Sponsored Programs Office (SPO) Research Administration Workshop:

Submitting Multi-Component Applications in NIH ASSIST

August 11, 2022

Instructors:

- Alyssa Bunn Contracts and Grants Officer, SPO
- Demet Candas Green Editorial Officer, Interdisciplinary Research Support
- Perry King Training Officer, SPO
Learning Objectives

**Definition**
- Know the definition of “multi-component application”

**Create**
- Understand how to create a multi-component application in NIH ASSIST

**Components**
- Be able to determine the required elements of a multi-component application

**Resources**
- Know where to find tools to aid in preparing and submitting multi-component applications to NIH
Outline

01 Overview

02 Planning and Coordinating

03 Preparing the Application

04 Submitting the Application

05 Resources
01 Overview
Multi-Component Applications

A multi-component application is a single submission with multiple, interrelated components - each with their own budgets - that share a common focus or objective.

2+ Components Complementing One Another

Collaboration/Interaction To Achieve a Common Goal

Shared Resources Supporting at least 2 Projects
# Single- vs. Multiple-Component Applications

<table>
<thead>
<tr>
<th>Single-Component</th>
<th>Multi-Component</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Research Grants (R and K series)</td>
<td>• Program Projects/Center Grants (P series)</td>
</tr>
<tr>
<td>• Resource Grants (R and X series)</td>
<td>• Cooperative Agreements (U series)</td>
</tr>
<tr>
<td>• May have different projects</td>
<td>• Uses the same forms as a single-component submission</td>
</tr>
<tr>
<td>• One budget for the entire submission</td>
<td>• Single Overall Component</td>
</tr>
<tr>
<td>• Unless Subawards; Subawards have their own budget</td>
<td>• At least one Other Component Type</td>
</tr>
<tr>
<td></td>
<td>• Admin Core</td>
</tr>
<tr>
<td></td>
<td>• Project</td>
</tr>
<tr>
<td></td>
<td>• Core</td>
</tr>
<tr>
<td></td>
<td>• Summaries</td>
</tr>
<tr>
<td></td>
<td>• Auto-generated from the individual components and Overall Component</td>
</tr>
<tr>
<td></td>
<td>• Included in the agency assembled application</td>
</tr>
<tr>
<td></td>
<td>• Helps reviewers and sponsor staff working with the application</td>
</tr>
</tbody>
</table>

i.e. P01, P30, P50, U19, U54, UM1, UM2
Common Components

**Overall** – Describes the entire application and provides an overview of how each of the other components fit together.

Other Component types vary by opportunity and will be specified in the FOA:

- **Admin Core** – Defines an administrative structure capable of planning and evaluating center/project activities.
- **Core** (i.e., Center Core Grants) – Supports shared resources and facilities for research by a number of investigators.
- **Project** – Defines a research activity that contributes to the common theme of the overall effort.
Multi-Project Application: Overall Component

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

Graphic from Sheri Cummins
Multi-Project Application: Cores & Projects

- Funding opportunity announcements indicate the types of components expected in a responsive application.
Multi-Project Application: Cores & Projects

Some number of components within a component type:
- Announcements indicate the required minimum/maximum number of components

Graphic from Sheri Cummins
Planning and Coordinating the Application
Find and Read Sponsor Guidelines

Following all sponsor guidelines will avoid the Sponsor rejecting the proposal without review.

### Application Form Instructions

<table>
<thead>
<tr>
<th>Application Instructions</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>General Instructions</strong></td>
<td>Comprehensive guidance for research, training, fellowship, career development, multi-project, and small business applications</td>
</tr>
</tbody>
</table>

### Filtered Application Instructions

<table>
<thead>
<tr>
<th>Application Instructions</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Research Instructions</strong></td>
<td>Guidance for research only</td>
</tr>
<tr>
<td><strong>Career Development Instructions</strong></td>
<td>Guidance for career development only</td>
</tr>
<tr>
<td><strong>Training Instructions</strong></td>
<td>Guidance for training only</td>
</tr>
<tr>
<td><strong>Fellowship Instructions</strong></td>
<td>Guidance for fellowship only</td>
</tr>
<tr>
<td><strong>Multi-Project Instructions</strong></td>
<td>Guidance for multi-project only</td>
</tr>
</tbody>
</table>

- Program/Funding Solicitation
- Institute & Center (IC) Guidance
- PHS SF 424 R&R Instructions
- Project-Specific Guidelines
Identify Key Information

Thoroughly review all Sponsor guidelines and determine the critical pieces of information including (but not limited to):

01 Institutional and investigator eligibility
02 Deadlines, application stages and submission methods
  • NCI and NIAID often require pre-proposals
03 Required Components: Admin, Cores, etc.
04 Required application elements, materials
**Tip: New Proposal Checklist**

Complete the [New Proposal Checklist](#) while you read the sponsor guidelines!

