Post award and Other Grant Management Issues

Lecture 5
November 13, 2012

Betty Weiss, MBA
Director of Research Services
Department of Medicine
What is Award Management

Day-to-day activities to assure compliance with award requirements (terms/conditions) from the receipt of the award through close out and beyond.

(Beyond the award includes such aspects as records retention, property control and audit activities.)
Why is responsible award management important?

- Maintains relationship of trust between sponsors, institution and public (stewardship), and reputation with colleagues.
- Future awards depend on it.
- Audit findings and cost disallowances.
- Criminal, civil and administrative penalties (compliance).
Award Management

- How do I track my accounts and watch salary for research personnel?
- What about when the end is near – how do I close a grant?
- What resources are available?
Post Award Management

- *Who is responsible for post-award financial management?*

- The Institution – the award is made to this entity
  - The Principal Investigator
  - The Department Chair/Administrator
  - The Division Chair/Administrator
Post Award Management

- Charges should be reviewed to ensure they are accurate and
  
- ✔ Reasonable
- ✔ Allocable
- ✔ Allowable
- ✔ Consistently applied
Post Award Management

- Reasonable
  - A cost may be considered reasonable if the nature of the goods or service acquired reflect action that a prudent person would have taken under the prevailing circumstances.
  - Emphasis would be upon one acting in good judgment (fair).

Example: $100.00 for a dinner for 2 – not so much.
Post Award Management

- **Allocable**
  - An expense is allocable to a specific grant if:
    - it is incurred solely in order to advance the project
    - it benefits the grant and work at the institution
    - and the cost is necessary and is deemed assignable, at least in part, to the grant.
Post Award Management

- **Allowable**
  - A cost is allowable if it is reasonable, allocable and conforms to cost principles and the sponsored agreement AND is not prohibited by law or regulation.
  - For example—alcohol

- *Allowability of costs is defined specifically in OMB Circular A–21 Section J General Provisions of the cost principles.*
Post Award Management

- Consistently applied
  - Like costs must be treated the same in like circumstances...consistently!

  Example: stamps and phone usage
UW under FDP guidelines

FDP = Federal Demonstration Partnership

- FDP is a cooperative initiative among federal agencies and institutional recipients of federal funds. It was established to increase research productivity by streamlining the administrative process and minimizing the administrative burden on principal investigators while maintaining effective stewardship of federal funds.
Expanded Authorities include:
• 90 day pre-spending authority
• institutionally approved no-cost extensions up to one additional year
• automatic carryover of unobligated funds from one budget period to the next

Note: these do not apply to non-federally funded projects and even some federally funded projects are awarded without expanded authorities.
RSP Accounting Tools: https://www.rsp.wisc.edu/

**Award Lifecycle**

1. **Finding Funding**
   - Find internal/external resources and links to funding opportunities for supporting your research.

2. **Proposal Preparation**
   - Software, tools, and information on getting your proposal routed and submitted correctly and on time.

3. **Award Setup**
   - Once funded, this will guide you through the process to get your award set up.

4. **Award Management**
   - Monitor expenditures, sub-agreements, award modifications, invoicing, and financial reporting.

5. **Ensures all appropriate expenditures have been applied and results in the closing of**
October is now closed and the data is complete. Any month end

The Madison SFS Team

Show Inactive Announcements

HRS Updates
Projects and transactions from before July 2006 can be found [here](#). Balances/balance types will not show meaningful results for non-grants projects.
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Post Award Management

- *Things to remember….*

Having unexpended funds is not an appropriate justification for extending a project

You can’t spend money you don’t have
As the grant end date approaches....

- Change MDS so no charges after end date
- Update P-Card default
- Identify new funding for personnel
  - Apply for bridge funding if necessary
  - Layoffs take time – plan accordingly
- Work with your Division Administrator to complete any transfers off the account
- Apply for a no-cost extension if necessary
Effort Reporting
The federal government has made effort reporting a top target for audits.

