Research Administration Practices (RAP) Sessions

NIH Proposal Tips and Resources

December 11, 2019

Tyler Brezler, Financial Officer, Chemistry
Bernadette Vallely, Senior Contract Administrator, RAS; MIT Lead Liaison for NIH
Carole Trainor, Senior Research Administration Support and Education Specialist, VPR
Agenda

RAP Sessions: Targeted skills based educational offerings open to the Research Administration community at MIT. Information gathered and shared with attendees can be taken back to their desks and applied immediately.

- Introductions
- NIH Updates
- NIH Proposal Tips
- NIH Resources
- Questions/Help
Introductions

Bernadette Vallely, Senior Contract Administrator, RAS; MIT Lead Liaison for NIH

Tyler Brezler, Financial Officer, Department of Chemistry
Updates

NCURA Webinar - NIH Fundamentals on Atlas Course Catalog

http://web.mit.edu/training/course.html?course=ADM16016r&sys=PS1
https://regionalseminars.od.nih.gov/baltimore2020/
MIT Federal Funding – NIH remains top funder

Source: federalreporter.nih.gov

<table>
<thead>
<tr>
<th>Agency</th>
<th>Projects</th>
<th>Total Funding</th>
<th>Sub Projects</th>
<th>Sub Project Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>NIH</td>
<td>243</td>
<td>$113,260,947</td>
<td>71</td>
<td>$15,719,838</td>
</tr>
<tr>
<td>NSF</td>
<td>133</td>
<td>$52,390,683</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CDMRP</td>
<td>4</td>
<td>$4,202,579</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FDA</td>
<td>2</td>
<td>$3,596,875</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>382</td>
<td>$173,451,084</td>
<td>71</td>
<td>$15,719,838</td>
</tr>
</tbody>
</table>
MIT NIH Top 10 Funding Institutes/Centers

<table>
<thead>
<tr>
<th>Institute/Center</th>
<th>Projects</th>
<th>Total Funding</th>
<th>Sub Projects</th>
<th>Sub Project Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>NIGMS</td>
<td>855</td>
<td>$292,866,430</td>
<td>111</td>
<td>$18,319,537</td>
</tr>
<tr>
<td>NCI</td>
<td>426</td>
<td>$258,092,710</td>
<td>467</td>
<td>$131,485,795</td>
</tr>
<tr>
<td>NIBIB</td>
<td>248</td>
<td>$108,342,770</td>
<td>13</td>
<td>$3,362,124</td>
</tr>
<tr>
<td>NIMH</td>
<td>243</td>
<td>$92,180,776</td>
<td>8</td>
<td>$1,481,945</td>
</tr>
<tr>
<td>NEI</td>
<td>224</td>
<td>$72,756,218</td>
<td>4</td>
<td>$628,379</td>
</tr>
<tr>
<td>NINDS</td>
<td>189</td>
<td>$67,362,841</td>
<td>9</td>
<td>$3,877,449</td>
</tr>
<tr>
<td>NIAID</td>
<td>127</td>
<td>$59,327,250</td>
<td>19</td>
<td>$8,332,930</td>
</tr>
<tr>
<td>NIEHS</td>
<td>87</td>
<td>$48,856,582</td>
<td>96</td>
<td>$16,742,144</td>
</tr>
<tr>
<td>NHGRI</td>
<td>79</td>
<td>$135,419,784</td>
<td>6</td>
<td>$13,609,814</td>
</tr>
<tr>
<td>NHLBI</td>
<td>67</td>
<td>$34,740,288</td>
<td>18</td>
<td>$8,083,790</td>
</tr>
<tr>
<td>Total</td>
<td>2,545</td>
<td>$1,169,945,649</td>
<td>751</td>
<td>$205,923,907</td>
</tr>
</tbody>
</table>

Source: federalreporter.nih.gov
NIH FY 2018
Applications: 54,834
Awards: 11,071
Success Rate: 20%
*MIT Success Rate: 30%

