

PROPOSAL ROLES AND RESPONSIBILITIES MATRIX

This document is meant to establish what each member of the pre-award proposal team is responsible for as applications are prepared and submitted. It is geared toward NIH Cayuse submissions, but there are instructions for other types of grant applications as well. If you have any questions about the material contained herein, please contact your RACE grants administrator for clarification.

These guidelines are based on ample review and preparation time for RACE and ORA. Per the RACE Service Level Agreement, it is suggested that RACE be notified at least 4 weeks in advance of the sponsor deadline, and per the ORA Service Level Agreement, all administrative items and documents are due to ORA 5 business days in advance of the sponsor deadline, and all scientific documents are due to ORA 3 business days in advance of the sponsor deadline. (For a list of what constitutes scientific documents, please see the ORA Service Level Agreement, page 29.)

With appropriate lead time, RACE and ORA are available to thoroughly review all administrative requirements of scientific documents and offer suggestions, if the investigator desires. In addition, there is a scientific writer on staff, Michael Kane, who is available to assist with scientific documents. If the documents are received after the internal ORA deadline is passed, administrative review of scientific documents becomes unfeasible and only minimum administrative review can be done.

RACE and ORA are partners with the investigators in submitting quality proposals to obtain funding. By working together, with appropriate time for all parties to complete their necessary tasks and review thoroughly, we can submit polished applications that will enhance the standing of both TJU and its investigators.

General Roles and Responsibilities

	PI	RACE	ORA
Entire Application	Full responsibility for entire application	Assembling all pieces of application to ensure there are no errors that would prevent submission; if documents are received by internal deadline, review to ensure that institutional and sponsor guidelines are met	Institutional support of application; all institutional guidelines met; no errors that would prevent submission
Scientific Content	Full responsibility	None	None
Scientific Presentation	Responsible for creation of all documents (including conversion to PDF for research strategy and other sensitive scientific documents) and review of documents prior to submission; upload to Cayuse is preferred	Review of formatting and page limits on all documents; upload to Cayuse if PI prefers; ensure there are no errors that would prevent submission	Ensure all non-scientific sponsor guidelines are met including page limits; review application for any formatting or other issues that would prevent submission
Administrative Content	Responsible for providing any requested information, creating some administrative documents (Facilities, Equipment, Biosketch, Multi-PI Plan, Data Sharing Plan, Budget Justification), and review of entire application prior to submission	Entry/review of all administrative information for adherence to institutional and sponsor guidelines; ensure there are no errors that would prevent submission	Review of all administrative information that relates to institutional and sponsor guidelines and policies as well as items that may cause errors in submission
Communication	Responsible for notifying department chair about upcoming proposal and cost sharing, if applicable; communicating with co-investigators and encouraging them to notify their department chairs, particularly if cost sharing is involved; communicating with subcontractors to determine scope of work and budget; communicating with RACE during preparation process; responsible for communicating with ORA during the review process to address any scientific concerns	Responsible for communication with PI during preparation to complete the administrative portions of the application and to answer any questions about administrative items; contacting OIA if proposal is to a foundation; contacting subcontractors for administrative documents; contacting ORA when the application is ready for ORA review (with cc to PI, and indicating any items ORA needs to know during their review), responsible for communicating with ORA during the review process to address any administrative concerns	Responsible for acknowledgement of application when received; dissemination of review/any questions or necessary changes to PI and RACE; status of application submission process and forwarding of any confirmation emails from the sponsor