- NSF’s Office of the Inspector General (OIG) is making the rounds of research universities.
- The Department of Justice is involved, filing charges under the False Claims Act.
- Many universities have had to pay millions of dollars in fines.
Effort Reporting

What is Effort Reporting?

- *Effort certification* is the university's means of providing assurance to sponsors. To certify your effort, you'll review a statement that shows:
  - The sources from which you were paid,
  - Your cost-shared effort on sponsored projects (keep to a minimum).
Rules #1 and #2

- **Rule #1**: 100% is 100%—you cannot have greater than 100% effort (which includes VA–LOA time)!

- **Rule #2**: Any title above a postdoc cannot be paid 100% on federal dollars. Faculty, Scientists, Lab managers—all do something that should not be paid from federal funds. Limit 90–95% Effort!!
What is Effort?

- **Effort** is the time you spend on an activity, expressed as a percentage of all the time you spend on your UW job duties. Your UW job duties may include:
  - Instruction
  - Administration
  - Research
  - Clinical activity
  - Service as a member of a committee
  - Outreach to the community
All UW effort includes:

- Externally sponsored research
- Any university research that is not funded
- Instruction and university supported academic effort, including classroom teaching and resident training
- Administration, including your role as department chair, program director, or dean
- Service on institutional committees such as IRBs, IACUCs, and governance bodies
- Effort expended on preparing proposals for new or continuing sponsored projects
- Activities related to pursuing intellectual property
- Public service activities directly related to UW professional duties
- Outreach activities that directly relate to UW professional duties
- Paid absences, including vacation time and sick leave
Non-UW activities

- Consulting outside of the UW
- Clinical activities for which you are compensated by the UW Medical Foundation
- Veterans Administration Hospital compensated activities, which are documented in a Memorandum of Understanding (MOU)
- Advisory activities for sponsors, such as service on an NIH study section
- Peer review of manuscripts, regardless of whether you are compensated
- Leadership in professional societies
- Volunteer community or public service not directly related to UW effort
- Lectures or presentations for which you're compensated by a source other than the UW
- Other special activities resulting in a payment of a bonus or other one-time extra compensation
- Activities over and above or separate from your assigned responsibilities in your primary position, including service as the primary editor of a journal
Effort Basics

Effort is your work on a project, whether the sponsor pays your salary or not. When you write yourself into a grant proposal, you are committing your effort to the sponsor. (Similar to your other support page!) Therefore: Effort Reporting = Time Commitment on grant AND Effort = Salary
Activities that CAN be allocated to a Sponsored Project (grant)

- Directing or participating in any aspect of the research related to the specific project
- Providing clinical patient care to human research subjects as designated in an IRB-approved research protocol
- Writing a progress report for the project, sometimes called a *continuation proposal*
- Holding a meeting with lab staff to discuss the specific research project
- Activities *contributing to and intimately related to work under the agreement*, including
  - Participating in appropriate seminars
  - Consulting with colleagues
  - Delivering special lectures about your research
  - Attending a scientific conference
  - Reading scientific journals to keep up to date
  - Mentoring graduate students on the specific research project
Activities that CANNOT be allocated to sponsored projects

- Proposal-writing, except for non-competing continuations (progress reports); this includes:
  - Developing necessary data to support the proposal
  - Writing, editing, and submitting the proposal
- Administration, including service as a department chair or dean
- Instruction, office hours, counseling for students, and mentoring graduate students on something other than a specific research project
- Clinical activity, except patient care for an IRB-approved sponsored research activity
- Service on an IRB, IACUC, selection committee, or other similar group
- Course or curriculum development not specific to your research project
- Writing textbook chapters
Effort Basics

Whose effort must be certified?

- Effort must be certified for all UW faculty, staff, students, and postdoctoral researchers who either:
  - 1. Charge part or all of their salary directly to a sponsored project, or
  - 2. Expend *committed* effort on a sponsored project, even though no part of their salary is charged to the project.
Effort Basics

You must certify your own effort if you are any of the following:

- A faculty member
- An academic staff member
- A principal investigator (PI) on a sponsored project

Each principal investigator certifies the effort for the graduate students, postdoctoral researchers, and classified staff who work on his or her research projects.
Effort Basics

- Certification must *reasonably reflect all* the effort for *all* the activities that are covered by your UW compensation.

