean’s Office, OSRS (cont.)**

**Cost Sharing Policies & Procedures**

Note: Unless required or specified in the solicitation guidelines, cost sharing is not required or recommended on most proposals to federal agencies. All cost sharing requests included in a proposal need ADVANCE approval from the Engineering Dean’s Office. Below are examples of acceptable and unacceptable cost sharing:

<table>
<thead>
<tr>
<th>Allowed/Acceptable</th>
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</thead>
<tbody>
<tr>
<td>Academic salary</td>
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<tr>
<td>Support staff</td>
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<tr>
<td>Equipment</td>
</tr>
<tr>
<td>Reduced/waived fees on shared facilities</td>
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<tr>
<td>Overhead (when agency requires lower rate)</td>
</tr>
<tr>
<td>Actual money committed (Dean’s Office, Chancellor, Department)</td>
</tr>
<tr>
<td>Conference grants/symposiums</td>
</tr>
<tr>
<td>Registration fees, participant costs, housing for symposiums, conference grants, etc.</td>
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<tr>
<td>Refreshments (in conjunction with the specific purpose of the announcements, symposiums/conferences)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Not Allowed/Unacceptable</th>
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<tbody>
<tr>
<td>Tuition</td>
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</table>
2. University requirements and Agency registration

- University requirements – Verify the PI and all key personnel have completed their requirements.
  - FDS (financial disclosure statement)
  - FCOI education
- Agency registration - Make sure PI is registered with appropriate agency (if applicable).
  - NASA NSPIRES

- PI will need to register on NSPIRES.
  (http://science.nasa.gov/researchers/sara/how-to-guide/nspires-registration/)
University requirements and Agency registration (cont.)

- NIH eRA commons
  - DA can create the commons account for PI.
    (http://research.wustl.edu/Offices_Committees/OSRS/Documents/NIH_Commons_ID%20Request.pdf)

- NSF fastlane – PI will need an ID number and password
  - OSRS has to register PI in fastlane.
    (http://research.wustl.edu/Offices_Committees/OSRS/Documents/WU_FastLaneForm.docx)

- Other – see agency guidelines for registration instructions.
3. Read the Solicitation Guidelines

- Check PI eligibility
- Verify if the proposal is a limited submission or open to all applicants. If limited, follow university guidelines.
  - [http://internalcompetitions.wustl.edu](http://internalcompetitions.wustl.edu)
- Identify key proposal components – does proposal need additional review or consultation with OSRS? (e.g. terms and conditions)
- Determine if cost sharing is required. If so...
  - PI/DA should consult with Chair and Dean for approval/type/allowability.
Read the Solicitation Guidelines (cont.)

- Cash outlay
- In-kind (academic salary)
- Other sources
  - DA communicates with the Director of Research Development for approval/type/allowability.
- Review guidelines to see if the proposal requires letters of support or other signature requirements (Chancellor, Provost, Dean, Chair, Collaborators, etc.)
Read the Solicitation Guidelines (cont.)

- Verify the indirect cost, F&A, or overhead rate. If <52%, Dean’s Office will request an explanation
  - Proposals submitted after July 1, 2014, if <52.5%
    - Indirect cost rate agreement
  - When submitting a proposal through an agency website, PI and/or DA should login early to view all forms/requirements
  - Additional forms/requirements could be in the application package. (e.g. HRS requires a form with institutional signature.)
Read the Solicitation Guidelines (cont.)

• It is important to review the guidelines as well as the actual package/forms to be submitted.
  
