National Institute of General Medical Sciences

Division of Training & Workforce Development

National Institute of General Medical Sciences

NIGMS Tribal Undergraduate to Graduate Research Training and Leadership Experiences (TURTLE) Program

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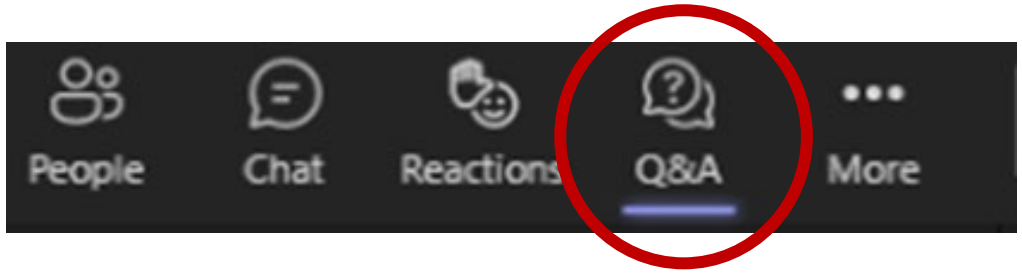
Grants Management & Budget:

Avanti Iyer

Webinar Information

The webinar slides will be available on the NIH NEXUS Calendar of Events page for this webinar.

This meeting is being recorded and will be posted online. Please type your questions in the Q&A box instead of the chat box.



Disclaimer

- This presentation and accompanying slides 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 instructions detailed in:
  - How to Apply – Application Guide
  - The Notice of Funding Opportunity (NOFO), and
  - Any Related Notices (see Policy Change Notices)

Each NOFO has unique requirements – please read and follow them closely (and reach out to NIGMS staff with questions)

NIGMS TURTLE Program Staff



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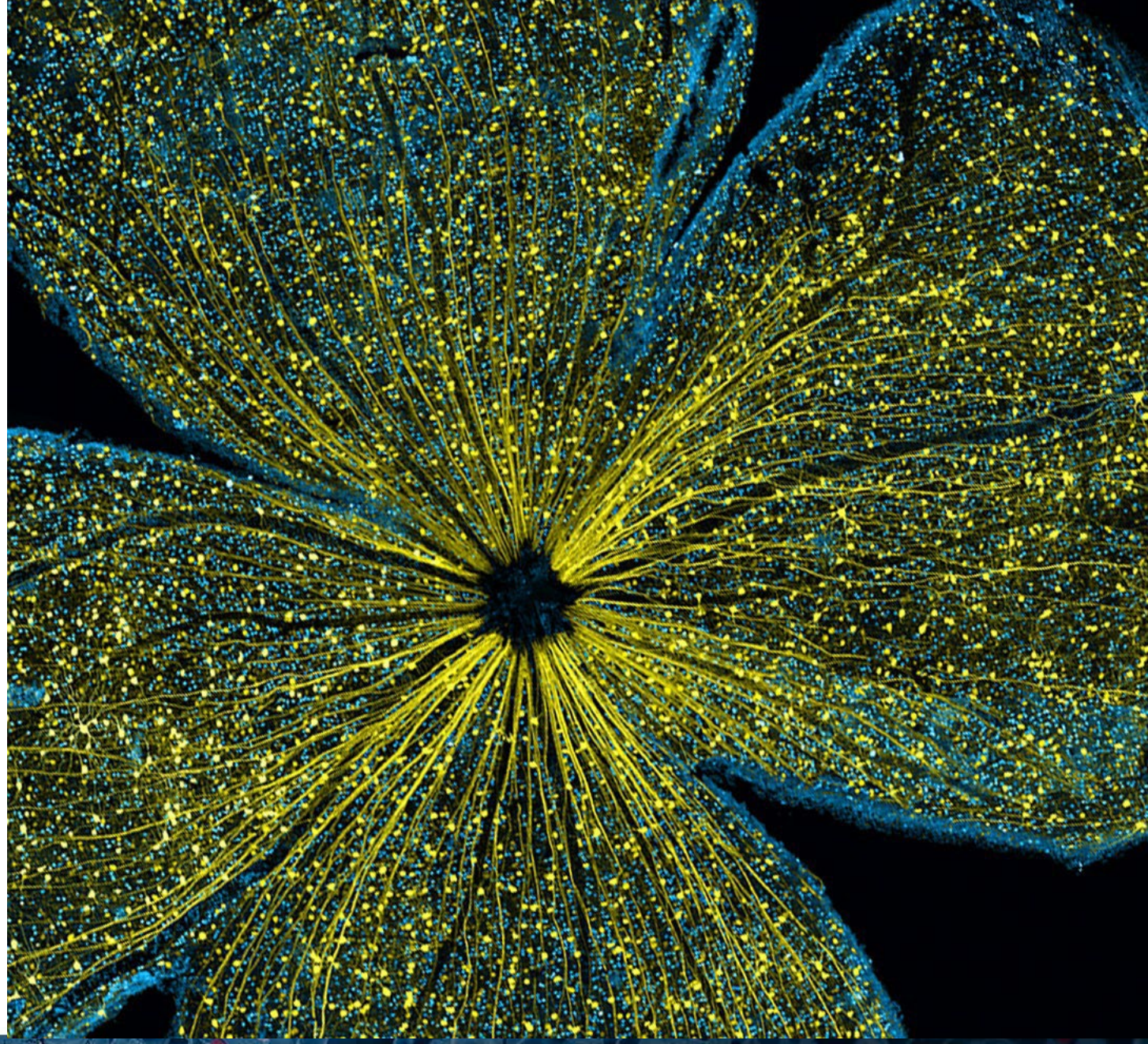
Moushumi Paul
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Agenda

- TURTLE Program Overview
- Eligibility
- Peer Review
- Budget



TURTLE Program Overview and Eligibility



Tribal Undergraduate to Graduate Research Training and Leadership Experiences (TURTLE)

Phased awards to allow Tribes and Tribal Organizations to develop and then implement institutional training grants for undergraduate and graduate students pursuing biomedical degrees:

1. **Undergraduate training NOFO:** UE5/T34 (PAR-24-236)
2. **Graduate training NOFO:** UE5/T32 (PAR-24-235)

***NOFO: Notice of Funding Opportunity**

TURTLE Program Goals

The development of a pool of scientists who:

- Have the skills to perform research on Tribal health and health disparities in a culturally appropriate, ethically responsible and rigorous manner.
- Earn biomedical bachelor's or PhD degrees and have the technical, operational, and professional skills to pursue careers in Tribal health research.