Overall success rates have fallen since FY 2003 with increased number of applications and number of Awards remaining somewhat constant.
NIH @ MIT: Award Summaries NIH FY 2018

MIT received 247 Awards from NIH; Funding amount equaled $113,534,157
Subprojects awarded total 71 for $15,719,838

<table>
<thead>
<tr>
<th>Funding Mechanism</th>
<th>Dollar Amount</th>
<th>Awards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Research-Related</td>
<td>$5,555,880</td>
<td>18</td>
</tr>
<tr>
<td>Research Centers</td>
<td>$13,039,688</td>
<td>12</td>
</tr>
<tr>
<td>RPGs - Non SBIR/STTR</td>
<td>$88,807,168</td>
<td>167</td>
</tr>
<tr>
<td>Training - Individual</td>
<td>$2,411,203</td>
<td>43</td>
</tr>
<tr>
<td>Training - Institutional</td>
<td>$3,720,218</td>
<td>7</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$113,534,157</strong></td>
<td><strong>247</strong></td>
</tr>
</tbody>
</table>

Note: NIH reports the dollar amount of administrative supplements but, because they are supplements to existing projects, does not count these supplements as "awards".
Proposals for sponsored projects, regardless of submission method, must have a KC proposal created and routed for internal approvals.

For Workspace and Assist: create a KC **Non-System-to-System** proposal that matches the proposal being submitted to NIH and route for internal approvals.
Submission Methods

Kuali Coeus S2S Grants.gov

- Familiar to most people
- Do not have to fill in SF424 info, auto populates MIT data
- Validates for MIT and Grants.Gov errors/warnings

Workspace

- Newer, may be unfamiliar to you
- Requires you to enter all institutional / SF424 info
- You can avoid difficulties of KC Hierarchy budget issues
- Allows the PI or Subcontract personnel to work with you in Workspace
- Validates for Grants.Gov and Agency sponsor errors/warnings (should eliminate need for Change/Corrected)

ASSIST

- Generally for larger awards that require multiple budgets

Research Administration Practices (RAP) Sessions 12.11.19
Workspace & KC Submission Overview

Requires Workspace Manager role
Must grant RAS Contract Administrators (AOR) participant access to view and submit.
Validates at Grants.Govs and agency

Proposal Development

PI and Co-I certification
Subaward organization(s)
Upload workspace export as Attachment
Summary budget or Detailed Budget
Compliance / Special reviews
Route for internal approval

Workspace AOR RAS CA / Liaison

Workspace export upload to KC as Attachment

Submission

NIH

Merit Review & Processing

RAS CA / Liaison

APPROVED & SUBMITTED

KC Institute Proposal (Pending)

Research Administration Practices (RAP) Sessions 12.11.19
Interested in Workspace?


**Workspace Accounts and Roles**

1. Request an account from:
   https://apply07.grants.gov/apply/register.faces

**Workspace Application**

1. Type in Funding Opportunity Number
2. Click SEARCH
3. Click on Opportunity Number to open
4. Preview required forms
5. OR Start the application
NIH Proposal Checklists

MIT NIH Checklists and Preparation Guides

• MIT checklists for NIH Grant applications
  • R01/R21
  • K99/R00
  • K Series

• NIH Director Pioneer (DP1) & Director Innovation (DP2):

• NIH Training Grants

• NIH F-Series
  • (NRSA) F31 & F32
TYLER BREZLER
Financial Officer, Department of Chemistry

17+ years at MIT
• 3+ years submitting proposals

~400 proposals submitted
• 100+ NIH proposals

Working on a new proposal every single day
NIH & Chemistry

50 NIH proposals submitted in FY18

• 10% of all NIH submissions at MIT

$45 million in requested funding

• 53% success rate!
The Secret To Chemistry’s Success

Renewals have higher success rates
- NIH tends to fund established, proven research

Resubmissions have higher success rates
- Brand new submissions usually require revisions

Fellowships
- Coordinated approach to identifying applicants and gathering data
How Do I Help My PIs?

