Submitting Multi-Component Grants to NIH

SPO BAASICS
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Learning Objectives

- Understand the definition of Multi-Component application
- Understand how to create a Multi-Component application in NIH ASSIST
- Know the required elements of a NIH Multi-Component application
- Know where to find helpful resources
Handouts

- Today’s Presentation
- Excerpt from *NIH PA 19-314*
- Submitting a Multi-Component Application to NIH Toolkit
- Getting Started: Preparing Your Multi-project Application Using ASSIST (from NIH)
Training Outline

- Overview of NIH Multi-Component Sections
- Submitting a Multi-Component Application to NIH
- Lab: Determine Required Elements for a Multi-Component Application
- Q&A
- Resources
OVERVIEW OF NIH MULTI-COMPONENT SUBMISSION
Multi-Component Submissions

Shared Resources Supporting at least 2 Projects

Synergy and Added Value

Collaboration Working Towards a Common Goal

Multi-Component Submission
Single-Component vs. Multi-Component

**Single-Component**
- Research Grants (R and K series)
- Resource Grants (R and X series)
- May have different projects
- One budget for the entire submission
  - Unless Subawards; Subawards have their own budget

**Multi-Component**
- Program Projects/Center Grants (P series)
- Cooperative Agreements (U series)
- Uses the same forms as a single-component submission
- Single Overall Component
- At least one Other Component Type
  - Admin Core
  - Project
  - Core
- Summaries
  - Auto-generated from the individual components and Overall Component
  - Included in the agency assembled application
  - Helps reviewers and sponsor staff working with the application
Multi-Project Application: Overall Component

- Single Overall component
- Provides an overview of the entire application

Examples: P01, P20, P50

From Sheri Cummins May 2018 Presentation
Some number of additional **component types**

- Component types vary by opportunity
- Funding opportunity announcements indicate the types of components expected in a responsive application
Some number of components within a component type
- Announcements indicate the required minimum and/or maximum number of components expected

From Sheri Cummins May 2018 Presentation
SUBMITTING A MULTI-COMPONENT APPLICATION TO NIH IN ASSIST
Plan and Coordinate the Application

- Read the FOA and other sponsor guidelines
- Determine eRA system to use
- Identify campus grant writing/application preparation resources (https://research.ucdavis.edu/resources/grantwriting/)
- Determine needed information and assignments
  Create a checklist

Prepare the Application

- Identify project start/end dates
- Determine structure of application
  Component order
- Create the application shell
- Request and collect application documents and information
- Enter information for all components

Submit the Application

- Review the application and submit to SPO for review
- Incorporate SPO feedback
- Work with PI to finalize application package
- Work with SPO on submission to the sponsor
- Validate and preview the application
- Finalize the application
Read the Funding Opportunity Announcement (FOA) and Other Sponsor Guidelines

- Read all of the guidelines
  - Program specific: FOA
  - Institute & Center (IC) specific: IC webpage

- Identify important information, such as:
  - Deadlines
  - Eligibility
  - Project periods
  - Proposal stages (NCI and NIAID often require pre-proposals)
  - Required application elements
  - Required Components (Admin, Cores, etc.)
  - Submission methods
Plan and Coordinate the Application

Read all Guidelines

Use the New Application Checklist:
Plan and Coordinate the Application

Determine the eRA System to Use

NIH ASSIST
- Strongly **recommended**
- Strong multi-budget tool
- Auto access for SPO, PD/PIs, Component Leads and initiator in ASSIST
- Versatile access
  - Edit vs. view
  - Entire application or a specific component
  - Budget data vs. non-budget data

Cayuse 424
- Start by selecting the opportunity OR by creating a Multi-Project Application
- Create a application for each component
- Link the components to the Overall Component
- Must grant access to SPO
- Learn more in the Cayuse Help Center: https://support.cayuse.com/hc/en-us/articles/115013736088-Multi-Project-Proposals
Plan and Coordinate the Application

Identify Campus Resources

- Interdisciplinary Research Support unit, Office of Research (https://research.ucdavis.edu/offices/irs/)
  - Coordinates large and complex grant and contract application efforts
    - Interdisciplinary projects involving multiple schools, colleges, divisions or institutions
    - Works with the investigators throughout the entire application process
    - Development of research, education and outreach aims
    - Creating budgets and budget justifications
    - High-level and detailed editing
    - Facilitates submission process
    - Advises on internal and external policy
    - Creates checklists, outlines, production calendars
    - Collects and edits forms
    - Request IRS assistance (https://research.ucdavis.edu/offices/irs/request-irs-assistance/)
  - Provides samples and templates (https://research.ucdavis.edu/offices/irs/)
Identify Campus Resources