- Effort is *not* based on a 40-hour work week.

- If you reduce your effort, paid or unpaid, on a federal grant by 25% or more, you must have agency approval. If you reduce your paid effort, you may choose to document cost-sharing so that the total effort does not decrease.
Home Page

You are now viewing the effort lifecycle home page. This interactive diagram provides a visual representation of the effort lifecycle, as well as an additional method of navigating the system. If you do not have any options available for a portion of the lifecycle, then you are not responsible for that portion of the lifecycle.
The Process Effort screen provides you, the administrator, the ability to process or not process a certification. If an activity is above or below the configurable threshold, currently set at 25%, then the activity will be highlighted in yellow. This is an indication to you that it may be necessary to contact the sponsor of that activity.

The Process button will only become visible and enabled once the sum of all Cost Transfer entries is between plus or minus $0.00.

| Last Certified by: SUZANNE J LITSCHER - 00199425 on 11/08/2011 12:55 PM |

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<td>UWMSN-OTHER All Non-Sponsored Effort ()</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>$</td>
<td>0%</td>
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</tr>
<tr>
<td><strong>Non Sponsored Total:</strong></td>
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<td>0.00%</td>
<td>0.00%</td>
<td>0.00%</td>
<td>0%</td>
<td>$</td>
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<tr>
<td><strong>Grand Total:</strong></td>
<td>100.00%</td>
<td>100.00%</td>
<td>0.00%</td>
<td>100.00%</td>
<td>100%</td>
<td>$</td>
<td>0.00</td>
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</table>

### Attachments: N/A
The Process Effort screen provides you, the administrator, the ability to process or not process a certification. If an activity is above or below the configurable threshold, currently set at 25%, then the activity will be highlighted in yellow. This is an indication to you that it may be necessary to contact the sponsor of that activity.

The Process button will only become visible and enabled once the sum of all Cost Transfer entries is between plus or minus $0.00.

Last Certified by - GAIL L LANGE - 00127829 on 11/08/2011 1:04 PM

<table>
<thead>
<tr>
<th>Related Reports</th>
<th>Show Doll</th>
</tr>
</thead>
</table>
| **Projects**    | Commitment | Payroll | Cost Share | Computed Effort | Certified Effort | Cost Transfer | Cost Share (|"
| Sponsored       | 133-PRJ42ZD Alzheimers Association Grant (ENGELMAN, CORINNE D) | 0.00%  | 15.20%    | 0.00%       | 15.20%       | $18%       | $367.61     |
| Sponsored Total | 0.00%  | 15.20%    | 0.00%    | 15.20%       | 18%       | $367.61     |
| Non Sponsored   | UWMSN-OTHER All Non-Sponsored Effort | 0.00%  | 84.80% | 0.00% | 84.80% | $82% | $-367.61 |
| Non Sponsored Total | 0.00% | 84.80% | 0.00% | 84.80% | 82% | $-367.61 |
| Grand Total     | 0.00%  | 100.00% | 0.00% | 100.00% | 100% | $0.00     |

Attachments: N/A
## PY_PAY_DET: Payroll Star Detail

**Name:** LANGE, GAIL L  
**Empl ID:** 00127829

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**Total:**  
- **Account:** 1051: Academic Staff - Annual  
- **Amount:** 13,128.90  
- **FTE:** 11,133.10  
- **Amount:** 1,995.80  
- **FTE:** 1,995.80

\[\frac{62.2}{84.8} \times 1.61 = \frac{93.1}{15.3} \]

**Note:**  
- **FTE:** Comparison to 100%.
- **FTE:** Multiplied by 1.61.
checkboxes and press the Certify button. Your certification statement needs to be certified and then approved for processing by your effort coordinator. Finally, all certification data must be entered as a whole number (i.e. 10).