Phased Program to Build Research Capacity



7- year phased award:

- **UE5** = first two years of the award
- **T32 or T34** = last five years of the award

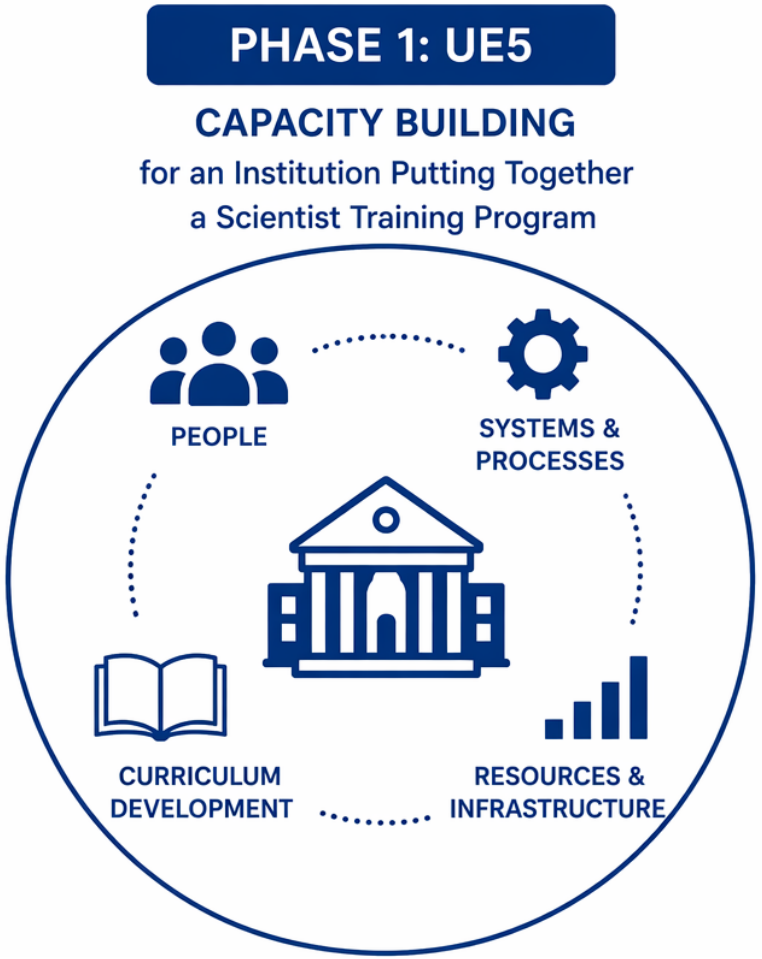
UE5

- **Capacity building** – to allow awarded Tribal Entities to hire personnel, develop programming and establish partnerships

T32 or T34

- **Training** – to recruit and appoint students; provide stipends and tuition remission; provide training, mentoring, and networking activities; strengthen partnerships

