The Alphabet Soup of Submitting Your Grant Application

November 14, 2016
Announcements

1. **K Tutorial** (NIH K and other CDAs)
   - open to anyone preparing any career development award
   - in class, 6-hour, step-by-step instruction based on the K award
     Mondays November 21 (9am-12 noon) & November 28 (9:30 am – 12 noon)

2. **ACTSI KL2 / BIRCWH K12**
   - stay tuned for more information on these Emory-funded 2 year CDA
   - ACTSI KL2: Mentored Clinical and Translational Research Scholars award
   - BIRCWH K12: Building Interdisciplinary Research Careers in Women’s Health
     dates in December TBD – 2, 2-hour, classroom-based tutorials

**More information:** OPE Newsletter, Pediatrics BIRD, and ACTSI eRoundup

**To sign up:** email the grant title, RFA, and biosketch info to jsgros2@emory.edu
Survey Drawing
Fall 2016 K-Club Schedule

http://grants.nih.gov/grants/how-to-apply-application-guide.htm#inst#
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November K-Club
## Fall 2016 K-Club Schedule

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### How to Apply - Application Guide

Use the application forms and guidance found with the funding opportunity announcement together with the instructions for the SF424 (R&R) and Public Health Service (PHS) forms below to submit grant applications to NIH and other PHS agencies, such as the Centers for Disease Control and Prevention, the Food and Drug Administration, and the Agency for Healthcare Research and Quality.

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<th>Format and Write</th>
<th>Submission Process</th>
<th>Due Dates and Submission Policies</th>
<th>After Submission</th>
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<td>Understand Key Systems and Roles</td>
<td>Write Your Application</td>
<td>Submit, Track and View Your Application</td>
<td>Due Dates</td>
<td>Receipt and Referral</td>
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<td>Get Registered!</td>
<td>Develop Your Budget</td>
<td>Learn How We Check Your Application for Completeness</td>
<td>Submission Policies</td>
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<tr>
<td>Find and Understand Funding Opportunities</td>
<td>Format Attachments</td>
<td>Submit a Changed/Corrected Application</td>
<td>Guidelines for Applicants Experiencing System Issues</td>
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<td>Identify, The Type of Application Submission</td>
<td>Refer to Table of Page Limits</td>
<td>Submit a Reference Letter</td>
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<td>Choose a Submission Option</td>
<td>Utilize Biosketch, Data Tables and Other Format Pages</td>
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<td>Obtain Software</td>
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**December K-Club**
Discussion Facilitator/Panelists

**Facilitator:**
Kimberly Maune, Assistant Dean, Research Administration Services, School of Public Health

**Panelists:**
Shelle W. Bryant, Senior Associate Director, Centers for AIDS Research
Lois J. Fussell, CRA, Manager, PHN Pre-Award, Research Administration
Kimbi Hagen, EdD, Assistant Professor, School of Public Health
Pamela D. Winterberg, MD, Assistant Professor, Department of Pediatrics

*Note: Andrew C. West, MBA, MHA
Center Administrator, Sr.
Atlanta Clinical and Translational Science Institute
joined the panel to fill in for Shelle Bryant, who was ill.*
What does this Alphabet Soup look like??
Outline

1. Terminology
2. Submission Steps & Responsibilities
3. Timeline
4. Routing Logistics

NOW WHAT???
Outline

1. Terminology
2. Submission Steps & Responsibilities
3. Timeline
4. Routing Logistics
Terminology

- PI – Principal Investigator
- RAS – Research Administration Services
- OSP – Office of Sponsored Programs
- EPEX – Routing & Signatures
- Cayuse – System to System with Grants.gov
- Grants.gov – Interface between Cayuse and Commons
- PA – Program Announcement
- eCOI – Conflict of Interest
- REDCap – Intent to Submit Form
- PI Eligibility – Access to University Systems
- eraCommons – Online Tool to Access & Share Administrative Effort
Outline

1. Terminology
2. Submission Steps & Responsibilities
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## Submission Steps & Responsibilities

<table>
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<th>Responsible Party</th>
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<td>1 Initiate REDCap</td>
<td>PI</td>
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<tr>
<td>2 Commons ID</td>
<td>PI/OSP</td>
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<td>3 PI Eligibility Form</td>
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<td>4 CAYUSE Access</td>
<td>RAS</td>
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<td>5 Planning Meeting &amp; Checklist</td>
<td>RAS</td>
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<td>6 Develop Budget</td>
<td>RAS</td>
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<td>7 eCOI</td>
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<td>8 Science Documents</td>
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<tr>
<td>9 EPEX</td>
<td>RAS</td>
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<td>10 CAYUSE</td>
<td>RAS</td>
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<tr>
<td>11 PDF - PI Review</td>
<td>PI</td>
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<tr>
<td>12 RAS - School Review</td>
<td>RAS</td>
</tr>
<tr>
<td>13 OSP - Final Review &amp; Submits</td>
<td>OSP</td>
</tr>
<tr>
<td>14 COMMONS - Review Uploaded Packet</td>
<td>PI</td>
</tr>
</tbody>
</table>

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Failure to prepare is preparing to fail.

*Benjamin Franklin*
Outline

1. Terminology
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4. Routing Logistics
Timeline

Notify your RAS well in advance of the deadline

Proposal Timeline:

- Dept of Peds – Requires 3 weeks advanced notice
- Dept of Medicine – Requires 30-60 days advanced notice
- School of Public Health & School of Nursing – 30 days notice

Routing:

At least 15 business days lead time necessary
Routing Logistics

How the RAS can help you with the Alphabet Soup of routing:

- EPEX
- eCOI
- Cayuse
- OSP
**EPEX**

Emory’s internal routing portal

- Must register with OSP for access
- Provides OSP and departments with a summary of your application
- Internal Forms are attached here - COI, Internal budget spreadsheets, biosketches, budget justification’s, subcontracts (if applicable), Draft science

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**CAYUSE**

Emory’s portal to eRA Commons

- Final Science is attached here
- Your RAS grants administrator will assist with uploading the files.

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**eRA Commons**

NIH portal to Grants.gov

- OSP Submits Cayuse grant to eRA Commons portal
- PI MUST have a eRA Commons ID. Contact your grant administrator to assist
- If no errors, the grant moves along to Grants.gov for final validation
- PI receives an auto generated email confirmation

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**Grants.gov**

Congratulations! What was once a mere twinkle in your eye is now an official proposal.
Benefits to Routing Early

1. Detailed Review by RAS and OSP
2. System Generation & Creation of Final Packet
3. Final Review in Commons
Questions