

# Pediatric Research Alliance 2018 Pilots: FAQs

## ELIGIBILITY

### **Q: What are the GRA-affiliated research institutions?**

A: Emory University, Georgia Tech, Georgia State, University of Georgia, Medical College of Georgia, Clark Atlanta University, Morehouse School of Medicine, Mercer University, and Centers for Disease Control and Prevention.

### **Q: How can I be sure I am meeting all the eligibility requirements in terms of engaging a researcher from the Emory Department of Pediatrics and/or Children's Healthcare of Atlanta?**

A: All applications must include measurable effort from at least one researcher and/or clinician team member who is on the professional staff at Children's Healthcare of Atlanta or who is a primary faculty member in the Emory Department of Pediatrics. Adjunct appointments, secondary appointments and non-paid appointments at Children's Healthcare of Atlanta or in the Department of Pediatrics do not meet this criterion. **IMPORTANT: While a co-investigator may meet this requirement on center applications, the principal investigator on all Junior Faculty Focused applications MUST be on the professional staff at Children's or have a primary faculty appointment in the Emory Department of Pediatrics.** For questions and clarifications, please contact [Stacy Heilman](#).

### **Q: What does it mean to be on the professional staff of Children's Healthcare of Atlanta (CHOA)?**

A: According to CHOA's Professional Staff Organization Manual, professional staff means "all physicians, dentists, and psychologists who are granted appointment to the Children's Professional Staff and clinical privileges to treat patients at or through any of the components of Children's." A psychologist is "a doctor of psychology ("PhD" or "PsyD") licensed to practice in the State of Georgia."

### **Q: Are exceptions ever made to the requirement to have measurable effort from at least one researcher and/or clinician team member who is on the professional staff at Children's Healthcare of Atlanta or who is a primary faculty member in the Emory Department of Pediatrics?**

A: In rare circumstances, an exception to this rule has been granted to accommodate, for example, CHOA Research Scholars or individuals recruited by CHOA or the Emory Department of Pediatrics. If you do not meet this criterion but believe you may qualify to apply for a pilot grant, please email your request with written justification to [Stacy Heilman](#) (cc: [Jennifer Villaseñor](#)) no later than March 5, 2018.

### **Q: If I received a pediatric research center pilot in the past, am I eligible to receive another pilot in 2018?**

A: Yes, if you are in compliance with the requirements of your past pilot award. All center pilots awarded in 2011 or later required the PI to submit a proposal for extramural funding within one year of the end date of the pilot project. Unless no cost extensions (NCEs) were granted, pilots awarded between 2011 and 2015 should have concluded by 6/30/2016 and led to submission of an extramural research proposal by 6/30/2017. If you received a pilot between 2011 and 2015 and would like to apply for a 2018 pilot but are not sure if you are in compliance, please contact [Jennifer Villaseñor](#) to confirm your eligibility. To request a waiver of this extramural funding application requirement, please [click here](#).

### **Q: What happens if I receive a pilot but do not apply for extramural funding within one year of the end date of the pilot project?**

A: Failure to apply for extramural funding within one year of the end date of your pilot project will make you ineligible to receive any additional pilot funding from the Pediatric Research Alliance and may make you ineligible to receive core subsidies. Center directors and the Research Operations Council (ROC) will consider requests for a waiver or extension of this requirement on a case-by-case basis. To request a waiver of the extramural funding application requirement, please [click here](#).

### **Q: How many faculty level investigators must be engaged in the research project proposed?**

A: All pilot applications must involve at least two faculty level investigators, each of whom makes a meaningful contribution to the research project. This may be accomplished through a PI and co-investigator(s) arrangement or multiple-PI arrangement: whichever makes the most sense for the project proposed. **On Junior Faculty Focused applications, the mentor fulfills the requirement for a second researcher and must be listed as a co-investigator.**

### **Q: Can a post-doc be a PI on a pilot?**

A: A post-doc cannot be a PI on a pilot because a post-doc cannot fulfill the requirement to submit an extramural research proposal within one year of the end date of the pilot.

### **Q: Where can I find more details regarding new investigator status?**

A: Please visit the NIH [New and Early Stage Investigator Frequently Asked Questions](#) page.