  - Review the agency’s current Grant Proposal Guidelines
## Part 1. Overview Information

<table>
<thead>
<tr>
<th>Funding Opportunity Title</th>
<th>Research Project Grant (Parent R01)</th>
</tr>
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<tbody>
<tr>
<td>Activity Code</td>
<td>R01 Research Project Grant</td>
</tr>
<tr>
<td>Announcement Type</td>
<td>Reissue of PA-11-260</td>
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<tr>
<td>Related Notices</td>
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<td></td>
<td>• November 25, 2013 - See Notice NOT-HL-13-201, Notice Announcing NHLBI Topics of Special Interest (TOSI).</td>
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<tr>
<td></td>
<td>• August 21, 2013 - Removed reference to ASSIST in section IV.3, since ASSIST is currently only available for multi-project applications.</td>
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<td>• NOT-DK-13-013 &quot;Clarification of NIDDK Policy: Investigator-initiated Multi-Center Clinical Studies&quot;</td>
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<tr>
<td></td>
<td>• August 7, 2013 - Use this funding opportunity announcement for due dates of September 25, 2013 and beyond.</td>
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<tr>
<td>Funding Opportunity Announcement (FOA) Number</td>
<td>PA-13-302</td>
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<tr>
<td>Companion Funding Opportunity</td>
<td>None</td>
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<tr>
<td>Number of Applications</td>
<td>See Section III.3, Additional Information on Eligibility.</td>
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<td>Catalog of Federal Domestic Assistance (CFDA) Number(s)</td>
<td>93.361, 93.233, 93.839, 93.838, 93.837, 93.113, 93.859, 93.879, 93.286, 93.273, 93.172, 93.173, 93.800, 93.853, 93.847, 93.856, 93.855, 93.121, 93.351, 93.857, 93.213, 93.242, 93.846, 93.855, 93.399, 93.396, 93.394, 93.393, 93.279</td>
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<tr>
<td>Funding Opportunity Purpose</td>
<td>The Research Project Grant (R01) supports a discrete, specified, circumscribed project to be performed by the named investigator(s) in areas representing the specific interests and competencies of the investigator(s). The proposed project must be related to the programmatic interests of one or more of the participating NIH Institutes and Centers (ICs) based on descriptions of their programs.</td>
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### Key Dates

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<tr>
<th>Posted Date</th>
<th>August 2, 2013</th>
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<tr>
<td>Open Date (Earliest Submission Date)</td>
<td>August 7, 2013</td>
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<td>Letter of Intent Due Date(s)</td>
<td>Not Applicable</td>
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<tr>
<td>Application Due Date(s)</td>
<td>Standard dates apply, by 5:00 PM local time of applicant organization. Applicants are encouraged to apply early to allow adequate time to make any corrections to errors found in the application during the submission process by the due date.</td>
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<td>AIDS Application Due Date(s)</td>
<td>Standard AIDS dates apply, by 5:00 PM local time of applicant organization. Applicants are encouraged to apply early to allow adequate time to make any corrections to errors found in the application during the submission process by the due date.</td>
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<tr>
<td>Scientific Merit Review</td>
<td>Standard dates apply</td>
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<td>Advisory Council Review</td>
<td>Standard dates apply</td>
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<tr>
<td>Earliest Start Date</td>
<td>Standard dates apply</td>
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<td>Expiration Date</td>
<td>September 8, 2016</td>
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<td>Due Dates for E.O. 12372</td>
<td>Not Applicable</td>
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**Application Due Dates**

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<tr>
<th>Activity Codes</th>
<th>Program Description</th>
<th>Application Instructions</th>
<th>Cycle I Due Date</th>
<th>Cycle II Due Date</th>
<th>Cycle III Due Date</th>
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<tr>
<td>G12, R10, U10, R24, U24, S06, U19, U45, U54, U56</td>
<td>Other Activity Codes&lt;br&gt;Note: U54 will transition to SF424 (R&amp;R) for applications due on/after May 25, 2014.</td>
<td>SF424 (R&amp;R)</td>
<td>January 25</td>
<td>May 25</td>
<td>September 25</td>
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<tr>
<td>R01</td>
<td>Research Grants</td>
<td>SF424 (R&amp;R)</td>
<td>February 5</td>
<td>June 5</td>
<td>October 5</td>
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<td>U01</td>
<td>Research Grants - Cooperative Agreements</td>
<td>SF424 (R&amp;R)</td>
<td>February 5</td>
<td>June 5</td>
<td>October 5</td>
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<td>K series</td>
<td>Research Career Development</td>
<td>SF424 (R&amp;R)</td>
<td>February 12</td>
<td>June 12</td>
<td>October 12</td>
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<tr>
<td>R03, R21, R33, R21/R33, R34, R36</td>
<td>Other Research Grants</td>
<td>SF424 (R&amp;R)</td>
<td>February 16</td>
<td>June 16</td>
<td>October 16</td>
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<td>R15</td>
<td>Academic Research Enhancement Award (AREA)</td>
<td>SF424 (R&amp;R)</td>
<td>February 25</td>
<td>June 25</td>
<td>October 25</td>
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<tr>
<td>R01</td>
<td>Research Grants</td>
<td>SF424 (R&amp;R)</td>
<td>March 5</td>
<td>July 5</td>
<td>November 5</td>
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Winter 2014 - Grant-in-Aid