ePTF

	PI	RACE	ORA
General	Provide title and project dates to RACE	Enter information from PI, ensure application matches	Verify title, PI, budget dates match application; check COI to make sure it is current
Sponsor	Provide sponsor, FOA, and link to or copy of guidelines/instructions to RACE	Enter information from PI, ensure application matches	Verify sponsor(s), FOA, activity code, and due dates match FOA/application; verify subaward information is correct if applicable
Project	Provide compliance and subawardee information to RACE	Enter information from PI, ensure application matches; identify approved protocol #; attach IRB/IACUC protocol approval letters if not pending, and subaward documents if necessary	Verify compliance and subawards match application; verify subaward documents are signed and in order; request IACUC/IRB review if necessary; verify legal name of subaward is correct; verify account number if continuation
Budget	Provide personnel, roles, effort, other cost categories and dollars, and information on subawardees, if any	Create draft budget; ensure roles are appropriate; review with PI; when finalized, enter information into the ePTF, ensure application matches; work with department to get signed cost share documents if necessary; email budget if there is a discrepancy between ePTF and application or salaries have been changed; ensure all personnel have completed AOI	Verify budget matches application; verify costs are appropriate and allocable per sponsor guidelines; verify cost sharing paperwork is present and signed if necessary; verify correct F&A rate has been selected and base is correct; check for hidden cost sharing not included in the budget; verify all personnel have completed AOI
Attachments	Provide IRB/IACUC approval letters if not pending	Attach subaward materials and IRB/IACUC approval letters if these items are listed as not pending; upload the cost share form ONLY to the ePTF; the form plus the worksheet should be emailed directly to appropriate approvers and uploaded on JeffShare, and email excel budgets directly to ORA reviewer and upload on JeffShare	Verify all necessary attachments are included
Approvals	Approve and sign COI	Route for approvals, work with Jean to change if someone is out of office, make sure all approvals, AOI, and COI are in place when application is ready for ORA review	Verify all necessary approvals are in place; check if anyone indicated yes on COI; make note in Comments tab if YES was selected in error

Cayuse

	PI	RACE	ORA
Overall	Provide necessary information and documents to RACE; PI is responsible for the entire application, so best to review the entire application prior to submission to ensure it appears exactly as they would like it	Complete Cayuse forms and upload documents, ensure administrative information is correct and documents are according to guidelines; ensure page limits are within guidelines; correct all errors and any applicable warnings or informational items; address any outstanding warnings/informational items as well as quirks or other necessary information in email to ORA when requesting review; provide PDF of entire application at PI's request	Verify form information is accurate and matches ePTF as appropriate; verify documents are of appropriate length and basic formatting (margins, # of lines or sentences); review for any compliance issues; ensure application adheres to sponsor and TJU policies; ensure there are no errors preventing submission to sponsor or areas of institutional risk
SF424 page 1	Provide any necessary information to RACE; review for accuracy prior to submission	Complete form including: Applicant Identifier (ePTF#), Type of Submission, Federal Identifier (if resubmission or renewal); Previous Grants.gov Tracking ID (if changed/corrected), Contact Information (Jeanmarie Johnston), Type of Application, Title of Application, Proposed Project Dates, PI contact information (ensure it matches the PI's information on the Key Person Page)	Verify information is correct
SF424 page 2	Provide cover letter (optional, unless required by FOA, submission is delayed, or there is any year with direct costs over \$500,000)	Complete Cayuse forms, including Estimated Program Income, 12372 Process (per FOA), Question 17 (check I Agree), Authorized Official information (Margaret Burwell), and upload cover letter, if provided	Verify information is correct and cover letter attached if required by the FOA, explanation is necessary for delayed application, or if there is any year with direct costs over \$500,000
RR Performance Site	N/A	Enter information where work will be performed including subaward sites	Verify subaward sites are listed and correct; verify all necessary fields are answered and no errors will be caused
RR Other Project Information	Provide information on compliance issues and documents (abstract, narrative, reference, facilities, equipment, other attachments)	Ensure compliance questions are entered accurately and match ePTF; attach necessary documents per the FOA and sponsor guidelines; check formatting and page limits; ensure all required documents have been uploaded and are in pdf format	Verify all questions are answered correctly and match ePTF; verify all necessary documents are uploaded per the FOA and sponsored guidelines; verify documents are of appropriate length; ensure that there are no items that will cause errors
RR Key Persons	Provide current biosketch	Enter information of key personnel, reach out to GAs/key personnel to request biosketches; verify biosketches (see documents tab), ensure Key Personnel match eTPF; ensure roles are appropriate and documented in the budget justification; identify Multi-PD/PI applications and ensure the necessary document has been uploaded; ensure any key personnel from Subawards are present; verify and upload Other Support if required by FOA (verification includes checking investigator's current support and effort levels, dates and dollars of listed awards)	Verify Key Personnel match eTPF; verify roles are appropriate and documented in the budget justification; identify Multi-PD/PI applications and verify the necessary document has been uploaded; verify any key personnel from Subawards are present; check page limits and basic formatting of biosketches

