

Grant Preparation and Proposal Development

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General Information

Terminology

<u>New Term</u>	=	<u>Old Term</u>
New	=	New
Resubmission	=	A Revised or Amended application
Renewal	=	Competing Continuation
Continuation	=	Noncompeting Progress Report
Revision	=	Competing Supplement

Senior/Key Personnel—those who contribute in a substantive, measurable way to the scientific development or execution of the project, whether or not salaries are requested (**measurable effort**)

Other Significant Contributor—those who have committed to contribute to the scientific development or execution of the project, but are not committing any specified measurable effort (in person months) to the project (**no effort; "as needed"**)

Formatting Tips

- Create Word documents whenever possible
- Margins must be at least ½ inch (top, bottom, left and right)
- No headers or footers on ANY document (these are automatically generated)
- No page numbers on ANY document (these are automatically generated)
- Arial, Helvetica, Palatino Linotype, or Georgia typeface ONLY
- 11 point font or larger (graphs / figures may have smaller, yet legible, font)

Page Limits

Introduction

1-3 pages for resubmissions

1 page for revisions

Research Plan

25 pages for sections 2-5 (Specific Aims, Background and Significance, Preliminary Studies/Progress Report, Research Design and Methods); no limit on the remaining sections

Biosketch

Four pages

Other Information

Know your GAMS password (call the Help Desk at x4HELP to reset it)

Timeline

Department Coordinator enters information into GAMS

PI approves and routes the proposal in GAMS

OSR asks for 10 business days prior to the submission deadline to review the proposal

Coordinator asks for 3 business days prior to routing to OSR

Submitting the proposal to the Department Coordinator

- Forward all materials to berkp@ccf.org as soon as they are complete
- Best to send items piecemeal as they are completed rather than all at once
- Send Word documents whenever possible
- Applicant is encouraged to prepare the proposal as one document, and then separate it into the required sections (better able to monitor page count this way)
- Remember that white space created when documents are separated into sections is not counted toward the page count

Questions to be answered by the PI

- **What is the Funding Opportunity Announcement (FOA): RFA or PA number, even if responding to a parent announcement**
- **What is the title of the proposal?**
- **Are there human subjects involved?
Is the IRB protocol approved?**
- **Are there animals involved?
Is the IACUC protocol approved?**
- **Will there be subcontracts included?
If yes, please provide an administrative contact person.**
- **Will there be International collaborators or activities outside the US?**
- **List the Senior / Key Personnel
Include role, biosketches and contact information for each**
- **List the Other Significant Contributors
Include role, biosketches and contact information for each**

Submitting Documents to the Coordinator

SEND THE FOLLOWING TO berkp@ccf.org

- **Detailed Budget** (even for modular budgets)—work with myself or Mary Ann to create
Separate Detailed Budget for Subawards
- **Budget justification**
Separate Budget Justification for Subawards
- **Cover Letter (usually optional)**
- **Introduction** (if applicable)
- **Project Summary or "abstract"**—no more than 30 lines of text
- **Project Narrative**—two or three sentences describing the relevance of this research to public health

- **Research Plan**
 - **Specific Aims**
 - **Background and Significance**
 - **Preliminary Studies / Progress Report**
 - **Research Design and Methods**
- **Publications (continuations only)**
- **Human Subjects Sections (if applicable)**
 - **Inclusion Enrollment Report**
 - **Protection of Human Subjects**
 - **Inclusion of Women and Minorities**
 - **Inclusion of Children**
 - **Targeted / Planned Enrollment**
- **Vertebrate Animals (if applicable)**
- **Select Agent Research**
- **Multiple PI/PD Leadership Plan (when applicable)**
- **Consortium / Contractual Arrangements**
- **Letters of Support**
- **Resource Sharing Plan(s)**
- **Bibliography & References Cited**

When citing articles that fall under the Public Access Policy, were authored or co-authored by the applicant and arose from NIH support, provide the NIH Manuscript Submission reference number (e.g., NIHMS97531) or the PubMed Central (PMC) reference number (e.g., PMCID234567) for each article. If the PMCID is not yet available because the Journal submits articles directly to PMC on behalf of their authors, indicate "PMC Journal – In Process." A list of these journals is posted at: http://publicaccess.nih.gov/submit_process_journals.htm
- **Facilities & Other Resources**
- **Equipment**
- **Appendix**

As part of the Appendix material you may include only up to 3 of the following types of publications:

 - Manuscripts and/or abstracts accepted for publication but not yet published:** The entire article should be submitted as a PDF attachment.
 - Manuscripts and/or abstracts published, but a free, online, publicly available journal link is not available:** The entire article should be submitted as a PDF attachment.
 - Patents directly relevant to the project:** The entire document should be submitted as a PDF attachment. [Do not include unpublished theses, or abstracts/manuscripts **submitted** (but not yet accepted) for publication]