Application Deadlines:
- Founders Affiliate – Jan. 15, 2014
- Great Rivers Affiliate – Jan. 15, 2014
- Mid-Atlantic Affiliate – Jan. 16, 2014
- Southwest Affiliate – Jan. 17, 2014
- Western States Affiliate – Jan. 16, 2014

Award Activation: July 1, 2014

Applications must be received no later than 5:00 p.m. CDT on the deadline date. The system will shut down at 5:00 p.m. CDT. Early submission is encouraged. Your institutional Grants Officer (GO) has the final responsibility of submitting your completed application to the American Heart Association. It is important that you check with your GO for his/her internal deadline.

Target Audience
At the time of application the applicant must:
- hold a faculty/staff appointment of any rank (or equivalent), and must be conducting independent research. Not intended for individuals in research training or fellowship positions.
- hold a M.D., Ph.D., D.O., D.V.M. or equivalent post-baccalaureate doctoral degree.

Percent Effort
While no minimum percent effort is specified, the PI must demonstrate that adequate time will be devoted to ensure successful completion of the proposed project.

Citizenship
At the time of application, must have one of the following designations:
- U.S. citizen
- Permanent resident
- Pending permanent resident. Applicants must have applied for permanent residency and have filed form I-485 with the U.S. Citizenship and Immigration Services and have received authorization to legally remain in the United States (having filed an Application for Employment Form I-765).
- E-3 Visa - specially occupation worker
- H1-B Visa - temporary worker in a specialty occupation
- J-1 Visa - exchange visitor
- O-1 Visa - temporary worker with extraordinary abilities in the sciences
- TN Visa - NAFTA Professional
- G-4 Visa - family member of employee of international organizations and NATO

Awardee must meet American Heart Association citizenship criteria throughout the duration of the award.

Location of Work
The award may be completed at any accredited institution in the following affiliates:
- Founders - Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island, Vermont
- Great Rivers - Delaware, Kentucky, Ohio, Pennsylvania, or West Virginia
- Greater Southeast - Alabama, Florida, Georgia, Louisiana, Mississippi, Puerto Rico, Tennessee, or Virginia Islands
- Mid-Atlantic - District of Columbia, Maryland, North Carolina, South Carolina, Virginia
- Midwest - Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, North Dakota, Nebraska, South Dakota, Wisconsin
- Southwest - Arkansas, Colorado, New Mexico, Oklahoma, Texas, Wyoming
- Western States - Alaska, Arizona, California, Hawaii, Idaho, Montana, Nevada, Oregon, Utah, Washington

American Heart Association research awards are limited to non-profit institutions, including medical, osteopathic and dental schools, veterinary schools, schools of public health, pharmacy schools, nursing schools, universities and colleges, public and voluntary hospitals and others that can demonstrate the ability to conduct the proposed research.

Applications will not be accepted for work with funding to be administered through any federal institution or work to be performed by a federal employee, except for Veterans Administration employees.

Program Description, Eligibility and Peer Review Criteria

Success Rates

Objective
To encourage and adequately fund the most innovative and meritorious research projects from independent investigators.