RR Budget	Provide information on budget personnel and categories to RACE; confirm final budget	Enter information from budget; ensure it matches the ePTF; ensure everything totals properly on all pages and in all years; ensure budget is under any required amounts in the FOA, verify fringe and F&A rates are accurate, ensure all line items are listed in the budget justification and that the budget justification numbers match the numbers on the budget	Verify the budget matches the ePTF, and that the budget justification matches the budget; verify MTDC has been calculated correctly; verify F&A rates, dates, and cognizant federal agency contact; verify budget is in line with any requirements of FOA
PHS 398 Modular Budget	Provide information on budget personnel and categories to RACE; confirm final budget	Enter modular budget totals; ensure year 1 matches ePTF; ensure budget justification includes all personnel and their percent efforts, and matches ePTF; create consortium justification, if necessary; ensure additional justifications are attached if necessary and content is according to sponsor guidelines	Verify year 1 matches ePTF; verify personnel in justification match ePTF; verify F&A base, rates, dates, and cognizant federal agency contact; verify additional justifications are present if necessary, have correct information and content
RR Subaward Budget Attachment	Provide contact information for subawardees; review subaward budgets/justifications/scopes of work to ensure costs are appropriate to work being performed	Ensure subawardees' budgets add correctly, MTDC is calculated correctly, and their justifications match their personnel and line items; ensure their totals are expected and come across to the RR budget correctly (including MTDC amounts); ensure there are months effort for every key personnel, appropriate subaward box is checked, and DUNS number included.	Verify dollars match LOI and prime budget and MTDC is calculated correctly; verify subaward budget justification is attached and personnel/line items match the budget
Linked Subawards under Prime award	N/A	Enter information for subaward sites and key personnel, upload biosketches; ensure there are no errors on the subawards	Verify there are no errors on the subawards
PHS 398 Cover Page Supplement Page 1	Provide information necessary to complete form accurately	Ensure information matches ePTF	Verify information matches ePTF
PHS 398 Cover Page Supplement Page 2	Provide information necessary to complete form accurately	Ensure information is correct	Ensure there are no errors on the form
PHS 398 Research Plan	Provide documents in PDF format or upload directly to Cayuse	Ensure all required documents have been uploaded and are in pdf format; check page limits; ensure documents are in pdf format	Verify all necessary documents are attached; verify documents are within page limits
Planned Enrollment Report	Provide information to RACE or fill out form directly in Cayuse, if necessary	Fill out form if PI provides information; verify with PI it is not to be included if there are humans but no information has been provided (and notify ORA at review time of the PI's intention not to submit)	Verify all required fields are completed
PHS 398 Cumulative Inclusion Report	Provide information to RACE or fill out form directly in Cayuse, if necessary	Ensure that it is PI's intention to not include it, if it is not filled out (and notify ORA at review time of the PI's intention not to submit); fill out form if PI provides information	Verify all required fields are completed
Other Cayuse forms	Provide information to RACE or fill out form directly in Cayuse, if necessary	Ensure information is correct and answered in accordance with the sponsor guidelines	Verify all required fields are completed

Outgoing Subawards

Required Documents	PI	RACE	ORA
Overall	Use Determination worksheet to determine whether something should be subaward, service contract, or consulting services (https://w3.jefferson.edu/university/research_administration/authorized/documents/ORA/SubawardDeterminationGuidelines.doc); Provide contact information for subawardee PI and admin	Gather required documents; check for completeness; check budget details to be sure it adds correctly and rates reflect those listed in LOI (after 7/1/15, Subrecipient Monitoring Form (SMF) will replace LOI); ensure correct budget forms are attached; attach facilities and equipment documents to TJU's facilities and equipment documents; upload biosketches to Cayuse; upload determination worksheet, LOI, scope of work, and F&A rate agreement (if F&A rate is not listed in the LOI (SMF)) to ePTF attachments tab (and budget/justification if the prime budget is modular)	Verify budget information is accurate and matches ePTF and application; verify documents are all attached in appropriate places verify subsite is listed in Performance Sites and subaward key personnel included on the Senior/Key Personnel form, ensure there are no errors preventing submission to sponsor or areas of institutional risk
Letter of Intent	N/A	Ensure LOI (SMF) includes the following information: subaward PI; TJU PI; title of application; period of performance; total dollar amount; information indicating a conflict of interest policy; signature by and contact information for an authorized official; F&A rate (if not in LOI (SMF), a copy of their F&A rate agreement will suffice)	Verify information is correct and LOI is signed by an appropriate official
Scope of Work specific to subsite	Work with subaward PI to create clearly defined scope of work for the subsite	Ensure Scope of Work is specific to subsite	Verify Scope of Work is specific to subsite
Detailed and cumulative budgets - Modular submission	Work with subaward PI to create appropriate budget for subaward scope of work	Upload or create subaward file in Cayuse; create consortium justification from subawardee's budget justification per SF424 guidelines; ensure amounts match Consortium Justification and ePTF; ensure everything totals properly on all pages and in all years; ensure budget is under any required amounts in the FOA, verify F&A rates reflect LOI/rate agreement, ensure all line items are listed in the budget justification and that the budget justification numbers match the numbers on the budget (the year 1 detail budget is only for ORA review; not required for NIH); attach year 1 detail and all year cumulative budgets and justification to LOI (SMF) and SOW in ePTF	Verify total dollars match Consortium Justification and ePTF; ensure all necessary fields for subaward are answered and no errors will be caused
Detailed and cumulative budgets - Detailed submission	Work with subaward PI to create appropriate budget for subaward scope of work	Upload or create subaward file in Cayuse; ensure amounts match ePTF; ensure everything totals properly on all pages and in all years; ensure budget is under any required amounts in the FOA, verify F&A rates are accurate, ensure all line items are listed in the budget justification and that the budget justification numbers match the numbers on the budget	Verify fringe rates match rate agreement; verify total dollars match Consortium Justification and ePTF; ensure all necessary fields for subaward are answered and no errors will be caused

