

Orientation for 2019 Formula Health Research Grant Application Process

August 15, 2019 at 8:30 AM

or

August 19, 2019 at 2 PM

Health Research Office (HRO)
PA Department of Health (PA DOH)

▶ Today's Presentation

By the end of the presentation, Grant Coordinators will know the:

- Areas of greatest weakness in submitted applications.
- Main reasons for rejection of projects.
- Expectations of the Health Research Office.

▶ Today's Presentation

Focus areas are:

- General Guidelines
- Request for Application (RFA)
- Statutory Requirements
- Application Submission
- Forms Completion
- Budget
- Special Issues
- Application Process

General Guidelines

We recommend following these general guidelines when completing the application.

1. The application is the responsibility of the institution.
2. The Grant Coordinator is responsible to submit an application that is complete, transparent and thorough.

➤ General Guidelines continued

3. Prior to submission to the HRO, proofread your application - checking for the use of 2019 forms, spelling and grammatical errors as well as clarifying acronyms.
4. The application should be reviewed by someone in your institution with knowledge of research but not involved in the project.

➤ General Guidelines continued

5. Throughout the application, any references to the institution must be identical to the legal name registered with the Department of State (DOS).

<https://www.corporations.pa.gov/Search/corporationsearch>

➤ General Guidelines continued

6. Make sure that your institution's vendor information is current in the Vendor Data Management Unit (VDMU) before you submit the grant application. Call VDMU at 877-435-7363.
7. One budget must be submitted by the lead institution. All subcontractors must complete a separate budget.

Request for Application (RFA)

Read and be familiar with the RFA.

- The start date of the grant will be **June 1, 2020.**
- The end date of the grant will be **May 31, 2024.** The grant term is to be the **FULL FOUR YEARS.**

Request for Application cont'd.

1. The number of projects should be at least two for institutions receiving \$500,000 or more.
2. The number of projects submitted should not exceed 15.
3. Any questions – first, go to the RFA; second, review this training; then contact the ra-healthresearch@pa.gov.

Statutory Requirements

The Formula grant recipients are to meet the requirements within the Tobacco Settlement Act 2001-77, Chapter 9. The institution requirements are:

1. Non-profit status, hospital or institution of higher education,
2. Conducts research, and
3. Received three consecutive years of funding from NIH.

▶ Application Submission

1. The submittal deadline for the RFA is **September 27, 2019** by 2:30 PM.
2. This deadline will be **FINAL**.
3. Any RFA submissions after this date and time, will be returned unopened to the Grant Coordinator.
4. The packet is to contain the original application and one copy clearly identified.

Application RFA Requirements

KEEP IN MIND:

1. Any collaborating partners that have a meaningful and substantive role in the research project **MUST** be located in Pennsylvania. This includes Co-Investigators.
2. The funds are to be used for research.

Application RFA Requirements

KEEP IN MIND:

3. Research is to be new or a new aspect of already existing research.
4. Research as defined in the RFA.
5. If other funding is supporting the research it is to be identified clearly.

Application RFA Requirements

KEEP IN MIND:

6. Review the RFA carefully before submission to be sure projects are allowable.

Forms Completion

- The Grant Coordinator is responsible to submit an application that is complete, transparent and thorough.
- A review should be completed by the Grant Coordinator prior to the submission of the application.
- This review should include all of the forms for accuracy and consistency.

Forms Completion: Certification

Review the “Certification” forms for accuracy:

1. Ensure that each “Certification” form is completed in its entirety.
2. Dates **MUST BE THE SAME AS, OR PRECEDE**, dates on the “Signature Page.”

Forms Completion: Strategic Plan

Review the “Strategic Plan” for accuracy:

1. Make sure aims are measurable.
2. Make sure the aims are worded the same throughout the document.
3. Acronyms must be identified on the first occurrence.

Forms Completion

General form completion requirements:

1. The title of the research project on the “Certification” forms, the IRB application, the “Strategic Plan” and the “Project List” must be IDENTICAL.
2. Do not change any formatting of the application.

