

# S2S Cayuse

*March 25, 2009*

# NIH ARRA Stimulus Grants

- Requires Grants.gov (S2S Cayuse) submission:
  - [RFA-OD-09-003](#) – Challenge Grants (RC1) – April 27<sup>th</sup>
  - [NOT-OD-09-058](#) – Competitive Revision – April 21<sup>st</sup>
    - Rs & Ks are submitted via Grants.gov
    - Ts, Ps, and Us are submitted via PHS 398
  - [PAR-09-118](#) – High-End Instrumentation Program (S10) – May 6<sup>th</sup>
  - [RFA-OD-09-004](#) – Research Infrastructure Grand Opportunities (RC2) – May 27<sup>th</sup>
  - [RFA-RR-09-007](#) - Core Facility Renovation (G20) – Sept. 17<sup>th</sup>
  - [RFA-RR-09-008](#) – Research Facilities Improvement (C06) - Multiple
- Requires Paper PHS 398 submission:
  - [NOT-OD-09-060](#) – Admin Supplement for Summer Research Experiences – Multiple
  - [NOT-OD-09-056](#) – Admin Supplements – Multiple
- Check the [NIH ARRA website](#) frequently for new Funding Opportunities.

# NIH Competitive Revision vs. NIH Administrative Supplement

- Competitive Revision (NOT-OD-09-058)
  - To support **new research objectives and aims** that are outside of the scope of the approved parent grant.
- Admin. Supplement (NOT-OD-09-056)
  - To support work **within the general scope of peer-reviewed activities and aims approved** within the parent grant.

# NIH Challenge Grants (RC1)

Due April 27, 2009

- Highlights ([DOM Hints & Tips Sheet](#)):
  - 2 year max - \$500,000 **Total Cost**/year.
    - Subawards, Equipment, Rent, Fees will change the max amount of Direct Cost you can request.
  - Detailed budgets ONLY.
  - Abstract – 1 page max with a specific format for the 1<sup>st</sup> sentence of the abstract.
  - Bibliography – 1 page max.
  - BioSketches – 2 page max (Should include all 3 sections. Do not eliminate a section in order to comply with the 2 page max.).
  - Research Plan: Omit Intro, Background & Significance, and Prelim. Studies sections.
  - Specific Aims – 1 page max.
  - Research Design & Methods – 12 page max. Section heading are unique to this RFA.
  - Data Sharing Plan expected.
  - Appendices are NOT allowed.

# NIH Competitive Revisions

Due April 21, 2009

- Eligibility: most Rs, Ps, Us, Ts, and Ks.
- Period of support for the Revision cannot exceed the current project period end date of the parent grant (including NCTEs). NCTEs must be in place prior to submission.
- 2 year project period max.
- NO \$ amount max.
- Cover Letter required & must cite NOT-OD-09-058.
- Notice # and Title MUST be cited in Abstract.
- Page limitations from the Parent Grant must be followed.
- 1 page Introduction required.
- Use same budget format as Parent Grant, e.g. Modular vs. Detailed.
- BioSketch for PI and NEW key personnel are required.

# S2S Cayuse

- Access Requirements:
  - [UCLA Logon ID](#) (formerly known as Bruin Online).
  - Create a Profile in Cayuse. Fill out as thoroughly as possible.
  - Email DOM DRA that a new Profile has been created, and S2S Cayuse user access is requested.
    - Include the UCLA ID # and email address for the new user in the email request.
  - DOM DRA will review the Profile for accuracy/completeness.
  - DOM DRA will then send new user account request to [s2sgrantsadmin@research.ucla.edu](mailto:s2sgrantsadmin@research.ucla.edu)

# S2S - Profiles

- If you do not have access to the Profile AND need to change the information, check Permissions to determine who created the Profile so that you can contact that person to either request the info be changed, or to add you to the Permissions.
- Reminders:
  - Do NOT create Profiles for any NON UCLA key personnel.
  - Under the Name/NIH Commons ID, make sure this field is completed **ACCURATELY** for your PIs.
  - Once you create the Institutional Association, be sure to add the Association Nickname “UCLA”.
  - Under eRA Role – make sure you check appropriate Role, especially if PI. Otherwise, your PI will not appear in the drop down list when you create a new proposal.
  - Under Salary & Fringe Worksheet – add the 12 Calendar Months, and the general Benefit Rate.
    - Do NOT add the salary amount.

# S2S Cayuse Permissions

- Profiles will automatically add the general user (AllUsers) to the permissions
  - That means every Cayuse user can see the Profile, but will not be able to edit the Profile unless specific access is granted to the individual user.
  - All users can also AutoFill the information from the Profile into their own proposal.
- Proposals Permissions
  - Only grant access to those directly responsible for the proposal (e.g. fund manager, PI, PI asst. etc.)
  - Do NOT give Permission to AllUsers to the proposal, otherwise everyone will be able to see your proposal.

# S2S – Creating a New Proposal

- Check the Opportunity List (under Preferences tab) to see if your PA/RFA has been added to S2S.
- Once your Opportunity is listed, click on the Proposals tab.
- **APPROVED NAMING CONVENTION:**
  - Signing Official's Initials, PI Last Name, First Initial, PA/RFA #, grant short name.
  - EXAMPLE: RGM, Smith, J., RFA-OD-09-003, Atherosclerosis grant.
- For ARRA grants, # of Budget Periods should be no more than 2.
- For Challenge Grants, Validation Type will have to be changed from the default to "NIH-Minimal".