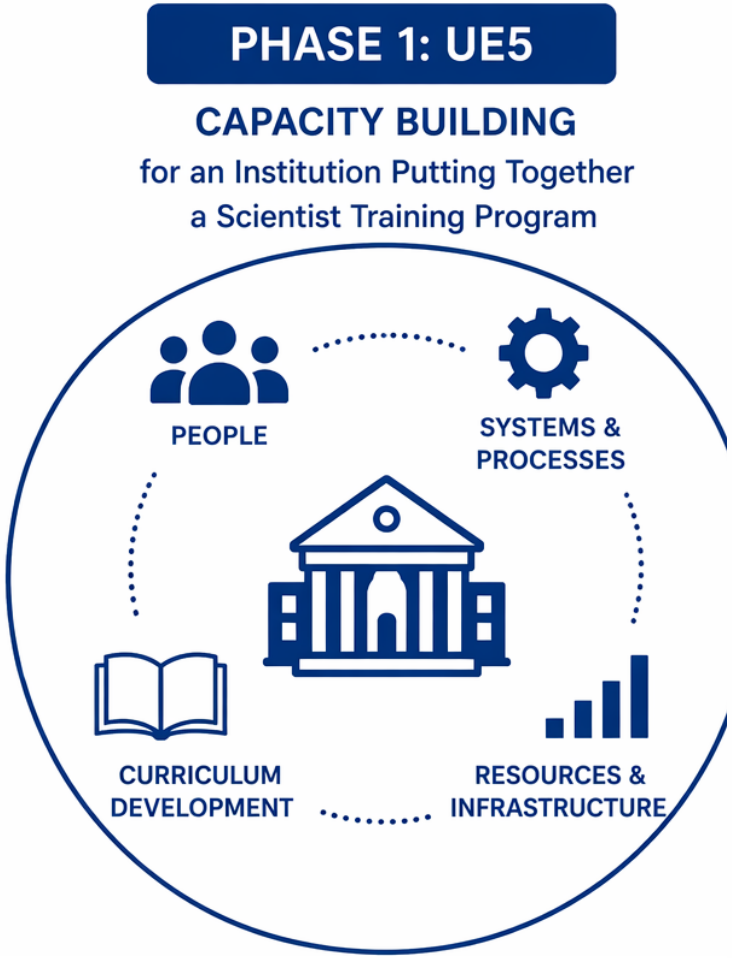
Phased Program Details

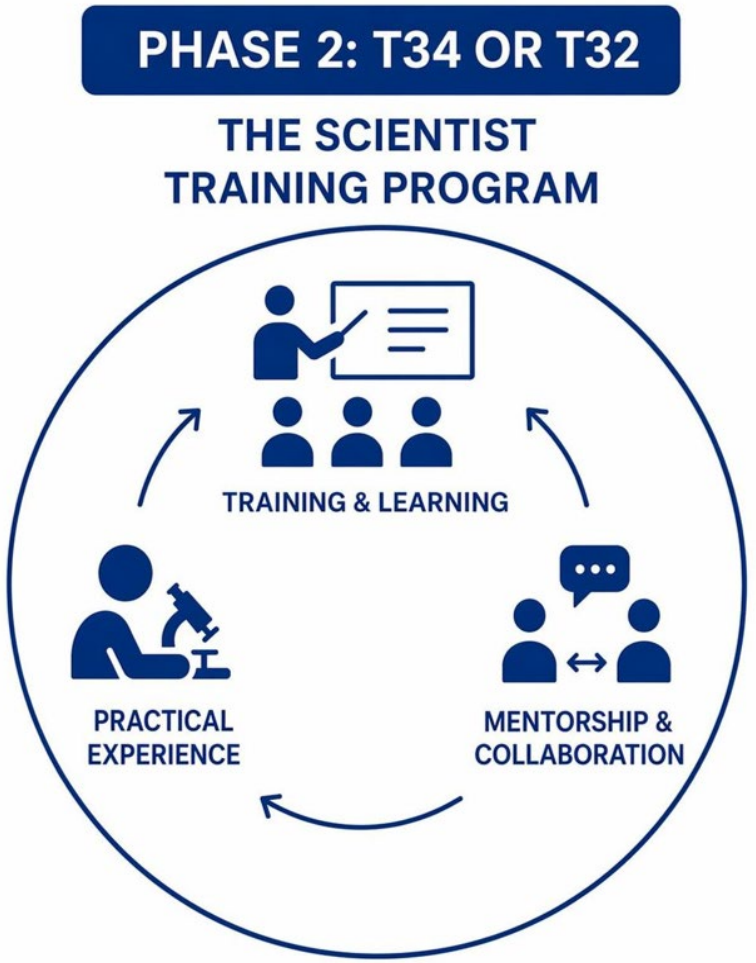


With support from a NIH Project Coordinator, awardees will:

- Hire personnel
- Develop program management and grants administration capacity for training grants and educational activities
- Develop trainee and mentor recruitment strategies

Phased Program Details (1)





- Support research training
- Identify and appoint trainees to the grant
- Dispense stipends, tuition remission payments and training related expenses
- Provide training, mentoring and networking activities
- Track trainee progress and report outcomes
- Trainees are expected to be supported by the grant for 1-4 years of their training

UE5 Transition to T34 or T32

Progress will be assessed based on:

1



Adequate program personnel with the appropriate expertise.

This may require hiring or training of staff during the development phase.

2



Ability to recruit a pool of potential trainees in alignment with the goals of the TURTLE program.

3



Plans for research training, career development, and networking activities as well as the personnel and technologies to deliver these activities.

UE5 Transition to T34 or T32 (1)

Progress will be assessed based on (cont.):

4



Mentor recruitment, training, and monitoring procedures.

5



The infrastructure to administer the grant and the trainee stipends, tuition remission and training-related expenses.

6



The capacity to track and report on trainee progress and outcomes.

Examples of Development Activities



Strengthening student success through comprehensive, culturally responsive support

Program Director/Principal Investigator Eligibility Information

- Any individual(s) with the skills, knowledge, and resources necessary to carry out the proposed research
- **Do not need to hold a higher degree in the biomedical sciences**; however, it is expected that the PD(s)/PI(s) will consult with individuals with biomedical research experience regarding effective practices for training future research scientists

Role of the Principal Director/Principal Investigator

The PD(s)/PI(s) will have the primary responsibility for:

- Adhering to the overall objective of the TURTLE program.
- Developing capacity to administer an NRSA Training grant.
- Developing programmatic activities.
- Contributing to the cooperative nature of the TURTLE program.
- Recipients will retain custody of and have primary rights to the data and software developed under these awards, subject to Government rights of access consistent with current DHHS, PHS, and NIH policies.

Organization Eligibility Information

Eligible Organizations

The applicant organization must meet one of the following criteria:

- A federally recognized AI/AN Tribe, as defined under 25 U.S.C. 1603(14);
- A tribal college or university, a tribal health program, or a tribal organization, as defined under 25 U.S.C. 1603 (24), (25), and (26), respectively including Tribal colleges or health boards meeting this definition;
- A consortium of two or more of those tribal entities Tribes or Tribal organizations

Collectively, referred to as eligible AI/AN **"Tribal entities"**

Foreign Institutions

- Specifically, an application may include foreign components **only if** one or more AI/AN tribes with ancestral catchment areas crossing the U.S. border will participate in the proposed program.