## EFFORT & BUDGET

### **Q: What is the time frame for these grants?**

A: The project period for all 2018 pilot grants is one year: July 1, 2018 – June 30, 2019. Funds not spent by the end of the project period will be returned to the Pediatric Research Alliance. If a pilot grant recipient discontinues his/her faculty appointment during the funded period, any unspent funds will be returned to the Pediatric Research Alliance.

### **Q: Are no cost extensions (NCEs) allowed?**

A: One NCE may be requested per pilot project. The NCE must be requested with written justification at least 60 days before the project end date. NCEs will be reviewed and approved at the discretion of the center director and research financial manager on a case by case basis. Only one NCE (maximum of 12 months) may be requested.

### **Q: What format should I use for my budget?**

A: You must use the budget templates provided in the RFA. These templates include separate tabs for each institution/consortium.

### **Q: What information do I need to provide for each consortium?**

A: If your project includes costs at more than one institution, the costs for each institution must be reflected in a separate budget. In addition, a separate statement of work for each consortium site must be included with the application. It is the PI's responsibility to ensure that costs for each consortium are captured accurately and that all calculations, including fringe, are correct. Please note that Children's Healthcare of Atlanta costs are separate from Emory University costs and should be reflected in a separate consortium budget and statement of work.

### **Q: Is there a minimum required effort for PIs?**

***This answer is institution specific:***

A: Emory applicants have no minimum effort requirement.

A: GA Tech applicants must request at least 1% effort in accordance with GA Tech's Minimum Effort Policy.

### **Q: What is Georgia Tech's Minimum Effort Policy?**

A: Georgia Tech policy is that a Principal Investigator (PI) or other senior researcher must devote at least 1% effort – or a level of effort as required by sponsor – on an ongoing basis over the term of a sponsored project award. After the award is granted and accepted, the PI and key personnel are committed to provide that proposed level of effort over the budget period unless the sponsor permits otherwise. The committed effort, whether mandatory or voluntary, will be separately budgeted and accounted for by way of either the sponsored project or a companion cost sharing account. The full policy is available [here](#).

### **Q: Are there any restrictions on salary requests for pilots?**

A: The maximum amount that may be applied toward PI salary plus fringe is 25% of the total budget. In a \$50,000 budget, only \$12,500 may be allocated to PI salary/fringe.

### **Q: Can effort be cost shared?**

A: Yes, effort can be cost shared or donated from another source as long as your department/institution allows it.

### **Q: When effort is stated with no compensation, must effort be cost shared?**

***This answer is institution specific:***

A: Emory applicants do not need to cost share if Emory is prime on the application but must cost share if Emory is the subcontract institution.

A: GA Tech applicants must cost share regardless of whether GA Tech is prime or the subcontract institution.

### **Q: Can budgets be used to support staff such as outreach workers and post-doctoral fellows?**

A: Yes, funds can be used to support any personnel deemed necessary to carry out the specific aims of the project, including the PI. Salary and fringe for the PI may not exceed 25% of the total budget.

### **Q: Should the NIH cap be used for salary?**

A: Yes, if faculty salaries exceed the [current NIH cap](#), then the NIH cap should be used in the budget.

### **Q: How do I find out and confirm the cost for services through Children's Healthcare of Atlanta?**

A: To request help with your Children's Healthcare of Atlanta budget and associated costs, contact [GrantsAdmin@choa.org](mailto:GrantsAdmin@choa.org).

**Q: Are indirect costs (overhead) allowed to be budgeted?**

A: No, indirect costs are not allowed on these budgets. The Letter of Agreement states your department's understanding of this limitation.

**Q: Is Emory School of Medicine G&A assessed on these pilots?**

A: No, Emory SOM G&A is not assessed on these pilots and should not be included in the budget request.

**Q: If I have a graduate student working on the project, do I have to pay for her/his tuition?**

A: Yes. For both Emory and Georgia Tech graduate students, you must budget for tuition, stipend, fringe and fees in direct proportion to the student's effort on the pilot grant. To find out a specific Emory graduate student's stipend and fee amounts, contact [Margie Varnado](#).

**Q: What fringe rate should I use?**

A: The budget templates contain accurate fringe rates for Emory University, GT Tech and Children's Healthcare of Atlanta. If another institution is included on your budget, you must use proper fringe rates for that institution. Please consult with your department business representative to ensure correct fringe rates are used. The signature on the Letter of Agreement confirms that correct salary information and fringe rates have been used for all budgets associated with a proposal.

