

Summary of the Overview of Application Information Video: BRE-SPAD Applicant Video Series

Biomedical Research Environment & Sponsored Programs Administration Development (BRE-SPAD) Program (UC2- Clinical Trial Not Allowed): [PAR-24-268](#).

This video series and accompanying slides or notes are for informational purposes only. They serve as an overview and are not meant to be comprehensive in coverage of all required components of an application. For any submission, applicants are responsible for following the instructions detailed in the [SF424 Guide](#), the Notice of Funding Opportunity (NOFO) and any Related Notices.

This video shows highlights of NIH websites and the BRE-SPAD NOFO, summarized below as an alternative to the video format.

SEGMENT 1 - How to find the application instructions: the SF424 Application Guide and the Notice of Funding Opportunity (NOFO).

- From [grants.nih.gov](#) > click Grants Process > [choose any selection], under ‘Write Application’ > click **‘How to Apply – Application Guide’**
 - The SF424 application guide is the general set of instructions
 - Notice the current version. At the time of this recording, only Forms H is available, but BRE-SPAD applicants may need to use Forms I or subsequent Forms versions, which will be on this webpage when they are available. For Forms H, there are no major differences that affect a BRE-SPAD application.
 - You can either use [G General instructions](#) with hyperlinks (not all of the G forms apply), or the [R series PDF](#). BRE-SPAD uses the R, Research Instructions format.
 - ***Not all instructions are reviewed in this video and these notes. Only a few examples will be shown.***
- [SF 424 \(R&R\) Form](#)
 - This is one form you will fill out for BRE-SPAD. This one is mostly questions.
 - Throughout this PDF, or in the HTML version, you will want to click on the hyperlinks for the specific instructions for each question or document.
- [PHS 398 Cover Page Supplement Form](#)
 - Most of these sections will not be relevant, but you will need to answer these questions.
 - For example, in the initial BRE-SPAD application, you would not propose Vertebrate Animals research. If you propose a Pilot Research Project (PRP) Program with

vertebrate animal research, you will describe the specific pilot research that will be funded after you have an active BRE-SPAD award.

- [R&R Other Project Information Form](#)
 - This form has more questions to answer and is a place you will need to upload documents, such as the Project Summary/Abstract, Facilities & Other Resources, etc.
 - For example, information here for the Project Summary/Abstract, describes the content needed for this and the format. But also look at the BRE-SPAD NOFO to see whether there are any specific instructions.
 - Click on the [Format Attachments page](#) for these instructions, which also has a link to [page and line limits](#), then a [Table of Page Limits](#), sectioned by activity code. BRE-SPAD follows “[For R01, R03, R21, S10, U01 and all other Applications](#)”, but again the NOFO does differ at times, as shown via some examples below.
 - **The NOFO could differ from the SF424, if so, follow the NOFO. If a Notice differs from the NOFO, follow the Notice.**
- [PHS 398 Research Plan Form](#)
 - You will need many of these items as well, but some will not be applicable. This is one of the larger parts of the application.
 - The SF424 says use the instructions below unless otherwise specified in the FOA or NOFO. For BRE-SPAD, do not use the content instructions in the SF424, but that of the NOFO. Read this part of the SF424 for the general information.

SEGMENT 2 - A List of the major BRE-SPAD application components with required & suggested page lengths.

- From the [BRE-SPAD webpage](#) > Scroll to the ‘Things to do Before Applying’ section > Click the link in the last bullet of that section ‘**Review required and suggested application page lengths for key application components**’.
 - Again, the SF424 has all the general instructions, the [BRE-SPAD NOFO](#) with BRE-SPAD specific instructions and any related Notices on the NOFO or available in weekly [NIH Guide subscription](#) that publishes all NIH funding opportunities and Notices.
 - This tool is in addition to these documents.
 - This table shows the major documents needed for a BRE-SPAD application and required and suggested page lengths. There are also forms you will fill out, which are not shown here. This shows more so documents to be uploaded compared to answering questions.
 - For example, the Project Summary/Abstract cannot be more than 30 lines of text and all applicants will need to include this.

