Getting Ready to Apply
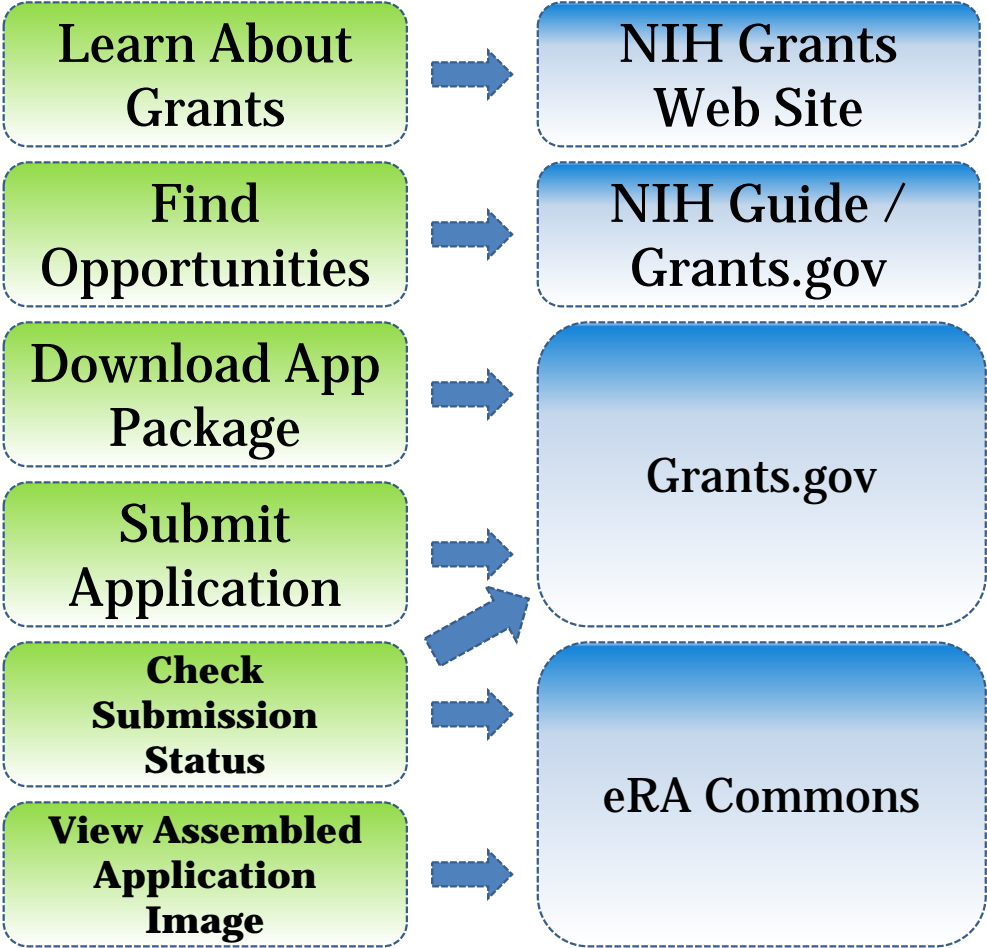
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SPECIFIC TO THE NATIVE AMERICAN RESEARCH CENTERS FOR HEALTH (NARCH) FUNDING OPPORTUNITY [PAR-16-297](#)

JUNE 10, 2016

Electronic Interaction Points

Learn About Grants	→	NIH Grants Web Site
Find Opportunities	→	NIH Guide / Grants.gov
Download App Package	→	Grants.gov
Submit Application	→	
Check Submission Status	→	eRA Commons
View Assembled Application Image	→	

Prepare to Apply and Register

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GET READY!

Prepare to Apply and Register

- Understand Key Systems and Roles
- Get Registered!
- Find and Understand Funding Opportunities
- Identify the Type of Application Submission
- Choose a Submission Option
- Obtain Software

My Submission Stuff

Allow a minimum of **6 weeks** to complete all registrations!