- Grant Facilitation Services, SOM Office of Research
  (http://www.ucdmc.ucdavis.edu/medresearch/grant_facilitation.html)
  - Grant preparation and development, editing, and review (all mechanisms and funding agencies)
  - Support for collaborative efforts in grant development and symposia
  - NIH funding institute personnel and site navigation
  - Investigator outreach and program announcement interpretation
  - Notification and interpretation of new funding policies and requirements
  - Grant writing education
  - Career development applications
  - Manuscript editing
  - Reviews of summary statements and grant resubmissions - guidance for review appeals

- Request Service by contacting any of the team members
Determine Needed Information and Responsibilities

**Allowed/Required Components**
- Types (Cores, Projects)
- Number of Each Type

**Required Information for Components**
- Project Lead
- Organization Lead
- Project Title

**Overall Application**
- Lead Project Director/Principal Investigator (PD/PI)
- Co-PD/PI

**Application Forms**
- Overall Application
- Components

**Assign Tasks**
- Responsibility for Preparing/Collecting Materials
- Set Deadlines

Plan and Coordinate the Application
Number and Type of Components

- Program Guidelines/Solicitation/FOA

The application should consist of the following components:

- Overall: required
- Administrative Core: required
- Investigator Development Core: required
- Research Project: required, maximum of 3
- Community Engagement and Dissemination Core: required
Multi-Component Required Forms

**Overall Component**
- SF424 (R&R)
- Project/Performance Sites
- R&R Other Project Info
- R&R Senior/Key Persons
- PHS 398 Cover Page Supplement
- PHS 398 Research Plan
- PHS Human Subjects and Clinical Trials Information

**Other Components**
- Indicated in the FOA for each component type
- SF424 (R&R)
- Project/Performance Sites
- R&R Other Project Info
- R&R Senior/Key Persons
- PHS 398 Cover Page Supplement
- PHS 398 Research Plan
- PHS Human Subjects and Clinical Trials Information
- R&R Budget
### Research Project

When preparing your application in ASSIST, use Component Type ‘Project.’

All instructions in the SF424 (R&R) Application Guide must be followed, with the following additional instructions, as noted.

**SF424 (R&R) Cover (Research Project)**

Complete only the following fields:

- Applicant Information
- Type of Applicant (optional)
- Descriptive Title of Applicant’s Project
- Proposed Project Start/Ending Dates

**PHS 398 Cover Page Supplement (Research Project)**

Enter Human Embryonic Stem Cells in each relevant component.

**Research & Related Other Project Information (Research Project)**

- Human Subjects: Answer only the ‘Are Human Subjects Involved?’ and ‘Is the Project Exempt from Federal regulations?’ questions.
- Vertebrate Animals: Answer only the ‘Are Vertebrate Animals Used?’ question.
- Project Narrative: Do not complete. Note: ASSIST screens will show an asterisk for this attachment indicating it is required. However, eRA systems only enforce this requirement in the Overall component and applications will not receive an error if omitted in other components.

**Project /Performance Site Location(s) (Research Project)**

List all performance sites that apply to the specific component.

Note: The Project Performance Site form allows up to 300 sites, prior to using additional attachment for additional entries.

**Research & Related Senior/Key Person Profile (Research Project)**

- In the Project Director/Principal Investigator section of the form, use Project Role of ‘Other’ with Category of ‘Project Lead’ and provide a valid eRA Commons ID in the Credential field.
Determine Needed Information

- Build from the basic Application Checklist
- Consider a Production Calendar

Plan and Coordinate the Application
### RFA-HD-18-035 - Contraception Research Centers Program (U54)

**Due date:** Jan 9, 2018 by 5pm local time of the applicant

#### Example Checklist

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Checklists are dynamic documents – use them as a tool for status check

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Plan and Coordinate the Application