Organizational Partnerships

Partnerships with non-federally recognized Tribes are welcome and could help to address the programmatic goal of reaching individuals across a broad range of Tribes

- Partnerships with universities or educational organizations that have established Tribal Offices or an official Tribal Contact
  - If the potential partnership organization does not have an existing Tribal Office or Tribal Contact, they can discuss with the Tribal Entity what they would like this partnership to look like
  - **Primary ownership and responsibility should lie with the Tribal Entity**
- Recommend application assistance from the Office of Sponsored Programs of Partnership Organizations, if deemed helpful by the Tribal Entity

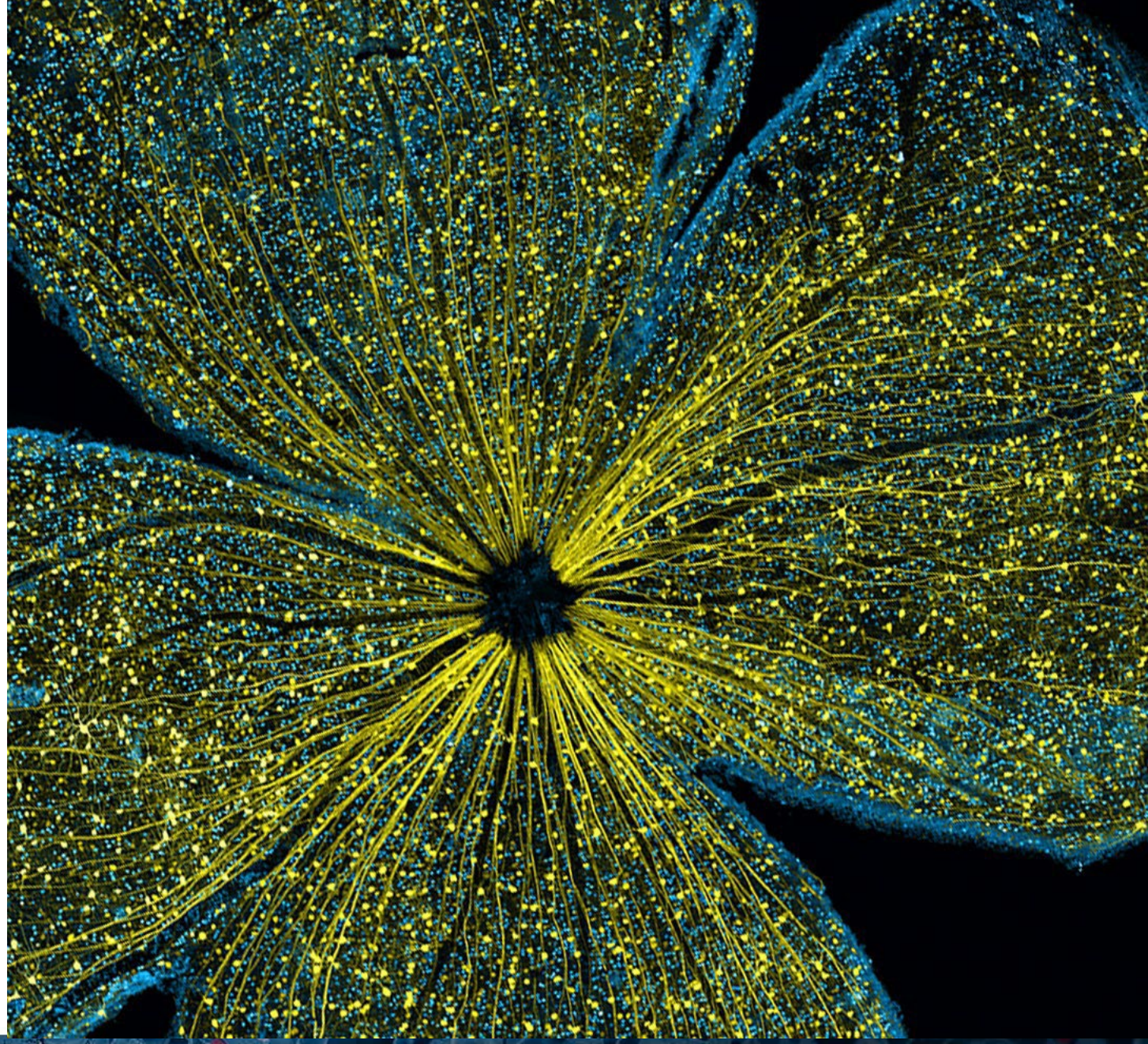
Several Program Models Are Possible Through TURTLE

- Example TURTLE program models:
  - Grantee is a Tribal College or University (or multiple TCUs) that provides support for its students and/or students at other institutions (for example, those transferring from a 2-year TCU to a 4-year school)
  - Grantee is a Tribe or non-TCU Tribal Entity that supports students at multiple academic institutions

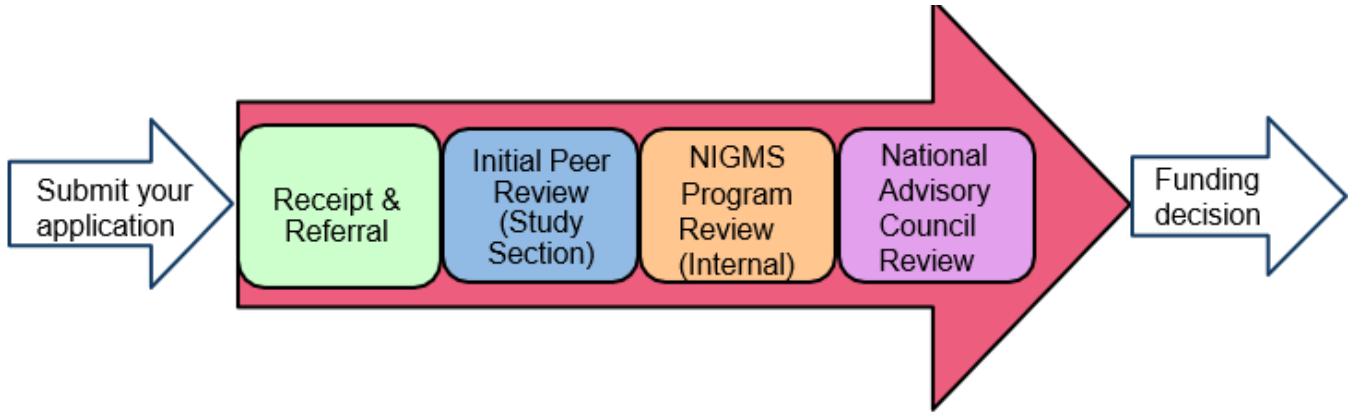
Grantee/Tribal Entity will:

