



# Going for the Perfectly Routed Proposal:

## *The Grants Office Top 10*

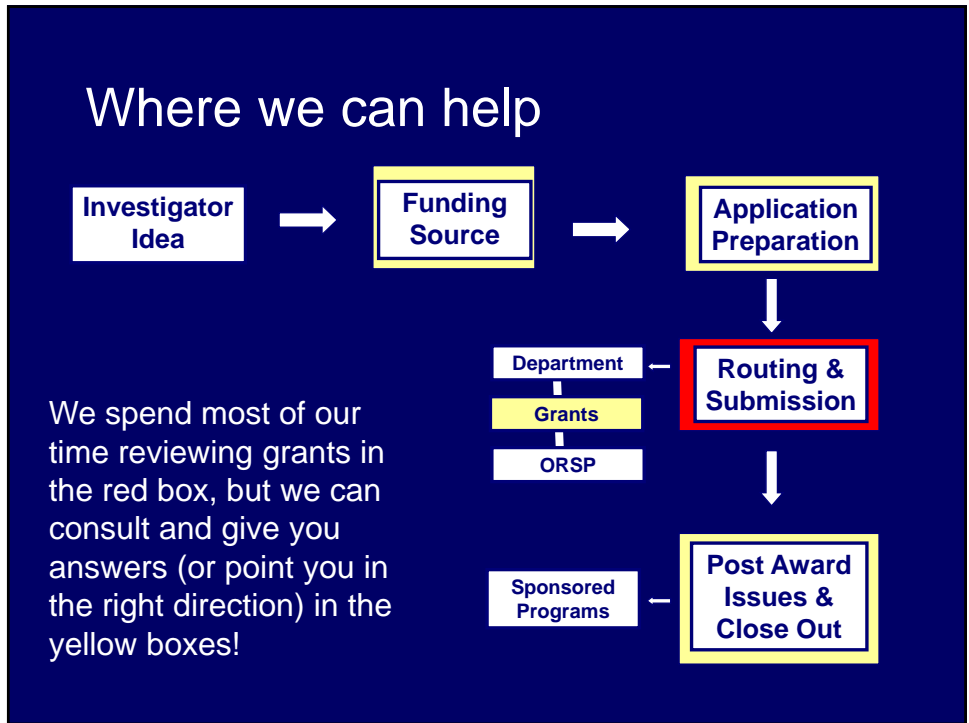
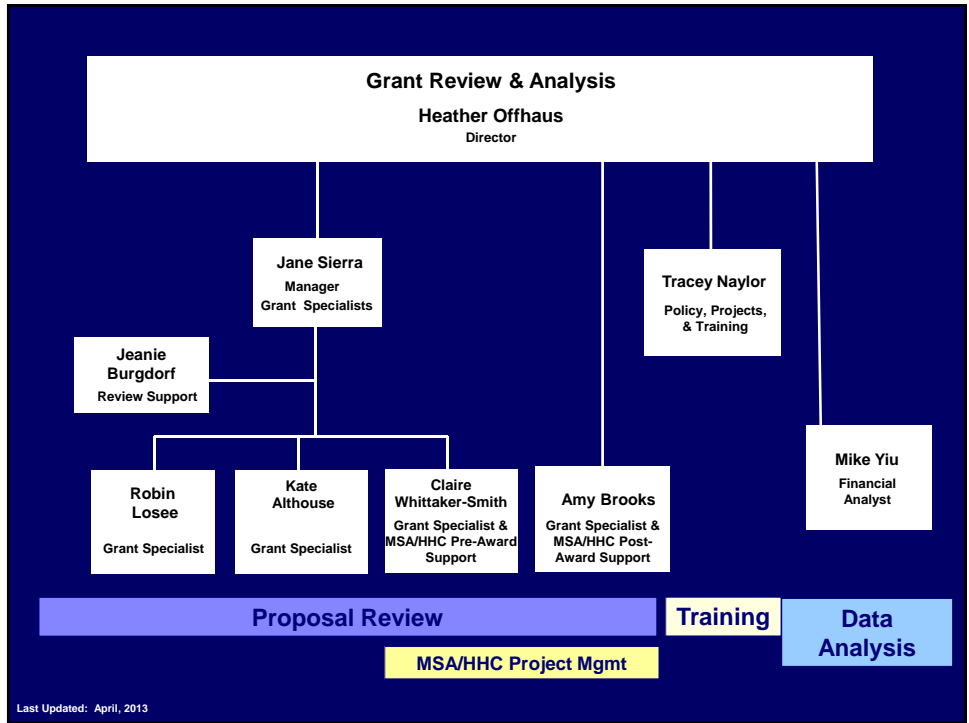
April 11, 2013



## Introductions

- Who we are
- Where we can help







## Grant Review & Analysis Office



# Top 10

*In no particular order to  
protect the innocent...*



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# # 10

**Federal Identifiers on Renewals  
& Resubmissions**





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# Federal Identifiers on Renewals & Resubmissions (PHS)

- Missing
- Incorrect numbers

1 R01 CA123456 01 A1



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# # 9

# Space





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### 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



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### Space

- Discrepancies
  - PAF
  - Resources
  - Approvals by email
- Missing approvals – who should sign for what?





# # 8

## Salary Cap Issues



## Salary Cap Issues

- Know the sponsor
- Apply consistently
- Watch the out-years
- Don't create your own amount!





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### 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...*



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# # 7

### Use of “0” Calendar Months





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### 0 Calendar Months

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



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# # 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





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### Additional Narrative Justifications on NIH Modular Proposals

- Needed for uneven modules across years
- Separate attachment!



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# # 4

### Cognizant Federal Agency Official





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### 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>



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# # 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





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### 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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### Medical School Deadline: Mystery Revealed

M	T	W	Th	F
			Med School 7	Med School 6
HOLIDAY	Med School 5	Med School 4	Med School 3	Med School 2
Med School 1 ORSP 4	ORSP 3	ORSP 2	Due Date ORSP 1	

**4 + 7 = 10....!**





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### ***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!



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# # 0 - Bonus

## Subcontracts and Sign Offs





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### 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!*



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# Double & Triple Checks

*The Importance of the Cross Reference...*







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### Titles

- PAF
- Application
- Cover letter

Short v. Long Title on PAF



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### Project / Budget Period Dates

- Budget form pages
- Face / cover page
- PAF

The order is important...





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### Dollars Match (Total & Initial Period)

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

Again, all about the order...



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### Roles Consistency

- Budget justification
- Budget pages
- Senior/Key Personnel section
- PAF





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### 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>



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





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### *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...



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# Your Administrative Shell has been approved....

*What does that mean???*





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### 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.



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**You think you are ready to Finalize...**

***But WAIT...***





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# The Grants Office will continue to submit PHS System to System proposals

*That means we do more checks before  
you submit...*



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### 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/](http://www.med.umich.edu/medschool/grants/top10/)





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### 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



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### 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







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**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/](http://www.med.umich.edu/medschool/grants/top10/)

**NEW!** (active early June)

Address is TBD – Redirect will be added to existing page





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**Questions?**

**Tips to Share?**

**Why did you....?**

**Anything you want to cover in future?**



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**Thanks for being here!**

**Contact us:**

**[msgrants@umich.edu](mailto:msgrants@umich.edu)**

**763-4272**

