NICHD GRANTS MANAGEMENT

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EARDA Meeting

Washington, DC

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OVERVIEW

- Grants Management

- Prior Approval Requests

- EARDA Program

- OLAW & OHRP Compliance

- eCommons

GRANTS MANAGEMENT

Notice of Award (NoA)

- The Notice of Award (NoA) is the legal document issued to notify the grantee that an award has been made.

- The NoA is issued for a budget period of up to 12 months.

- A new NoA will be issued for each year of the project.

Terms of Award

- Terms of Award are legally binding.

- Terms of Award accompany every NoA issued by the U.S. government.

- They can either be informational, or restrictive.

Terms of Award

- Grant awards include some restrictions as to how the funds may be used.
    - Sections III and IV of the NoA
    - RFA
    - NIH Grants Policy Statement
- The grantee organization indicates acceptance of an NIH award and its associated terms and conditions, **including restrictions**, by **drawing down funds** from the Payment Management System.
- ***Your obligation as a grantee is to read and abide by the terms of your Notice of Award.***

NIH Grants Policy Statement

- The **NIH** Grants Policy Statement is a term of award and summarizes all policy requirements that serve as terms and conditions of **NIH** grant awards.

- The **NIH** GPS is available online at http://grants.nih.gov/grants/policy/

Financial Status Report Description

- A Financial Status Report SF-269 is a statement of expenditures reported.

- Grantees are awarded funds and required to report the expenditure activity to the awarding institute annually.

- All Financial Status Reports are due to OFM (via eRA commons) **90 days after** each budget period ends.

Annual Progress Report

■ PHS 2590 – non-competing continuation progress report
http://grants.**nih**.gov/grants/funding/2590/2590.htm

■ Due 60-days prior to budget year end

■ A progress report for the year ending

■ A budget for the next year

■ Other support for key personnel

■ Other required information.

■ EARDA Annual progress reports are not submitted electronically (use paper form).

Send Annual Progress Report to:

- Division of Extramural Activities Support, OER
  National Institutes of Health
  6705 Rockledge Drive, MSC 7987
  Room 2207
  Bethesda, MD 20892-7987

  (301) 594-6584

  - Bethesda, MD 20817 (for other courier/express mail delivery only)

Effort in Person Months

- Person months - Is the metric for expressing the effort (amount of time) PI(s), faculty and other senior personnel devote to a specific project.

- Personnel may not exceed 12 months effort commitment.

- FAQ http://grants.nih.gov/grants/policy/person_months_faqs.htm

What Not to Submit with the Annual Progress Reports

Prior approval requests such as:

- Carryover requests.
- Requests for supplemental funding.
- Requests for extensions.

* Prior approval requests should be submitted directly to Grants Management separately from annual progress report.

Prior Approval

- Examples of actions requiring NIH Prior Approval:

  - No-Cost Extensions beyond first extension
  - Change in Principal Investigator
  - Carryover of restricted funds
  - Undertaking activities disapproved or restricted as a term of award
  - Change in Scope or Research Objectives

Carryover Requests

- A **carryover** of unobligated/unspent funds from one budget period to the next requires **prior written approval** in the form of a **Revised NoA** for certain mechanisms.

- NICHD will only approve a request to **carryover** funds if the current award can not cover all requested expenses.

- Submit a written request to the NICHD grants management office (assigned Specialist).

Carryover Requests

- To request a **carryover** of unobligated/unspent funds, the grantee must:
  - ❑ Have submitted current Financial Status Report (FSR).

- Include:
  - ❑ an explanation of why funds remain
  - ❑ A categorical budget
  - ❑ Justification

What Can Delay the Award Process?

- Info sent without identification — always in[clude] grant number.

- Missing signature of an authorized business official.

- Incorrect budgets and/or inadequate justification.

- Other support exceeding 12 person months.

EARDA PROGRAM

EARDA Grants: Characteristics

- Institutional awards.

- F&A rate limited to 8%.

- Require annual Financial Status Reports.

- Limited carryover of unexpended funds.

EARDA Grants:
Time Limits

- ❑ The project period cannot exceed 5 years.

- ❑ Renewable for an additional 3 years.

- ❑ Total project period may not exceed 8 years.

EARDA Grants: Funding Limits

- Maximum amount per year is **$70K total direct cost**
    - Strengthen the institution's Research Administration infrastructure.

- Years 1 and 3 an additional **$5K** direct costs
    - Travel for NIH Residency Program.

Compliance Assistance for OHRP / OLAW

OLAW Compliance Assistance

- Contact OLAW for information **http://olaw.nih.gov**

- FAQs on "PHS Policy on Humane Care and Use of Vertebrate Animals" available on the OLAW website http://grants.nih.gov/grants/olaw/references/phspol.htm

- "What Investigators Need to Know About the Care and Use of Laboratory Animals" http://grants.nih.gov/grants/olaw/InvestigatorsNeed2Know.pdf

- IACUC 101 - series of workshops on the roles and responsibilities of IACUCs, including federal policies and regulations regarding animal welfare. Upcoming IACUC 101 Series Programs 2/24/10 - 2/25/10 Lafayette, LA University of Louisiana at Lafayette, New Iberia Research Center

Online Tutorial on Protecting Human Research Participants

- Free, on-line tutorial that satisfies the NIH human subjects training requirement

- Designed for those involved in the design and/or conduct of research involving human participants.

- Available at:

  - http://phrp.nihtraining.com/users/login.php

More at: http://grants.nih.gov/grants/guide/notice-files/NOT-OD-08-054.html

eRA Commons

eRA Commons' Functionality

- Administration
- Just-In-Time (JIT) Information
- No-Cost Extensions (1st Time)
- Financial Status Reports (FSR)
- Closeout
- https://commons.era.nih.gov/commons/

eRA Commons' Functionality: Principal Investigator

- Status
- Study Section and IC Assignments*
- Priority Score*
- Summary Statement*
- Notice of Award (NoA)

*   This is the only place for PIs to access this information.

eRA Commons' Functionality: Profile Maintenance

- PIs have an obligation to keep information in their Personal Profile current and need to update it regularly

- Profile data used in other electronic processes (e.g., Summary Statements, eNotifications)

  - Degrees
  - Position Titles
  - Addresses - e-mail & postal

eRA Common's Functionality Technical Help

eRA Commons Help Desk: (Commons registration help, application verification, Commons functionality questions, etc.)

- ❑ Webpage: http://ithelpdesk.nih.gov/era/

- ❑ Phone: 301-402-7469 (Toll Free: 866-504-9552)

Enter your own help ticket!

Points to Remember

- Submit the FSR **90 days** after the end of each budget period.

- If a program does not spend all awarded funds by the end of the budget period the remaining funds remain as restricted unobligated funds.

- Left over funds at the end of the year **do not** entitle the grantee to a carryover.

NIH Regional Seminars on Program Funding and Grants Administration

- Yearly seminars to educate research administrators, investigators new to NIH, and trainees.

- Due to the popularity of these seminars and availability of space - *Early Registration is Highly Recommended!*

- Seminar and Registration Information: http://grants.nih.gov/grants/seminars.htm

Who to Contact?

Grants Information: Who to Contact!

Application Specific Questions

- **Fiscal/Administrative** - Contact the assigned Grants Management Specialist at NICHD

- **Scientific/Programmatic** - Contact the designated Program Official/Director at NICHD

- **Review** - Contact the assigned Scientific Review Officer

Need more information?

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Grants Management Specialist

301.496.5482

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QUESTIONS?