Science Focus
Research broadly related to cardiovascular function and disease and stroke, or to related clinical, basic science, bioengineering or biotechnology, and public health problems, including multidisciplinary efforts.
Annual Budget - Midwest Affiliate

**Salary/Fringe:** Up to $30,000 per year for salary and fringe of the principal investigator, collaborating investigator(s), and other participants with faculty appointments.

**Indirect:** 10% ($6,500)

**Project Support:** Project-related expenses, such as salaries of technical personnel, consultative services, supplies, equipment, computer/electronics, travel, volunteer subject costs, publication costs, within the following limits:

- Travel - $3,000 per year; international travel must have AHA approval.
- Computer purchase- The Midwest Affiliate allows $5,000 for computer/electronics purchase.

**Maximum Annual Award Amount:** $71,500

**Award Duration:** Two years

**Total Award Amount:** $143,000
Major Research Instrumentation Program: (MRI)

Program Solicitation
NSF 13-517

Proposal Preparation and Submission Instructions

A. Proposal Preparation Instructions

- Letters of Intent: Not Applicable
- Preliminary Proposal Submission: Not Applicable
- Full Proposals:

B. Budgetary Information

- Cost Sharing Requirements: Cost Sharing is required. Please see the full text of this solicitation for further information.
- Indirect Cost (F&A) Limitations: Not Applicable
- Other Budgetary Limitations: Other budgetary limitations apply. Please see the full text of this solicitation for further information.

C. Due Dates

- Full Proposal Deadline(s) (due by 5 p.m., proposer’s local time):
  - February 21, 2013
  - January 23, 2014
  - Fourth Thursday in January, Annually Thereafter

Cost sharing required
Program Solicitation
NSF 13-517

Limit on Number of Proposals per Organization:
Three (3) as described below.

If three proposals are submitted, at least one of the proposals must be for instrument development (i.e., no more than two proposals may be for instrument acquisition).

To ensure a balanced instrumentation award portfolio at diverse organizations, across varied research topics, and in support of a broadly inclusive science and engineering workforce across the entire Nation, the MRI program requires that an MRI-eligible organization may, as a performing organization, submit or be included as a significantly funded 1 subawardee in no more than three MRI proposals. To promote instrumentation development, the program requires that if an organization submits or is included as a significantly funded 1 subawardee in three MRI proposals, at least one of the three proposals must be for (Track 2) instrument development.

NSF reserves the right to carefully examine development (Track 2) proposals to ensure that they meet the requirements for this proposal type (see Section II). If a proposal submitted as development is deemed to be an acquisition proposal either before or during the review, the proposal is subject to return without review or decline.

1 An unfunded collaboration does not count against the submission limit. Inclusion as a funded subawardee on a development (Track 2) proposal at a level in excess of 20% of the total budget request from NSF, or as a funded subawardee on any acquisition (Track 1) proposal, will be counted against an organization's proposal submission limit. Separately submitted linked collaborative proposals of either type (Track 1 or Track 2) count against the submission limit of each of the submitting organizations. However, if a subaward to an organization in a development (Track 2) proposal is 20% or less of the proposal's total budget request from NSF, the subawardee’s submission limit will not be affected. For subawards within a linked collaborative proposal, the 20% threshold applies to the budget request from NSF in the proposal containing the subaward(s), not to the combined budget request from NSF for the collaborative project.

Note: The 30% cost-sharing requirement applies to only the portion of the total project cost budgeted to non-exempt organization(s), including those participating through subawards. When required, cost-sharing must be precisely 30%. Cost sharing is required for Ph.D.-granting institutions of higher education and for non-degree-granting organizations. Non-Ph.D.-granting institutions of higher education are exempt from cost-sharing and cannot provide it. National Science Board policy is that voluntary committed cost sharing is prohibited. See section V.B. for specific information on cost-sharing calculations and the solicitation text for definitions of organizational types used for the MRI program.
How to Submit a Proposal

To submit a proposal, Applicants must first successfully complete the Eligibility Questionnaire. Eligible Applicants will then receive the URL for the online application via e-mail and be asked to create a username and password which will enable them to work on their proposal online. The application consists of multiple narrative questions and a project budget spreadsheet that Applicants must complete and submit. All information must be submitted through the on-line application.