<table>
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<tr>
<th>Projects</th>
<th>Commitment</th>
<th>Payroll</th>
<th>Cost Share</th>
<th>Computed Effort</th>
<th>Certified Effort</th>
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<td>133-PRJ33DB CID 0910 - Nucleosides and Inflammation, Coagulation and Endovascular Function. The (NICE) Study (STEIN,JAMES H)</td>
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<td>0.00%</td>
<td>5.00%</td>
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<td>133-PRJ35TY A 6-week, Randomized, Double-Blind, Placebo-Controlled, Parallel Group Study Comparing Effects of Fixed and Escalating Doses of Cinnamon on Endothelial Function, Antioxidants and Inflammatory Biomarkers in Healthy Adult Subjects (STEIN,JAMES H)</td>
<td>0.00%</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>133-PRJ43GA Stein agreement with Indiana University--Pl=Mather (IU using internal funding)Vascular Function, Endothelin, and Inflammation in Pre-Diabetic Obesity (STEIN,JAMES H)</td>
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<td>0.00%</td>
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<td>133-PRJ45VT &quot;Impact of the TNF-alpha-A polymorphism on vascular endothelial function in young adults with Juvenile Dermatomyositis (JDM)&quot; (STEIN,JAMES H)</td>
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<td>Funded Percentage</td>
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<td>Statin Effects on Beta-Amyloid and Cerebral Perfusion in Adults at Risk for AD</td>
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<tr>
<td>144-PRJ26VF</td>
<td>Epidemiology of Sleep-Disordered Breathing in Adults</td>
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<td>144-PRJ27TP</td>
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<tr>
<td>144-PRJ39TY</td>
<td>Observation of Venous Thromboembolism and Atherosclerosis: Inflammation as a Link to Vascular Medicine to Northwestern University</td>
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<tr>
<td>144-PRJ41BS</td>
<td>Novel population health approach to address CVD and pulmonary health disparities</td>
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<td>144-PRJ41CG</td>
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<tr>
<td>144-PRJ43ZJ</td>
<td>CVD and Metabolic Complications of HIV/AIDS, PI=Brown</td>
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</table>
Cost Share and Commitment Updates

Project ID: 144-PRJ23GD
Project Dates: 4/1/09 through 2/28/14
Project Title: "Polyclonal Intestinal Tumors: Formation, Progression, and Significance".

You must select one of the check boxes which will then trigger additional questions specific to that item.

- Non-Payroll Cost Share Expense (Check one of the following below)
  - Non-Payroll Expense (WISDM Documentation is required)
  - Third Party (Official Statement from Third Party is required)
  - Unfunded F&A
- Payroll Cost Share Expense (Please complete the table below)
- Commitment Update (Please complete the table below)

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<thead>
<tr>
<th>Employee</th>
<th>Commitment Period</th>
<th>Commitment Calculation</th>
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</thead>
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<td>Last Name</td>
<td>Emp. ID</td>
</tr>
<tr>
<td>Rich</td>
<td>Halberg</td>
<td></td>
</tr>
</tbody>
</table>

Was 100% (See letter attached)
Policies, Responsibilities, and Procedures

NEW POLICY EFFECTIVE AUGUST 23, 2012
Policy on Financial Conflicts of Interest in Federally Funded or Human Subjects Research

Applicability
Relationship to Similar Policies and Documents
Background
Statement of Policy
Requirements
Definitions

Applicability

This policy applies to investigators engaging in—or proposing to engage in—federally funded research or any research involving human subjects. Generally, the UW-Madison Conflict of Interest Committee does not review or manage outside activities of individuals who do not hold a UW-Madison appointment. However, in accord with Federal regulations, when UW-Madison carries out federally funded research through subcontractors, subrecipients, or collaborators, the terms of the agreement between the parties will determine if this policy or the policy of the other party applies to the subrecipient investigator(s).