DUNS

A **free** nine-digit identification number issued by Dun & Bradstreet (D&B) is used to uniquely identify your business/ institution

- Dun & Bradstreet Data Universal Numbering System (DUNS)
  - Begin the process at:
    - http://fedgov.dnb.com/webform

- After obtaining your DUNS, you can begin other registrations
  - System for Award Management (SAM)
  - eRA Commons
  - SBA Company

http://fedgov.dnb.com/webform
Telephone Number:
866-705-5711

System for Award Management (SAM)

Register your entity (i.e., organization) to do business with the Federal Government

- Designate an E-Business Point-of-Contact (E-Biz POC)

- SAM registration and E-Biz POC needed for Grants.gov registration

- Annual SAM renewal needed to keep Grants.gov credentials active

www.sam.gov
Telephone Numbers:
US Calls: 866-606-8220
nternational Calls: 334-206-7828
DSN: 866-606-8220

Grants.gov

Federal-wide portal to find and apply for Federal grant funding

- Used by all 26 Federal grant-making agencies

- Prior to registering in Grants.gov you must obtain a DUNS number and register in SAM

- E-Biz POC approves Authorized Organization Representatives (AORs) to submit applications

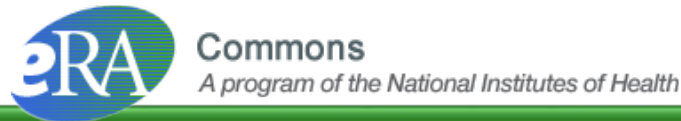- No registration needed to find opportunities or download forms

GRANTS.GOV℠
FIND. APPLY. SUCCEED.℠

Telephone Numbers:
US Calls: 1-800-518-4726
International Calls: 606-545-5035

eRA Commons

Agency system that allows applicants, grantees and Federal staff to share application/grant information

- Used by NIH and a few other HHS divisions

- Designate a Signing Official (SO)
  - Registers or affiliates Project Directors/Principal Investigators (PD/PIs) and other users

- NIH 2-week "good faith effort" for eRA Commons registration

eRA Commons
A program of the National Institutes of Health

Support:
http://grants.nih.gov/support/index.html

eRA Commons Organization Registration

- Already registered?
  - Check with your Administrative Office before starting the process
  - Quick Query: https://public.era.nih.gov/chl/public/search/commonsRegisteredOrgs.era

- New registrations
  - Institution Registration Form:
    https://public.era.nih.gov/commons/public/registration/registrationInstructions.jsp
  - Carefully follow ALL steps
    - Must respond to email verification messages

eRA Commons
A program of the National Institutes of Health

During Commons registration, an applicant organization designates a Signing Official (SO)

- SO has authority to legally bind the organization in grants administration matters
- Equivalent signature authority to the Authorized Organization Representative (AOR) in Grants.gov
- SO is responsible for:
  - maintaining institutional information
  - submitting documents that require signature authority to act on behalf of the organization
  - managing accounts (or authorizing others to do so)

Account - Tips

- Designate more than one Signing Official
  - Certain Commons actions can only be taken by users with the SO role and you will want a back-up

- Administrators should always check to see if a user already has a Commons account before creating a new account with a scientific role
  - Ask the person if they already have an account, or search within the Commons
    - If a user already has an account with a different organization, you should *affiliate* the existing account with the user's new organization

eRA Commons
A program of the National Institutes of Health

- Don't combine administrative and scientific roles (e.g., SO and PI) on the same account
  - Other combinations are fine
    - E.g., PI and Internet Assisted Review (IAR) roles are OK together
  - A person needing both the PI and SO roles should have two separate accounts - one for scientific roles (e.g., PI and IAR) and another for administrative roles (e.g., SO, AO)
- PIs should update their Commons profile prior to submitting
  - E.g., degree info used to determine Early Stage Investigator eligibility
- Log in to accounts prior to deadline to ensure you have access to the systems

Who needs an eRA Commons account?

- At least one Signing Official (SO)
- Project Director/Principal Investigator (PD/PI) and any multiple-PD/PIs
- Component leads on a multi-project application
- Sponsor on a fellowship application (NOT-OD-14-129 – August 2014)
- Candidates for diversity and re-entry supplements
- Primary mentor identified on individual mentored career development applications (NOT-OD-16-082 – March 2016)

- If awarded, additional individuals may need accounts for reporting purposes

Required Registration Summary

Registration	Organization	Individuals
DUNS	All	
SAM	All	E-Biz POC*
Grants.gov	All	E-Biz POC Authorized Organization Representative (AOR)
eRA Commons	All	Signing Official (SO)* PD/PI Multi-project Component Leads Fellowship Sponsor Diversity Supplement Candidate Career Development Mentor Data Entry in ASSIST
SBA	Small Business Only	

*Designated as part of organization registration

ASSIST

- Managed by NIH
- Features
  - Multi-user access
  - Pre-population from eRA Commons profile information
  - Pre-submission validations
  - Pre-submission preview in agency format
  - Tracking in a single system
  - Ability to copy application data to another opportunity or to a different application package for the same opportunity
    - Super handy feature during form updates!
  - More about this on June 14th, 2016!