**Q: Are there any restrictions on the use of funds?**

A: Funds may not be used for:

- Computers
- General electronics, including smartphones and tablets
- Software
- Equipment
- Service contracts
- Food

In addition to the above list of prohibited budget items:

- A maximum of \$1,500 may be applied to travel, including registration fees, airfare, hotels and printing.
- Funds may not be used to build infrastructure, including to build or purchase databases unless the application specifically states that the project will be collecting preliminary data for a subsequent extramural grant application.

Re-budgeting of any category by 25% or more will need approval from the center director or program officer.

**Q: Do Emory applicants need to route their applications through OSP before submitting them?**

A: No, routing through OSP is not required prior to submission. If a proposal is selected for award, then routing may be necessary.

**Q: Do GA Tech applicants need to route their applications through OSP before submitting them?**

A: Yes. Per GA Tech's OSP, the PI must submit the proposal through the OSP database and complete and submit the internal routing sheet with department approval, signatures, statement of work, detailed budget and budget justification.

**Q: How many Letters of Agreement do I need and who should sign them?**

A: You need a Letter of Agreement from a person representing each department listed on your budget request. Typically your division chief or department head will sign this letter, but an authorized department business representative may also sign the letter.

**Q: How do I submit the required letters?**

A: Signed and scanned versions of the required letters should be uploaded to your application in the designated spaces.

## APPLICATION QUESTIONS

**Q: Is institutional signoff required?**

A: No, institutional signoff is not required. The only signature required is on the Letter(s) of Agreement.

**Q: May applications be submitted via email or in paper format?**

A: No; all pilot applications must be submitted electronically through the online application portal. There is a separate portal for center applications and Junior Faculty Focused applications. Links to both portals are in the RFA.

**Q: Should the proposal include page numbers and a table of contents?**

A: The research plan, which is uploaded as a PDF, must include page numbers. A table of contents is optional.

**Q: When is my application due?**

A: Applications are due Monday, April 2, 2018 before 6pm Eastern time.

**Q: What is the difference between “Research Support” in section D of the biosketch and the separate “Other Support” document I am being asked to provide?**

A: **“Research Support”** is the standard section D of NIH biosketches. The “Research Support” section includes all ongoing/current grant funding and past research funding that completed during the last 3 years. Person months effort and direct costs are not included in this section. **“Other Support”** is a list of all ongoing/current grant funding and grant funding that is pending review. This section should include person months effort for each section and annual direct costs for each study listed.

***Both sections should include both federal and non-federal support highlighting all Children’s funded pilots, including past, present and pending pilots.***

**Q: Are letters of support allowed?**

A: Yes, letters of support are allowed.

**Q: Are appendices allowed?**

A: No, appendices are not allowed.

**Q: Can my application include multiple PIs?**

A: Yes, multiple PIs are allowed. One PI must be named the Administrative PI, and your application must include an explanation of how the authority and responsibility of the PI will be shared.

**Q: Must partnerships across institutions reflect multiple PI arrangements with equal effort by faculty investigators at each institution (i.e. 50/50 partnerships)?**

A: No, when reflecting effort from multiple institutions, applications may, but do not need to be submitted via the multiple PI arrangement and collaborations may, but do not need to reflect equal effort and 50/50 partnerships by the faculty and their participating institutions.

**Q: What format should I use for my biosketch?**

A: You must use the current NIH biosketch format; instructions are available [here](#). Section D of the biosketch must include past and currently funded intramural/seed/pilot funding.

## **RULES ON SUBMITTING MULTIPLE APPLICATIONS**

**Q: Can I submit more than one application?**

A: Yes, you may submit more than one application as long as the aims of each application are scientifically distinct. However, each PI may only be awarded one pilot per cycle (see below). Applications with the same or overlapping aims may not be submitted. If you submit more than one application with the same or overlapping aims, none of your applications will be reviewed or considered for funding.

**Q: Can I submit the same application to different centers?**

A: No. Per the above Q/A, you may not submit the same application, or applications with overlapping aims, more than once per cycle. If you submit more than one application and the aims of the applications overlap, none of the applications will be reviewed or considered for funding.

**Q: Can more than one of my own applications be funded?**

A: Although you may submit more than one application as PI provided they are scientifically distinct, if both are reviewed favorably and selected for award, you may only accept funding for one of them and will be required to decline the other.