[ top ]

Relationship to Similar Policies and Documents

This policy operates in conjunction with other UW-Madison policies on conflict of interest that apply to all faculty members, policies and procedures, chapter 8, members of the academic staff, see academic staff policies and procedures, chapter 8, officials, see policy regarding institutional conflicts of interest, and classified staff, see classified staff policies and procedures.
Communicate with NIH via eRA Commons

- eRA Commons is an online interface where grant applicants, grantees and federal staff at NIH and grantor agencies can access and share administrative information relating to research grants.
- eRA Commons users, based on their role, can conduct a variety of business in Commons, including:
  - Track the status of their grant applications through the submission process, view errors and/or warnings and check the assembled grant image.
- To request a Commons ID contact: Debbie Meltzer at: dmeltzer@wisc.edu
SYSTEM STATUS: All systems are available.

Grants.gov may take up to 48 hours to make applications available to NIH. Please be patient if status is not yet available.

Support Tip: We encourage you to take advantage of our new web support at http://ithelpdesk.nih.gov/eRA/. When requesting support please supply as much of the requested data as possible for faster service.

Electronic Submission Tip: Learn about the most frequent application errors at Avoiding Common Errors.

More Recent Features of Commons include:

***NEW*** xTrain has been released in pilot mode for all Federal Demonstration Partnership (FDP) institutions. For more information please contact the eRA Helpdesk.

eSNAP - Allows an institution to review non-competing grant data and submit a progress report online.

Reference Letters: To submit a reference letter when requested by an applicant, please follow this link: Submit Reference Letter

Internet Assisted Review (IAR) - Allows reviewer to submit critiques and preliminary scores for applications they are reviewing. Allows Reviewers, SRAs, and GTAs to view all critiques in preparation for a meeting. IAR creates a preliminary summary statement body containing submitted critiques for the SRA or GTA.

Demo Facility - Demo Facility allows you to try most of the capabilities of the NIH eRA Commons in a sample environment.
More on eRA Commons

- View grant once submitted and check for errors.
- Submit Just-in-Time information (**RSP only**) requested by the NIH prior to a final award decision.
- View notice of award (“NoA”) and other key documents.
- Submit a streamlined annual progress report electronically, provided the grantee institution is eligible to submit one under the Electronic Streamlined Non-competing Award (**eSNAP or RPPR**) process.
- Submit a No-Cost Extension (**RSP only**) notification that the grantee has exercised its one-time authority to extend without funds the final budget period of a project period of a grant.
- Submit the required documentation, including the Financial Status Report (FSR-done by RSP) and final progress report, to close out the grant.
What is JIT?

What is the purpose?

The Just-in-Time feature of the eRA Commons allows a Signing Official to electronically submit additional grant application information qualifying for Just-In-Time submission, when requested NIH, after the completion of the peer review of a grant application and prior to funding.

Usually requires compliance approvals, other support pages for key personnel and IRB/HIPAA training plus a cover letter co-signed by RSP.
Notice of Award (NoA)

- LEGALLY BINDING DOCUMENT
  - Award Data & Fiscal Information
  - Grant Payment Information
  - PO and Grants management contract Information
  - Terms and Conditions of award

READ COMPLETELY!
How to do a Progress Report—Paper version

- Aka: Non–Competing Continuation
- Paper version due 60 days before next start date
- Paper format uses PHS 2590 forms and must be dated 11/2007
- Face page routed via WISPER and can be emailed as a PDF by RSP or picked up and mailed by PI.
How to do a Progress Report—Electronic in eSNAP

- eSNAP is due 45 days prior to budget start period rather than 60 for paper
- Saves time with default information populating the forms
- Be sure to validate before routing
- Route to Department first (Betty) and then it is routed to SMPH and submitted
- Publications no longer added in Commons – done via my NCBI
This is the Manage eSNAP screen.

This screen displays information about the current state of the progress report.