Budget Justification	Review to ensure items are reasonable for scope of work	Ensure line items match the detailed budget, or for modular, that they match the year 1 detailed budget; ensure totals match ePTF for year 1	Verify line items match the detailed budget, or for modular, that they match the year 1 detailed budget; verify totals match ePTF for year 1 and all years for detailed budgets
Facilities and Equipment	N/A	Attach to TJU's Facilities and Equipment (optional) documents	Verify Facilities documents are attached to TJU's Facilities document and Equipment document, if there is one
Biosketches for key personnel	N/A	Upload biosketches (see documents tab for review of biosketches), upload to verify and upload Other Support if required by FOA (verification includes checking investigator's current support and effort levels, dates and dollars of listed awards)	Check page limits and basic formatting of biosketches
F&A Rate Agreement	N/A	Required only if F&A rate is not included in the LOI (SMF); verify it is the most current; upload to ePTF and use it or LOI (SMF) to ensure F&A rates on sub budgets are correct	Verify agreement is attached in ePTF or rates are listed in LOI; use it or rate listed in LOI (SMF) to verify F&A rates on budget

NIH Documents Checklist

Document	When Required	Page Limit (Always check FOA for exceptions)	Document Requirements for RACE to check	Document Requirements for PI
Cover Letter	Optional except when FOA requires it (Fellowships and K awards, check FOA and SF424 guide), when the application is being submitted outside standard due dates (e.g. continuous submission), or is over the \$500,000 per year cap	Usually no limit; check FOA	Necessary information re: due dates or budget; references for fellowships or K awards; anything specifically required by the FOA	See FOA and SF424 guidelines for Fellowships and K awards; otherwise, there are suggested items in the SF424 guidelines but none required
Project Summary/ Abstract	Almost always (check FOA to be sure)	Generally 30 lines; 1 page for K awards (check FOA)	Page limits (be sure to check this is only one page (occasionally conversion to PDF will add a blank page - that will cause an error)	See SF424 guidelines for detailed instructions
Project Narrative	Almost always (check FOA to be sure)	2-3 sentences	Page limits (be sure to check this is only one page (occasionally conversion to PDF will add a blank page - that will cause an error)	See SF424 guidelines for detailed instructions
Bibliography & References Cited	Almost always (check FOA to be sure)	No limit	Verify it is the correct document	See SF424 guidelines for detailed instructions
Facilities & Other Resources	Almost always (check FOA to be sure)	No limit	Ensure categories are covered, ensure subaward facilities are included on applications where there are subawards	For most applications, Identify the facilities to be used (Laboratory, Animal Computer, Office, Clinical and Other). Include facilities for any collaborating institutions. Check FOA and K- or T-specific SF424 instructions for those facilities documents
Equipment	Optional except when FOA requires it.	No limit	Ensure subaward equipment is included on applications where there are subawards (assuming they have provided this document, as it is optional)	List major items of equipment already available for this project
Other Attachments	Generally not to be used unless FOA requires it (K awards, some F awards, S10s, other unusual awards)	See FOA and F- and K-specific SF424 guidelines	Ensure necessary documents are attached and have the correct content and document file name per the FOA	See SF424 guidelines for detailed instructions
Biosketches	Required for all key personnel	Usually 5 pages for NIH, however check FOA	Ensure PI's Commons username is correct; ensure Research Support is current (includes checking investigator's current and completed support and making sure dates are accurate, the grants are listed in the appropriate section, that none are over 3 years old, and that no dollars or effort are included); ensure section C is Contributions to Science and not Publications; ensure document is under the page limit	See Biosketch template for detailed instructions
Detailed budget justification	Required for R&R budgets	No limit	Ensure all personnel and line items are accurately reflected on the budget justification	All personnel and line items must be justified
Personnel budget justification	Required for Modular budget	No limit	Ensure all personnel are accurately reflected on the budget justification	All personnel must be named with calendar months effort and description of their role on the project
Consortium Justification	Required for Modular budgets with subawards	No limit	All subawards must be listed by name, noted whether they are a domestic or foreign institution, yearly amounts rounded to the nearest \$1000, and all personnel and calendar month efforts must be included	Review detailed budget justification from subawardees to make sure all costs are appropriate; review consortium justification to verify it matches detailed budget justification