<table>
<thead>
<tr>
<th>Basic Questions</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Is this proposal solicited (a specific call for proposals has been issued or this is an NIH Parent Announcement) or unsolicited (no call for proposals has been issued)?</td>
<td></td>
</tr>
<tr>
<td>If it is solicited, what is the Request for Applications (RFA) or Program Announcement (PA) # or website?</td>
<td></td>
</tr>
<tr>
<td>Do you have a website or other documentation for instructions/policies on proposal submission not included in the funding announcement?</td>
<td></td>
</tr>
<tr>
<td>Who is the sponsor?</td>
<td></td>
</tr>
<tr>
<td>If they are not federal, state or local government, how did you find them? Have you (or someone else at UC Davis) ever had a contract or grant with them before? Have you researched their viability as a funding source?</td>
<td></td>
</tr>
<tr>
<td>Is this a Limited Submission Proposal?</td>
<td></td>
</tr>
<tr>
<td>Is this an electronic/web-based submission, or hard copy paper submission?</td>
<td></td>
</tr>
<tr>
<td>If submission is electronic/web based, what is the mechanism for submission (e.g., Grants.gov, Fastlane, email, etc.)?</td>
<td></td>
</tr>
<tr>
<td>What is the due date listed on the RFP?</td>
<td></td>
</tr>
<tr>
<td>- What date does this need to be ready for submission (keep in mind mailing time if a hard copy is needed)? <strong>Five business days</strong> before this will be the minimum Sponsored Programs due date.</td>
<td></td>
</tr>
</tbody>
</table>
Determine the Submission Method

NIH ASSIST

SPO strongly encourages submitting multi-component NIH applications in NIH ASSIST. Benefits of using NIH ASSIST include:

• Strong multi-budget tool
• Automatic access for SPO, PD/PIs, Component Leads
• Versatile access settings
  – Edit vs. view
  – Entire application or a specific component
  – Budget data vs. non-budget data

Cayuse 424

Multi-component proposals may also be submitted to NIH in Cayuse 424. To create a multi-component application:

• Start from the funding opportunity
• Create an application for each Component
• Link each Component to the Overall application
• Give SPO (and others) access
Determine Requirements & Responsibilities

Thoroughly review all Sponsor guidelines and determine the application requirements and responsible persons for each action/requirement.

01 Determine the required and Component types (Cores, Projects) and number of each of type

02 Identify the requirements for each Component (Project Lead, Organization Lead, Project Title), including the associated application

03 Determine the requirements for the Overall application (Lead PD/PI, co-PD/PI), including the associated application forms

04 Assign each task to responsible person and set deadlines; Consider creating a checklist
Required/Allowed Components

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
Activity: Determine Needed Info

2. Reference this document to answer Zoom poll questions
3. Submit poll when finished
Determine Required Components

1. For a new multi-component application, what components are REQUIRED and how many of each?

   - **Overall**: required; maximum 1

   - **Admin Core**
     - New, renewal, and resubmission applications: **required; maximum 1**
     - Revision applications: **optional; maximum 1**

   - **Project 1**
     - New, renewal, and resubmission applications: **required; minimum 3, maximum 8**
     - Revision applications: **optional; maximum 8**

   - **Project 2**

   - **Project 3**
Determine Required Forms

2. An SF 424(R&R) Cover is required for each Component.
   - True

3. The Budget form is required for the Overall Component.
   - False

4. The Research & Related Senior/Key Person Profile form(s) should not be attached to each Project.
   - False

Notice that each document/form has specific instructions.
## Determine Required Forms

<table>
<thead>
<tr>
<th>Form</th>
<th>Overall</th>
<th>Admin Core, Core Project, Other named components</th>
<th>Indiv Career Dev</th>
<th>Career Dev</th>
<th>NRSA Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>SF424 R&amp;R cover</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>PHS 398 Cover Page Supplement</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>R&amp;R Other Project Information</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Project/Performance Sites</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>R&amp;R Sr/Key Person Profile (Expanded)</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>PHS Human Subjects and Clinical Trials Information</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>PHS Assignment Request Form</td>
<td>Optional</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R&amp;R Budget</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Form</th>
<th>Overall</th>
<th>Admin Core, Core Project, Other named components</th>
<th>Indiv Career Dev</th>
<th>Career Dev</th>
<th>NRSA Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>R&amp;R Subaward Budget Attachment</td>
<td>Optional</td>
<td>Optional</td>
<td>Optional</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHS 398 Training Budget</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training Subaward Budget Attachment Form</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHS Additional Indirect Costs</td>
<td>Optional</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHS 398 Research Plan</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHS 398 Career Development Award Supplemental Form</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>PHS 398 Research Training Program Plan</td>
<td></td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

From [https://grants.nih.gov/grants/how-to-apply-application-guide/forms-g/multi-project-forms-g.pdf](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-g/multi-project-forms-g.pdf)
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 (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 (Project)**

Enter Human Embryonic Stem Cells in each relevant component.

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

In the additional Senior/Key Profiles section, list Senior/Key persons that are working in the component.

Include a single Biographical Sketch for each Senior/Key person listed in the application regardless of the number of components in which they participate. When a Senior/Key person is listed in multiple components, the Biographical Sketch can be included in any one component.

If more than 100 Senior/Key persons are included in a component, the Additional Senior Key Person attachments should be used.
Tips and Tools
Tool: Proposal Preparation Checklist

Start with SPO’s Proposal Preparation Checklist

PROPOSAL PREPARATION CHECKLIST

The following proposal checklist is provided to assist with proposal preparation. For further information, please refer to Sponsored Program’s Proposal website.

PLEASE FORWARD THE FOLLOWING DOCUMENTS VIA CAYUSE AT LEAST FIVE (5) BUSINESS DAYS PRIOR TO THE SPONSOR DEADLINE FOR REVIEW AND APPROVAL:

☐ PROPOSAL COVER PAGE
  If required by sponsor, provide completed form (agency or SPO template).

☐ PROPOSAL GUIDELINES FROM SPONSORING AGENCY (e.g., RFP, RFA, BAA etc.)
  Provide sponsor guidelines or website link to guidelines.

☐ PROPOSAL SCOPE OF WORK
  Provide the scope of work for the proposed project. Draft copies are accepted initially.

