Pre-Award Basics

for VA Research Faculty
Today’s Agenda

• Introduction
• Differentiating Pre-Award Offices
• Typical Proposal Forms (using NIH as a guide)
• Proposal Workflow
• Deadlines
• Pre-Award Strategies
• Common Mistakes
• Resource Materials
# Pre-Award Office Matrix

<table>
<thead>
<tr>
<th>Sponsors Types</th>
<th>Contracts</th>
<th>Grants Cooperative Agreements</th>
<th>Clinical Trials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Profit</td>
<td>OCGA / DOM DRA*</td>
<td>OCGA / DOM DRA*</td>
<td>OCGA</td>
</tr>
<tr>
<td>For-Profit/Industry</td>
<td>TDG</td>
<td>TDG</td>
<td>CTC&amp;SR</td>
</tr>
</tbody>
</table>

* for grants.gov applications ≤ $500,000 DC/year

<table>
<thead>
<tr>
<th>OCGA</th>
<th>Office of Contract &amp; Grant Administration</th>
</tr>
</thead>
<tbody>
<tr>
<td>DOM DRA</td>
<td>Department of Medicine Departmental Research Associate</td>
</tr>
<tr>
<td>TDG</td>
<td>Technology Development Group</td>
</tr>
<tr>
<td>CTC&amp;SR</td>
<td>Clinical Trials Contracts &amp; Strategic Relations</td>
</tr>
</tbody>
</table>
Typical NIH Proposal Sections & Page Limitations

- Read the guidelines/Funding Opportunity Announcement!
- Face Page/SF424 RR  Purple=Fund Manager
- Performance Sites  Green=PI
- Project Summary/Abstract (30 lines max)
- Project Narrative/Relevance to Public Health (3 sentence max)
- Bibliography/Reference Cited
- Facilities & Other Resources / Equipment
- Biographical Sketch for all Key Personnel (5 page max each)
- Budget & Budget Justification
- Research Plan – including Specific Aims (1 page), Research Strategy (6 or 12 pages), Human & Animal Subject, LOS, etc.
- Internal Proposal Paperwork -
  - EPASS electronically signed by PI, Conflict of Interest, PI Exception, Human Subject

UCLA Department of Medicine
Office of Research Administration
Deadlines:

**Sponsor vs. OCGA vs. DOM ORA**

- **Sponsor** Deadlines will always be listed on the guidelines
  - If a Sponsor deadline falls on a weekend or holiday, it typically is due the next business day

- **OCGA** Deadline is always **5 business days prior** to Sponsor Deadline

- **DOM DRA** Deadline is always **3 business days prior** to the Sponsor Deadline
<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>29</td>
<td>30</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>OCGA R01 5 Day Deadline</strong></td>
<td><strong>DOM DRA R01 3 Day Deadline</strong></td>
<td></td>
<td></td>
<td><strong>NIH R01 Deadline</strong></td>
</tr>
<tr>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>DOM DRA K Deadline</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>OCGA R03/R21 Deadline</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>NIH R03, R21 Deadline</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
<td>26</td>
</tr>
<tr>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>3</td>
<td>4</td>
<td></td>
<td>Notes</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

UCLA Department of Medicine
Office of Research Administration
NIH Due Dates

• Activities Codes, Cycles, & Important Dates...oh my!
  • Common Activity Codes
    • T&F Series – Research Training & Fellowships
    • K Series – Career Development Awards
    • R Series – Research Grants
    • U Series – Cooperative Agreements
    • P Series – Program Projects/Center Grants
  • Common Type Codes
    • Type 1 – New
    • Type 2 – Renewal (Competing Continuation)
    • Type 3 – Add’l Support / Competing Revision / Admin Supplement
    • Type 5 – Non-competing Continuation / Progress Report
DOM 3 Day Policy Clarification

• **DOM 3 Day Policy**

• Proposals should be *final, and ready to submit* 3 business days prior to Sponsor deadline, *not draft versions*

• If the review process is completed with no errors/warnings, DOM DRA will click submit!

• If there ARE review comments that need to be addressed, the PI/fund manager has a couple hours to address issues.

• Review comments: must vs. should

• FM will provide PI with final PDF or proposal. Written PI approval is required to submit by 3 days prior to sponsor due date.
**NIH PI Continuous Submission**

- **Why?** Commitment to recognize outstanding service in the NIH peer review process and/or Advisory Groups.

- **What?** Allows appointed members to submit their research grant applications (R01, R21, or R34) with standard due dates only (i.e. does not apply to applications with specific due dates) on a continuous basis & have those applications undergo review in a timely manner.

- **Who?** List of Reviewers Eligible for CS

- **How does this affect UCLA internal due dates?**
  - OCGA (5 day policy) vs. DOM DRA (3 day policy)
  - “Soft” deadline vs. “hard” deadline
  - Must include Cover Letter that states eligibility of PI for CS
NIH Policy for Late Application Submission

- Different from Continuous Submission privileges
- Two week window of consideration after the application due date
- Temporary or ad hoc service by a PD/PI on an NIH advisory group during the two months preceding or the two months following the application due date.
  - For PDs who are eligible for CS, this policy applies to activities not covered und CS (i.e. other than R01, R21, R34 opportunities that use standard due dates)
- Must include cover letter to explain reason for late submission
• **Pre-Award Strategies: Determine the proposal’s complexity**
  
  • Have you submitted to this agency before, and are aware of their guidelines/policies?
    
    - Some Sponsors have 2 sets of guidelines! Ex. NIH – SF424 & funding opportunity announcement (FOA) – PA-19-424
  
  • Is it a limited submission?
  
  • Subawards, foreign and/or domestic?
  
  • Detailed budget vs. Modular budget?
  
  • Paper vs. Electronic vs. Both?
  
  • Number of Key Personnel?
  
  • Animals and/or human subjects?
  
  • Budget over $500,000 direct cost in any given year?
  
  • Agency provides only non-fillable forms?
  
  • Will the grant be submitted via OCGA or DOM DRA?
  
  • Do you have numerous proposals due on, or around, the same deadline?
Commons Mistakes

• Exceed # of resubmissions
• Formatting Issues: exceed page limits, incorrect font, etc
• Incorrect versions uploaded
• Biosketch has not been updated. Formatting errors.
• Incorrect Award # associated with proposal

How to Avoid Them!

• Remember only 1 allowed!
• Read all sets of guidelines! Sometimes there are multiple!
• Review final PDF carefully
• Obtain most updated version from all KP, specialized for this proposal (Sec. A)
• Double check award #

• START EARLY!
Who you gonna call?!

• VA Fund Managers: Aida Alverez, Amisha Singh, Tina Bulchand
• MSO: Jill Narciso
• DOM DRA: domdra@research.ucla.edu
• My Contact Information: Cathy Rujanuruks, Director of Research Administration
  • Email: crujanuruks@mednet.ucla.edu
  • Phone: 310-206-6287
  • Office: 32-115 CHS
Questions??