Additional Narrative Justification	Required for Modular budgets that have unequal modules in all years (R21 is an exception, this is not required for R21 modular budgets unless noted in the FOA)	No limit	Verify it is the correct document	Explain why modules are not the same in all years
Introduction	Resubmissions or Revisions	1 page	Verify it is under the page limit	Resubmissions: Must summarize the substantial additions, deletions and changes to the application; must include a response to the issues and criticism raised in the Summary Statement; Revisions: Must describe the nature of the supplement and how it will influence the specific aims, research design, and methods of the original grant application (PI mainly responsible)
Specific Aims	Almost always (check FOA to be sure)	1 page	Verify it is under the page limit	State concisely the goals of the proposed research and summarize the expected outcomes, including the impact that the results of the research will exert on the research field(s) involved; list succinctly the specific objectives of the research proposal
Research Strategy	Always	See table of page limits: http://www.grants.nih.gov/grants/forms_page_limits.htm	Verify it is under the page limit	Check FOA for any discrepancies, otherwise: start each section with a section heading: Significance, Innovation, Approach. (For further, in depth instructions, see SF424 guidelines). Progress report for renewal applications should be included in the Research Strategy.
Progress Report Publication List	Renewals and resubmissions of renewals	No limit	All publications must have identifications. 4 possible identifications may be used: PMCID numbers, PMC Journal - In Process, PMID numbers (for those publicly available in a free, online format), URLs (for those publicly available in a free, online format)	Titles and complete references to all appropriate publications, manuscripts accepted for publication, patents, and other printed materials that have resulted from the project since it was last reviewed competitively.
Protection of Human Subjects	Any application where Human Subjects have been checked yes; may also be used to explain "No Human Subjects" (i.e. Human Subjects was checked No even though there are cells or tissues being used)	No limit	Verify it is the correct document	See SF424 guidelines for detailed instructions
Inclusion of Women and Minorities	Any application where Human Subjects have been checked yes and the research is non-exemption 4	No limit	Verify it is the correct document	See SF424 guidelines for detailed instructions
Inclusion of Children	Any application where Human Subjects have been checked yes and the research is non-exemption 4	No limit	Verify it is the correct document	See SF424 guidelines for detailed instructions
Vertebrate Animals	Any application where Vertebrate Animals have been checked yes	No limit	Verify it is the correct document	Must cover 5 items per SF424 guidelines: Detailed description of animal use, justification for use of animals, veterinary care, procedures, euthanasia
Select Agent Research	Any application where the proposed research uses select agents	No limit	Verify it is the correct document	See select agents list here: http://www.selectagents.gov/ ; must include 2 items per SF424 guidelines: Identify select agent, provide registration status of all entities where the select agent research will be performed

