Contacts Meeting

March 17, 2015
Agenda

- NIH Updates
- Single-Project Applications in ASSIST
Correction to Application Guide Instructions for Subawards Not Active in All Budget Periods of the Prime Applicant

**NOT-OD-15-073** - The guidance found in the NIH SF 424 Guidelines regarding subaward budgets and the SF424 application itself do not align. NIH has issued the following instructions to solve this:

Complete all budget periods in the R&R Budget form for your subaward budgets, aligning the budget period numbers, start dates and end dates with the budget periods of the prime grant.

**Example:** The prime fills out an R&R Budget form with the following periods:

<table>
<thead>
<tr>
<th>Period</th>
<th>Start Date</th>
<th>End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1</td>
<td>Jan 1, 2016 – Dec 31, 2016</td>
<td></td>
</tr>
<tr>
<td>Period 2</td>
<td>Jan 1, 2017 – Dec 31, 2017</td>
<td></td>
</tr>
<tr>
<td>Period 3</td>
<td>Jan 1, 2018 – Dec 31, 2018</td>
<td></td>
</tr>
<tr>
<td>Period 4</td>
<td>Jan 1, 2019 – Dec 31, 2019</td>
<td></td>
</tr>
<tr>
<td>Period 5</td>
<td>Jan 1, 2020 – Dec 31, 2020</td>
<td></td>
</tr>
</tbody>
</table>

The budget period numbers and dates should be the same in the R&R Budget forms for the subawards.
Correction to Application Guide Instructions for Subawards
Not Active in All Budget Periods of the Prime Applicant

The R&R Budget forms do not allow for "empty" budget periods. They include several required fields which must be completed (even for inactive periods) in order to successfully submit.

Provide for inactive budget periods:

<table>
<thead>
<tr>
<th>Organization DUNS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Type = Subaward/Consortium</td>
</tr>
<tr>
<td>Budget Period Start/End Dates (align with budget periods and dates of the prime budget)</td>
</tr>
</tbody>
</table>

A: Senior/Key Person, provide a single entry including the following:

<table>
<thead>
<tr>
<th>PD/PI or subaward lead First and Last names</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Role (may default to PD/PI; can be adjusted as needed)</td>
</tr>
<tr>
<td>Calendar Months = .01 (smallest amount effort allowed in the field)</td>
</tr>
<tr>
<td>Requested Salary = $0 &amp; Fringe Benefits = $0</td>
</tr>
</tbody>
</table>

Explanation of the inactive budget periods goes in the budget justification.
“Total Direct Costs less Consortium F&A” Summary

The Summary Table that shows the total direct costs less consortium F&A is no available for single-project applications.

This table is now available in the assembled application images (PDF downloaded from eRA Commons) of NIH single-project applications that use the R&R Budget and include subaward budgets.
SF 424 Guidelines re ASSIST and IDC on First $25,000 of a Consortium/Subaward Budget

Per the SF 424 Guidelines, 9.4.5.1 Special Instructions for PHS Additional Indirect Costs form

- The PHS Additional Indirect Costs form is used to gather any additional information allowable under the grantee's negotiated F&A rate agreement needed to correctly calculate the Facilities and Administrative rate for the overall component's first $25,000 on each subaward that leads an entire component.
- This has become available as of the end of January, 2015.
NOT-OD-15-058 - Expanding Support of Unicode Character Set in Grant Applications Submitted after February 17, 2015

- As of 2/17/2015, symbols (Unicode character set) are now allowed to be used in text fields in grants.gov applications, this includes titles and names with special characters

SciENcv now supports the new NIH Biosketch

- NIH encourages researchers to use the new format with their grant submissions. Researchers will be required to employ the new NIH biographical sketch starting May 25, 2015 (NOT-OD-15-032)
NOT-OD-15-065 – NIH Interim General Grant Conditions Implementing New HHS Grants Regulations (Uniform Guidance)

- For awards on or after 12/26/2014, that obligate new or supplemental funds, you will need to use the NIH Interim Grant General Conditions; if new or supplemental funds are not obligated, then the former GPS still applies.

NIH Interim General Grant Conditions Additional Resources:

- Pre-recorded NIH Implementation of Uniform Guidance YouTube Video: http://youtu.be/XbtM2rXyyXU
- NIH Uniform Guidance FAQs
- UCSD’s Blink Page on Uniform Guidance
Single-Project Applications in ASSIST
R03 & R21 are LIVE in ASSIST, when will the R01?

January 2015
- R03
- R21

April 2015
- R01
- U01
- Ks (except KM1 & K12)

July – December 2015
- And more varied throughout September, October, and December

Note: Use of ASSIST is optional. System-to-system solutions and Grants.gov downloadable forms are still viable options for submission to NIH!