Submissions will be accepted from 9:00 a.m. Pacific Time on November, 2014 to 11:59 p.m. Pacific Time on February 3, 2014 (the “Entry Period”). See the Project Timeline for further dates and details.
Terms and Conditions

1. Overview.

These Terms and Conditions govern all entries into the Vodafone Americas Foundation™ Wireless Innovation Project™ competition (the “Competition”). The Competition is sponsored by and administered by the Vodafone Americas Foundation™ (the “Foundation”). The Competition is void outside the fifty (50) United States and the District of Columbia, and/or where prohibited or restricted by law.

2. Agreement to Terms.

By participating in the Competition, each applicant to the Competition (“Applicant”) fully and unconditionally agrees to be bound by and accepts these Terms and Conditions and the decisions of the Foundation and its judges (including, without limitation, decisions regarding eligibility of entries, the selection of finalists and winners, and the granting of awards), which are final and binding in all respects. Each Applicant must comply with all of these Terms and Conditions, and selection as a winner is contingent on fulfilling all requirements hereunder.
Application FAQ

What happens to the IP (intellectual property) of my project once it is submitted? Is Vodafone going to take my idea?

Although the Vodafone Americas Foundation™ is associated with the Vodafone Corporation, we are a separate legal entity and a nonprofit organization. Our intent is to support the best wireless related innovation that can make a social impact, not to find or copy intellectual property for the corporation.

Will Vodafone Americas Foundation™ sign a Non Disclosure Agreement?

No.

Limitations of Liability. The Vodafone Entities and each of their officers, directors, employees, and agents and their respective successors and assigns, are not responsible for and will have no liability with regard to: (i) incorrect or inaccurate transcription of entry information or late, lost, stolen, unintelligible, illegible, damaged, mutilated, altered, incomplete, misdirected or postage due entries or entries received through impermissible or illegitimate channels, all of which will be disqualified; (ii) technical failures of any kind, including but not limited to
The exception letter is submitted with the proposal to advise the agency/foundation which terms and conditions we want to negotiate at the award stage.
4. Outline the Solicitation Guidelines

- Face page or cover page.
- Abstract or project summary
- Project narrative or description (“science”)
- Budget and budget justification
- Current and pending or other support
- Support letters
- Biosketches or CVs
- Facilities and resources
- Other supplementary documents
  - Data management or resource sharing plan
  - Tables of collaborators, conflicts of interest
  - Compliance documents
Outline the Solicitation Guidelines (cont.)

- Include page number limitations and formatting requirements. Make sure you review the current version of the agency’s grant proposal guidelines.

Identify who will be responsible for each of the above items. Follow up with an email listing the assignments.
5. Prepare the Budget

- See budget preparation worksheet (budget worksheet)
- Ensure all items are allowable / acceptable per agency guidelines
- Identify cost sharing requirements
  - Mandatory salary cap
  - Voluntary effort committed
  - Cash outlay
  - Space for offices or equipment
  - New equipment
Prepare the Budget (cont.)

• Review budget justification to ensure it follows the budget
  – Format the justification in the same order as the budget.
  – Ensure everything listed in the budget is included in the budget justification and vice versa.
  – Consult with the PI to ensure additional budget items are not listed in the proposal.
  – Ensure the PI does not quantify non-budget items in the proposal. This could be considered committed cost sharing.
6. Identify the submission method

• Adobe package through Grants.gov
  – If submitting on the deadline day, it’s recommended to use Adobe package instead of S2S.
  – Detailed budgets that include subcontract costs must use Adobe.

• System-to-system (S2S) – PDS directly to Grants.gov
  – NIH modular budget that include subcontract costs can go S2S.
  – Some solicitations are not “S2S ready”.