Native American Research Centers for Health (NARCH) Funding Opportunity Announcement

NARCH goals

- Supports collaborations between federally recognized American Indian/Alaska Native (AI/AN) tribes/tribal organizations and research intensive academic institutions.
- NARCH grants support health research projects prioritized by the tribal communities.
- The NARCH program also aims toward supporting the development of a cadre of AI/AN scientists and health professionals engaged in biomedical, clinical, and behavioral research.
- The program also aims to increase the capacity of both AI/AN organizations and research-intensive institutions to allow for sustainability in health research.

NARCH Model

- Application must include:

  o Administrative Core

- Application may include:

  o Student Career Enhancement Project

  o Faculty Career Enhancement Project

  o Capacity Building Project

  o Research Project (including Pilot Projects)

- No overarching scientific theme is required for the application. Rather, the overarching goal of the application should be focused on the health research needs and requests of the AI/AN community.

NARCH S06 Application
(http://grants.nih.gov/grants/guide/pa-files/PAR-16-297.html)

- Award Budget:

  ○ The annual budgets must not exceed $1 million in direct costs.

  ○ A minimum of 30% of the grant funds must be budgeted in the application to remain with the eligible AI/AN organization(s).

  ○ No more than 70% of the application's total budget may be contained in subcontract budgets of the non- eligible subcontracting partner institutions or organizations.

- Award Project Period: The project period is limited to 4 years.

NARCH S06 Application

<u>Administrative Core:</u>

- Project Cover Page (1 page)

- Project Summary (1 page)

- Specific Aims (1 page)

- Research Strategy (6 page maximum per project)

  - Describe the functions that will provide oversight to support the individual research, student/faculty or capacity building projects being proposed.

    - This may include responsibility for seeking out and dispersing information on potential research funding opportunities, providing information on resources on training and mentoring programs within the participating institutions, oversight of IRB or IACUC applications from NARCH researchers if applicable, coordination of communication among the different proposed projects within the application and guidance in evaluation planning.

NARCH S06 Application

Administrative Core Budget

○ May not exceed $65,000 direct costs per year.

○ Only include budget items pertaining to the oversight of the administrative functions and not items from other components. Items pertaining to specific NARCH proposed projects in different projects should be included within the applicable projects' budget, and **not** within the Administrative core budget.

○ Costs for the PD/PI to travel to the NARCH PD/PI annual meeting should be included in the Administrative Core budget.

○ Certain administrative costs for managing a comprehensive program are allowable and may vary, depending upon the size and complexity of the program's activities.

NARCH S06 Application
(http://grants.nih.gov/grants/guide/pa-files/PAR-16-297.html)

Administrative Core Budget

- The costs budgeted for NARCH grants and subcontracts may not duplicate items already budgeted in other cost centers of the AI/AN, research-intensive, and subcontracted organizations and institutions, such as accounts which make up the Facilities and Administration (F&A) cost pool.

- The grantee organization receiving the award must be prepared to provide documentation showing the direct relationship of proposed costs to the program, and that costs of this type are charged in a uniform manner to all other grants at all institutions and organizations participating in the award.

- Limited salary support for secretarial or clerical help is allowable only when in direct support of the proposed NARCH project.

NARCH S06 Application

Student Career Enhancement Projects:

- Project Cover Page (1 page)

- Project Summary (1 page)

- Specific Aims (1 page)

- Research Strategy (6 page maximum per project)

  - Describe how the program will encourage and facilitate students to enter, advance, and remain in health research careers regarding AI/AN health.

  - Projects might include, but are not limited to: providing employment as research assistants in research projects of research-active advisors; providing workshops to improve technical or communication skills, responsible conduct of research and research integrity, teaching, and protection of human subjects; providing motivating seminars or journal clubs highlighting research problems of interest to students; providing contact with relevant career/science role models; and providing opportunities to travel to present results at national scientific meetings.

NARCH S06 Application
(http://grants.nih.gov/grants/guide/pa-files/PAR-16-297.html)

Faculty/Researcher Career Enhancement Projects:

- Project Cover Page (1 page/project)

- Project Summary (1 page/project)

- Specific Aims (1 page/project)

- Research Strategy (6 page maximum/project)

  ○ Describe how the faculty/researcher' research efforts and objectives will be advanced or broadened.

    ⚑ Faculty/researcher enhancement projects might include, but are not limited to: short-term research experiences in the lab of an active NIH-extramurally-funded researcher; exposure to senior colleagues who will provide collegial support in advancing the faculty/researcher career and research goals; or attendance at workshops or courses or national meetings needed for acquiring specific skills or methodologies needed for prospective research.