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<thead>
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<th>Status</th>
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<tr>
<td>Organization Information</td>
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<td>Performance Sites</td>
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<td>Key Personnel</td>
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<td>Research Subject</td>
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<td>SNAP Questions</td>
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<tr>
<td>Inclusion Enrollment</td>
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</table>

Initiate
The RPPR and eSNAP modules have a number of similarities:

- The substance of the RPPR is not significantly different from an eSNAP. The grantee will be asked to describe progress, study results, the significance of the findings, and any significant changes.
- Where possible, information is pre-populated from NIH systems for the grantee, including PD/PI information, grant number, project title and period, performance sites, and personnel.
- Publications in PD/PI’s MyNCBI account will be displayed for easy association with the progress report.
- SNAP awards using the RPPR format will not be required to submit a detailed budget.
- Information required by NIH policies will continue to be requested from grantees. For example, the RPPR will address policies covering such areas as human subjects education, inclusion enrollment reporting, and use of human embryonic stem cells.
new Progress Report—RPPR
effective Oct 2012; mandatory April 2013)

- The RPPR and eSNAP have a number of *differences*.
- The RPPR will have separate screens for each of the following reporting components:
  - Cover Page
  - Accomplishments
  - Products
  - Participants
  - Impact
  - Changes
  - Special [agency specific] Reporting Requirements
  - Budget [applicable only for non–SNAP awards]
The No–Cost Extension Request Procedures:

- Provide the following to RSP: Include (either in a letter on departmental letterhead or via email depending on agency and RSP requirements) the agency project number, principal investigator name, project title, UW–Madison fund–account number, award period, requested end date, PI contact information, and signatures (not required for email or electronic signature if available) from the principal investigator, Dean's office, and RSP. The letter/email should also include a clear justification statement, summary of progress to date, estimate of funds remaining, effort during NCE year and timetable for completion.
- If a letter is needed, please use the [Letter Template](http://www.rsp.wisc.edu/awardmgt/nocost.html).
- If the request letter cannot be done at the time a no–cost extension is needed then a [Provisional Request for Time Extension](http://www.rsp.wisc.edu/awardmgt/nocost.html) form (not needed for FDP first request) needs to be filled out. This allows Research and Sponsored Programs to do a provisional change to the University’s accounting records in advance of the official request.

http://www.rsp.wisc.edu/awardmgt/nocost.html
**Note** Route request on department's letterhead through WISPER. A no-cost extension request must be submitted in advance of the end date of the agreement based on agency requirements.

Address Letter as follows:

First No Cost Extension

Agency Representative
Agency Address
Agency Phone
Agency Email

Dear ():

This is to request a no-cost extension of the following grant:

Agency project number:
Principal Investigator name:
Project title:
UW-Madison fund-account number:
UW-Madison award number:
Award period:

We would like to extend this project until (requested end date). (Then provide a clear justification statement, summary of progress to date, estimate of funds remaining, and timetable for completion.)

The Key Personnel have met or are in the process of meeting their effort commitments to this project. Upon satisfying those obligations, the commitment will be reduced to the minimum required 1% for the Principal Investigator and 0% for all other key personnel. (Specifically list all key persons and what their effort level will be during the extension period if different from above, as well as if their effort
Dear Dr. Barouch,

This is to request a no-cost extension of the following grant:

- Agency project number: 5R01 HL076238
- Principal Investigator name: Theodore Goodfriend, M.D.
- Project title: Oxidized Linoleic Acid, Aldosterone, and Obesity
- UW-Madison fund-account number: 144NM38
- Award period: 05/05/05 to 4/30/09

This letter requests a one-year, no-cost extension of this grant from 5/1/2009 to 4/30/2010. This would be the second no-cost extension for this award. I would appreciate your bearing in mind that the start of the clinical aspects of the project, recruiting, enrolling, and studying subjects at the Pennington Biomedical Research Center in Baton Rouge, LA was significantly delayed by “Hurricane Katrina.”