Multiple PD/PI Leadership Plan	Applications with Multiple PD/Pis	No limit	Verify it is the correct document	Rationale for choosing multiple PD/PI approach; governance and organizational structure of the leadership team including communication plans, decision-making process, and procedures for resolving conflicts; roles and administrative, technical, and scientific responsibilities should be delineated for PD/Pis and other collaborators; if budget allocation is planned; distribution of resources to specific components of the project or to individual PD/Pis should be delineated
Consortium/ Contractual Arrangements	Applications with subawards	No limit	Verify it is the correct document	If the subaward represents a significant portion of the overall project, explain why the applicant organization should be the grantee, as opposed to the subawardee; otherwise, include the statement: The appropriate programmatic and administrative personnel of each organization involved in this grant application are aware of the agency's consortium agreement policy and are prepared to establish the necessary inter-organizational agreement(s) consistent with that policy.
Letters of Support	Only when FOA requires it, otherwise optional	Usually no limit; some limits on K and F awards; check FOA and table of page limits	Ensure letters are ordered as PI would like them; ensure there are letters of support from collaborators not giving effort or receiving salary	Provide letters of support and preferred order; request from collaborators that are providing not giving effort or receiving salary
Resource Sharing Plan	Optional unless FOA requires it or the application meets one of the following criteria: the budget is over \$500,000 DC in any year (Data Sharing Plan); the application includes the development of model organisms (Sharing Model Organisms), or the application is for research that generates large-scale human or non-human genome data (Genomic Data Sharing)	No limit	Ensure the requirements are met if there is over \$500,000 in DC, model organisms, or genomic data being generated	See SF424 guidelines for detailed instructions
Appendices	Only when FOA requires it, otherwise optional	No limit, but only 10 appendices may be uploaded, there are limits on publications that can be included, and it should be noted that appendices are not to be used to circumvent page limits	Verify publications included are allowable per SF424 instructions	See SF424 guidelines for detailed instructions

Non-Cayuse Applications

Required Documents	PI	RACE	ORA
Overall	Provide necessary information and documents to RACE; PI is responsible for the entire application, so best for them to review the entire application prior to submission to ensure it appears exactly as they would like it	Gather required documents; check for completeness; check budget details to be sure it adds correctly and year 1 matches ePTF; create subaward LOI, if required (after 7/1/15, fill out subaward recipient form); upload application and FOA to JeffShare	Verify budget information is accurate and matches ePTF and application; verify all documents are attached per the FOA, ensure there are no errors preventing submission to sponsor or areas of institutional risk
Budgets	Work with RACE to create a budget within FOA guidelines that is reasonable for the work being done	Ensure amounts match ePTF; ensure everything totals properly on all pages and in all years; ensure budget is under any required amounts in the FOA, verify F&A rates are accurate, ensure all line items are listed in the budget justification and that the budget justification numbers match the numbers on the budget	Verify the budget matches the ePTF, and that the budget justification matches the budget; verify IDC base and amounts have been calculated correctly; verify F&A rates and dates; verify budget is in line with any requirements of FOA
Other necessary forms	Provide necessary information and documents to RACE	Ensure all documents are present and complete per the FOA	Verify all documents are present and complete per the FOA
Sponsor websites	Provide necessary information and documents to RACE; interact with website if PI is the agent submitting the application	Ensure all forms are complete and documents attached per the FOA; determine what in format ORA's approval is required; communicate this when asking for review	Verify all documents are present and complete per the FOA
Signature order	Sign documents and get chair/dean signature if necessary	Ensure all departmental signatures (PI, chair, dean) are complete prior to ORA review; get all central office signatures post-ORA sign-off (financial, IRB, etc.)	Verify departmental signatures are complete; sign as appropriate
Terms and Conditions	Review	Identify any Terms and Conditions that must be agreed to at time of application; inform ORA early in the process and provide documents for their review	Review Terms and Conditions to determine institutional risk; if unacceptable terms, create cover letter to request negotiation prior to award

Letters of Intent

	PI	RACE	ORA
Determination	Provide sponsor, FOA, and link to or copy of guidelines/instructions to RACE	Determine if ORA approval is needed (is there any budget information or authorized official signoff required)	N/A
If ORA review is required	Follow Non-Cayuse Applications workflow	Follow Non-Cayuse Applications workflow	Follow Non-Cayuse Applications workflow
No ORA review is required	Submit LOI; provide RACE copy of submission materials; notify RACE of full application date	Put LOI, FOA, and other documents on RACE share drive and note full application date	N/A

Fiscal Year 2015 Department of Defense Congressionally Directed Medical Research Programs' General Application Guidance