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<td><a href="mailto:wmusrey@ucdavis.edu">wmusrey@ucdavis.edu</a></td>
<td>Center for Neuroscience/NPB</td>
<td>PI; Software Eng. Core Leader</td>
<td>x</td>
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<tr>
<td>Burns</td>
<td>Marie E.</td>
<td><a href="mailto:meburns@ucdavis.edu">meburns@ucdavis.edu</a></td>
<td>Cell Bio and Human Anatomy</td>
<td>Molecular Construct Core Leader</td>
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<tr>
<td>FitzGerald</td>
<td>Paul G.</td>
<td><a href="mailto:pgfitzgerald@ucdavis.edu">pgfitzgerald@ucdavis.edu</a></td>
<td>Cell Bio and Human Anatomy</td>
<td>Tissue Structure &amp; Function Core Leader</td>
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<tr>
<td>Pugh</td>
<td>Edward N.</td>
<td><a href="mailto:enpugh@ucdavis.edu">enpugh@ucdavis.edu</a></td>
<td>Physiology &amp; Membrane Bio</td>
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<td>Murphy</td>
<td>Christopher J.</td>
<td><a href="mailto:cmurphy@ucdavis.edu">cmurphy@ucdavis.edu</a></td>
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<td>N/A Copy Sara Thomasy</td>
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<td>Ames</td>
<td>James</td>
<td><a href="mailto:jbames@ucdavis.edu">jbames@ucdavis.edu</a></td>
<td>Chemistry</td>
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<td>Britten</td>
<td>Kenneth H.</td>
<td><a href="mailto:kbritten@ucdavis.edu">kbritten@ucdavis.edu</a></td>
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<tr>
<td>Brown</td>
<td>Nadean L.</td>
<td><a href="mailto:nlbrown@ucdavis.edu">nlbrown@ucdavis.edu</a></td>
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<td>Glaser</td>
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<td>Henderson</td>
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<td><a href="mailto:johnhenderson@ucdavis.edu">johnhenderson@ucdavis.edu</a></td>
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<td>Ishida</td>
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# Example Calendar

## December 2017

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<td>Project and Core leaders request letters of support from colleagues if applicable (due 12/20)</td>
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<td>optional LOI due to NIH</td>
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<td>Letters of support due</td>
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<td>Erin on vacation this week</td>
<td>University Holiday</td>
<td>research strategies due to Demet for review</td>
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<td>Demet returns comments on research strategies</td>
<td>University Holiday</td>
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Plan and Coordinate the Application
## Example Calendar

### January 2018

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<td>Final research strategies due to Erin for copyediting</td>
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<tr>
<td>University Holiday</td>
<td>3</td>
<td>Final budgets and budget justifications (including subawards) due to IRS</td>
<td>4</td>
<td>Supplemental sections due to Demet: Vert Animals, ResourceSharing, human subjects, etc</td>
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<tr>
<td>IRS team makes adjustments to ASSIST file based on PI review</td>
<td>Proposal due to SPO</td>
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</table>

Plan and Coordinate the Application
Plan and Coordinate the Application

Set-Up Folders – Suggested Folder Structure

Components:
Each marked with component title and component PI’s last name

Other docs:
Not for uploading but to keep you organized.
- checklist
- personnel list
- timeline
- solicitation
Plan and Coordinate the Application

Set-Up Folders – Inside the Budget Folder

- Individual Budgets
- Justifications
- Subawards
- Combined_Internal_Budget_FINAL_8.14.1...
Plan and Coordinate the Application

Set-Up Folders – Suggested Folder Structure

Inside the **FINAL** Folder

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Inside the **Final Project 1** Folder

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<td>Project1_Facilities.docx</td>
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Plan and Coordinate the Application

Set-Up Folders – Inside a Project Folder

- Authentication Key Resources_Project 3_FINAL.docx
- Authentication Key Resources_Project 3_FINAL_DC.docx
- Project 3 Aims 06-23-2016.docx
- Project 3 Aims 07-18-2016.docx
- Project 3 Aims 07-18-2016_DC.docx
- Project 3 Aims 07-23-2016.docx
- Project 3 Aims 07-23-2016_DC.docx
- Project 3 Aims 24Aug2016.docx
- Project 3 Aims 24Aug2016_ecd.docx
- Project 3 Aims_FINAL.docx
- Project3_VertebrateAnimals_FINAL.docx
- References_Cited_FINAL.docx
- Research Plan_Project 3_09Sept2016.docx
- Research Plan_Project 3_10Sept2016.docx
- Research Plan_Project 3_10Sept2016_DC.docx
- Research Plan_Project 3_12Sept2016.docx
- Research Plan_Project 3_12Sept2016_DC.docx
- Summary - Project 3_v3.docx
- Summary - Project 3_v3_ecd.docx
- Summary - Project 3_FINAL.docx
- Vertebrate Animals Section-Project 3 9 1616.docx
- Vertebrate Animals Section-Project 3_FINAL_DC.docx
- Vertebrate Animals Section-Project 3_FINAL_DC.docx