- For example, everyone will need Facilities & Other Resources and Equipment documents, but they do not have page limits in the SF424 or the [BRE-SPAD NOFO](#).
- The SF424 says the Research Strategy is up to 12 pages, but the [BRE-SPAD NOFO](#) supersedes this because it allows the Research Strategy to be up to 30 pages.
 - All applicants do not need a 30-page Research Strategy. Some applicants may seek only two of the three funding areas, and thus have shorter Research Strategies, for example.
 - For sections within the Research Strategy, we provide rough suggestions for length. It is important to note what is shown at the top of this page, that suggested section lengths, not requirements. Suggestions do not indicate a format for more competitive applications.
 - Most sections in this document are required, but some applicants may only seek two of the three funding areas.
 - For example, everyone will have the Organizational Eligibility and Commitment Letter (some may have other letters as well), a Resource Sharing Plan and a Data Management and Sharing Plan.

SEGMENT 3 - A walk through of Section IV of the BRE-SPAD NOFO [PAR-24-268](#), highlighting content needed for select application documents.

- It is important to look for Related Notices section here on a current online NOFO in case any notices have been published that affect instructions or program aspects. Check periodically, or [subscribe to the NIH Guide](#). A notice could be published to describe a change in the Forms version of the [SF424 Application guide](#).
- The focus of this segment is highlights from [Section IV. Application and Submission Information](#). All instructions are not reviewed here.
- You can see the SF424 and page length information linked in this part of the NOFO.
- **Title** – Please use a title following the format shown in the NOFO.
- A **Plan for Enhancing Diverse Perspectives (PEDP)** should be included as an Other Attachments and is required for all applications. The PEDP is described here with examples and links to a website with more information.
- **R&R Budget**- for each category, we include specific examples of what BRE-SPAD funding can be used for and a few limitations on what can be requested in the budget.
 - For **Equipment**: “Total funding requested for equipment is not limited, however, only up to \$75,000 can be requested towards any single piece of equipment. Requests for general use equipment (for example, autoclaves, hoods, refrigerator) that will be broadly shared are allowed. Single-user equipment can be requested within post-award Pilot Research Project funding only, which is not detailed in this application. Single-user

equipment is defined as items for which at least 75% of the total time used is from a single research team.”

- For **Travel**, all applicants should include funds to an annual in-person BRE-SPAD meeting, at least.
- **Participant/Trainee Costs**: “Funding for trainee stipends or tuition is not allowed. Wage compensation for students involved in biomedical research can be requested in post-award Pilot Research Project funding, as applicable.”
- **Other Direct Costs** – Please read this section for examples and some limitations of other allowable costs. This is not an exhaustive list. F&A/indirect costs could be requested with a strong justification.

- **PHS 398 Research Plan**

- **Specific Aims** – we have information we ask you to address, shown here, instead of the SF424 instructions
- **Research Strategy**. Refer to the suggested section lengths discussed in the prior segment of this video, and note this is up to 30 pages as shown here in the [BRE-SPAD NOFO](#), not 12 pages per the SF424.
 - **Please use the sub-headings in the NOFO for the 11 sections we request.**
 - **1-Organizational Assessment**. The purpose of this section is for reviewers to get a sense of the applicant’s current research capacity to see whether what is proposed in the application is appropriate for the applicant. Eligible institutions will be at different current capacity levels and have different goals. Please include as much of this information as possible, and you can include related information as needed.
 - **2-The Need for Proposed Programming** is a rationale, why BRE-SPAD funding is needed. This is important because it is your rationale for applying to this program and because as discussed in the Program Overview video, this is one of the funding priorities for BRE-SPAD. We do not intend to fund applications that ongoing activities currently supported through organizational funds, even if they review well. BRE-SPAD is intended to build capacity that would not be possible without the funds, not to free up organizational funds.
 - **3-Impact on Contributing to Broad Participation in the Biomedical Research Workforce**
 - **4-Innovation** is defined for BRE-SPAD as different, expanded or significantly more impactful offerings than what is currently available at the participating organizations. Applicants do not need to invent new protocols, for example.
 - **5-Goals**
 - **6-Funding Areas**. All applicants must apply to at least two of these three funding areas. Applicants are welcome to propose all three areas, there is no inherent approach that affects funding chances. All applicants should address their organizational needs.
 - **6a-If you apply to Sponsored Programs (SP) Admin Development funding**, you will include section 6a. The NOFO defines SP activities to include pre- and post-award, contracts, fundraising practices, or technology transfer. You can see in the NOFO, we describe many examples of the kinds of SP activities that BRE-SPAD intends to support,

but this is not an exhaustive list. Partnerships and shared services are as described here. It is possible to propose an SP internship program, staff training, technology changes, etc. Sustainability should be beyond the BRE-SPAD funding cycle.