☐ BUDGET SPREADSHEET
  Provide detailed estimate of expenses for each budget category. Refer to the Proposal Budget Development and ORI Budget Templates for assistance. Include cost share/match only if specifically required by funding agency.

☐ BUDGET JUSTIFICATION
  Provide a detailed justification for all items listed in the budget. Refer to the Preparing a Proposal Budget Toolkit for guidance.

☐ COST SHARE APPROVAL (if applicable)
  Provide documentation for approval signatures or other written approval.

☐ PI ELIGIBILITY (if applicable)
  Provide completed PI Exception form (Form 105A) with approval signatures. Refer to UC Davis’ PI eligibility website for assistance.

☐ ELECTRONIC APPLICATION PACKAGE (if applicable)
  Provide access to the completed electronic application. Final copies are required 2 business days prior to submission to sponsor agency.

☐ ADDITIONAL SPONSORED-SPECIFIC ITEMS (if applicable)
  Provide additional items required by sponsor agency, (i.e., agency forms and certifications, etc.).

☐ SUBAWARDS (if applicable)
  Provide scope of work, budget, budget justification, F&A Rate Agreement and Subrecipient Monitoring Form or Multiple Campus (MCA) Commitment Form for all subawards.

☐ COMPLIANCE DOCUMENTS (if applicable)
  Provide completed and signed conflict of interest Form 600 and/or other required compliance documents.
### Tool: Matrix Checklist

**CounterACT PAR 20-316**

**due date: Sept 14, 2016**

(optional) Letter of intent due date: Aug 13, 2021 (30 days before the application due date)

Pre-application consultation with NIH: at least 12 weeks before the due date

<table>
<thead>
<tr>
<th>Sections</th>
<th>Overall</th>
<th>Project 1 - Lein</th>
<th>Project 2 - Gell</th>
<th>Project 3 - Gurkoff</th>
<th>Administrative Core</th>
<th>Research Education Core - Gurkoff</th>
<th>Core A: AMC - Wulff</th>
<th>Core B: Neuroimaging - Abhijit</th>
<th>Core C: Statistics - Tancredi</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget</td>
<td>summary</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Justifications</td>
<td>NA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Facilities and Other Resources</td>
<td>NA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td>NA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Biographies (key personnel only)</td>
<td>NA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Abstract</td>
<td>NA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Specific Aims</td>
<td>NA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research Strategy (Significance, Innovation and Approach)</td>
<td>12 pages</td>
<td>12 pages</td>
<td>12 pages</td>
<td>12 pages</td>
<td>6 pages</td>
<td>6 pages</td>
<td>6 pages</td>
<td>6 pages</td>
<td>6 pages</td>
</tr>
<tr>
<td>Bibliography and References Cited</td>
<td>see below</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Human Subjects (various docs - see below)</td>
<td>see below</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vertebrate Animals</td>
<td>overall summary</td>
<td>yes</td>
<td>yes</td>
<td>yes</td>
<td>NA</td>
<td>NA</td>
<td>??</td>
<td>yes</td>
<td>NA</td>
</tr>
<tr>
<td>Authentication of Key Biological and Chemical Reagents</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Select Agent Research</td>
<td>NA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multiple PD/PI Leadership Plan</td>
<td>NA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resource Sharing Plan</td>
<td>should apply to all components</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Consortium/Contractual Arrangements</td>
<td>NA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Letters of Support</td>
<td>NA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

**Required Human Subjects Documents for projects involving Human Subjects but no Clinical Trials**

- Protection of Human Subjects
- Inclusion of Individuals Across the Lifespan
- Inclusion of Women and Minorities
- Inclusion Enrollment Report
- Recruitment & Retention Plan
- Study Timeline

---

**Required Human Subjects Documents for projects involving only de-identified human subjects samples/data (qualifies for Exemption 4)**

- Protection of Human Subjects
- Inclusion of Individuals Across the Lifespan
- Inclusion of Women and Minorities
- Inclusion Enrollment Report
## Tool: Track Status and Stay on Task