Date modified, Type, Size:

- 9/7/2016 1:34 PM, Microsoft Word Document, 16 KB
- 9/7/2016 11:20 AM, Microsoft Word Document, 16 KB
- 6/23/2016 2:35 PM, Microsoft Word Document, 17 KB
- 7/21/2016 4:45 PM, Microsoft Word Document, 18 KB
- 7/25/2016 9:04 AM, Microsoft Word Document, 23 KB
- 7/20/2016 9:28 AM, Microsoft Word Document, 20 KB
- 8/24/2016 8:34 AM, Microsoft Word Document, 19 KB
- 8/26/2016 12:44 PM, Microsoft Word Document, 20 KB
- 9/7/2016 1:34 PM, Microsoft Word Document, 19 KB
- 9/7/2016 1:40 PM, Microsoft Word Document, 28 KB
- 9/12/2016 1:38 PM, Microsoft Word Document, 37 KB
- 9/9/2016 9:45 PM, Microsoft Word Document, 3,650 KB
- 9/10/2016 4:25 PM, Microsoft Word Document, 3,522 KB
- 9/11/2016 12:30 AM, Microsoft Word Document, 3,556 KB
- 9/12/2016 12:38 PM, Microsoft Word Document, 3,549 KB
- 9/12/2016 2:02 PM, Microsoft Word Document, 3,675 KB
- 9/9/2016 8:47 AM, Microsoft Word Document, 17 KB
- 9/9/2016 1:56 PM, Microsoft Word Document, 18 KB
- 9/9/2016 3:20 PM, Microsoft Word Document, 17 KB
- 9/6/2016 8:40 AM, Microsoft Word Document, 24 KB
- 9/7/2016 11:27 AM, Microsoft Word Document, 31 KB
Prepare the Application

Application Structure

• Order Components by **flow of work**
• Final package order
  1. Overall component
    • Including system-generated summaries
  2. Additional Components in alphabetical order (identified by type and serial number)
    1. Cores
    2. Projects
Application Structure

Order Components by flow of work

From Sheri Cummins May 2018 Presentation
Create the Application Shell

- Login to ASSIST
  - Use your eRA Commons ID
- Contact spoerahelp@ucdavis.edu if you do not have an eRA Commons ID
Create the Application Shell

- Enter the FOA Number
- Select “Go”
Create the Application Shell

- Complete the application information
- Title may be changed later
- Populate the PI name from his/her eRA Commons ID (recommended)
Create the Application Shell

- Select “Initiate Application”
Create the Application Shell

- Add the Components
- Select “Add New Component”
Create the Application Shell

- Select the Component Type, Dates and enter the Project Title
- Continue for all Components
Create the Application Shell

Prepare the Application
Enter and Save Information for Components

• Select the Component
Enter and Save Information for Components

• Select each tab (within the Component) to access the associated screens

• Actions are dependent in the Component type
Enter and Save Information for Components
If needed, select “Add Optional Form” (subaward budget, assignment requests)
Enter and Save Information for Components

Add date to form fields and upload documents

- Select “Edit” on the relevant tab
**Prepare the Application**

**Enter and Save Information for Components**

Save

- Select “Save and Keep Lock” if continuing to work on that page
- Select “Save and Release Lock” if leaving that page

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<tr>
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<th>21. COVER LETTER ATTACHMENT</th>
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<tr>
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</table>

![Image of the interface with options to save and lock/unlock](image_url)
Enter Senior Personnel

**PROFILE - Project Director/Principal Investigator**

<table>
<thead>
<tr>
<th>Entry</th>
<th>PD/PI Name</th>
<th>Project Role</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>PD/PI</td>
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</table>

**PROFILE - Senior/Key Person(s)**

No items found.

