

Research Administration Practices (RAP) Sessions

NIH Proposal Tips and Resources

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Agenda

- Introductions
- NIH Resources
- NIH Proposal Tips
- NIH and Human Subjects
- Questions/Help

NIH Resources

- NIH Application Guides: <https://grants.nih.gov/grants/how-to-apply-application-guide.html>
- OSP NIH Guidance: <http://osp.mit.edu/grant-and-contract-administration/sponsor-information/national-institutes-health-nih>
- Conflict of Interest Quick Card for NIH proposal certification: <http://coi.mit.edu/sites/coi/files/uploads/qc-pd-add-phs-investigators-key-person-certification-proposals-v3-2017-07-31.pdf>
- KC Website NIH FAQs: <http://kc.mit.edu/category/faq/phs-nih>
- KC Website S2S FAQs: <http://kc.mit.edu/category/faq/grantsgov-s2s>
- KC Changed/Corrected Application Quick Card: <http://kc.mit.edu/sites/kc/files/uploads/kuali-coeus-change-corrected-proposals.pdf>
- KC Proposal Types Quick Card: <http://kc.mit.edu/sites/kc/files/uploads/qc.pd9.9-30-16.v2.kuali-coeus-proposal-types.pdf>

NIH Tips – helpful considerations

- Cap Issues
 - Faculty Salary Cap – how to handle? Two Options:
 - Budget to salary cap (presently \$189,600, subject to change by NIH)
 - Budget full salary, understanding NIH will cut if awarded
 - **Special note – Departments may have established process for handling, so its important to follow your DLC guidelines, but Sponsor accepts either process
 - Graduate Student Stipend and Tuition
 - NIH allows budget for stipend to be no more than “0” level Post Doc (presently, \$48,432, subject to change by NIH) – if budget includes more, NIH will cut before Awarding
 - NIH usually updates the Post Doc levels yearly, and may be found on NIH’s website in either the 2018 “Ruth Kirkstein” program solicitation (1st link) or in the most up to date T & F series solicitations (2nd link)
 - <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-18-175.html>
 - <https://researchtraining.nih.gov/programs>
 - At Award, can reallocate – MIT considers reasonable to re-allocate cost of “fringe”

NIH Tips – helpful considerations

- Summer Faculty Salary –90% of summer salary charged/month for Federal Awards (including NIH)
 - Proposal – options for budgeting include 100% of 1 summer month, or 30% for each of 3 summer months, **but...**
 - Award – at award stage, actual charges cannot be more than 90% of summer months (max 2.7 months)
 - Cost Sharing/NIH Measurable Effort
 - NIH notes c/s is not “required”, but NIH does require measurable effort of PI on sponsored program. If the measurable effort used is Academic Year effort, then system notes c/s commitment calculated in budget, which must be allocated. If not allocated, then proposal cannot route
 - KC Data Validations – 2 places to run validation:
 - Proposal – validations here check for certification complete, Grants.gov errors, Budget errors
 - Budget – validations here only check for Budget items, like c/s not allocated
- **Special Note – if Proposal validation indicates Budget error, msg may not be clear – go to Budget and run validations, for more detailed error message

NIH Tips – helpful considerations

- Proposal Certification and Roles – several considerations:
 - All PIs and Co-Is listed must certify (exception, Multi PI and Subaward Investigator)
 - All Key Persons listed must certify except the following Roles:
 - Subaward Investigator
 - Consultant
 - Other Significant Contributor

** Special Note – if the above Roles are mistyped, or spaces are added or removed, system will think it's a different Role, and therefore requires individual to certify
- Adding Non MIT Personnel in Role that must certify
 - Requires MIT Guest account (Kerberos ID) from IS&T
 - Sending certification notice – proposal pulls “MIT” record, which includes MIT email - may need to change to other email an individual uses
 - Valid MIT certificates required on machine individual is using in order to answer proposal cert questions
 - Upcoming RAP session on “MIT User Accounts and Kerberos IDs”, September 18, 2018

NIH Tips – helpful considerations

- eRA Commons ID (nih-help@mit.edu)
 - Required for PI (and specific solicitations may required for Co-I(s) and Key Person(s))
 - Does eRA Commons ID include appropriate roles? Example, Post Doc applying for K99 will need “PI” role on eRA Commons ID
 - Is existing eRA Commons ID affiliated with MIT?
- If proposal is = or > \$500,000 direct costs (excludes indirect, or F&A, costs) – NIH requires 6 weeks to obtain prior approval
 - *Special Note - Proposals with budget of \$499,999.99 round up to \$500k*
- Copying existing KC proposal – time savings, but carefully review and update all required fields (PI, title, Prior Grants.gov #, etc). For prior Attachments, review both the “Attachments” and “S2S Opportunity Search > User Attached Forms” section to remove all attachments from a prior proposal

NIH and Human Subjects

- NIH newer definition for “Clinical Trials”
- As a result, NIH new PHS Human Subjects and Clinical Trials information form is now a mandatory form in most NIH applications
- NIH often will have 2 Parent Announcements #'s/pairs – one for “Clinical Trial Not Allowed” and one for “Clinical Trial Required” (other opportunities are “Clinical Trial Optional”). Selecting the wrong announcement/opportunity for the specific proposal work will cause an error upon submission.
- Even after selecting the correct parent announcement, be aware some NIH Institutes and Centers (ICs) may not participate in parent announcements – ICs that do not participate will not consider applications for funding.
- Confusing? YES! What to do?
 - First step is to determine if there are human subjects in the NIH proposal. If yes, ask your PI to follow the COUHES Flowchart (see handout) to determine if the human subjects falls under NIH’s definition of clinical trial or not.
 - Second step is to contact your OSP CA and ra-help@mit.edu, for additional assistance with proposal preparation. Contact COUHES Office as indicated on the flowchart.

Questions – Help

- OSP Contract Administrator
- RA-Help@mit.edu
- COUHES Office
 - couhes@mit.edu
 - 617-253-6787