This solicitation cannot be submitted S2S.
Identify the submission method (cont.)

- Online system or website specified by sponsor
- Mail

Please ensure that the PI/DA/OSRS is aware of the submission method.

(e.g. Indicate in the PDS comments the submission method.)
7. Enter into Proposal Development System (PDS)

- All research proposal budgets must be entered into PDS
- Details about entry will be at future session
Enter into Proposal Development System (PDS) (Cont.)

• If PDS doc is created for test purposes, mark the proposal type TEST.
Enter into Proposal Development System (PDS) (Cont.)

• If proposal was not submitted to agency and/or OSRS, change document to test.
• OSRS and the Dean’s office are using PDS data for benchmarking.
8. Obtain signed Proposal Certification (PC) form and Dean’s PC form

- PC Form example
  -- On multi-PI proposals, each PI must sign PC form.
  -- PC forms that include cost sharing should have Dean’s signature. (except NIH mandatory salary cap)
- Dean’s PC Form

PI should assist and/or complete the PC form and Dean form. They are certifying the compliance/regulatory information.
Obtain signed Proposal Certification (PC) form and Dean’s PC form (cont.)
9. Submit to OSRS

• PDS document
• PC form – signed original or copy.
  -- Verify all 5 pages are filled out and that the fifth page contains the required signatures.
• Original Face page or signature page (if applicable).
• Animal / Human subjects approval(s) (if applicable).
• One copy of the complete application (bio sketches and research plan not required) (Med School only – for now).
**Electronic Applications – What to Submit to OSRS Grant Team**

To be sent to OSRS after the PDS Doc has been approved.

- Original or copy of PC Form. Please verify all 5 pages are filled out and that the fifth page contains the required signatures.
- Original Face page or signature page if applicable.
- Animal / Human approval(s) if applicable.
- **One copy** of the complete application minus bio sketches and research plan – please see the table below for more information.

<table>
<thead>
<tr>
<th>NIH - S28 Submissions</th>
<th>Full Budget Justification</th>
<th>Personnel Justification</th>
<th>Consortium Justification (if we have a sub)</th>
<th>Additional Narrative Justification (if diff. modules requested each year or exclusions on F&amp;A base)</th>
<th>Facilities Att.</th>
<th>Equipment Att.</th>
<th>Other Support (if req. by RFA/not JIT)</th>
<th>Cover Letter (if late or requesting over $500,000 DC)</th>
</tr>
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<tbody>
<tr>
<td>DETAILED BUDGET (No Outgoing Subs)</td>
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<tr>
<th>NIH - P20 (Adobe) Submissions</th>
<th>SF424 R&amp;R (2 pages)</th>
<th>PHS 398 Cover Page Suppl. (2 pages)</th>
<th>PHS 398 Checklist (2 pages)</th>
<th>R&amp;R Budget All years</th>
<th>R&amp;R Subaward Budget</th>
<th>R&amp;R Other Project Info</th>
<th>Environment/Research Facilities Att. (from Sponsor's info)</th>
<th>R&amp;R Project/Performance Site (all sites)</th>
<th>R&amp;R Senior/Key Person (all pages)</th>
<th>PHS 398 Training Budget</th>
<th>Other Forms</th>
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<td>DETAILED BUDGET w/ Outgoing Subs</td>
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<td>NRSA FELLOWSHIPS (F32, etc.)</td>
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<tr>
<td>INSTITUTIONAL TRAINING GRANTS (T type)</td>
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**ELECTRONIC APPLICATIONS – WHAT TO SUBMIT TO OSRS GRANT TEAM**