▶ Crafting a CURE Budget

Contact:

Christopher Albright, Fiscal Officer

▶ Getting Started

1. Identify key elements in a budget
2. Distinguish between compensation and non-compensation
3. Distinguish between direct and indirect costs
4. Describe potential grant sources
5. Identify grant research strategies

▶ Make Your Budget Tell a Story

Who

Who will carry out your project?

What

List all your direct expenses (supplies, postage, mailing expense, shipping, special space rentals, service fees, equipment, transportation, etc.) that you must have to do the project.

When

When will your project take place?

What period is the grant meant to cover?

Where

The location of the project can be expressed in several ways.

How

The statement of all of your income sources will tell the funder just how you expect to carry out the project.

Budget Basics

1. Why do you need it?
2. What does it consist of?
3. How many of what?
4. How do you determine the costs?
5. Is it realistic?
6. What is the total budget for the organization?
What is the total budget for the program? What is the amount you are requesting?

Operating Costs

Compensation

- 1. Staff Salaries**
- 2. Fringe Benefits**

Noncompensation

- 1. Equipment**
- 2. Travel**
- 3. Supplies**
- 4. Participant Support**
- 5. Rent**
- 6. Postage**
- 7. Food**
- 8. Utilities**
- 9. Insurance**
- 10. Materials**
- 11. Computers**
- 12. Software**

Staffing: Who Will Do What

1. Staff
2. Consultants
3. Volunteers
4. Don't forget support staff and supervisory staff

Compensation - Salaries

Categories			Infrastructure Funds	Non-Infrastructure Funds	Full Project Costs
I. PERSONNEL SERVICES					
A. Staff Personnel	Hourly Rate	No. of Hours			
John Smith, PhD, Principal Investigator, Project 1	\$ 97.23	1950.00		\$ 189,599	\$ 189,599
Joe Jackson, MPH, Research Assistant, Project 1	\$ 50.00	1950.00		\$ 97,500	\$ 97,500
Michael Johnson, MPH, Research Technician, Project 1	\$ 35.29	1000.00		\$ 35,290	\$ 35,290
Terry Jones, MD, MPH, Co-Investigator, Project 2	\$ 97.23	900.00		\$ 87,507	\$ 87,507
Stephen Smith, PhD, Co-Investigator, Project 2	\$ 97.23	1000.00		\$ 97,230	\$ 97,230
TBA, Graduate Research Assistant, Project 2	\$ 30.00	500.00		\$ 15,000	\$ 15,000
				\$ -	\$ -
				\$ -	\$ -

► Compensation – Fringe Benefits

Categories			Infrastructure Funds	Non-Infrastructure Funds	Full Project Costs
L PERSONNEL SERVICES					
B. Fringe Benefits	Salary	Rate			
John Smith, PhD, Principal Investigator, Project 1	\$ 189,599	35.00%		\$ 66,360	\$ 66,360
Joe Jackson, MPH, Research Assistant, Project 1	\$ 97,500	30.00%		\$ 29,250	\$ 29,250
Michael Johnson, MPH, Research Technician, Project 1	\$ 35,290	25.00%		\$ 8,823	\$ 8,823
Terry Jones, MD, MPH, Co-Investigator, Project 2	\$ 87,507	35.00%		\$ 30,627	\$ 30,627
Stephen Smith, PhD, Co-Investigator, Project 2	\$ 97,230	35.00%		\$ 34,031	\$ 34,031
TBA, Graduate Research Assistant, Project 2	\$ 15,000	20.00%		\$ 3,000	\$ 3,000
	\$ -				\$ -
	\$ -				\$ -

Equipment

Categories		Infrastructure Funds	Non-Infrastructure Funds	Full Project Costs
V. EQUIPMENT				
	Quantity	Unit Cost		
Microscopes, Project 1	10	\$ 5,000.00	\$ 50,000	\$ 50,000
Water Condenser, Project 1	2	\$ 25,000.00	\$ 50,000	\$ 50,000
3D Printer, Project 2	1	\$ 7,000.00	\$ 7,000	\$ 7,000
Animal Ventilators, Project 2	2	\$ 6,000.00	\$ 12,000	\$ 12,000
-85 Degree Freezer, Project 1	1	\$ 10,000.00	\$ 10,000	\$ 10,000
Mass Spectrometer, Project 2	1	\$500,000.00	\$ 500,000	\$ 500,000
Chemical Analyzer, Project 2	1	\$ 100,000.00	\$ 100,000	\$ 100,000
				\$ -
				\$ -