Anticipate your upcoming submissions

• Which PIs have existing NIH awards that are expiring in the next 9 months?
• Which Junior PIs need to start applying?
• Which PIs simply need more money?

Know the submission cycle

• 3 cycles each year, each with different start dates
# Funding Opportunity Types

<table>
<thead>
<tr>
<th>Type of FOA</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program Announcements (PA, PAR, PAS)</strong></td>
<td>• FOAs issued by one or more Institutes and Centers to highlight areas of scientific interest</td>
</tr>
<tr>
<td></td>
<td>• Highlights area of focus</td>
</tr>
<tr>
<td></td>
<td>• Usually ongoing (3 years)</td>
</tr>
<tr>
<td></td>
<td>• Often use standard due dates</td>
</tr>
<tr>
<td><strong>Note</strong>:</td>
<td>There is growing use of &quot;Notices of Special Interest&quot;, rather than topic-specific PAs, to</td>
</tr>
<tr>
<td></td>
<td>highlight areas of scientific interest. The notices designate existing FOAs to use for</td>
</tr>
<tr>
<td></td>
<td>application submission.</td>
</tr>
<tr>
<td><strong>Requests for Applications (RFA)</strong></td>
<td>• FOAs issued by one or more Institute or Center to highlight well-defined areas of scientific</td>
</tr>
<tr>
<td></td>
<td>interest to accomplish specific program objectives (Make sure the science you are proposing fits</td>
</tr>
<tr>
<td></td>
<td>the scope of the RFA!)</td>
</tr>
<tr>
<td></td>
<td>• Indicate the amount of set-aside funds</td>
</tr>
<tr>
<td></td>
<td>• Indicate anticipated number of awards</td>
</tr>
<tr>
<td></td>
<td>• Usually single due date</td>
</tr>
<tr>
<td><strong>Parent Announcements</strong></td>
<td>• Broad FOAs allowing applicants to submit an investigator-initiated application for a specific</td>
</tr>
<tr>
<td></td>
<td>activity code (R01, R03, etc.).</td>
</tr>
<tr>
<td></td>
<td>• Many NIH institutes and centers (IC) participate</td>
</tr>
<tr>
<td></td>
<td>• Use standard due dates</td>
</tr>
</tbody>
</table>

Research Administration Practices (RAP) Sessions 12.11.19
If the FOA says "standard dates apply", refer to grants.nih.gov » About Grants » How to Apply - Application Guide » Due Dates

Note: renewal, resubmission, revision applications may have different due dates than new.

The AIDS and AIDS-related dates apply to all activity codes.
## New & Early-Stage Investigators

<table>
<thead>
<tr>
<th>New Investigators (NIs)</th>
<th>Early Stage Investigators (ESIs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>An investigator who has not previously received substantial, independent funding from NIH.</td>
<td>A Program Director / Principal Investigator (PD/PI) who has completed their terminal research degree or end of post-graduate clinical training, whichever date is later, within the past 10 years and who has not previously competed successfully as PD/PI for a substantial NIH independent research award <em>(New Investigator)</em></td>
</tr>
<tr>
<td>NIH Institutes and Centers (ICs) fund New Investigators according to the ICs' programmatic and strategic interests.</td>
<td>R01-equivalent ESI applications with meritorious scores will be prioritized for funding.</td>
</tr>
<tr>
<td>NIH has several special award programs for new investigators, including: NIH Director’s <strong>New Innovator Award</strong> (DP2), NIH Director’s <strong>Early Independence award</strong> (DP5)</td>
<td>R35 MIRA for <strong>Early Stage Investigators</strong>.</td>
</tr>
</tbody>
</table>
Benefits Of Being New