*(To be sent to OSRS after the PDS Doc has been approved)*

<table>
<thead>
<tr>
<th>NIH - ASSIST SUBMISSIONS (Multi-Project / PPGs)</th>
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<tr>
<td>• R&amp;R Cover - Overall (2 pages) and for each project / core (1 page)</td>
<td>• Cover Page Supplement (2 pages) - Overall and for each project / core</td>
<td>• Other Project Information - Overall and for each project / core (plus Facilities AND Equipment Atti)</td>
<td>• Sites (all sites) - Overall and for each project / core</td>
</tr>
<tr>
<td>• Sr/K Key Person Profile (All pages) - plus Senior/K Key Person Summary for Overall</td>
<td>• R&amp;R Budget (All Years) - Overall and for each project / core</td>
<td>• R&amp;R Subaward Budget - Plus Letter of Intent</td>
<td>• Cover letter (if late or requesting over $500,000 DO)</td>
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<tr>
<td>OR Let the GA know components / application is ready to be reviewed in ASSIST</td>
<td>OR Route to GA and/or let GA know the application is ready to be reviewed in eRA Commons</td>
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<tr>
<th>RPPRs (eRA Commons), including FELLOWSHIPS</th>
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<tr>
<td>• A. Cover Page</td>
<td>• D. Participants:</td>
<td>• E. Impact</td>
<td>• F. Changes</td>
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<tr>
<td>• C. Products, if Inventions/ Patents is ‘Yes’ (Fellowships are N/A)</td>
<td>→ D.1. Individuals on Project - Commons ID is required for PD/PIs &amp; Postdoc roles (Fellowships are N/A)</td>
<td>→ F. Changes</td>
<td>→ G. Special Reporting</td>
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<tr>
<td>OR Give GA &quot;View Access&quot; in Fastlane and let the GA know when access has been given</td>
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<tr>
<th>NSF/FASTLANE</th>
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<tbody>
<tr>
<td>• Cover page</td>
<td>• Facilities page(s)</td>
<td>• Current and Pending pages</td>
<td>• Budget pages, including justification</td>
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<td>OR Give GA &quot;View Access&quot; in Fastlane and let the GA know when access has been given</td>
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<tr>
<td>SF424/R &amp; R Project Budget All years</td>
<td>R&amp;R Subaward Budget</td>
<td>Facilities AND Equipment (from Attachment 2)</td>
<td>R&amp;R Project/Performance Site (all sites)</td>
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<tr>
<td>→ Plus Letter of Intent</td>
<td>R&amp;R Senior / Key Person (all pages)</td>
<td>OR</td>
<td>Eligibility Statement</td>
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<td>✓ Plus Budget justification</td>
<td>✓ Plus Letter of Intent</td>
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<td>✓ Plus Other Support</td>
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<td>✓ Plus Budget justification</td>
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<td>✓ Plus Other Support</td>
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<td>Non-NIH/NSF GRANTS</td>
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<tr>
<td>• Signature page, Cover page, Budget page(s) with justification, Resources, Other Support, and any other administrative/budgetary/compliance information required by the agency.</td>
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<td>→ i.e. the complete application minus bio sketches and science-related pages</td>
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View access does not send an email notification to the GA. Review/submit access does send GA notification email.
10. Submit to the Agency/Sponsor

- Communicate with OSRS - the person who is submitting the application should be clearly identified.
  - PI or DA can submit S2S.
  - OSRS submits the Adobe package, fastlane applications and NSPIRES applications.
  - PI, DA or OSRS can submit agency website applications (depending on the agency website requirements).
    - Reminder: Look at the agency website in advance to ensure all requirements are/will be met.
    - Ensure PDS and all compliance documents are approved before PI/DA/OSRS submits.
Submit to the Agency/Sponsor (cont.)

- DA will mail hardcopy application
  • Reminder: FedEx is recommended (due to tracking capabilities) when mailing hardcopy applications. If mailing to a P.O. box, you must send USPS.
11. Enter proposal information into PRIUS (http://prius.wustl.edu)

- Proposal status
- Agency
- Proposal due date
- Proposal type
- Proposal title
- RFA or Program announcement
- Proposed project period
- Cost sharing
- Indirect costs
Enter proposal information into PRIUS (cont.)

- Direct costs
- Proposed total amount
- PDS document number
- Submission date
- Upload PC form
Questions or comments?

Thank you for your attention.