- administer the award, including paying stipends, tuition remission and benefits
- provide additional mentoring, career development and support to the trainees beyond what they received from research advisors and professors to create a community of support

Peer Review



NIH Review Process



Your application will go through multiple review phases:

- **Receipt & Referral:** will check for completeness and assign the application to the appropriate study section
- **Study Section:** Initial review conducted by a group of primarily non-federal scientists who are experts in their relevant fields
- **National Advisory Council:** Council members, who include scientific and public representatives, assess the application's relevance to the IC's mission, priorities, and public health needs, and support funding recommendations.
- **NIGMS Program Review (internal):** Program Officers review and discuss the applications strengths and weaknesses
- **Funding Decision:** The final funding decision is made considering the recommendations from both review levels, the budget, their IC's research program priorities, and alignment with the Unified NIH Funding Strategy

Scored Review Criteria
Section V. of NOFO

Reviewers will consider each of the review criteria in the determination of scientific merit and give a separate score for each:

- Importance & Rationale for the Training Program
- Program Staff, Mentors and Other Contributors
- Development of the Training Program
- Training Program Plan
- Environment

Application Preparation Tips

Read

- Read the NOFO and How to Apply - Application Guide to make sure you understand the requirements
- Read the review criteria in Section V of the NOFO to know how your application will be assessed

Check Application

- Allow enough time to carefully check application after submission. We cannot accept any missing items after the receipt deadline. (Major non-compliance issue that can lead to withdrawal)
- Successful submission through Grants.gov and eRA Commons does not mean appropriate responsiveness to and compliance with the program announcement.

Application Preparation – Page Limits

Page Limits

- Supply all requested materials within page limits.
- Do not “overstuff” sections that don’t have page limits or use appendices to get around the limits. (Major non-compliance issue that can lead to withdrawal)

Appendices

- Only limited Appendix materials are allowed. Follow the instructions for the Appendix as described in the How to Apply - Application Guide.(Major non-compliance issue that can lead to withdrawal)

Application Considerations

Address all requirements of the program announcement.

- If you have not fully formed a plan to collect trainee outcome data, describe the process to *develop capacity* to collect these data

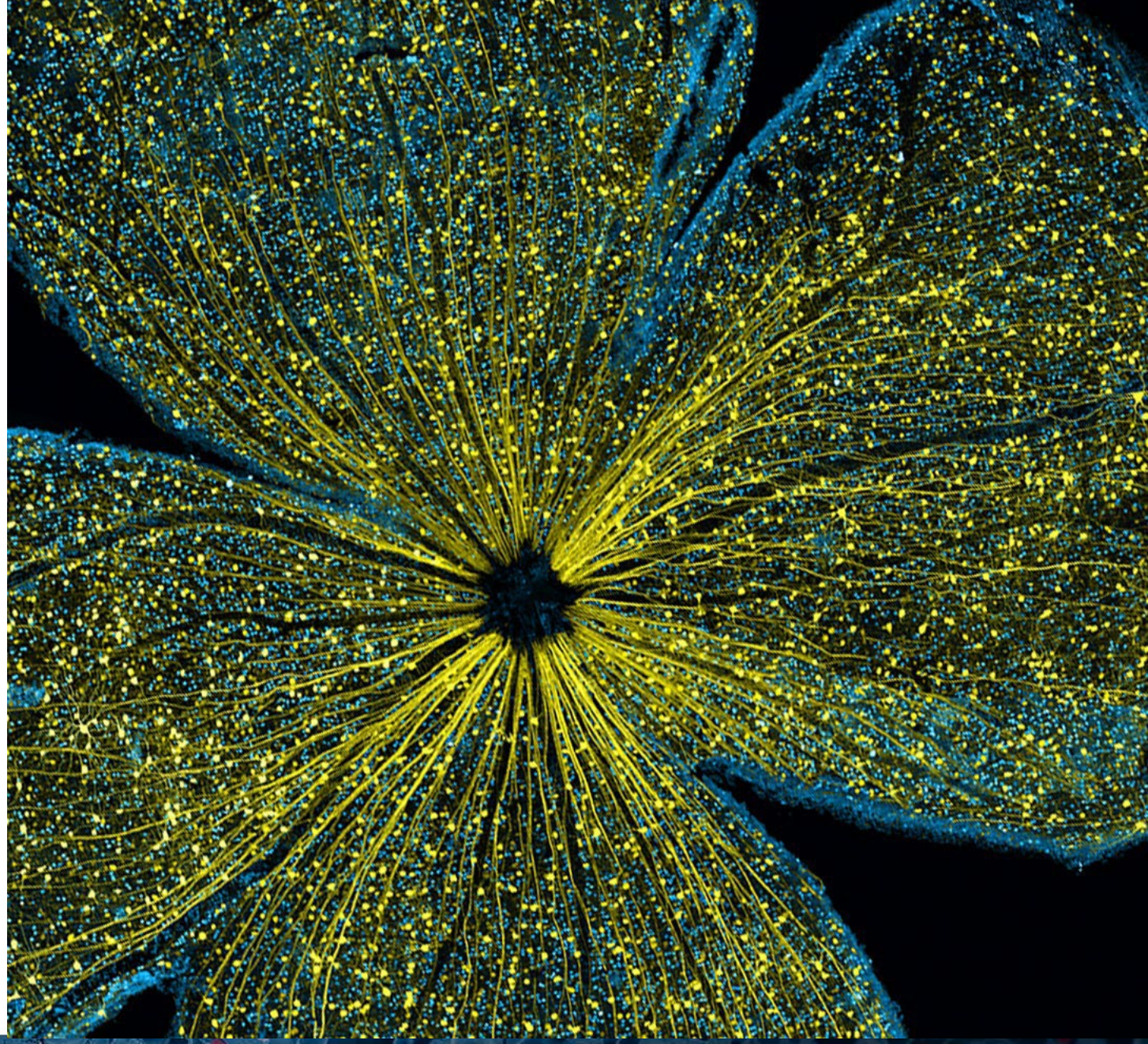
Describe how your program "will work" within your institutional framework and be realistic in your program's goals.