Nothing found to display.
Enter Senior Personnel
Request and Collect Data

- Use the checklist and/or production calendar you created
- Setting deadlines
  - Set deadlines for:
    - Response to you for each item
    - Subaward materials
    - Entry in ASSIST
    - Submission to SPO
    - Submission to NIH
  - When setting deadlines, consider:
    - Time for reviewing/editing for compliance and voice/consistency
    - Time for delayed responses
    - Some Components/actions are more complex and need additional time
- Follow-up
# Example Calendar

## December 2017

<table>
<thead>
<tr>
<th>SUN</th>
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Notes:

- Prepare the Application
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**January 2018**

- **1 January**: University Holiday
- **2 January**: Final budgets and budget justifications (including subawards) due to IRS
- **3 January**: Final research strategies due to Erin for copyediting
- **4 January**: Supplemental sections due to Demet: Vert Animals, Resource Sharin
- **5 January**: IRS team uploads all files to ASSIST and sends to PI for review
- **7 January**: IRS team makes adjustments to ASSIST file based on PI review
- **8 January**: Proposal due to SPO
- **9 January**: Proposal due to SPO
- **10 January**: Proposal due to SPO
- **11 January**: Proposal due to SPO
- **12 January**: Proposal due to SPO
- **13 January**: Proposal due to SPO

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*Prepare the Application*

**Example Calendar**
Review and Submit the Application for SPO Review

- Are the necessary materials and documents included?
- Create IPF in Cayuse SP (may do this earlier)
  - Select ASSIST as the submission method
  - Minimal documents for assignment in SPO:
    - FOA and other sponsor guidelines
    - Overall Summary/Scope of Work (maybe draft)
    - Budgets for each Component
      Tip: Use the OR Multi-Budget Template (https://docs.or.ucdavis.edu/spo/)
    - Budget Justifications (all that you have ready)
  - Upload internal documents not found in ASSIST
- Submit for IPF Routing
  - May submit for routing before entering in ASSIST
  - Should arrive in SPO at least 5-7 days before sponsor deadline
    - Allow time for all IPF Approvals

Submit the Application
Proposal Process Timeline

All proposals are required to come through SPO even if not required by sponsor.

Source: PPM 230-02

5-7 days before deadline
• Full proposal package arrives in SPO for review

The earlier the better!

2-3 days before deadline
• PI/Department incorporates SPO feedback
• PI/Department finalizes proposal package

1-2 days before deadline
• Submit final proposal to sponsor
• Note: SPO submits electronic proposals
Submit the Application

Proposal Process Timeline

5-7 days before deadline
- Full proposal package arrives in SPO for review

SPO Initial Review

2-3 days before deadline
- PI/Department incorporates SPO feedback
- PI/Department finalizes proposal package

Proposal Package is Finalized

1-2 days before deadline
- Submit final proposal to sponsor
- Note: SPO submits electronic proposals

All proposals are required to come through SPO even if not required by sponsor.

Source: PPM 230-02
Validate and Preview the Application Package

- Working with the PI
  - Incorporate SPO feedback
  - Get any additional SPO feedback/advice

- Validate the application
  - Correct any errors/warnings
Submit the Application

Validate the Application Package

Select the each Component and choose “Validate”
Submit the Application

Validate the Application Package

Choose “Return to Application” and then “Validate Application”
Submit the Application

Preview the Application Package

- Select “Preview Application”
- Select “Generate Preview”
- Select “View”
Finalize the Application Package

Select “Update Component Status”
Change the status to “Final”
Finalize the Application Package

Ensure all Components are in “Final” status
Submit the Application

Finalize the Application Package
Return to the application to finalize the Overall Application
Finalize the Application Package

- Select “Update Submission Status”
- Select “All Components Final”
- Select “Ready for Submission”
- SPO will submit to NIH
Determine Required Elements for a Multi-Component Application

Separate into groups
Read the excerpt from NIH PA-19-314
Determine Needed Information

1. What components are REQUIRED and how many of each?
Read excerpt from PAR-19-314 NIA Program Project Applications.

For your assigned required Component type, determine the **required**:

1. **Forms**
2. **Documents** and **page limitations**

Notice that each document/form has specific instructions. For this exercise, do not write them down. However, these are **CRITICAL** for actual applications.
Determine Needed Information
RESOURCES
Resources


• OR Budget Template - Multi-Budgets: https://docs.or.ucdavis.edu/spo/

• Your Sponsored Programs Analyst: http://research.ucdavis.edu/contact-us/sponsored-programs/

• School of Medicine Grant Facilitation Service: http://www.ucdmc.ucdavis.edu/medresearch/grant_facilitation.html

• Office of Research Grant Writing Resources and Services: https://research.ucdavis.edu/resources/grantwriting/
Resources: Templates and Samples (IRS)

https://ucdavis.box.com/s/8uwq6i9nzabpuo0xplc9eooqf8gsu2i0

Research Strategy - Cores (6 pages max, Arial 11 or larger)

The Research Strategy section should provide a description of the following items:

Objectives of the Core (1 page)
Describe the scientific/research rationale for the Core and how it fits within the overall concept of the Center. Identify the goals for the Core’s activities and strategies for achieving those (much like the Specific Aims section in the project narratives).

