Going for the Perfectly Routed Proposal:  
*The Grants Office Top 10*

April 11, 2013

Introductions

• Who we are

• Where we can help
Where we can help

Investigator Idea → Funding Source → Application Preparation → Routing & Submission → Post Award Issues & Close Out

We spend most of our time reviewing grants in the red box, but we can consult and give you answers (or point you in the right direction) in the yellow boxes!
Top 10

In no particular order to protect the innocent…

# 10

Federal Identifiers on Renewals & Resubmissions
Federal Identifiers on Renewals & Resubmissions (PHS)

- Missing
- Incorrect numbers

1 R01 CA123456 01 A1

# 9

Space
Space

• What to list on the PAF?
  • Research Space – always
  • Office Space – when it is the only home for the project (desk-based or administrative projects)
  • Core Space – when it is the only space the research is happening

Space

• Discrepancies
  • PAF
  • Resources
  • Approvals by email

• Missing approvals – who should sign for what?
# 8

Salary Cap Issues

- Know the sponsor
- Apply consistently
- Watch the out-years
- Don’t create your own amount!
Three ways to apply a Salary Cap:

• Ask for ACTUAL and let the sponsor reduce you
• Start at the cap amount and increase in out years
• Start at cap and hold at cap

It depends on the sponsor…

# 7

Use of “0” Calendar Months
0 Calendar Months

- There is a difference between *blank* and 0…
- Reading the description of the work to be done

# 6

Budget & Justification Harmony
Budget & Justification Don’t Match

• Cross-check the dollars
• Consistency of language or terminology used
• Use fresh eyes

# 5

Additional Narrative on NIH Modular Proposals
Additional Narrative Justifications on NIH Modular Proposals

• Needed for uneven modules across years
• Separate attachment!

# 4

Cognizant Federal Agency Official
Cognizant Federal Agency Official

• Appears on all budget periods for PHS applications
  
  Does not pre-populate!!

• If you don’t know who to list:
  
  http://orsp.umich.edu/proposals/proposaldata.html

# 3

UCUCA / IRB Approvals
UCUCA / IRB Approval

- Discrepancies
  - PAF
  - Application project information
  - Animal / Human specific attachments

- Double check approval/expiration

# 2

Use of Co-Principal Investigator (NIH)
Co-PI Terminology in NIH Proposals

- NOT the same as Multiple PI
- Not recognized by NIH
  - Multiple PI
  - Site PI
  - Co-Investigator

# 1

Medical School Deadline
Medical School Deadline: Mystery Revealed

- Medical School requests 7 Working Days before ORSP asks for Finalization
- *Don’t count weekends or holidays 😊*
- We do double count an overlap day Med School to ORSP....

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4 + 7 = 10....!
Medical School Deadline: Other Options

- For PHS, we publish them!
  http://med.umich.edu/medschool/grants/deadline-cycles.html
- Leave it blank, we’ll fill it in!

# 0 - Bonus

Subcontracts and Sign Offs
Things to keep in mind:

- Subcontracts ALWAYS* need home institution agreement before we approve in the School.
- If it is to a sponsor that follows PHS FCOI, we will NOT approve or agree to submit.

* If non-PHS and you can’t get the approval, call us before department signature…. If PHS, you might as well sit on it as easy as us!

Double & Triple Checks

The Importance of the Cross Reference…
Titles

• PAF
• Application
• Cover letter

Short v. Long Title on PAF

Project / Budget Period Dates

• Budget form pages
• Face / cover page
• PAF

The order is important…
Dollars Match (Total & Initial Period)

- Application budget form pages
- Face / cover page
- PAF

Again, all about the order…

Roles Consistency

- Budget justification
- Budget pages
- Senior/Key Personnel section
- PAF
Roles – Impact under FCOI

• Check the role and know if the person must be listed on the PAF for FCOI reasons
• Check disclosure status early

http://orsp.umich.edu/proposals/processing/phs-fcoi/faqs.html

What happens when the PI says: “That’s OK, I’ll pass…”
It depends….

- If it is an institutional compliance issue, we will “convince” you to see it our way…
- If it isn’t, we will ask you to document the PI’s polite decline…

Your Administrative Shell has been approved….

What does that mean???
Responsibility:

- Changes are NOT to be made to the administrative shell without discussion
- Call the Grants Office if you find UNANTICIPATED changes needed… even if you think they are insignificant…
- Watch website for specific steps.

You think you are ready to Finalize…

*But WAIT…*
The Grants Office will continue to submit PHS System to System proposals

That means we do more checks before you submit…

PHS: Create & PI Review the FINAL PDF

- Significantly reduces retractions / resubmissions
- Have the PI review before finalizing
- See step-by-step instructions

www.med.umich.edu/medschool/grants/top10/
Once you Finalize, we….

- Check Recent Activity
- Scroll through the Final PDF created
  - Title, dates, dollars, Sr/Key persons – all match PAF
  - Review biosketches
  - Ensure Credential Agency Logins are included for PI(s)
  - Human/Animal attachments are included if applicable
  - Consultant letters are attached if applicable
  - Review letters of support for “new” commitments
  - Check if attachments are in PDF format

Biosketches

- Effort
- Dollars

We send back to you to fix effort!!
PHS: Inclusion of Children Document

• Children = Under 21

We send back for the reference to 18…

Page Limits

• Counting Pages – A Best Practice
Can we change our minds?  
*Unfortunately, Yes*

Are we always right?  
*Unfortunately, No*

Can we partner and discuss?  
*Absolutely!*

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**Take Home Tools…**

Visit Our Website:  
Current (through early June)  
www.med.umich.edu/medschool/grants/top10/

NEW! (active early June)  
Address is TBD – Redirect will be added to existing page
Questions?
Tips to Share?
Why did you….?
Anything you want to cover in future?

Thanks for being here!

Contact us:
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763-4272