

# Bridging the Career Gap for Underrepresented Minority Scientists

## Budget Application Pre-/Post- Award

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Grants Management Program

NIAID Division of Extramural Activities

# Introduction

## Overview

**NIAID Structural Chart**

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**Application Review**

**Summary Statement Review**

**Budget Consideration**

**Just-in-Time (JIT)**

## Post-Award

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**Obligations as Grantee**

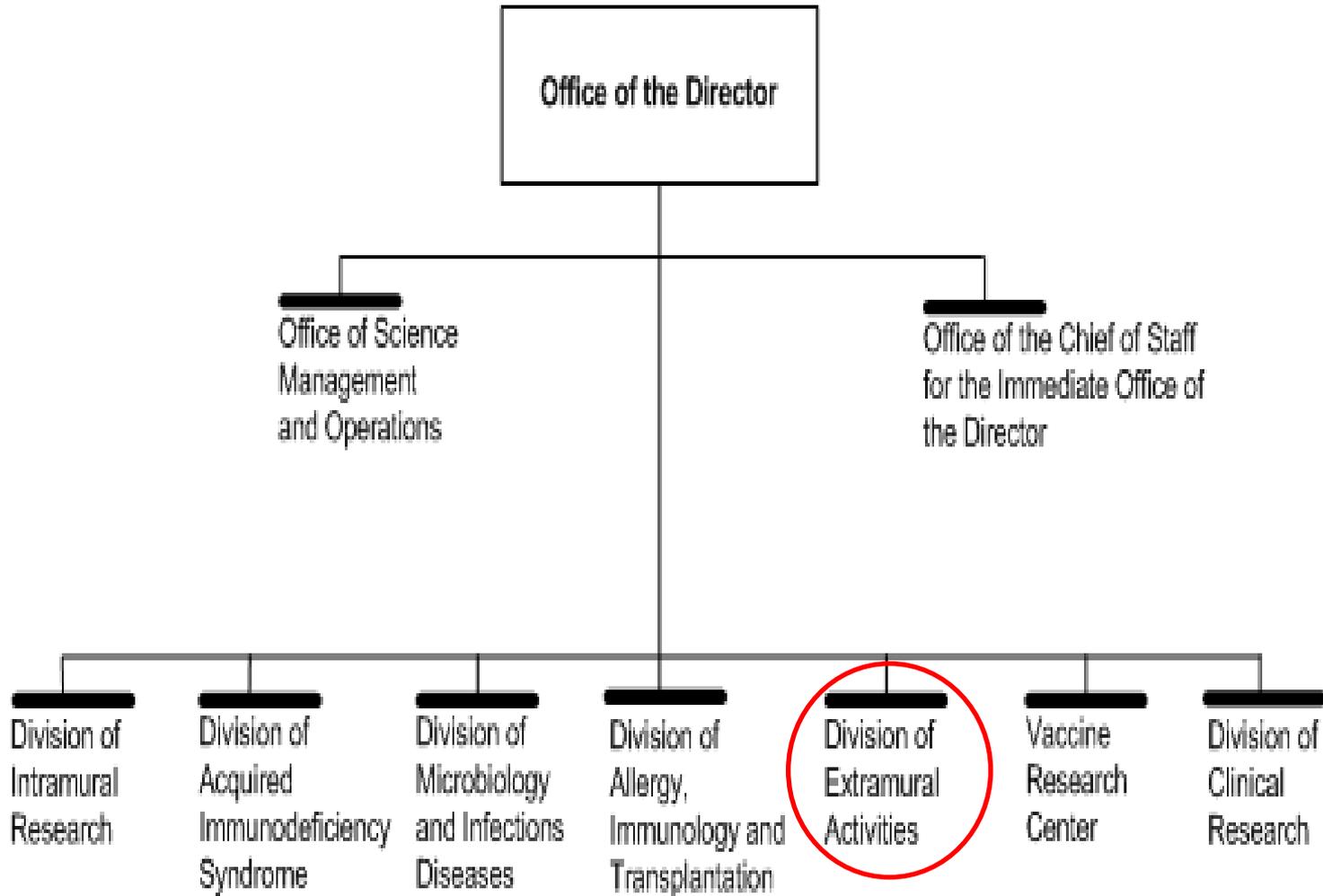
**Non-Competing Continuation Progress Reports**