We would like to extend this project until 04/30/2010 in order to complete studies on the relationships among various oxidized derivatives of linoleic acid, obesity and fat distribution, blood pressure, and concomitant clinical laboratory measurements, including assays of the renin-angiotensin-aldosterone system. We have accumulated a large body of laboratory data from a single blood sample on each of 72 subjects. That sample was drawn with the subjects supine after an overnight stay in a clinical research unit at Pennington. Considering the effects of posture and activity on the renin-angiotensin-aldosterone system and on blood pressure, we would like to repeat the laboratory measurements on a second sample drawn with the subjects upright. We have adequate blood samples stored at -80°C in Baton Rouge, and we have all the necessary physiological measurements taken with the subjects upright. Finally, we need time for the extensive statistical analyses that this large data-set requires.

We anticipate that the account balance for this award will be $303,460 on May 1, 2009; therefore, we also request that the balance on this account be carried into the 2010 fiscal year to provide support for this project through its completion.

If more information is required, please contact me by telephone at (608) 280-7007 or email at theodore.goodfriend@va.gov. Thank you for your consideration of this request. If you approve of the no-cost extension request, please sign below and return to the following address:

University of Wisconsin-Madison, attn Eric Steberl,
Research & Sponsored Programs
21 North Park Street, Suite 6401
How to Transfer a Grant

- **Change of Grantee Organization**: NIH prior approval is required for the transfer of the legal and administrative responsibility for a grant-supported project or activity from one legal entity to another before the expiration date of the approved project period.

- A request for a change of grantees organization must include submission of a Relinquishing Statement and a Final Invention Statement and Certification from the original grantee as well as submission of an application (PHS-398) from the proposed grantee.
The application from the proposed grantee should include, at a minimum:

- A face page;
- Budget pages (current and future years);
- An updated biographical sketch;
- A statement indicating whether the overall research plans/aims have changed from the original submission;
- An updated "other support" page(s), if necessary;
- A resources page;
- A checklist page;
- An approved IRB/IACUC assurance, if applicable; and
- If the change includes the transfer of equipment purchased with grant funds, the application must include a detailed list. This list, as part of a transfer application, serves as an acceptance of title by the new organization.

NIH may request additional information necessary to accomplish its review of the request.
Grant Close out

What is closeout?

- Process to finalize all sponsored requirements at the conclusion of the award
- Due 90 days after grant has expired.
Grant Close out

Includes:

- Final progress report (PI)
- A Final Invention Statement and Certification (Form HHS 568) The Statement shall include all inventions under the grant or award, from the original effective date of support through the date of completion or termination. *Now a Y/N form in Commons*

- Financial Status Report (FFR) –Submitted by RSP

PI can load Items 1 and 2 into eRA commons and with an email to the department we can require SMPH go in and sign off.
Quick review

- Session 1: Research Overview and NIH
- Session 2: Grant Preparation
- Session 3: Grant submissions and budgets
- Session 4: IRB and CTRC
- Session 5: Post-award and other grant management topics
- Session 6: HR and the hiring process
Pre-Submission Planning Timeline

**PLANNING PHASE**

- 8 months before receipt date: Assess yourself, your field, and your resources.
- 7 months before receipt date: Brainstorm; research your idea; call NIH program staff.
- 6 months before receipt date: Set up your own review committee; determine human and animal subject requirements.

**WRITING PHASE**

- 5 months before receipt date: First outline your application’s structure; then write your application.

**SUBMISSION PHASE**

- 4 months before receipt date: Get feedback; edit and proofread.
- 3 months before receipt date: Meet institutional deadlines.
- 2 months before receipt date: Receipt date.
Keys to Success in Grant Writing

- Your Identification of a ‘Need’!
- Your Idea for a Solution to that Need
- Your Commitment to the Process
- Your Grant Writing Skills
All grants are similar in components (NIH vs Agency)

- Title
- Abstract (or Scope of Work)
- Budget and Justification
- Specific Aims—key
- Research Strategy
Abstract/Summary

- It is one of the most important sections as it is read by ALL reviewers.
- It needs to be written in plain English because it must be interpretable by laypersons.
- It must convey enthusiasm for the project.
- It is usually written last, But not at the last minute!
Specific Aims should

- Include specific research objectives
- Be hypothesis-based
- Be obtainable within the proposed timeframe
- Fit together in an overall framework
- Be well-focused rather than broad and diffuse
- Grab the reader immediately
- Limited to one page.
Specific Aims–outline

- **Opening paragraph**
  Provide knowns/unknowns and problem/need

- **Long range goal paragraph**
  What, why and whom

- **Aims paragraph**
  3–4 at most

- **Impact paragraph**
  How is this innovative?
Organize the Research Plan to answer 4 essential questions:

- What do you intend to do?
- Why is the work important?
- What has already been done?
- How are you going to do the work?