- How will students be recruited and selected?
- By whom?
- What will the advisory committee do, if you have one?
- How often will they meet?
- How will you evaluate your program and use the evaluation to improve your program?

Application Preparation - Personnel

- NIH has adopted the Common Forms for Biographical Sketch (NOT-OD-26-018).
- After May 7th, 2026, applications **must use** the Commons Forms for Biographical Sketch and NIH Biographical Sketch Supplement (NOT-OD-26-079).
- Key personnel are encouraged to use the NIH Biographical Sketch supplement to describe their commitment to training
- Refer to the Common Forms FAQ with questions about NIH Common Form policies, requirements, or what information to include on the form; or contact the NIH OS/Biosketch inbox at nihosbiosketch@nih.gov
- Technical issues with SciENcv should be directed to the SciENcv Helpdesk at nlmsciencv@mail.nih.gov

Grants Management - Budget



Budget: Overview

No budget limit, but request must reflect actual needs of proposed project.

Application budget uses the SF424 R&R Budget Form and reflects two (2) phases:

- **Development Phase (UE5)**: Two years. Personnel costs (Program and Administrative) and Other Program-related Expenses such as travel, consultant costs, and administrative infrastructure development.
- **Training Phase (T32/T34)**: Five years and dependent on successful completion of the development phase. Application budget for this phase should be an estimate based on the number of trainees anticipated to be supported each year.

Budget: Development Phase (UE5) Personnel Costs

Personnel Costs: For program and administrative staff to focus on development of the educational content, recruitment, training and oversight procedures, institutional relationships and administrative systems for the training phase of the award.

- Salaries requested may not exceed the levels commensurate with the organization's policy for similar positions and may not exceed the NIH Salary Cap.
- Typically, salary support for program staff should not exceed 1.5 FTEs depending on the size and scope of the program.
- Effort levels requested must reflect **actual** time spent on the project regardless of funding source.
- Effort levels should be stated in either calendar months or academic/summer months, but not both.
- **Only PD/PIs should be listed in Section A.** All other personnel should be listed in Section B.

UE5 Budget: Senior/Key Personnel (Section A)

A. Senior/Key Person

	Prefix	First	Middle	Last	Suffix	Base Salary ($)	Months Cal.	Months Acad.	Months Sum.	Requested Salary ($)	Fringe Benefits ($)	Funds Requested ($)
✓	Dr.	John		Doe		120,000.00	1.80			9,000.00	3,000.00	12,000.00
	Project Role:	PD/PI										
✓	Dr.	Jane		Doe		120,000.00		1.20	0.60	9,000.00	3,000.00	12,000.00
	Project Role:	PD/PI										
✗	Dr.	Tom		Doe			1.80	1.20	0.60	9,000.00	3,000.00	12,000.00
	Project Role:	Consultant										

ONLY PD/PIs SHOULD BE LISTED IN SECTION A.

MISSING BASE SALARY.

USE CALENDAR OR ACADEMIC/ SUMMER--NOT BOTH!

Additional Senior Key Persons:

Key Persons in the attached file

Total Senior/Key Person 36,000.00

UE5 Budget: Other Personnel (Section B)

B. Other Personnel PROGRAM AND ADMINISTRATIVE PERSONNEL THAT ARE NOT PD/PIs SHOULD BE LISTED IN SECTION B.

Number of Personnel	Project Role	Months Cal.	Months Acad.	Months Sum.	Requested Salary ($)	Fringe Benefits ($)	Funds Requested ($)
	Post Doctoral Associates						
	Graduate Students						
	Undergraduate Students						
1	Secretarial/Clerical	2.00			6,667.00	2,200.00	8,867.00
1	Program Coordinator	6.00			25,000.00	8,250.00	33,250.00
1	Curriculum Coordinator	4.00			26,667.00	8,800.00	35,467.00

IMPORTANT: TOTAL EFFORT FOR ALL PERSONNEL IN SECTIONS A & B SHOULD TYPICALLY NOT EXCEED 1.5 FULL-TIME EQUIVALENTS.

Budget: Development Phase (UE5)

Other Program-Related Expenses: Expected to consist primarily of travel (Section D) along with consultant and administrative infrastructure development costs (Section F).

D. Travel	Funds Requested ($)
1. Domestic Travel Costs (Incl. Canada, Mexico and U.S. Possessions)	
2. Foreign Travel Costs	
Total Travel Cost	

F. Other Direct Costs	Funds Requested ($)
1. Materials and Supplies	
2. Publication Costs	
3. Consultant Services	
4. ADP/Computer Services	
5. Subawards/Consortium/Contractual Costs	
6. Equipment or Facility Rental/User Fees	
7. Alterations and Renovations	
8.	