**Prior Approval**

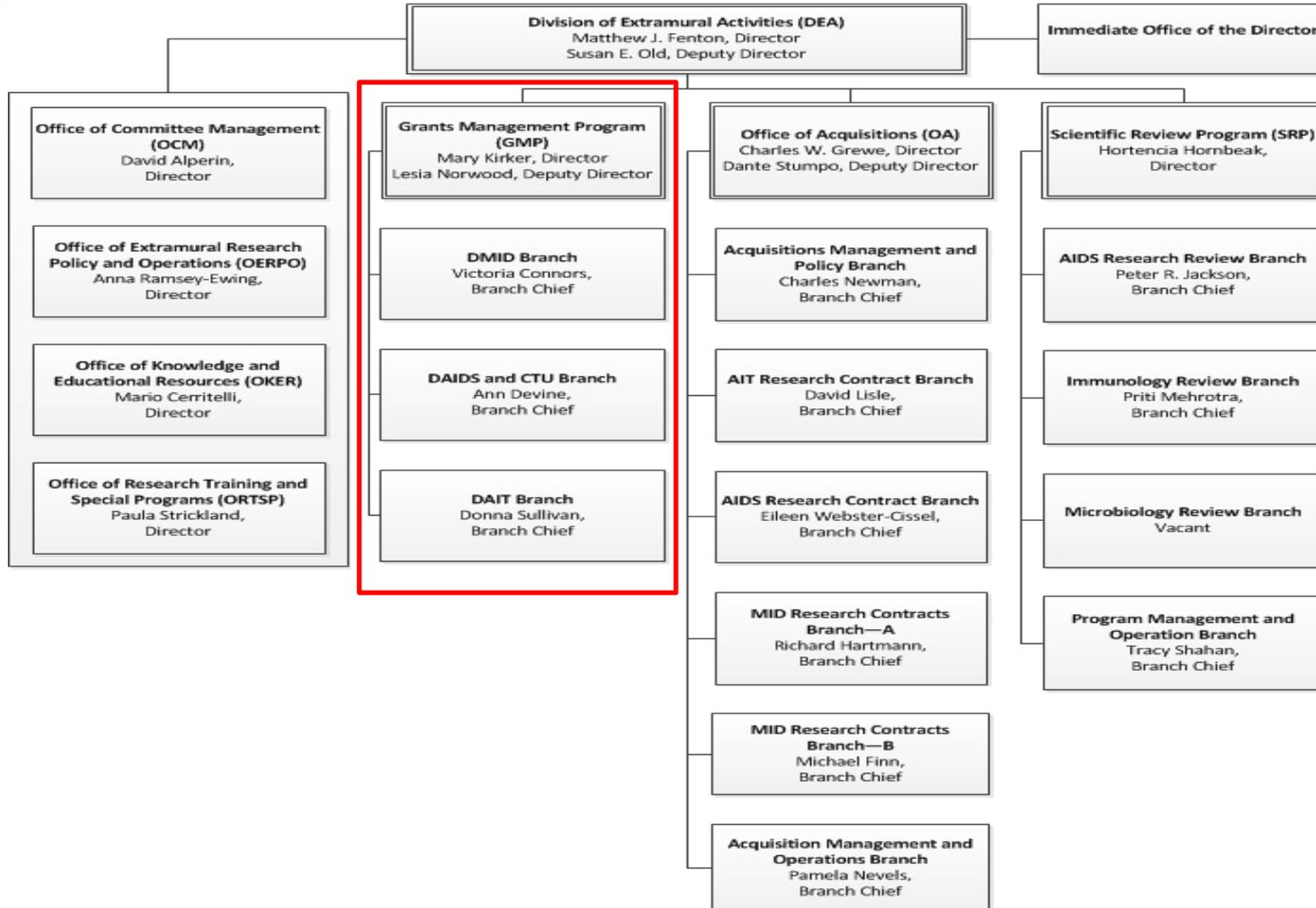
**Resources**

# OVERVIEW

# National Institute of Allergy and Infectious Diseases (NIAID) Organizational Chart



# Division of Extramural Activities (DEA) Organizational Chart



# Structure of Grants Management Program (GMP)

## Grants Management Officer (GMO)

- Monitors administrative and fiscal aspects of the grant
- Assures compliance with Federal laws and NIH administrative policies and procedures
- NIH official authorized to obligate Federal funds on behalf of NIH or change the terms and conditions of award

## Grants Management Specialist (GMS)

- Responsible for day-to-day management of a portfolio of grants
- Assures compliance with Federal laws and NIH policies and procedures
- Analyzes grant applications prior to award
- Prepares award for GMO release
- Reviews and responds to grantee prior approval and rebudgeting requests

# PRE-AWARD

# GMS Review

## 1. Application Review

- The application review consists of, but is not limited to:
  - Ensuring the applicant organization is eligible for an award
  - Personnel listed in the application have time available to work on the project
  - There is no scientific overlap with the PI's other grants
  - Human/animal assurances are valid, and IRB/IACUC reviews are up to date
  - F&A rate is correct & applied correctly to the research

# GMS Review – cont'd

## 2. Summary Statement Review

- Summarizes the outcome of initial peer review. GMS reviews: possible concerns with humans/animals, gender/minority/children concerns, administrative notes, and budget recommendations.