(12 pages for R01, 6 pages for R21, R03)
Research Strategy

Outlined as:

◦ Significance
◦ Innovation
◦ Approach

For each Specific Aim.

(Matches Review criteria)
Budget Strategy

- Best Strategy is to request a reasonable amount of money to do the work
- Reviewers look for reasonable costs and compare costs to your aims
- Reviewers will look at the person months you’ve listed to do the work
- Significant over or under budgeting may indicate that you do not understand the scope of work needed for your grant
Budget Reminders

- Direct Costs
- Indirect Cost (50.5%)

- Modular budgets
  - < 250K per year
- Detailed budgets
  - > 250K per year
The Budget Justification

- Identifies your costs and explains the need for them
- Answer any questions a reviewer may have about how you calculated your costs
- Indicates the base salaries and any yearly increases (currently flat)
- Should reflect the objectives of the project
New–NIH Biosketch

- As of January 25, 2010 new format
- 4 page limit
- “A” Personal statement added
- Limit of 15 publications as related to current proposal
- D-Support: Ongoing and Completed within the late 3 years only
- As of 4/2008 PMCID numbers required
Other Support

Becker, Bryan-ACTIVE
R21 DK070245 (Gristl)
NIH/NIDDK $133,203
Functional MRI of the transplanted kidney
This project is designed to validate methodologies for assessing BOLD-MRI as a tool for monitoring kidney function
Role: Co-I

R01 DK073680 (Fain)
NIH/NIDDK $229,821
Monitoring transplant kidney function with MRI
This project will examine BOLD-MRI in living kidney donors and in transplant recipients to determine changes in kidney oxygenation over time and correlate those with histology
Role: Co-I

U01 AI070107 (Murphy-Mt Sinai)
NIH/NIA $111,289
The genomic response of allograft rejection
This multi-center proposal will examine the predictive capacity of genomic monitoring and transplant rejection on chronic transplant outcomes.
Role: subK PI

R56 DK036904-16 (Palta)
NIH/NIDDK $250,000
Cohort Registry of Type 1 Diabetes
This proposal follows a long-term cohort of type 1 diabetic individuals and examines early risk factors and biomarkers for diabetic complications
Role: Co-I

PENDING
R25 DK084956-01
NIH/NIDDK $100,000
Combination Kidney Dialogue (CKD) and Education
This project is a faculty development program designed to a) broaden exposure of faculty in the clinical health sciences with regards to CKD, and b) provide those faculty with ideas, tools, and techniques to implement CKD-related curriculum change in their health science school.
Role: PI

R01 DK084996-01
NIH/NIDDK $250,000
BOLD-MR as a predictor of transplant function
The goals of this research project are to perform novel imaging studies, blood oxygen level dependent magnetic resonance imaging, of kidney allografts and determine if these measurements of tissue oxygen delivery and perfusion predict allograft function over time.
Role: PI

OVERLAP
None
Pre-award Costs

At grantee’s own risk and expense

- Up to **90 days prior** to the start date of a competing award if costs:
  - Are necessary to conduct the project, **and**
  - Would be allowable under a potential award without prior approval

- Greater than 90 days requires prior approval; retroactive approval may be granted

- No time limit for noncompeting awards. Costs need to be allowable and carefully managed
Account Set-up or Account in Advance

- An advance account can be requested once you are notified that you are funded.
- Send a copy of the email from the funding agency to the Admin in charge of your WISPER record.
- Request Chair approval and route per usual
- Account can be available in 2–3 days.
Thank You for attending!

Questions?