Welcome

Grants Management
Users’ Network

May 11, 2006
Grants.gov Update

Grants Management
Users’ Network

May 11, 2006
NIH Major Changes

- NIH notice of April 7, 2006 changes the proposal verification process effective May 10, 2006
- SPA recommends that PI continue to review their proposals to be certain it was received as submitted
- Eliminates PI signature on all proposals (new, renewal, revisions, resubmissions, and continuation progress reports)
NIH Major Changes (cont)

SPA must ensure and maintain for audit purposes PI assurance:

- information submitted within the application is true, complete and accurate to the best of the PI's knowledge,

- any false, fictitious, or fraudulent statements or claims may subject the PI to criminal, civil, or administrative penalties; and

- PI agrees to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of the application.

PRF will be changed to add and comply to new requirement.
NIH Major Changes (cont)

- Eliminates PI Signatures on agency prior approval requests
- SPA is required to secure and retain PIs dated signature (verifying review and approval) for each requires and be able to prove authenticity
- No changes in current process – requests must be signed by PI and “one above” and sent to GA for review
- Signing Official (SO- SPA) forwards these files to sponsor and they are maintained in SPA central files
- Important FAQs: http://grants.nih.gov/grants/policy/pi_signature_faqs.htm
NIH eRA Commons

- Clarification on registration if faculty is a peer-reviewer for NIH study section

- Previously PI needed two separate accounts – this is not now true

- PI must have separate DUNS number set up for receipt of payment for reviewing proposals

- One account needed for eRA Commons
NIH Modular Budgets and Calculating F&A

- Per RNO dated 3-24-06, detailed budgets no longer required to accompany modular proposals

- CHANGE: Effective May 10th

- Prepare budget in EGMS or submit new Form NIH Modular F&A calculation checklist.pdf
Questions
EGMS Bridge Update

Grants Management

Users’ Network

May 11, 2006
New Proposal Set-up

Use this page and the next two pages to enter the basic information (sponsor and title, for example) needed to set up this proposal. Enter the data below and use the Next or Finish button at the bottom of each page to continue proposal setup.

Form Style*
Select the style of form for this proposal.
- NIH New (398 Kit)
- NIH Continuation (2590 Kit)
- NSF Kit
- MNDot Kit
- Standard Generic
- 424 R&R Family

What does Form Style mean?
What if this is a Grants.gov proposal?
Preview Form

Use the Preview/Print Form page to review the data entered to date into a proposal as they will appear on the proposal forms.

Options for Downloading

Click on any form or attachment in the following table to view it in PDF format.

<table>
<thead>
<tr>
<th>Forms</th>
<th>Attachments</th>
</tr>
</thead>
<tbody>
<tr>
<td>424 R&amp;R Application for Federal Assistance</td>
<td>Additional Senior Key Personnel</td>
</tr>
<tr>
<td>R&amp;R Budget</td>
<td>Additional Equipment</td>
</tr>
<tr>
<td></td>
<td>Budget Justification</td>
</tr>
<tr>
<td>R&amp;R Project/Performance Site Locations</td>
<td>Additional Locations</td>
</tr>
<tr>
<td>R&amp;R Senior/Key Person Profile</td>
<td>Biosketch (Anderson, Alice)</td>
</tr>
<tr>
<td></td>
<td>Additional Senior Key Personnel</td>
</tr>
<tr>
<td>R&amp;R Personal Data</td>
<td></td>
</tr>
<tr>
<td>R&amp;R Other Project Information</td>
<td>Project Summary/Abstract</td>
</tr>
<tr>
<td></td>
<td>Facilities &amp; Other Resources</td>
</tr>
<tr>
<td></td>
<td>Equipment</td>
</tr>
<tr>
<td>PHS 398 Cover Page Supplement</td>
<td>Personnel Justification</td>
</tr>
<tr>
<td>PHS 398 Modular Budget</td>
<td>Consortium Justification</td>
</tr>
<tr>
<td></td>
<td>Additional Narrative Justification</td>
</tr>
<tr>
<td>PHS 398 Checklist</td>
<td></td>
</tr>
</tbody>
</table>

Browser compatibility for EGMS printing

For Mac Users: Printing EGMS Documents
Questions
24 Hour Deadline at SPA

Grants Management Users’ Network

May 11, 2006
Paper proposal must be postmarked June 30th to be considered timely by the sponsor.

Proposal must be Delivered to SPA by June 29th before 5:00 pm.

SPA must ship the proposal by courier on June 30th.
Paper proposal must be received by June 30th to be considered timely by the sponsor.

- **June 28th**: Proposal must be delivered to SPA by June 28th before 5:00 pm.
- **June 29th**: SPA must ship the proposal by courier on June 29th.
- **June 30th**: Received by sponsor on June 30th.
Why does SPA need 24 hours to process a proposal? Doesn’t SPA just sign off on it?

- review the budget;
- review matching and cost sharing;
- ensure proper indirect costs calculations;
- check the accuracy of administrative & institutional information;
- ensure all regulatory requirements have been met;
- proposed contract award language must conform with University policies;
- potential conflicts of interest must be managed or eliminated;
- evaluate potential export control issues; and
- guarantee all required representations and certifications are included
What constitutes a full and complete proposal to meet the deadline?

- fully signed Proposal Routing Form (PRF),
- all required sponsor forms,
- final scientific/programmatic narrative,
- budgets & justifications,
- and subaward documents, including letters of intent, if required,
- other sponsor-required forms,
- paper proposals must include the required number of copies for the sponsor and one copy for SPA
Questions
Internet Charge and Travel
Per Diem Expenses

Grants Management
Users’ Network

May 11, 2006
Reimbursement of Travel Expenses

- Travel per diem expenses consist of:
  - individual expenses
    - meals
    - phone calls home
  - business expenses
    - internet charges
Internet charges usually are considered an indirect cost.

A-21 defines indirect costs as those costs incurred for:

- common or joint objectives
- costs that cannot be identified readily or specifically with a specific sponsored project
Reimbursement of Travel Expenses

Internet charges are usually related to general work issues such as for teaching, research, graduate advising, etc.

Three major higher education consulting firms confirm that these charges are indirect in nature

Special circumstances may justify assignment of these costs to a specific sponsored project

Non-sponsored accounts can pay these costs
Reimbursement of Travel Expenses

Meal per diem costs on sponsored projects should follow University policy.

Receipts will not be required when using the appropriate per diem amount.
Questions