QUESTION: What are "Administrative Infrastructure Development" costs?

ANSWER: "Administrative Infrastructure Development" costs are not an NIH-defined term. They are meant to refer to any allowable costs necessary for a recipient to successfully complete the Development Phase (UE5) and be able to adequately support a training program to enable transition to the Training Phase (T32/T34). We expect that the actual makeup of these costs will be highly variable across applications due to the differing needs of each applicant institution.

Budget: Training Phase (T32/T34)

All costs for the training phase budget estimate should be included in Section E. Participant/Trainee Support Costs.

- **Line 1 (Tuition/Fees/Health Insurance)**: Use the NRSA tuition cap (currently $16,000/trainee) as the basis for this estimate. NOTE: Health Insurance costs are not included in this line item but are instead under TRE.
- **Line 2 (Stipends)**: Use the current NRSA stipend levels as the basis of this estimate (predoctoral levels for T32 and undergraduate levels for T34).
- **Line 3 (Travel)**: Include up to $1,000/trainee for trainee travel.
- **Line 4 (Subsistence)**: Leave Blank.
- **Line 5 (Other)**: This line item is where Training Related Expenses (TRE) should be listed. Include up to $20,000/trainee including trainee health insurance costs.
- **Number of Participants/Trainees**: Do not forget to enter the estimated number of trainees in this box. The expected number of supported trainees at the steady-state level for each TURTLE program is on average 10 per year. For example, if trainees are to be supported for 2 years each the program will appoint 5 new students each year.



Budget: Training Phase (T32/T34) Example

E. Participant/Trainee Support Costs		Funds Requested ($)
1. Tuition/Fees/Health Insurance		160,000.00
2. Stipends		143,400.00
3. Travel		10,000.00
4. Subsistence		
5. Other	Training Related Expenses	200,000.00
10 Number of Participants/Trainees	Total Participant/Trainee Support Costs	513,400.00

Use NRSA cap ($16,000/trainee) for tuition estimate

Use current NRSA stipend levels (T34 = undergrad; T32 = predoc)

Request up to $1,000/trainee for travel

Request up to $20,000/trainee for TRE

Enter estimated number of trainees here.

Budget Justification (Guiding Principles)

The Budget Justification is uploaded as a PDF attachment to Section L and should provide additional information about each of the requested budget categories in Sections A-F.



Organize the Budget Justification according to the two separate phases with the UE5 justification listed first, followed by the T32/T34 justification.

Provide an explanation if any budget category deviates substantially (i.e. increases/decreases) from the initial budget period in future years.

Budget Justification (UE5): Personnel, Equipment, Travel

PERSONNEL: List each personnel in Sections A and B along with their title, effort level, and role on the project. Be detailed enough in describing each person's role so that NIGMS staff can determine whether the requested effort is reasonable relative to what the person's roles and responsibilities will be. If an individual's effort level is funded from other sources (in part or in whole), provide an explanation.

EQUIPMENT: Each piece of equipment requested must be listed separately to include their acquisition cost and justification. If quotes are available, append them to the budget justification.

TRAVEL: Include the cost, purpose, destination, number of people traveling and dates (or duration) for each trip. Clearly state how the travel is directly related to the program.

Budget Justification (UE5): Other Direct Costs

OTHER DIRECT COSTS: Itemize based on budget category and provide a brief justification for each along with the following item-specific details:

- **Materials/Supplies**: Provide general categories of materials/supplies (e.g. glassware, chemicals, animal costs, etc.) and include an amount for each category.
- **Consultant Services**: For each consultant, provide their name, organizational affiliation, the services he/she will perform, total number of days, travel costs, and the total estimated costs. NOTE: Consultants are not subject to the NIH Salary Cap; however, any consultant charges should meet your institution's definition of "reasonableness".
- **ADP/Computer Services:** List the total funds requested for each computer/IT service along with a justification for their need on the project. If the service is based on a specific rate, provide the amount and basis for the rate (e.g. $250/FTE, $500/month, etc.).

Budget Justification (UE5): Miscellaneous

Equipment or Facility Rental/User Fees: List the total funds requested for each rental/user fee and the time basis for each fee (e.g. $75/hour, $500/month, etc.) along with a justification for their need on the project.

Subawards/Consortium/Contractual Costs: List the total funds (direct + indirect costs) requested for:

1. Each subaward/consortium organization(s) proposed for the project. NOTE: Separate budgets and justifications for each subaward must be appended to the application budget using the R&R Subaward Budget Attachment.
2. Any other contractual costs proposed for the project. Contractual costs for services should be broken down by each service along with a justification for their need on the project.

Alterations and Renovations: Itemize costs by category (e.g. repairs, painting, insulation removal/installation, etc.) and provide a justification for their need on the project. Where applicable, provide the costs per square footage for each category.

Indirect Costs: Provide a breakdown of any exclusions applied to the F&A base calculation.

Budget Justification (T32/T34)

- **STIPENDS:** Provide the total amount and breakdown of calculation.
- **TUITION/FEES:** Provide the total amount and breakdown of calculation. Tuition costs should be based on actual tuition costs (i.e. do not apply the NIH 60% proration). If there is a mix of both in-state and out-of-state tuition, please explain.
- **TRAVEL:** Provide the total amount and breakdown of trainee travel costs.
- **TRAINEE-RELATED EXPENSES (TRE):** Provide a breakdown and justification for each category of TRE. Typically, TRE consists of staff salaries, consultant costs, equipment, research supplies, faculty/staff travel directly related to the research training program, and trainee health insurance costs.