**CounterACT PAR-20-316**

**Due Date: Sept 14, 2021**

<table>
<thead>
<tr>
<th>Sections</th>
<th>Overall</th>
<th>Project 1 - Lein</th>
<th>Project 2 - Gelli</th>
<th>Project 3 - Gurkoff</th>
<th>Administrative Core</th>
<th>Research Education Core - Gurkoff</th>
<th>Core A: AMC - Wulff</th>
<th>Core B: Neuroimaging - Chaudhari</th>
<th>Core C: Statistics - Tancredi</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget</td>
<td>Summary by ASSIST</td>
<td>FINAL</td>
<td>FINAL</td>
<td>FINAL</td>
<td>FINAL</td>
<td>FINAL</td>
<td>FINAL</td>
<td>FINAL</td>
<td>FINAL</td>
</tr>
<tr>
<td>Justifications</td>
<td>NA</td>
<td>FINAL</td>
<td>FINAL</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Facilities and Other Resources</td>
<td>FINAL</td>
<td>FINAL</td>
<td>being edited</td>
<td>Final review by Demet</td>
<td>being edited</td>
<td>being edited</td>
<td>Final</td>
<td>Final</td>
<td>Final</td>
</tr>
<tr>
<td>Equipment</td>
<td>FINAL</td>
<td>FINAL</td>
<td>being edited</td>
<td>Final</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Biosketches (key personnel only)</td>
<td>FINAL</td>
<td>FINAL</td>
<td>FINAL</td>
<td>FINAL</td>
<td>NA</td>
<td>missing</td>
<td>FINAL</td>
<td>Final</td>
<td>Final</td>
</tr>
<tr>
<td>Summary</td>
<td>FINAL</td>
<td>FINAL</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Narrative</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Specific Aims</td>
<td>awaiting Pam’s approval</td>
<td>FINAL</td>
<td>FINAL</td>
<td>FINAL</td>
<td>Final review by Demet</td>
<td>being edited</td>
<td>being edited</td>
<td>Final</td>
<td>Final</td>
</tr>
<tr>
<td>Research Strategy</td>
<td>awaiting Pam’s approval</td>
<td>FINAL</td>
<td>Final review by Demet</td>
<td>Final</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Bibliography and References Cited</td>
<td>awaiting Pam’s approval</td>
<td>FINAL</td>
<td>Final review by Demet</td>
<td>Final review by Demet</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Vertebrate Animals</td>
<td>awaiting Pam’s approval</td>
<td>FINAL</td>
<td>Final review by Demet</td>
<td>Final</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Authentication of Key Biological and Chemical Reagents</td>
<td>awaiting Pam’s approval</td>
<td>FINAL</td>
<td>Final review by Demet</td>
<td>Final review by Demet</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Select Agent Research</td>
<td>awaiting Pam’s approval</td>
<td>FINAL</td>
<td>Final review by Demet</td>
<td>Final review by Demet</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Multiple PD/PI Leadership Plan</td>
<td>awaiting Pam’s approval</td>
<td>FINAL</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Resource Sharing Plan</td>
<td>FINAL</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Letters of Support</td>
<td>FINAL</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Cover letter</td>
<td>FINAL</td>
<td>FINAL</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Assignment Request Form</td>
<td>FINAL</td>
<td>FINAL</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
<td>NA</td>
</tr>
<tr>
<td>Last Name</td>
<td>First Name</td>
<td>Email</td>
<td>Departmental Affiliation</td>
<td>Role (for ASSIST)</td>
<td>Cores/Projects</td>
<td>rec'd</td>
<td>formatted</td>
<td>uploaded</td>
<td></td>
</tr>
<tr>
<td>-----------</td>
<td>------------</td>
<td>---------------------------</td>
<td>----------------------------------</td>
<td>-----------------------------------</td>
<td>--------------------</td>
<td>-------</td>
<td>-----------</td>
<td>----------</td>
<td></td>
</tr>
<tr>
<td>Lein</td>
<td>Pam</td>
<td><a href="mailto:pjein@ucdavis.edu">pjein@ucdavis.edu</a></td>
<td>VM: Molecular Biosciences</td>
<td>MPI, Core Lead, Project Lead</td>
<td>Admin Core, Project 2</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Brooks-Kayal</td>
<td>Amy</td>
<td><a href="mailto:abkayal@ucdavis.edu">abkayal@ucdavis.edu</a></td>
<td>MED: Neurology</td>
<td>MPI, Core Co-Lead, Project Co-Lead</td>
<td>Admin Core, Project 2</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>Bruun</td>
<td>Donald</td>
<td><a href="mailto:dabruun@ucdavis.edu">dabruun@ucdavis.edu</a></td>
<td>VM: Molecular Biosciences</td>
<td>Co-Investigator</td>
<td>Project 2, Project 3, Core B</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gurkoff</td>
<td>Gene</td>
<td><a href="mailto:pggurkoff@ucdavis.edu">pggurkoff@ucdavis.edu</a></td>
<td>MED: Neurological Surgery</td>
<td>Core Lead, Project</td>
<td>RE Core, Project 1</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Silverman</td>
<td>Jill</td>
<td><a href="mailto:jsilverman@ucdavis.edu">jsilverman@ucdavis.edu</a></td>
<td>MED: Psych &amp; Behavioral Sciences</td>
<td>Project Co-Lead</td>
<td>Project 1</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gelli</td>
<td>Angie</td>
<td><a href="mailto:agelli@ucdavis.edu">agelli@ucdavis.edu</a></td>
<td>MED: Pharmacology</td>
<td>Project Lead</td>
<td>Project 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gorin</td>
<td>Fred</td>
<td><a href="mailto:fagorin@ucdavis.edu">fagorin@ucdavis.edu</a></td>