NOT-OD-15-062
Target Timeline for Single-Project ASSIST Support*

What is ASSIST?
ASSIST is NIH's on-line system for the preparation and submission of grant applications through Grants.gov to NIH. ASSIST provides:

- Secure web-based data entry
- Collaboration of multiple users
- Pre-submission validation of NIH and key Grants.gov business rules
- Pre-population of data from eRA Commons profiles
- Pre-submission print/preview of application in NIH format
- Submission status tracking for both Grants.gov and eRA Commons within a single system
- And more (see NOT-OD-15-044)

*Note: Use of ASSIST is optional; Grants.gov downloadable forms and system-to-system solutions remain viable submission options.
Single-Project ASSIST Applications

- Fund managers who have eRA Commons accounts can initiate applications in ASSIST. The following information is needed to set up the application:
  - Funding Opportunity Announcement
  - Title of Application (can be TBD)
  - PI’s eRA Commons User Name and what access they should be given
    - This will auto-fill the PI’s information from their eRA Commons profile.
  - Once application has been initiated it will be given an Application Identifier number. When accessing your application in ASSIST you will need this number.

Note: For multi-project applications, please continue to contact hssppo@ucsd.edu to initiate the application.
FOA INFORMATION

- **FOA Number:** PA-40-201
- **Opportunity Title:** NIH Multi-project Test FOA with optional Admin Core, Core and Project Components
- **Offering Agency:** National Institutes of Health
- **CFDA Number:** 93.396
- **CFDA Description:** Cancer Biology Research
- **Competition ID:** FORMS-C
- **Opportunity Open Date:** 08/09/2013
- **Opportunity Close Date:** 08/09/2016
- **Agency Contact:** S25 Support
  E-mail: S25Support@OD.NIH.GOV

**Application Identifier**

- **Application Project Title**
  (describe title in 200 characters)

**Lead Applicant Organization:**

- **Lead Applicant Organization Address:**
- **Lead Organization DUNS:**

**Contact Project Director/Principal Investigator**

- **Enter PD/PI Information below or Pre-fill Application from Username**
  - **First Name**
  - **Middle Name**
  - **Last Name**

**Initiate Application**

**Cancel**
Application Tabs

- Summary
- R&R Cover Page
- Cover Page Supplement
- Other Project Information
- Sites
- Sr/Key Person Profile
- R&R Budget or Modular Budget
- Research Plan
- Optional: R&R Sub Budget & Planned Enrollment Report
Research & Related Budget

• When adding Budget Period 1 select the Edit button
  • Complete the budget information
    • When adding additional budget periods, the information from budget period 1 is carried over and auto-populated into other periods and can be edited as necessary.
  • To add another budget period select the Add Period button.
Adding Optional Forms

The R&R sub-award budget form and the planned enrollment form can be added from this screen.

Note: If you are submitting a renewal, the Cumulative Inclusion Report must be added as well.
Validating an Application

Application Information

Application Identifier: 376
Application Project Title: Research Center to Cure the Diseases of the World
PD/PI Name: MONEY, CHER D
ROUND, BEN A
Organization: WHATSAMATTA U
Status: Work In Progress
Status Date: 2012-11-12 02:38:34.000 PM EST
Validating the Application

• Before an application can be submitted, it must be validated against Grants.Gov and eRA Commons business rules

• Validation checks are triggered automatically whenever the status of the application is updated by an ASSIST user and must be manually run before the application status can be changed.

Component Errors and Warnings Results

<table>
<thead>
<tr>
<th>Component ID &amp; Title</th>
<th>Form Name</th>
<th>Error Message</th>
</tr>
</thead>
<tbody>
<tr>
<td>439-Project</td>
<td>R&amp;R Cover</td>
<td>Required form is incomplete. Please complete the required form so that all validations can be performed.</td>
</tr>
<tr>
<td>439-Project</td>
<td>Cover Page Supplement</td>
<td>Required form is missing. Please complete the required form so that all validations can be performed.</td>
</tr>
<tr>
<td>439-Project</td>
<td>Other Project Information</td>
<td>Required form is missing. Please complete the required form so that all validations can be performed.</td>
</tr>
<tr>
<td>439-Project</td>
<td>Sites</td>
<td>Required form is missing. Please complete the required form so that all validations can be performed.</td>
</tr>
<tr>
<td>439-Project</td>
<td>Sr/Key Person Profile</td>
<td>Required form is missing. Please complete the required form so that all validations can be performed.</td>
</tr>
<tr>
<td>439-Project</td>
<td>R&amp;R Budget</td>
<td>Required form is missing. Please complete the required form so that all validations can be performed.</td>
</tr>
<tr>
<td>439-Project</td>
<td>Research Plan</td>
<td>Required form is missing. Please complete the required form so that all validations can be performed.</td>
</tr>
</tbody>
</table>
Submitting the Application to the SPO

After validating the application, click “Update Submission Status” from the Actions section. Change the status to “Ready for Submission.”

If the system does not allow you to select “Ready for Submission,” try logging out of the system, logging back in and validate the application again.

Note: You must also change the status in EPRS to “Ready for C&G to Submit” for your analyst to submit the proposal.
Single-Project Applications in ASSIST Resources


• ASSIST Online Help - http://era.nih.gov/erahelp/ASSIST/default.htm

Any Questions?