Added Value:
Describe the added value this Core will bring to the Center. What activities and benefits will this Core provide that could not be achieved by the Projects alone? How does this Core promote translational and/or dissemination activities?

Administration of the Core (1 page)
Describe the administration and management of the proposed core.

Staffing (Professional and Support) (1-2 pages)
Describe the qualifications, expertise and experience of each of the Core leaders/co-leaders and support staff.

Services Provided (2 pages)
Provide a description of the services to be provided by the core and the expected impact on productivity and quality.

Usage of the Core by Projects, Cores or Center as a whole (1/2 - 1 pages)
- Indicate past and/or current usage (e.g., assays performed, animals supplied, etc.) and list projects proposed for Core usage.
- Describe the decision-making process for use of Core services and plans for cost-effectiveness and quality control.

From the FOA:
Additional review criteria for the Cores:

Are the qualifications, experience, and commitment of the core director and other core personnel appropriate? Will the quality of services provided enable center investigators to achieve their research goals? Is there cost-effectiveness in the core; will there be quality control measures taken for core procedures? Is the proposed use of core services by the budgeted center projects appropriate?
Resources: Templates and Samples (IRS)

RESEARCH STRATEGY – ADMINISTRATIVE CORE (5 pages max in Arial 11 pt)

A. Objectives

Describe the objectives of the Admin Core

B. Staffing

The overall organization of the Center’s units is shown in Figure 1. The Center comprises three complementary and interactive research projects; a scientific core that support the research projects; and, an Administrative Core. The Administrative Core is the hub of the Center, providing scientific, leadership, support, and budgetary and grant management oversight to all projects and cores, facilitating communication among them and serving as the point of contact with external programs and investigators. The Administrative Core will be led by the Director of Administration and supported by the Scientific Director. The Administrative Core will be composed of project and core leaders and the Center Director, and will meet (on a regular basis—e.g. quarterly). The Advisory Board will provide guidance on scientific and organizational matters, and help establish research priorities.

C. Resources and Services

Describe how Admin Core resources and services provided will contribute to the objectives of the Center

D. Administration

D.1. Center Leadership

1. Principal Investigator and Center Director: XX, PhD, will serve as the Principal Investigator and Director of the Center. She will provide scientific leadership and administrative direction required for the effective coordination and integration of the various components of the program. (XX has significant leadership experience and is [describe qualifications].

2. Associate Director: XX, PhD, will serve as the Associate Director of the Center. She will assist Dr. XX in overall management and implementation of the Center program and will assume responsibilities of the Director should Dr. XX be away from UC Davis for an extended period of time. (XX will have extensive leadership experience including [describe].

D.2. Program Oversight

1. Center Executive Committee: The Center Executive Committee is composed of the Center Director, Center Administrative Core, the Project and Core Leaders will be responsible for developing a strategic plan to ensure that scientific milestones are achieved and will coordinate activities and share resources. The Center Executive Committee will meet quarterly, video conferencing capabilities will be in place for each meeting for those members not able to participate in person. Meetings will be recorded and will be available to the Center members by permission of the Executive Committee member, posted on the Center website.

Internal Advisory Board: An Internal Advisory Board will meet with the Director and other Associate Directors, once per year, to review the progress of the Center and to advise the Executive Committee on how.
Resource Sharing Plan Template for the Whole Program

1. Data Sharing Plan

Data will be shared in several ways: (1) through dissemination of results, (2) through internet collaboration; (3) within the project team; and (4) through national databases.

Dissemination of results. As soon as findings have been fully vetted and accurately represented in the literature, the results will be disseminated through scientific presentations and manuscripts submitted to peer reviewed journals. In general, dissemination to the general public will usually occur only after acceptance of the article in the conclusion of peer review.