- **6b**-If you apply to **Research Environment (RE) funding**, you will include section 6b. Again, what is described here are potential types of funding and is not exhaustive. There are restrictions to the amounts and types of equipment that can be requested, which I reviewed earlier in this section for the Budget. The RE area is not just for research equipment and supplies, but can also include, for example, student research enhancements, student research training, faculty research development such as grant writing training or support, and so on.
 - **6c**-If you apply to the **Pilot Research Project (PRP) Funding** area, you will include section 6c. This funding area operates differently than the rest of the BRE-SPAD funding. In short, in this application, you would only describe how a PRP program would be created. A BRE-SPAD application should not include specific research projects proposed. Those would be submitted post-award, after a BRE-SPAD award has been made. We have a separate, short video that explains how this funding area works.
 - **7-Faculty, staff and student time for BRE-SPAD implementation** (all applicants will include this). The purpose of this section is to demonstrate that once you receive the BRE-SPAD funds, your organization, faculty, staff and/or students will actually have the time to implement what is proposed. This section is very important because as discussed in the Program Overview video, this is one of the funding priorities for BRE-SPAD. We do not intend to fund applications that cannot demonstrate sufficient time to successfully implement BRE-SPAD activities, even if they review well.
 - **8-Multiple Participating Organizations** is only for applications with more than one Participating Organization.
 - **9-Structure & Governance**, all applicants will include this. As mentioned in the Program Overview video, BRE-SPAD is a cooperative agreement, which means NIH has substantial programmatic involvement during performance of the activities. [Section VI of the NOFO](#) details this and includes a description of the Steering Committee. All BRE-SPAD awardees will need to form a Steering Committee and that is part of what will be described in this section and summarized in the Program Overview video. Steering Committee must have mentors ideally from an organization with your desired research capacity for each PI. You will also have a NIH staff member on your Steering Committee that NIH will assign.
 - **10-Evaluation and Timeline**, all applicants will include this.
 - **11-Overall Sustainability Plan** ties together the sustainability you have described above for each funding area (6). Keep in mind that BRE-SPAD funding can be for up to 10 years at the most, upon successful renewal, so sustainability plans should be for beyond BRE-SPAD funding. It is important to note that your sustainability plan should not rely on indirect/F&A funds from potential grants that could be awarded in the future.
- **Letters of Support** – Everyone will need at least one of these, the **Organizational Eligibility & Commitment Letter**, from a senior level official. Include the information shown and the letter should be signed by a senior official from each participating organization.

- **PD/PI Mentor Letters of Support** – We hope all applicants will submit a letter of support from each mentor for the PIs.
 - If you are applying to the PRP funding area, it is strongly encouraged to submit letters from faculty interested in applying to the PRP program in the case the application is funded.
 - You may have additional letters of support.
 - All of your letters of support should be compiled as one PDF as one file for your application.
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- **Resource Sharing Plan** – all applicants will include this. Because the scope is now limited to Sharing Model Organisms and Research Tools, these areas are not likely to apply to most BRE-SPAD applicants. If so, in the Resource Sharing Plan, explain what is not applicable and why in the attached document. Still, include this document.
 - **Data Management and Sharing Plan** – all applicants will include this. We describe here how to address this for BRE-SPAD depending on what you are proposing. This is additional information beyond the SF424.
 - **Appendix** – it is unlikely you will have any Appendix materials, but if so, you must follow instructions in the SF424. or you risk withdrawal.
 - If you have any questions, please email us at NIGMSBRE-SPAD@nigms.nih.gov.
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SEGMENT 4 - Next Steps

- This content is shown on the [BRE-SPAD webpage](#) in the “Things to Do Before Applying” section.
- Check out the “Program Overview” and “How Pilot Research Project Funding Works” videos.
- If you have any questions, please email us at NIGMSBRE-SPAD@nigms.nih.gov.