Higher Paylines
• Lower threshold for being funded
• Reviewers look more at potential than achievement
• Fewer publications and prelim data expected

Special FOAs for New PIs
• DP2 – Director’s New Innovator Award
• DP5 – Director’s Early Independence Award
• R35 MIRA for Early-Stage Investigators
## R01 vs. R21

<table>
<thead>
<tr>
<th>R01 - NIH Research Project Grant Program</th>
<th>R21 - NIH Exploratory/Developmental Research Grant</th>
</tr>
</thead>
<tbody>
<tr>
<td>• NIH's most commonly used grant program</td>
<td>• Encourages new, exploratory and developmental research projects.</td>
</tr>
<tr>
<td>• No specific dollar limit unless specified in FOA</td>
<td>• Short duration (up to 2 years)</td>
</tr>
<tr>
<td>• Generally awarded for 3-5 years</td>
<td>• Lower in budget than most R01s (combined budget over two years cannot exceed $275,000 in direct costs).</td>
</tr>
<tr>
<td>• Advance permission required for $500K or more (direct costs) in any year</td>
<td>• Most ICs utilize</td>
</tr>
<tr>
<td>• Utilized by all ICs</td>
<td>• No preliminary data is required, but often included</td>
</tr>
<tr>
<td>• Preliminary data required</td>
<td></td>
</tr>
</tbody>
</table>

![New (Type 1) R01 and R21 Success Rates over Time](chart_image)

Research Administration Practices (RAP) Sessions 12.11.19
Plan Your Submissions

You know the due dates!

• Let your PIs know when materials are due internally
• Set up a shared Dropbox folder
• Put a checklist and template files in the shared folder
• Ask about subcontracts and MIT Co-I’s ASAP

Alert your Postdocs

• Send an email to all postdocs a month before the due date
Understand Your Submissions

Read the FOA carefully
- Double check the due date
- Make sure it’s not expired
- Write down the FOA number

What differs from the SF424?
- Look for additional requirements that differ from standard SF424 instructions
Create A Checklist

RAS Checklist

• Extremely thorough
• May be too much info for your PI

Your own custom checklist

• Can provide proper level of detail for your PIs
• Customize to meet your exact needs
• Customize based on special requirements of FOA
• Helps you familiarize yourself with FOA
I’m making a list
Is coming to town
Cause Anna Hahn
I hope the PI
Will take my advice
I’m checking it twice
Cause Anna Hahn
NIH Application Tips (example R01)

Select Current FOA: NIH regularly updates FOAs with new instructions, forms, and formats. FOAs specify allowability of clinical trials in the title (see page 1 of FOA handout). Check Related Notices (page 2) for updates.

Participating Organizations: Which of the of 27 Institutes and Centers are listed as participating organizations for your application to be assigned for funding consideration. Some may have different requirements or caps on budget escalation.

Due Date (page 3): Standard Dates per Activity Code and Cycles.

Investigator Status: PI Status per MIT (KC will flag in Summary Submit based on Appointment Title)

eRA Commons profile: PI/PD must have the PI role affiliated with MIT in eRA Commons. Does existing eRA Commons ID include appropriate roles, is it affiliated with MIT (PI should check if applicable)?

- Email nih-help@mit.edu to request new or modified account. Include the following:
  - First Name
  - Last Name
  - Email address
- Does user have an existing eRA Commons Account at another organization?
- What role will they need? PI (Co-I(s) and Key Person(s) may need different roles).