NIH supports hypothesis driven research

Research Hypothesis:

- ❖ A hypothesis is not a question. It is a statement to test the question.
- ❖ Should help define and explain the focus and path of your research.
- ❖ Should test something. You should be able to measure what you are doing and what will happen.

NARCH S06 Application

Research Projects:

- Project Cover Page (1 page/project)

- Project Summary (1 page/project)

- Specific Aims (1 page/project)

- Research Strategy (6 page maximum/project)

  ○ Should describe the background and significance of the proposed project.

  ○ Should describe any preliminary studies or published work in other populations as support for the proposed research project.

  ○ Should clearly describe proposed research design and methods.

    ⚑ The proposed project should also describe an evaluation plan to assess the impact of the research project, as well as how the research experiences will contribute toward the development of research skills of participating faculty/researchers.

NARCH S06 Application

Pilot Projects:

- Project Cover Page (1 page/project)

- Project Summary (1 page/project)

- Specific Aims (1 page/project)

- Research Strategy (6 page maximum/project)

  - Should describe the background and significance of the proposed project.

  - Pilot projects are not required to have any preliminary data. If preliminary studies or published work in other populations exist, this should be described in the proposed pilot project.

  - Should clearly describe proposed research design and methods.

  - The proposed project should also describe an evaluation plan to assess the impact of the research project.

    - The pilot project is limited to $75,000 in direct costs. Funds received from the proposed NARCH to support pilot research projects may not be used to supplement ongoing research projects.

NARCH S06 Application
(http://grants.nih.gov/grants/guide/pa-files/PAR-16-297.html)

Capacity Building Projects:

- Project Cover Page (1 page/project)

- Project Summary (1 page/project)

- Specific Aims (1 page/project)

- Research Strategy (6 page maximum/project)

  - Describe how the proposed project will strengthen research capabilities within the community, foster research infrastructure and provide opportunities for research career enhancement and work experience in health care fields.

  - A Capacity Building Project may include, but is not limited to, the conversion of existing space for research purposes, creation of a new health related research laboratory within the community, i.e. at the community serving Tribal Colleges and Universities (TCU).

  - Alterations and renovations cannot exceed $60,000 in direct costs per proposed capacity building project.

Resources

- Frequently Asked Questions | NIH Grants & Funding -

http://grants.nih.gov/grants/frequent_questions.htm

- Frequently Asked Questions | Applying Electronically -

http://grants.nih.gov/grants/ElectronicReceipt/faq.htm

- Applying Electronically | Avoiding Common Errors -

http://grants.nih.gov/grants/ElectronicReceipt/avoiding_errors.htm#10check

- Are You Using the Correct Forms For Your Application-

http://grants.nih.gov/grants/ElectronicReceipt/files/right_forms.pdf

Resources

eRA Training: Video Tutorials

- eRA Commons: Features and Functions You Need to Know
- Institution Registration and Account Creation
- Understanding Status

https://era.nih.gov/era_training/era_videos.cfm

Biographical Sketch

❖ Personal Statement added:

- ❖ "Briefly describe why your experience and qualifications make you particularly well-suited for your role in the project"

❖ Publications revised:

- ❖ Limit the list of publications or manuscripts to no more than 15
- ❖ Applicant is encouraged to make selections based on recency, importance to the field, and/or relevance to the application

Example

❖ Do Native Americans on reservations have a higher incidence of colon cancer compared with Native Americans in urban settings?

  ❖ not a hypothesis

❖ Based on general population data, rural populations have a higher incidence of colon cancer compared with urban settings. Based on this information we hypothesize that Native Americans on reservations (more rural settings) will have a higher incidence of colon cancer compared with the urban Native American population.

  ❖ hypothesis

  The independent variable is the setting: urban vs rural

  The dependent variable is the incidence of colon cancer.

  You need to think about how you will define and measure your independent and dependent variables.

Example

❖ Native Americans who look at the stars have better health.

  ❖ Not a good hypothesis because too many variables and better health is too broadly defined.

❖ We hypothesize that Native Americans in New Mexico who look at the stars at least three times per week have better cardiovascular health.

  ❖ You have now defined a more focused population as well as defining the health variable and the independent variable of star watching.

  ❖ You now need to think about how to measure the dependent variable of cardiovascular health and your independent variable comparison group.

to submit a grant application to the
NATIONAL INSTITUTES
OF HEALTH!