<td>VM: Molecular Biosciences</td>
<td>Co-Investigator</td>
<td>Project 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chaudhari</td>
<td>Abhijit</td>
<td><a href="mailto:ajchaudhari@ucdavis.edu">ajchaudhari@ucdavis.edu</a></td>
<td>MED: Radiology</td>
<td>Core Lead</td>
<td>Core B</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hobson</td>
<td>Brad</td>
<td><a href="mailto:bahobson@ucdavis.edu">bahobson@ucdavis.edu</a></td>
<td>Biomedical Engineering</td>
<td>Core Co-Lead</td>
<td>Core B</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wulff</td>
<td>Heike</td>
<td><a href="mailto:hwulff@ucdavis.edu">hwulff@ucdavis.edu</a></td>
<td>MED: Pharmacology</td>
<td>Core Lead, Co-</td>
<td>Core A, Project 1</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Singh</td>
<td>Vikrant</td>
<td><a href="mailto:vsingh@ucdavis.edu">vsingh@ucdavis.edu</a></td>
<td>MED: Pharmacology</td>
<td>Co-Investigator</td>
<td>Core A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wang</td>
<td>Jun</td>
<td><a href="mailto:junwang@ucdavis.edu">junwang@ucdavis.edu</a></td>
<td>CAES: Entomology and Nematology</td>
<td>Core Co-Lead</td>
<td>Core A</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hammock</td>
<td>Bruce</td>
<td><a href="mailto:bdhammock@ucdavis.edu">bdhammock@ucdavis.edu</a></td>
<td>CAES: Entomology and Nematology</td>
<td>Co-Investigator</td>
<td>Project 2</td>
<td>x</td>
<td></td>
<td>ongoing</td>
<td></td>
</tr>
<tr>
<td>Tancredi</td>
<td>Dani</td>
<td><a href="mailto:dtancredi@ucdavis.edu">dtancredi@ucdavis.edu</a></td>
<td>MED: Pediatrics</td>
<td>Core Lead</td>
<td>Core C</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Harvey</td>
<td>Danielle</td>
<td><a href="mailto:djharvey@ucdavis.edu">djharvey@ucdavis.edu</a></td>
<td>MED: Public Health Sciences</td>
<td>Core Co-Lead</td>
<td>Core C</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUN</td>
<td>MON</td>
<td>TUES</td>
<td>WED</td>
<td>THUR</td>
<td>FRI</td>
<td>SAT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------</td>
<td>-------------</td>
<td>---------------</td>
<td>--------------</td>
<td>---------------</td>
<td>-----------</td>
<td>-----------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27-Sep</td>
<td>28-Sep</td>
<td>29-Sep</td>
<td>30-Sep</td>
<td>1</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>List of personnel due to Erin. Erin sends out biosketch and facilities request to key personnel (due 10/15)</td>
<td>ACCD PPT due to Becky Linvill</td>
<td></td>
<td>Christina works with David, Gayna and Brianna to get the budget started</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>This week, Christina works with Project and Core to develop their budgets</td>
<td>ACCD meeting</td>
<td>Christina sends subaward requests (due 10/27)</td>
<td></td>
<td>LOI due to NIH</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Biosketches and facilities due to Erin</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subawardees submit budgets to their SPOs for approval</td>
<td>Advanced drafts of aims and research strategies from each Project and Core circulated among the team for review and feedback</td>
<td></td>
<td></td>
<td></td>
<td>Christina out</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>25</td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Near final aims and research strategies due to Demet</td>
<td>Final budgets and subaward packages due to Christina</td>
<td></td>
<td></td>
<td>LOS due</td>
<td>Christina enters budget into ASSIST</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>Notes:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUN</td>
<td>MON</td>
<td>TUES</td>
<td>WED</td>
<td>THUR</td>
<td>FRI</td>
<td>SAT</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----</td>
<td>-----</td>
<td>------</td>
<td>-----</td>
<td>------</td>
<td>-----</td>
<td>-----</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Supplementary sections due to Demet: summary, narrative, human subjects, Authentication of Reagents, Resource Sharing Plan, etc.</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td></td>
<td>Route proposal to SPO</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2</td>
<td>Proposal due to NIH/SPO submits the proposal</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>3</td>
<td></td>
<td>11</td>
<td>12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>4</td>
<td></td>
<td>12</td>
<td>13</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>Final aims and research strategies due to Demet</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>8</td>
<td>IRS team uploads all files to ASSIST and sends to PI for review</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>9</td>
<td></td>
<td>17</td>
<td>18</td>
<td>19</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>15</td>
<td></td>
<td>18</td>
<td>19</td>
<td>20</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Get Organized
Create 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
Create Folders – Inside the Budget Folder