Note: If needed, the PI must sign in to eRA Commons to change their Primary Affiliation.
Select Correct FOA per Human Subjects

- All applications involving one or more clinical trials must be submitted through a FOA specifically designed for clinical trials.
- FOAs specify the allowability of clinical trials in the FOA title with the following designations:

<table>
<thead>
<tr>
<th>Clinical Trial Not Allowed</th>
<th>Only accepts applications that do not propose clinical trial(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clinical Trial Required</td>
<td>Only accepts applications that propose clinical trial(s)</td>
</tr>
<tr>
<td>Clinical Trial Optional</td>
<td>Accepts applications that either propose or do not propose clinical trial(s)</td>
</tr>
<tr>
<td>Basic Experimental Studies with Humans (BESH) Required</td>
<td>Only accepts applications that propose clinical trial(s) that also meet the definition of basic research</td>
</tr>
</tbody>
</table>
NIH Human Subjects Research

Decision Tool: Am I Doing Human Subjects Research?
The questionnaire is a tool to assist you with determining whether your project involves non-exempt human subjects research, meets the criteria for exempt human subjects research, or does not involve human subjects research.

QUESTION ONE

Please check which best describes your research:

- For the purpose of this study, at some point there will be an intervention or interaction with subjects for the collection of specimens or biological material or data (including health or clinical data, surveys, focus groups or observation of behavior).
- This study will involve only the use of secondary analysis of biological material/tissue/specimens or data not collected specifically for this study.
- This study will involve materials/specimens or data from deceased individuals only.
- My study does not fit any of these categories.

See https://grants.nih.gov/policy/humansubjects/hs-decision.htm

KC.MIT.EDU >> Quick Cards
Populating the PHS Human Subjects and Clinical Trial Information (HSCT) form in KC

See COUHES couhes.mit.edu for information on Exempt Human Subjects Research and IRB Review policies
**Personnel: PI Status and Non-MIT Persons**

**PI Status:**

1. If KC cannot confirm PI Status based on the person’s Appointment Title from the HR person record, a yellow alert “Does not have PI Status (PI/Co-I) [Last name]” will display on the Summary/Submit screen.

2. The appropriate Deans, VP Research, or Provosts Office must grant PI Status for the project (for example, a Post Tenure Professor).

If you add a Non-MIT person to a role that requires certification (i.e., Co-I) a warning will display: Non-Employee, [NAME], has been added in a role that requires proposal certification. A different role on the proposal or creation of an MIT Employee guest account may be required.

Please contact ra-help@mit.edu with any questions.

Research Administration Practices (RAP) Sessions 12.11.19
MIT Personnel Certification (KC)

Proposal Certification and Roles – several considerations:

All PIs and Co-Is listed must certify (exception, Multi PI if Subaward Investigator)
All Key Persons listed must certify except the following Roles*:
• Subaward Investigator
• Consultant
• Other Significant Contributor
• 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


Non-MIT Personnel in a 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
User must install Valid MIT certificates with DUO to answer proposal cert questions

See “RAP: User Accounts and Kerberos IDs” at ras.mit.edu > Educational & Career Resources > Educational Offerings

Research Administration Practices (RAP) Sessions 12.11.19
Renewal Application

Request additional funding for a period subsequent to that provided by a current award. Renewals compete for funds with all other peer reviewed applications, and must be developed as fully as a New application.

Is a Renewal Allowed? Check the "Application Types Allowed" in the FOA (page 6 of handout)
Yes, Parent R01 NIH Research Project Grant may be Renewed.
Some activity codes do not have an option to renew, for example:
Small Grant (R03)
Exploratory/Developmental Research Grant (R21)
Requests for applications (RFAs) rarely allow renewals, but some do.

Select Correct FOA: NIH regularly updates FOAs with new instructions, forms, and formats. FOAs specify allowability of clinical trials in the title.

Avoid a gap. Apply as early as you can before the end of your grant to avoid a break in funding.