Application Components	When Required	Page Limit (Always check FOA for exceptions)	Document Requirements for RACE and/or ORA to check	Document Requirements for PI
eBRAPLog Number	During the pre-application process, each submission will be assigned a unique log number by eBRAP. The corresponding Grants.gov application package must be submitted using this unique eBRAP log number to avoid delays in application processing. This number should be identified within the Submission Title field (System-to-System entry) or the Application Filing Name (if manually entered into the SF-424).	N/A	Ensure eBRAP number is present and/or shared with his/her corresponding ORA Pre-award representative.	Ensure pre-application was submitted via the eBRAP system, and was approved to submit a full application.
SF-424 (R&R) Application for Federal Assistance Form	When a pre-application has been approved, and an investigator has been invited to submit an application against the solicitation.	N/A	Ensure all necessary blocks are completed as outlined within pp. 10 - 11. Visit https://ebrap.org/eBRAP/public/ViewFileTemplate.htm?fileTemplateId=1190500&fileType=pdf within Google Chrome for further instructions.	N/A
Attachments Form	Required to be transmitted with the complete application and should include the various attachments that must be transmitted with the application (e.g, Project Narrative, Supporting Documentation, Technical Abstract, Lay Abstract, Statement of Work [SOW], Additional Documents [as applicable]).	Refer to specific solicitation instructions in order to determine/adhere to page limitations, if any.	Ensure naming convention and content within the various attachments conforms to the instructions as identified within the solicitation and also adheres to the formatting guidelines as described on page 27. Visit https://ebrap.org/eBRAP/public/ViewFileTemplate.htm?fileTemplateId=1190500&fileType=pdf within Google Chrome for further instructions.	Ensure naming convention and content within the various attachments conforms to the instructions as identified within the solicitation and also adheres to the formatting guidelines as described on page 27. Visit https://ebrap.org/eBRAP/public/ViewFileTemplate.htm?fileTemplateId=1190500&fileType=pdf within Google Chrome for further instructions.
Research & Related Senior/Key Person Profile (Expanded)	Required for each person who will contribute significantly to the proposed research project.	Refer to specific solicitation instructions in order to determine/adhere to page limitations, if any.	In the "PROFILE - Project Director/Principal Investigator" section, enter the PI's User Name provided by eBRAP into the data field labeled "Credential, e.g., agency login". Ensure biographical sketch suggested format conforms to either, 1). The suggested format on the "Funding Opportunities & forms" web page in eBRAP (https://ebrap.org/eBRAP/public/Program.htm) or 2). The National Institutes of Health Biographical Sketch (http://grants.nih.gov/grants/funding/424/index.htm#format) either of which must be uploaded in PDF format and adhere to the document naming convention on page 15 (https://ebrap.org/eBRAP/public/ViewFileTemplate.htm?fileTemplateId=1190500&fileType=pdf) or as otherwise specified within the solicitation. PI Previous/Current/Pending Support should also be included as well. Note: for all previous (award period of performance ending within the past 5 years), current, and pending research support, include the title, time commitments, supporting agency, name and address of the funding agency's procuring Contracting Grants Officer, performance period, level of funding, brief description of the project's goals, and a list of the specific aims. If applicable, identify where the proposed project overlaps with other existing and pending research projects. Clearly state if there is no overlap. If there is no previous, current, or pending support, enter, "None". Note: all embedded hyperlinks within this cell should be opened within Google Chrome.	Ensure naming convention and content within the various attachments conforms to the instructions as identified within the solicitation and also adheres to the formatting guidelines as described on page 27. Visit https://ebrap.org/eBRAP/public/ViewFileTemplate.htm?fileTemplateId=1190500&fileType=pdf within Google Chrome for further instructions.
Research & Related Budget	Required to be completed for each application submitted against a particular solicitation.	Refer to specific solicitation instructions in order to determine/adhere to page limitations, if any.	The budget and budget justification should include sufficient detail for the Government to determine whether the proposed costs are allowable, allocable, and reasonable for the proposed research. Adhere to certain budget regulations and restrictions as outlined on pp. 16 -17 while ensuring sections A - K of the budget are completed in accordance with the guidance on pp. 18 -22. Visit https://ebrap.org/eBRAP/public/ViewFileTemplate.htm?fileTemplateId=1190500&fileType=pdf within Google Chrome for further instructions. Note: the subawardee's direct and indirect costs are part of the prime institutions direct costs.	Aside from ensuring sections A-K of the budget are completed in accordance with the guidance on pp. 18- 22, PI should also ensure naming convention and content conforms to the instructions as identified within the solicitation and also adheres to the formatting guidelines as described on page 27. Visit https://ebrap.org/eBRAP/public/ViewFileTemplate.htm?fileTemplateId=1190500&fileType=pdf within Google Chrome for further instructions.
Project/Performance Site Location(s) Form	Required to be identified within each application. If a portion of the work will be performed at any other site(s), include the name and address for each collaborating location in the data fields provided.	No limit; however, if more than eight performance site locations are proposed, provide requested information in a separate file and attach to the electronic form.	Ensure all fields for the project/performance site location(s) is/are completed.	Ensure all fields for the project/performance site location(s) are completed.