- Individual Budgets
- Justifications
- Subawards
- Combined_Internal_Budget_FINAL_8.14.1...
Create Folders – Suggested Folder Structure

Inside the **FINAL** Folder

Inside the **Final Project 1** Folder
Create Folders – Inside a Project Folder

<table>
<thead>
<tr>
<th>Name</th>
<th>Date Modified</th>
<th>Type</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authentication Key Resources_Project 3_FINAL.docx</td>
<td>9/7/2016 1:33 PM</td>
<td>Microsoft Word DOCX</td>
<td>16 KB</td>
</tr>
<tr>
<td>Authentication Key Resources_Project 3_FINAL_DC.docx</td>
<td>9/7/2016 11:20 AM</td>
<td>Microsoft Word DOCX</td>
<td>16 KB</td>
</tr>
<tr>
<td>Project 3 Aims 06-23-2016.docx</td>
<td>6/23/2016 2:35 PM</td>
<td>Microsoft Word DOCX</td>
<td>17 KB</td>
</tr>
<tr>
<td>Project 3 Aims 07-18-2016.docx</td>
<td>7/21/2016 4:45 PM</td>
<td>Microsoft Word DOCX</td>
<td>18 KB</td>
</tr>
<tr>
<td>Project 3 Aims 07-18-2016_DC.docx</td>
<td>7/21/2016 4:45 PM</td>
<td>Microsoft Word DOCX</td>
<td>23 KB</td>
</tr>
<tr>
<td>Project 3 Aims 07-23-2016.docx</td>
<td>7/25/2016 9:04 AM</td>
<td>Microsoft Word DOCX</td>
<td>19 KB</td>
</tr>
<tr>
<td>Project 3 Aims 07-23-2016_DC.docx</td>
<td>7/26/2016 9:28 AM</td>
<td>Microsoft Word DOCX</td>
<td>20 KB</td>
</tr>
<tr>
<td>Project 3 Aims 24Aug2016.docx</td>
<td>8/24/2016 8:54 AM</td>
<td>Microsoft Word DOCX</td>
<td>19 KB</td>
</tr>
<tr>
<td>Project 3 Aims 24Aug2016_DC.docx</td>
<td>8/26/2016 12:44 PM</td>
<td>Microsoft Word DOCX</td>
<td>20 KB</td>
</tr>
<tr>
<td>Project 3 Aims_FINAL.doc</td>
<td>9/7/2016 1:34 PM</td>
<td>Microsoft Word DOCX</td>
<td>19 KB</td>
</tr>
<tr>
<td>Project3_VertebrateAnimals_FINAL.doc</td>
<td>9/7/2016 1:40 PM</td>
<td>Microsoft Word DOCX</td>
<td>28 KB</td>
</tr>
<tr>
<td>References Cited_FINAL.doc</td>
<td>9/12/2016 1:38 PM</td>
<td>Microsoft Word DOCX</td>
<td>37 KB</td>
</tr>
<tr>
<td>Research Plan_Project 3_09Sept2016.docx</td>
<td>9/9/2016 9:45 PM</td>
<td>Microsoft Word DOCX</td>
<td>3,650 KB</td>
</tr>
<tr>
<td>Research Plan_Project 3_10Sept2016.docx</td>
<td>9/10/2016 4:25 PM</td>
<td>Microsoft Word DOCX</td>
<td>3,322 KB</td>
</tr>
<tr>
<td>Research Plan_Project 3_12Sept2016.docx</td>
<td>9/12/2016 12:38 PM</td>
<td>Microsoft Word DOCX</td>
<td>3,349 KB</td>
</tr>
<tr>
<td>Research Plan_Project 3_12Sept2016_DC.docx</td>
<td>9/12/2016 2:02 PM</td>
<td>Microsoft Word DOCX</td>
<td>3,676 KB</td>
</tr>
<tr>
<td>Summary - Project 3v3.doc</td>
<td>9/9/2016 8:47 AM</td>
<td>Microsoft Word DOCX</td>
<td>17 KB</td>
</tr>
<tr>
<td>Summary - Project 3v3_DC.doc</td>
<td>9/9/2016 1:56 PM</td>
<td>Microsoft Word DOCX</td>
<td>18 KB</td>
</tr>
<tr>
<td>Summary - Project 3_FINAL.doc</td>
<td>9/9/2016 3:20 PM</td>
<td>Microsoft Word DOCX</td>
<td>17 KB</td>
</tr>
<tr>
<td>Vertebrate Animals Section-Project 3 9.6.16.docx</td>
<td>9/5/2016 8:40 AM</td>
<td>Microsoft Word DOCX</td>
<td>24 KB</td>
</tr>
<tr>
<td>Vertebrate Animals Section-Project 3_FINAL_DC.docx</td>
<td>9/7/2016 11:27 AM</td>
<td>Microsoft Word DOCX</td>
<td>31 KB</td>
</tr>
</tbody>
</table>
Activity: Organize Content

A PI will typically indicate which folder to place a document in, but for this activity, identify which folder (A-F) seems most appropriate for each document (1-6)? Either unmute yourself or write answer in chat.

1. Description of each core/project contribution
   - Folder: A _Final

2. Robinson biosketch
   - Folder: B Overall

3. References Cited for Project 1 - FINAL
   - Folder: C Admin Core

4. Summary – Project 2
   - Folder: D Clinical Core

5. Plan for patient and control subject recruitment
   - Folder: E Project 1 - Robinson

6. Structure to coordinate and integrate activities
   - Folder: F Project 2 - Wilson
Preparing the Application
Determine the Application Structure

- Order Components by **flow of work**
- Final package order
  - Overall component
    - Including system-generated summaries
  - For your convenience, you can alphabetize the short title for additional Components (i.e., Core A, Core B, Core C) to facilitate how you order them
    - Cores
    - Projects
Determine the Application Structure

Order Components by flow of work
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

- Populating the PI name
Create the Application Shell

- To add 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
Enter and Save Info for Components

- Select the Component
- Select each tab (within the Component) to access the associated screens
- Actions are dependent on the Component type
Enter and Save Info for Components

- If needed, select “Add Optional Form” (subaward budget, assignment requests)
Enter and Save Info for Components

- Add date to form fields and upload documents
- Select “Edit” on the relevant tab
Enter and Save Info for Components

• Save
  • Select “Save and Keep Lock” if continuing to work on that page
  • Select “Save and Release Lock” if leaving that page
# Enter Senior Personnel

## PROFILE - Project Director/Principal Investigator

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

## PROFILE - Senior/Key Person(s)

<table>
<thead>
<tr>
<th>Entry #</th>
<th>Sr/Key Person</th>
<th>Project Role</th>
<th>Action</th>
</tr>
</thead>
</table>

No items found.
Enter Senior Personnel
Request and Collect Data

• Use the checklist and/or production calendar you created
• 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
Activity: Preparing the Application

True or False? Either unmute yourself or write answer in chat.

1. If you do not have an eRA Commons ID, request one from eRA Commons. Instead, write spoerahelp@ucdavis.edu. Our office will help create the ID. **False**

2. SPO recommends you populate the PI’s name in the application from his/her eRA Commons ID. **True**

3. Actions in the left column of ASSIST are dependent on the Component type. **True**

4. ASSIST gives you an option to auto-populate the Cover Page from the Summary. **True**
Submitting the Application
Proposal Document Review – Who reviews what?

SPO Proposal Analyst

- UC/UC Davis required components are included:
  - Final Scope of Work
  - Budget and Budget Justification, strongly encouraged even when not a sponsor requirement
- Required components based on Internal Processing Form (IPF) entry are included
- eRA errors that would cause a proposal rejection are corrected

Department C&G Administrator

- All required components based on the project scope are included
- Formatting
  - Table of Contents
  - Page margins
  - Font/pitch
  - Line spacing
  - Characters per inch
  - Page limitations
  - Spelling and grammar
Review and Submit for SPO Approval

Create Cayuse SP Proposal/IPF
Select ASSIST as the submission method, upload the FOA and other sponsor guidelines, Overall Summary/SOW, Budgets for each Component and Budget Justifications you have.