Due Date: Renewal Due Dates often vary from New.
Fellowships

Pre-Doctoral (F31) and Post-Doctoral (F32) Research Fellowships

- Email your postdocs 5 weeks in advance of the submission deadline
- Provide them with a questionnaire to address priority items and proposal requirements
  - U.S. Citizen or Permanent Resident
  - MIT ID and Email
  - eRA Commons ID and affiliation
  - Non-MIT Co-Sponsor
- Provide a checklist and instructional info
- Set up Dropbox folders to share pre-formatted Word files
- Remember: Fellow is PI in KC, Sponsor is Key Person
# Budgeting

**Modular**

- Up to $250k direct costs per year (not including consortium/subcontract F&A)
- **Must be in modules of $25k**
- If budgeted unevenly, must include additional budget narrative attachment (except R21)
- Detailed budget is NOT submitted to NIH
- Justification only includes personnel
- Best scenario to budget all MTDC expenses (provides more total costs)

**Non-modular**

- Requesting more than $250k direct costs per year
- No more than $499,999 direct costs per year (without approval)
- Requires detailed budget and justification
Modular Budget

If you have questions about creating a modular budget in KC, please contact RA Help at ra-help@mit.edu

Personnel

Senior Personnel

• Must enter effort for all senior personnel
• Can be small (ex. 0.25 months), but should be commensurate with scope of project
• Current NIH salary cap is $192,300 (12 months), $144,225 (9 months)
• No way to get around the salary cap
• May need to cost share if the PI is maxed out on committed effort

Note: Salary caps may be updated in January. NIH will send notifications.
**NIH – Salary Cap**

*Salary Caps:* NIH will not pay requested salary above the annual salary cap, which can be found at [https://grants.nih.gov/grants/policy/salcap_summary.htm](https://grants.nih.gov/grants/policy/salcap_summary.htm).

If salary is requested above the salary cap, NIH will reduce that line item to the salary cap, resulting in a reduced total award amount. **In future years, if the salary cap increases, grantees may rebudget to pay investigator salaries up to the new salary cap, but NIH will not increase the total award amount.**

If you are preparing a detailed budget, you are instructed to base your request on actual institutional base salaries (not the cap) so that NIH staff has the most current information in hand at the time of award and can apply the appropriate salary cap at that time.

The word “stipend.”

“Compensation”

Students

- Use the word “compensation” rather than stipend
- Cap on student support is Y0 NRSA Fellow amount - $50,004
- Decrease budgeted tuition to meet cap (allows for more F&A)
Personnel

Inflation (Cost escalation)

• Some institutes within the NIH do not typically fund inflation
• You can budget for inflation, they just may ignore your request
Budgeting Strategies

Let NIH cut your budget

• You can ignore budgeting suggestions and just let NIH determine what to cut
• Potentially risky, can be unpredictable (good & bad)

Budget Strategically

• Anticipate potential budget cuts, and instead budget for items that are less likely to get cut
• Gives you more control over potential funding

NIH can’t cut your budget if you already cut it yourself.
Strategic Budgeting

Add lots of non-personnel expenses

- Include all M&S expenses you can think of
- Service facility costs
- Publication expenses
- Travel expenses
- Service contract expenses for equipment
- Computer expenses
- Animal expenses
# Let NIH Cut the Budget