Following the NIH Public Access Policy (http://ezid.nih.gov/policy), all investigators funded by this program will submit, or have submitted for them, their manuscripts to the National Library of Medicine's PubMed Central an electronic version of their final, peer-reviewed manuscripts upon acceptance for publication. These manuscripts will be made publicly available no later than 12 months after the official date of publication.

Because [Center or Program] draws upon experts from diverse fields, the journals and professional meetings where our papers will be presented are also diverse.

The use of data made available by the center is subject to the following restrictions and qualifications:

- The data user will acknowledge the [Center or Program] in any publications, reports, or presentations that use data taken under the auspices of the project. Where such products result from the use of data generated through this project, the data user is strongly urged to consider collaboration amongst all researchers.
- While the data will be made publically available, any data that is considered to contain personal or other confidential information [data users to be the [Center or Program] data set in a standard format. For example:
  - [Data user] will provide a hard copy. Portable Document Format (PDF), or word digital object identifier (DOI) for all published papers and reports derived from the [Center or Program] project manager within 30 days of publication.
- The data user agrees not to de-identify or re-distribute data supplied by the [Center or Program] beyond the particular use for which the data user requested the data.
- Internal collaborations. Other data sharing occurs internally among investigators and members who are part of the [Center or Program] for the purpose of furthering our scientific goals. (Please specify what the research data is used for during team meetings, via e-mail, through channels established by EPC, etc.)
- External collaborations. Requests for data, specimens and samples by individuals who are not members of the [Center or Program] will be discussed by the [Executive Committee] and either approved or rejected. If approved, these resources will then be shared for purposes agreed upon by the leadership of the project. (Please specify what the research data is used for during team meetings, via e-mail, through channels established by EPC, etc.)
- National databases. All public data will be deposited in [Mendel if you plan to use this, see https://www.mendeley.com] a repository service from the University of California Curation Center (UCC) that has capabilities to manage, archive and share digital content. Mendel allows access to the public via persistent URLs, provides tools for long-term data management, and permits persistent storage options. Mendel has built-in capabilities for reference recovery including bibliographic and nameakes.

2. Sharing Model Organizations

Model organizations may be developed as part of this program. Following the characterization and peer-reviewed publication of the transgenic mouse strain generated, mice will be freely distributed to investigators at academic institutions working on non-commercial research. Individual requests for distribution of mice generated by this project will be handled by the NIAAA (Association for the Advancement of Ocular Research) and its accredited laboratories. The recipient investigator will decide whether or not to distribute a particular mouse strain, and, if so, to whom. All requests will be subject to review by the Program Steering Committee.

Requests for mice from for-profit corporations to use the mice commercially will be rejected. The NIH.mouse repository would only be used for research purposes. The [Center or Program] does not guarantee the availability of any particular mice or strain.

The [Center or Program] will not distribute to any for-profit corporation, company, or institution. The mice are not available for commercial purposes.

3. Genomic Data Sharing (GDS)

[For research that generates large-scale human or non-human genomic data, please plan for sharing of this data. Examples of large-scale genomic data include genome wide association studies (GWAS), single nucleotide polymorphisms (SNPs) array, and genome sequence, transcriptomic, epigenomic, and gene expression data. (See http://gds.nih.gov for more information.)]
Other Example Templates

Authentication of Key Resources

Instructions: Duly describe methods to ensure the identity and validity of any key biological and/or chemical resources used in the proposed studies. Such biological/chemical resources include, but are not limited to, cell lines, specialty chemicals, antibodies, and other reagents.

1. Other Example Templates

2. Authentication of Key Biological and/or Chemical Resources

3. Other Example Templates

Vertebrate Animals

4. Other Example Templates

5. Other Example Templates

6. Other Example Templates
Resources

• NIH Multi-project Application Resources: https://nexus.od.nih.gov/all/2018/11/15/multi-project-application-resources/
  • Multi-project Application Form Instructions (PDF)
  • Multi-project Annotated Form Set – FORMS-E series (PDF)
  • Preparing Your Application Using ASSIST (web page)
    • Quick Start: Preparing Your Multi-project Application Using ASSIST (PDF)
    • Prepare and Submit a Multi-project Grant Application Using ASSIST (PowerPoint)
  • How eRA Assembles Multi-project Applications (PDF)
  • Multi-project Application FAQs

• NIH ASSIST Demo/UAT Environment: https://public.uat.era.nih.gov/assist/
  • Can create own PI accounts and prepare practice applications