R&R Subaward Budget Attachment(s) Form (if applicable)	Required if there are any subawards that would be extended to another institution, if awarded.	No limit	Ensure a separate detailed Research & Related budget (including budget justification) for each subaward (subgrant or subcontract) is completed in accordance with the instructions as outlined beginning at the bottom of p. 17 to the middle of p. 22. as identified within the "General Application Instructions". Visit https://ebrap.org/eBRAP/public/ViewFileTemplate.htm?fileTemplateId=1190500&fileType=pdf within Google Chrome for further instructions.	Ensure subcontractor provides TJU with the following information: Subrecipient Commitment Form, a detailed scope of work, a completed R&R subaward budget with justification, a copy of the institution's F&A rate agreement (if not available by URL).
Collaborating with DoD Military Facilities Form	When a DoD Military Facility will be a collaborator in performance of the project.	No limit	Ensure instructions are followed as outlined on pp. 23 - 24 and conform to any other requirements/restrictions as identified within the solicitation (if applicable). Visit https://ebrap.org/eBRAP/public/ViewFileTemplate.htm?fileTemplateId=1190500&fileType=pdf within Google Chrome for further instructions.	Ensure instructions are followed as outlined on pp. 23 - 24 and conform to any other requirements/restrictions as identified within the solicitation (if applicable). Visit https://ebrap.org/eBRAP/public/ViewFileTemplate.htm?fileTemplateId=1190500&fileType=pdf within Google Chrome for further instructions.

Note: Each DoD program announcement will typically include an "Application Submission Checklist" as the last page of the solicitation. Additionally, the formatting guidelines as identified on page 27 within the Fiscal Year 2015 "General Application Instructions" will apply to all proposals submitted to the Department of Defense's Congressionally Directed Medical Research Programs unless otherwise specified within the solicitation. Please be sure to also refer to the section entitled, "Administrative Actions" within each solicitation in order to be aware of what will cause a proposal to be rejected, modified, or withdrawn.

DEPARTMENT OF DEFENSE

FY 2015

FORMATTING

GUIDELINES

All pre-application and application documents must be legible and should conform to the formatting guidelines described below. The font size, spacing, page size, and margins may differ among the word processing, PDF, and printed versions. These guidelines apply to the document properties of the electronic version of the PDF file(s) as viewed on a computer screen.

- **Document Format:** All attachments must be in PDF.
- **Font Size:** 12 point, not condensed.
- **Font Type:** Times New Roman.
- **Spacing:** Single space or no more than six lines of type within a vertical inch (2.54 cm).
- **Page Size:** No larger than 8.5 inches x 11.0 inches (21.59 cm x 27.94 cm).
- **Margins:** At least 0.5 inch (1.27 cm) in all directions.
- **Print Area:** 7.5 inches x 10.0 inches (19.05 cm x 25.40 cm).
- **Color, High-Resolution, and Multimedia Objects:** Project narratives and pre-application files may include color, high-resolution, or multimedia objects (e.g., MPEG, WAV, or AVI files) embedded in the PDF files; however, these objects should not exceed 15 seconds in length and a size of 10 MB. Photographs and illustrations must be submitted in JPEG format; bit map and TIFF formats are not allowed.
- **Scanning Resolution:** 100 to 150 dots per inch.
- **Internet URLs:** URLs directing reviewers to websites that contain additional information about the proposed research are not allowed in the application or its components. Inclusion of such URLs may be perceived as an attempt to gain an unfair competitive advantage. However, links to publications referenced in the application are encouraged.
- **Language:** All documents must be submitted in English, unless otherwise specified in the Program Announcement/Funding Opportunity (e.g., foreign transcripts submitted with English translations).
- **Headers and Footers:** Should not be used. Pre-existing headers and footers on required forms are allowed.
- **Page Numbering:** Should not be used.
- **Recommended Attachment Size:** Individual attachments should be no larger than 20 MB. *If the file size for the entire Grants.gov application package will or may exceed 200 MB, applicants should contact the Grants.gov Contact Center (support@grants.gov) for written confirmation that the file will be accepted or for other guidance.*

FY15 DoD Congressionally Directed Medical Research Programs