<table>
<thead>
<tr>
<th>Personnel Costs:</th>
<th>Year 1</th>
<th>After Cut</th>
<th>Reduction</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>PI Salary (1 month)</td>
<td>$31,497</td>
<td>$17,001</td>
<td>$14,496</td>
<td>$333,339</td>
<td>$333,339</td>
<td>$333,339</td>
<td>$333,339</td>
</tr>
<tr>
<td>Research Assistant Salary (3)</td>
<td>$122,647</td>
<td>$122,647</td>
<td>$0</td>
<td>$173,490</td>
<td>$173,490</td>
<td>$173,490</td>
<td>$173,490</td>
</tr>
<tr>
<td>Total Salary</td>
<td>$154,144</td>
<td>$139,648</td>
<td>$14,496</td>
<td>$156,835</td>
<td>$156,835</td>
<td>$156,835</td>
<td>$156,835</td>
</tr>
<tr>
<td>Total Fringe Benefits</td>
<td>$8,378</td>
<td>$4,522</td>
<td>$3,856</td>
<td>$9,430</td>
<td>$9,430</td>
<td>$9,430</td>
<td>$9,430</td>
</tr>
<tr>
<td>Total Personnel</td>
<td>$162,522</td>
<td>$144,170</td>
<td>$18,352</td>
<td>$182,290</td>
<td>$182,290</td>
<td>$182,290</td>
<td>$182,290</td>
</tr>
<tr>
<td>Non-Personnel Costs:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RA Tuition</td>
<td>$84,184</td>
<td>$27,365</td>
<td>$56,819</td>
<td>$88,393</td>
<td>$88,393</td>
<td>$88,393</td>
<td>$88,393</td>
</tr>
<tr>
<td>Materials &amp; Services</td>
<td>$54,000</td>
<td>$54,000</td>
<td>$0</td>
<td>$55,623</td>
<td>$55,623</td>
<td>$55,623</td>
<td>$55,623</td>
</tr>
<tr>
<td>Travel</td>
<td>$5,000</td>
<td>$5,000</td>
<td>$0</td>
<td>$5,628</td>
<td>$5,628</td>
<td>$5,628</td>
<td>$5,628</td>
</tr>
<tr>
<td>Total Non-Personnel</td>
<td>$143,184</td>
<td>$86,365</td>
<td>$56,819</td>
<td>$159,641</td>
<td>$159,641</td>
<td>$159,641</td>
<td>$159,641</td>
</tr>
<tr>
<td>Total Direct Costs</td>
<td>$305,706</td>
<td>$230,535</td>
<td>$75,171</td>
<td>$322,825</td>
<td>$322,825</td>
<td>$322,825</td>
<td>$322,825</td>
</tr>
<tr>
<td>F&amp;A</td>
<td>$112,090</td>
<td>$102,804</td>
<td>$9,286</td>
<td>$121,816</td>
<td>$121,816</td>
<td>$121,816</td>
<td>$121,816</td>
</tr>
<tr>
<td>Total Costs</td>
<td>$417,796</td>
<td>$333,339</td>
<td>$84,457</td>
<td>$444,641</td>
<td>$444,641</td>
<td>$444,641</td>
<td>$444,641</td>
</tr>
</tbody>
</table>

**Total Cut:** $569,665  
**Award Total:** $1,666,694
### You Cut the Budget

<table>
<thead>
<tr>
<th>Personnel Costs:</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>PI Salary (1 month)</td>
<td>$16,025</td>
<td>$16,025</td>
<td>$16,025</td>
<td>$16,025</td>
<td>$16,025</td>
</tr>
<tr>
<td>PI Fringe Benefits</td>
<td>$4,263</td>
<td>$4,263</td>
<td>$4,263</td>
<td>$4,263</td>
<td>$4,263</td>
</tr>
<tr>
<td>Research Assistant Salary (3)</td>
<td>$122,647</td>
<td>$122,647</td>
<td>$122,647</td>
<td>$122,647</td>
<td>$122,647</td>
</tr>
<tr>
<td>Total Salary</td>
<td>$134,213</td>
<td>$134,213</td>
<td>$134,213</td>
<td>$134,213</td>
<td>$134,213</td>
</tr>
<tr>
<td>Total Fringe Benefits</td>
<td>$4,263</td>
<td>$4,263</td>
<td>$4,263</td>
<td>$4,263</td>
<td>$4,263</td>
</tr>
</tbody>
</table>

### Non-Personnel Costs:

| Material & Services      | $54,000   | $54,000   | $54,000   | $54,000   | $54,000   |
| Travel                   | $5,000    | $5,000    | $5,000    | $5,000    | $5,000    |
| Animal Care              | $10,000   | $10,000   | $10,000   | $10,000   | $10,000   |
| Service Contracts        | $20,000   | $20,000   | $20,000   | $20,000   | $20,000   |
| Equipment Minor          | $15,000   | $15,000   | $15,000   | $15,000   | $15,000   |
| Publication Charges      | $3,000    | $3,000    | $3,000    | $3,000    | $3,000    |
| Service Facilities       | $15,000   | $15,000   | $15,000   | $15,000   | $15,000   |
| Total Non-Personnel      | $149,365  | $149,365  | $149,365  | $149,365  | $149,365  |