Budget References

- SF424 (R) Application Instructions:
https://grants.nih.gov/grants/how-to-apply-application-guide/forms-i/research-forms-i.pdf
- NIH Grants & Funding, “Develop Your Budget” Page:

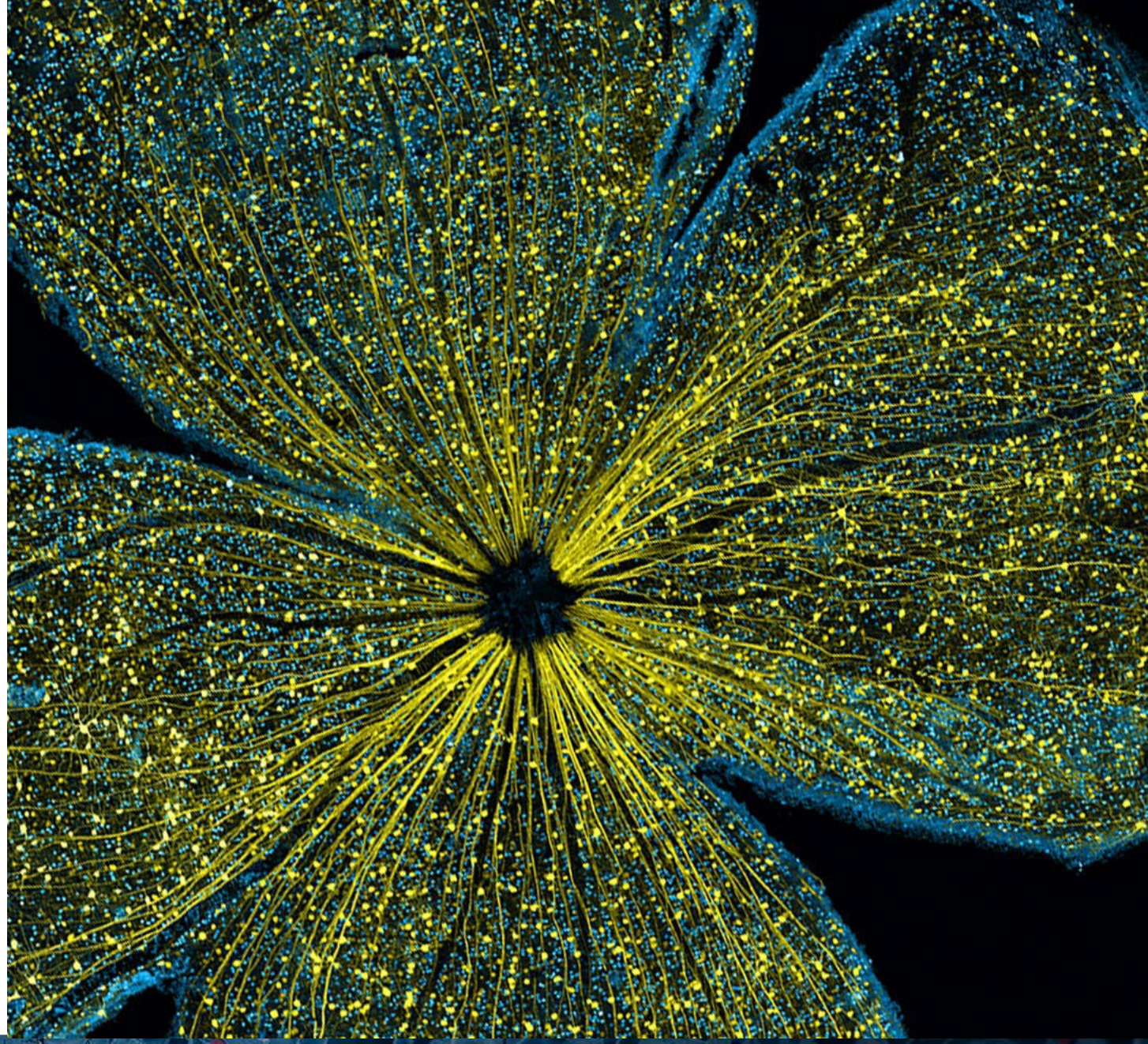
https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/develop-your-budget.htm
- 45 C.F.R. Part 75, Subpart E, “Cost Principles”:

https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-A/part-75#subpart-E
- NIH Grants Policy Statement, Section 7.9.1, “Selected Items of Cost”:

https://grants.nih.gov/grants/policy/nihgps/HTML5/section_7/7.9_allowability_of_costs_activities.htm#Selected



Final Thoughts



Tips for Preparing Your Application

Submit early!

- Always **read and study the entire Notice of Funding Opportunity (NOFO)** – purpose, guide notices, review criteria, etc., and follow all instructions.

- Program Officers and Scientific Review Officers are a resource to applicants
  - Contact PO **<u>early</u>** in the process - send a **1-page program summary**
    - Helpful to determine **eligibility** and **responsiveness** of proposal to the program
    - Reach out **<u>after summary statement</u>** is released to discuss next steps
  - Contact SRO for compliance questions
- Go for it – don't self-eliminate (and resubmit if needed)

Key Dates (PAR-24-236 and PAR-24-235)

Application Due Dates		Review and Award Cycles		
New	Renewal or Resubmission	Scientific Merit Review	Advisory Council Review	Earliest Start Date
January 25, 2027	Not Applicable	July 2027	October 2027	December 2027

NIH & NIGMS TURTLE Points of Contact

- **General TURTLE Email:** NIGMSTurtle@nigms.nih.gov
- **Scientific Review - Submission and assignment questions:** csrdrr@mail.nih.gov
- **Grants & Budget Management:** NIGMS_CARAS_DEA@nigms.nih.gov
- For more opportunities about Tribal research opportunities and support at NIH, contact the **NIH Tribal Health Research Office (THRO):** https://dpcpsi.nih.gov/thro

Best wishes on your application!

Please do not hesitate to reach out to us if you have questions.