Submit the IPF for Routing
Once all of the minimum required documents for SPO are ready, submit the IPF for routing and approval.

Complete the NIH ASSIST Application
Create the application “shell” and begin completing the NIH ASSIST application.

Work with SPO During the Review
SPO will contact you during the review process and may request additional information or to request /suggest revisions.

Use the OR Multi-Budget Template to ease budget preparation.
IPF Preparation & Routing

>5-7 days before deadline
- PI’s Team prepares & submits proposal in Cayuse SP (IPF + attachments)
- IPF routes as indicated on the ‘Approving Units’ tab

PI’s Team prepares application in ASSIST

PI’s Team certifies IPF

Dept/Unit Head (or delegate) authorizes IPF

If SOM or SVM, Dean also authorizes IPF

5-7 days before deadline
- Full proposal package arrives in SPO for review
- Include access to application in ASSIST

All proposals are required to come through SPO and are commonly submitted by SPO.

*Source: PPM 230-02*
Validate & Preview the Application Package

The Principal Investigator will work with the department Contract & Grant Administrator to prepare the application package for SPO review.

01 Review and incorporate SPO feedback.

02 Request additional feedback/advice from SPO if needed.

03 Validate the NIH ASSIST application package, correcting any errors and warnings.

04 Finalize the NIH ASSIST application for SPO submission.
Validate the Application

• Select each Component and choose “Validate”
Validate the Application Package

- Choose “Return to Application” and then “Validate 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
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”
Finalize the Application Package

- Then select “Ready for Submission”
- SPO will submit to NIH
Activity: Submitting the Application

Identify the best word(s) to complete each sentence.

1. SPO strongly encourages you to include a ______________ even when not a sponsor requirement.

   self-addressed, stamped envelope

2. Use the OR ______________ Template to ease budget preparation.

3. The full Cayuse SP proposal package should arrive in SPO ______________ the sponsor deadline.

   2-3 days before Single Budget
   3 5-7 days before NIH ASSIST
   4 Multi-Budget

4. Validate the ______________ application package, correcting any errors and warnings.

   budget & budget justification
# Learning Objectives recap

<table>
<thead>
<tr>
<th>Definition</th>
<th>Create</th>
<th>Components</th>
<th>Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Definition</strong></td>
<td><strong>Create the “Shell”</strong></td>
<td><strong>Identify Components</strong></td>
<td><strong>Resources</strong></td>
</tr>
<tr>
<td>Know the definition of “multi-component application”</td>
<td>Understand how to create a multi-component application in NIH ASSIST</td>
<td>Be able to determine the required elements of a multi-component application</td>
<td>Know where to find tools to aid in preparing and submitting multi-component applications to NIH</td>
</tr>
</tbody>
</table>
Contact Us

Let us know how we did:
https://ucdavis.co1.qualtrics.com/jfe/form/SV_4HhzAkhwupoqFTw

Demet Candas Green
Editorial Officer
Interdisciplinary Research Support
dcandas@ucdavis.edu

Alyssa Bunn
Contracts and Grants Officer
Sponsored Programs Office
Email: aabunn@ucdavis.edu

Perry King
Training Officer
Sponsored Programs Office
Email: pking@ucdavis.edu
Resources

• NIH 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/commons (requires login)
  • Can create own practice PI accounts and prepare practice applications
Campus Resource: Interdisciplinary Research Support (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
  - Develops research, education and outreach aims
  - Creates 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
    - IRS Resources: Templates and Samples (Box folder)
Zoom Sessions for Dept Research Administrators

Virtual one-on-one meetings with the IRS Senior Financial Analyst, Christina Adamson, by appointment only

Specifically designed for campus department administrators to provide guidance in the proposal budget development process

Priority given to those working on large proposal budgets

Informal setting for administrative staff to ask questions on budget and administrative requirements for proposal submissions

Examples of topic areas for discussion include:

✓ Budget Development
✓ Subaward Coordination
✓ Cost Share
✓ Sponsors eRA Submission and Coordination
✓ SPO Submission and Cayuse Coordination

To reserve a 30-minute slot for an upcoming Zoom session, e-mail Christina at cadamson@ucdavis.edu
IRS support for completing NIH Human Subjects information on SF424 and ASSIST Forms

How do I enter Human Subjects information into Forms G? (for multi-component projects and/or multiple-population studies)

- **Is there more than one study population?**
  - Yes: Define your population or study then do this
  - No: Is the same study population used in more than one project?
    - Yes: Also do this
    - No: Can you describe the study population and the activities now?
      - Yes: Do this
      - No: This is a delayed onset

Repeat this procedure for each distinct population

**All of the uploads and other information goes in the Overall Component**

- Do this
- Complete a Study Record and attach it to the Study Records(s) section*
- Complete the form fields and drop down menus in sections 1-3 (and 4 if a clinical trial) **

Create PDF Uploads to be uploaded in the following sections:
- Section 2, Item 3a: Inclusion of Individuals Across the Lifespan (required)
- Section 2, Item 4: Inclusion of Women and Minorities (required)
- Section 2, Item 5: Recruitment and Retention Plan (required)
- Section 2, Item 7: Study Timeline (required)
- Section 3, Item 1: Protection of Human Subjects (required)
- Section 3, Item 2: Single IRB plan (optional)
- Section 3, Item 3: Data and Safety Monitoring Plan (optional)
- Section 3, Item 5: Overall Structure of the Study Team (optional)

Complete Section 2, Item 9: Inclusion Enrollment Report and Planned Enrollment Table
- (see example table at [https://grants.nih.gov/grants/ElectronicReceipt/files/Annotated_Forms_General_FORMS-G.pdf](https://grants.nih.gov/grants/ElectronicReceipt/files/Annotated_Forms_General_FORMS-G.pdf)) page 34 for new enrollments, or 35 if using an existing dataset

**Tip:** Send an empty study record form to component leads to fill out.

*This upload area is found on the PHS Human Subjects and Clinical Trials Information section in ASSIST or SF424

** If you are claiming Exemption 4, you only need to complete section 1 and section 3 (and section 4 if it is a clinical trial). For question 3.1, instead of describing the protection of human subjects, you should explain why your study meets the definition of the exemption.