### Total Direct Costs

| Total Direct Costs       | $287,841  | $287,841  | $287,841  | $287,841  | $287,841  |
| F&A                     | $131,801  | $131,801  | $131,801  | $131,801  | $131,801  |
| Total Costs             | $419,641  | $419,641  | $419,641  | $419,641  | $419,641  |

Total: $2,098,207
Subawards

Another University is a Sub to MIT

- Provide sub university with enough time to meet their own internal deadlines, along with checklist of required materials
- Make sure you provide sub with the correct SF424 Subaward Budget Form (incorrect form will error in KC)
- Consortium indirect costs do not count toward direct cost limit, but it will show up that way in KC
- Basics > S2S Opportunity Search > Forms > Make sure subaward budget box is checked
To submit a Subaward Budget with your KC S2S submission to NIH, you must include the optional form on the S2S Opportunity Search > Forms screen, download the correct Subaward Budget form (i.e. RR Subaward Budget 1_4) from Grants.Gov and upload the completed form in the proposal Budget > Subawards screen.

See Subaward Files for S2S Submission on kc.mit.edu for step-by-step instructions and download forms.

https://kc.mit.edu/training/training-materials/subaward-files-s2s-submission
Extended Deadlines

Continuous Submission

- PIs who regularly serve on study sections, reviewing NIH proposals, are eligible for continuous submission
- Check the online list to confirm that your PI is eligible
- Eligible PIs can submit an R01, R21, or R34 proposal whenever they like, regardless of the listed deadline (still must meet the Advisory Board deadline)
- A cover letter stating continuous submission must be included

Two Week Window of Consideration

- A PI who has served as an ad-hoc reviewer in the two months prior to the submission deadline may be granted an additional two weeks beyond the normal deadline. A cover letter must state this.
- Death in the family, severe illness, extended MIT closure due to weather
KC Reminders

PHS Assignment Request Form
• Basics > S2S Opportunity Search > User Attached Forms
• Choose which Institute you want to review application, keywords, etc

Modular vs. Non-Modular Budgets
• Basics > S2S Opportunity Search > Forms > Make sure appropriate box is checked
• Budget > Modular > Don’t forget to sync!

Questionnaire
• Consider providing a pre-formatted questionnaire for your PI

Compliance
• Don’t forget to add human or animal compliance when appropriate, and list as pending

Personnel Roles
• Multi-PI – Don’t forget MPI Plan
• Degree information
• Visa Information

Reviewing the Application
• Basics > S2S Opportunity Search > Forms > Select All > Create PDF
Post-Award

PI Summer Salary

- Must budget for 75% of commitment (without approval)
- MIT Policy – cannot commit to more than 90% of one month

Reporting - RPPR

- Keep track of personnel, months paid from award
- Each person on project needs eRA Commons ID
Questions – Help

• RAS Contract Administrator
• RA-Help@mit.edu
• COUHES Office
  • couhes@mit.edu
  • 617-253-6787
NIH Tips – helpful considerations

• 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 RAS CA and ra-help@mit.edu, for additional assistance with proposal preparation. Contact COUHES Office as indicated on the flowchart.
NIH Resources

• NIH Application Guides: https://grants.nih.gov/grants/how-to-apply-application-guide.html

• RAS NIH Guidance: https://ras.mit.edu/grant-and-contract-administration/sponsor-information/national-institutes-health.nih

NIH Resources

• KC Website NIH FAQs: https://kc.mit.edu/category/faq/phs-nih

• KC Website S2S FAQs: https://kc.mit.edu/category/faq/grantsgov-s2s