## 3. Budget Consideration

- Per the NIH Grants Policy Statement (NIHGPS), the budget review is based on four tests addressed by the cost principles to determine allowability of costs. They are (1) reasonableness, (2) allocability, (3) consistence, and (4) conformance.

# GMS Review – cont'd

## 4. Just-in-Time (JIT)

- Just-in-Time (JIT) refers to submitting information to NIAID when there is a possibility of funding.
  - 1) JIT submission notifications:
    - Automatic computer generated
    - GMS Requested
  - 2) JIT information requested, but not limited to:
    - Certification of IRB approval (human subjects)
    - Certification of human subjects education
    - Certification of IACUC approval (animals)
    - Response to Summary Statement concerns
    - **Other support information (Explained on next slide)**

# GMS Review – cont'd

## 4. Just-in-Time (JIT) – cont'd

- Other Support Information
  - 1) NIH requires complete and up-to-date other support information before an award can be made
  - 2) Includes support outside the applicant organization
  - 3) Includes the percent of effort on all items listed
  - 4) Changes in other support must be reported
  - 5) Signed off by Authorized Organizational Representative

# POST - AWARD

# GMS Management

## 1. Notice of Award (NoA)

- The Notice of Award (NoA) is a Legally Binding Document sent to the authorized organizational representative. This document:
  - 1) Displays all relative legislation, policies and regulations
  - 2) Sets forth both Standard and Institute or Center (IC) Terms and Conditions
  - 3) Establishes funding level
  - 4) Establishes period of support
  - 5) NIH Contact Information
    - Program Director
    - Grants Management Officer and Specialist

# GMS Management – cont'd

## 2. Grantee's Obligations

- When you accept a grant award from NIH, you agree to be bound by its terms and conditions. They take effect as soon as funds are drawn down from the Payment Management System (PMS) by your institution. It is important that you **pay careful attention to the terms and conditions of your award before you begin the project.**
- **We cannot stress this enough**, since this is where grantees commonly run into problems. The terms and conditions are in Sections III and IV of the Notice of Grant Award.

# GMS Management – cont'd

## 3. Progress Report

- **SNAP** progress reports are due 45 days prior to the anniversary date and are to be submitted via the eRA Commons.
- **Non-SNAP** progress reports are due 60 days prior to the anniversary date and must be submitted using the PHS 2590 forms package  
<http://grants.nih.gov/grants/funding/2590/2590.htm>

# GMS Management – cont'd

## 3. Progress Report – cont'd

- **SNAP: Streamlined Non-Competing Award Process**

- 1) **Awards typically under SNAP:**

- R Series Grants

- 2) **Awards typically Non SNAP:**

- Cooperative Agreements
    - Clinical Trials
    - Program Projects (P01s)
    - Centers
    - Training Grants

# GMS Management – cont'd

## 3. Progress Report – cont'd

### ■ SNAP AWARDS

- 1) Award in total direct and indirect costs
- 2) Total costs as commitment base
- 3) Modified financial reporting – FSR only due at the end of the competitive segment
- 4) Three questions in non-competing progress report
  - I. Change in “Other Support” of key personnel?
  - II. Change in the level of effort for key personnel?
  - III. Estimated unobligated balance greater than 25% of current year’s total budget?

# GMS Management – cont'd

## 4. Prior Approval

- No-Cost Extensions beyond the first extension
- Change in Principal Investigator
- Change of Grantee Institution
- Pre-Award costs more than 90 days
- Addition of a foreign component
- Carryover of restricted funds
- Change in Scope or Research Objectives

# Resources/Links

- NIH Grants Policy Statement (10/13):  
■ [http://grants.nih.gov/grants/policy/nihgps\\_2013/](http://grants.nih.gov/grants/policy/nihgps_2013/)
- NIH Guide for Grant and Contracts:  
<http://grants.nih.gov/grants/guide/index.html>
- PHS 398 Application (form pgs are PDF-fillable):  
<http://grants.nih.gov/grants/funding/phs398/phs398.html>
- SF 424 (Research & Related) Application:  
<http://grants.nih.gov/grants/funding/424/index.htm>
- PHS 2590 Progress Report (form pgs are PDF-fillable):  
<http://grants.nih.gov/grants/funding/2590/2590.htm>

# Questions



Thank you

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