# Proposal Preparation Hints and Tips

- Under Summary, add Sponsor Deadline
- Under Electronic Submission/Opportunity Details, double check your Opportunity Number to be sure you are using the correct FOA.

# SF424 RR Budget (aka Detailed Budget)

- Match the Budget Justification categories in the same order as they appear in the actual detailed budget, including the order of the Key Personnel.
- If you override the Fringe Benefits rate, enter it in as a percentage (%), not as a dollar amount, so that Reviewers can easily see what percentage you are using.
- If you are using the NIH Salary Cap, do NOT escalate for future years.
- Use the Escalation button whenever possible.
  - HINT: Do not use escalation until the year 01 budget is FINAL.
  - If you make changes to year 01 after Escalation, the changes will not carry forward to subsequent years.

# SF424 RR Budget (aka Detailed Budget)

- Subawards: Due to time constraints for today's session, we will not be able to cover Subawards. If you need assistance with incorporating a Subaward into your proposal, please contact Cathy or Raellen.
  - Reminder: Cayuse will autocalc all of your Subaward figures (Section F.5, and Indirect Cost Base H.1) from the Subaward budget to the main budget. Do NOT overwrite these figures unless you are **100%** certain that the autocalc figures are incorrect.
- Remember to include TIF charges.
  - Reminder: TIF is only calculated on paid salaries. Effort without salary is NOT subject to TIF.

# Documents Section

- Upload the following Internal Documents here:
  - DRAFT [Goldenrod](#)
  - Signed [740s](#) (Signed by ALL UCLA Key Personnel)
  - [PI Signature Form](#)
  - [PI Exception Letter](#) (if applicable)
  - [DOM Checklist](#)
  - [DOM Other Support Form](#)
  - [DOM PI Responsibilities Form](#) (if proposal contains Human Subjects)
  - Subaward documentation
    - e.g. [Subrecipient Commitment Form](#) or signed PHS 398 Face Page.

# Prior to Submission to DOM DRA

- Use the [DOM Cayuse Review Checklist](#) when preparing your proposal and double check the Checklist to assure you followed all instructions.
- Review ALL files the PI sends you. Do NOT upload them to Cayuse without reviewing. Check for the following:
  - Was the correct font type and size used?
  - Were the correct margins used?
  - Did the PI include headers/footers?
  - Did the PI include the appropriate section headings?
  - Do the BioSketches comply with NIH policy?
  - Did the PI follow all of the RFA/NOT instructions for the research?
- Check the Errors/Warnings button at the bottom of your proposal.
  - For Admin Review, the Errors/Warnings should only be scientific related, e.g. “The Abstract must be included”.
  - For Final Submission, there should be absolutely NO Errors, and Warnings should only be those that can be ignored.

# Prior to Submission to DOM DRA

- Double check the PD/PI's Credential/Agency Login for typos (especially if Commons ID contains a zero or an "O" like Oscar). This field cannot be validated by Cayuse prior to submission and will create an Error in the Commons if not entered correctly.
- Run through this PowerPoint presentation again to make sure you have incorporated all of these hints/tips/instructions into your proposal.

# Special Instructions for the Goldenrod

- For ALL ARRA stimulus proposals add **“ARRA Stimulus”** in the REMARKS section of the Goldenrod.
- Special post-award tracking and reporting will be required for all ARRA awards. Adding this comment to the REMARKS section will assist OCGA with tracking.

# Submission to DOM DRA

- DOM **Administrative Review** Deadline for Challenge Grants:

Proposals must be submitted to DOM DRA for **Administrative Review** no later than

**5pm on Friday April 17, 2009**

# Submission to DOM DRA

- As per [DOM 3-Day Policy](#), FINAL proposal submission for Challenge Grants will be no later than **5pm on Wednesday, April 22, 2009**.
  - Exception to the DOM policy will only be granted under **EXTREME** circumstances.
  - All Exceptions have to be approved the Chair.
  - Upon DOM DRA review of FINAL proposal, if additional corrections are requested by DOM DRA, corrections **MUST** be made in a timely manner and the proposal must be returned to DOM DRA for submission as soon as possible.

# What Can You Do Right Now?

- Create a Proposal in S2S today.
  - Be sure that the Proposal Name follows the approved naming convention.
  - Be sure to add the Deadline.
- Add Profiles for your UCLA Key Personnel that do not currently have a Profile set up.
- Start completing the admin sections of the proposal.
  - For the RC1s, I was able to get the Errors down to 5 without any input from the PI.
- Begin working with your Subawardees so that you have the required paperwork PRIOR to the DOM Admin Review Deadline.
- Set a due date with your PIs and Key Personnel for submission of their abbreviated 2 page BioSketches.
- Be sure your PI has an active NIH Commons account. If not, contact DOM DRA for set up.
- **Remind your PIs to submit as early as possible.**

# What Can You Do Right Now?

- Familiarize yourself with the [NIH's SF424 Application Instructions](#).
- Send your proposal to DOM DRA for Admin Review as early as possible (even prior to the Admin Review deadline).
- Start your Internal Paperwork now, e.g. PI Exception Letters, Signatures on 740 and Goldenrod, etc.
- Ask for help.
- **Remind your PIs to submit as early as possible.**

# Current DOM NIH ARRA Proposal Count for April:

# 74

If you know of any additional ARRA grant proposals for April that you have not previously informed DOM DRA about, please let us know immediately.

If you know that a PI has decided not to submit a proposal, be sure to inform DOM DRA immediately AND delete the proposal in Cayuse.

We are basing our work load and need to pull additional DOM employees into this project based on the information you provide us.