NIH has provided a nice Annotated form that shows you exactly how to complete the forms here:


The Human Subjects information is found on:
- Page 7, question 1
- Pages 31-37
Campus Resource: Grant Facilitation Services - SOM Office of Research

Services:

• 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
SPO Resources

• Handbook for Submitting Multi-Component Proposals to NIH (in ASSIST)

• OR Budget Template - Multi-Budgets (Template C)
Sponsored Programs Contacts & Links

- Proposals: proposals@ucdavis.edu
- Awards: awards@ucdavis.edu
- Subawards: subawards@ucdavis.edu
- Closeouts: closeouts@ucdavis.edu
- eRA Help: SPOeRAhelp@ucdavis.edu
- Cayuse Help Desk: ORCayuseHelp@ucdavis.edu
- Training: SPOTraining@ucdavis.edu
- Negotiations: OR-SPO-Negotiation-Team@ad3.ucdavis.edu

- SPO Contact Us webpage: http://research.ucdavis.edu/contact-us/sponsored-programs/
- Sponsored Programs Office (SPO): http://research.ucdavis.edu/proposals-grants-contracts/spo/
- SPO Training: https://research.ucdavis.edu/proposals-grants-contracts/spo/spo-training/
SPO Office Hours & Research Admin Workshops

SPO Office Hours

Bring your questions and join our knowledgeable staff for guidance and training on preparing and submitting proposals for extramural funding.

Starting Thursday, July 21, 2022, drop in via Zoom the 1st and 3rd Thursday of each month between 10 and 11am

https://ucdavis.zoom.us/j/96045587567?pwd=MnVMTXN5SDRuM0RITzIKUjNmdjJ5Zz09
(Meeting ID: 960 4558 7567 Passcode: 862138)

Additional Quarterly Research Administration Workshops on targeted sponsored program topics are offered via Zoom from 9 to 11am on the dates below.

Write SPOTraining@ucdavis.edu to request the Zoom link for sessions that interest you.

Proposal Budget Development: Using the OR Budget Templates
Submitting Single-Component Applications in NIH ASSIST
Submitting NSF Proposals in Research.gov
Preparing a Cost Proposal Budget

Thursday, October 27, 2022
Thursday, January 26, 2023
Thursday, April 27, 2023
Thursday, July 27, 2023

Additional details on all SPO training opportunities at https://research.ucdavis.edu/training-opps/
Research Administration Forum

Join via Zoom
4th Wednesday of each month (Jan – Oct)
8:30 am

Forum for department research administrators to

Hear updates
- Sponsored Programs Office
- Research Compliance and Integrity
- IACUC

Ask questions

Provide feedback
- Contracts and Grants Accounting
- IRB Administration
- InnovationAccess

Watch previous forums on YouTube
Office of Research Listservs

Contracts & Grants (OVCR-cg) listserv
- The primary mechanism for informing the campus community of the latest research administration news.
- Click this [link](#) to subscribe (UC Davis emails)

SPO Cayuse info listserv
- Cayuse SP and 424 info and announcements, as well as training opportunities from the Sponsored Programs office.
- Click this [link](#) to subscribe (UC Davis emails)

Other Office of Research Listservs
SPO Instructor-Led Trainings and eCourses

UC Learning Center Classes

SPO offers classes individually or as a series:

• Individual classes (under “Grants and Sponsored Programs”)
• Research Administration Certificate Series (RACS)
• eRA Train the Trainer certificate series
Common Acronyms

- **AB20**: Assembly Bill 20
- **BAA**: Broad Agency Announcement
- **BUA**: Biological Use Approval
- **CGA**: Contracts and Grants Accounting
- **COI**: Conflict of Interest
- **ERA**: Electronic Research Administration
- **F&A**: Facilities & Administrative rates; also referred to as indirect cost rate (IDC or ICR) or “overhead”
- **FOA**: Funding Opportunity Announcement
- **GMS**: Grant Management System
- **HASTOC**: Human Anatomic Specimens and Tissue Oversight Committee
- **IACUC**: Institutional Animal Care and Use Committee
- **IPF**: Internal Processing Form
- **IP**: Intellectual Property
- **IRB**: Institutional Review Board
- **RCR**: Responsible Conduct of Research
- **RFA**: Request for Applications
- **RFP**: Request for Proposals
- **PHS**: Public Health Service
- **PRAM**: Progress Report Additional Materials (NIH)
- **RPPR**: Research Performance Progress Reports
- **SBIR**: Small Business Innovation Research
- **SNAP**: Streamlined Non-Competing Award Process (NIH)
- **SPO**: Sponsored Programs Office
- **STTR**: Small Business Technology Transfer
Thank You!

For research-related announcements, follow SPO on Twitter and YouTube!

@UCDavisSPO  UC Davis Sponsored Programs Office