Supplies

Categories	Infrastructure Funds	Non-Infrastructure Funds	Full Project Costs
VI. SUPPLIES			
10 Beakers @ \$20.00 each, Project 1		\$ 200	\$ 200
Cell culture Reagents, Project 2		\$ 4,250	\$ 4,250
20 Pipette tips @ \$15.00 each, Project 1		\$ 300	\$ 300
Western blot reagents, Project 2		\$ 3,000	\$ 3,000
3D culture plasticware, Project 1		\$ 3,000	\$ 3,000
Migration chambers, Project 2		\$ 2,500	\$ 2,500
20 Bunsen Burners @ \$50.00 each, Project 1		\$ 1,000	\$ 1,000

Other Costs

Categories	Infrastructure Funds	Non-Infrastructure Funds	Full Project Costs
IX. OTHER COSTS			
Subject Participation Costs (\$25 per session x 2 sessions x 40 participants), Project 1		\$ 2,000	\$ 2,000
Indirect Costs*			
EXAMPLE: Up to 20% of all Categories except II, III & V			
Indirect costs are used to pay for:**			
EXAMPLE: facilities and grounds maintenance, administrative and support services			
Total	\$ -	\$ 2,000	\$ 2,000

*Specify the indirect cost rate, the budget categories to which it applies, and cost of those categories. **List the specific items that indirect costs pay for.

➤ Special Issues: IRB process

There is a new process for submitting IRB applications. Applicants are to work directly with the PA DOH IRB for approvals.

Questions and the IRB documents are to be sent to the IRB resource account at: ra-dhirb@pa.gov

IRB forms can be found on line at: <https://www.health.pa.gov/topics/Research/Pages/IRB.aspx>

Special Issues: IRB continued

A copy of the IRB documents submitted to the PA DOH IRB should be included in the grant application.

The IRB documents are to be submitted to the PA DOH IRB at the same time or prior to the submission of the grant application to HRO.

▶ Application Process

The Grant Coordinator is responsible to submit an application that is complete, transparent and thorough.

1. Any issues that need to be addressed in the application will be sent in a “Corrections” document to the Grant Coordinator.
2. It is the Grant Coordinator’s responsibility to ensure that all corrections are made.

➤ Application Process: Corrections

3. The Grant Coordinator will receive an email if any corrections are required.
4. Corrections to the application are to be returned in one submission.
5. Follow all directions in the Corrections document & the RFA.
6. Make **ONLY** the changes requested.

Application Process: Corrections

Corrections can be diminished by:

- Being consistent with terminology throughout the application – use the same language for the same item or procedure.
- The Strategic Plan is written in a concise and clear manner.
- Redactions should be avoided by using vague language; only use redacting if absolutely necessary.

▶ Application Process: Final check

A final review of the application should include checking:

- Strategic Plan content, name, protocol match the IRB application and the Certification forms.
- The Budget matches the Strategic Plan information for personnel and work.

➤ Application Process: Finalizing

You will receive the approved “Fully Executed Document” (FED) in an email entitled the same from the PA DOH Division of Public Health Procurement’s resource account.

Use the SAP number assigned to the FED during any communication about that FED.

➤ Application Process: Investment

Approximately one week after you receive the FED, you will receive an email from the HRO resource account requesting the completion and return of the Confirmation of Investment form.

Following the receipt of the FED, HRO can submit for payment.

Coming Changes: SharePoint

- SharePoint is replacing FTP as of September 1, 2019.
- All reports and applications will be uploaded via SharePoint in the future.
- If you are listed as a contact for grants you will be contacted to register for SharePoint.
- Step by step instructions for registration and use will be provided.

▶ Coming Changes: SharePoint

If you have any questions about SharePoint or would like to register early, send an email to pamelabrow@pa.gov

▶ Today's Presentation

Upon the completion of the orientation and the insertion of any additional comments, this presentation will be uploaded to the HRO website: cure.pa.gov.

Please use this presentation as a reference in the completion and submission of your 2019 Formula response to the RFA.