



**NIEHS**

**National Institute of  
Environmental Health Sciences**

# GRANTS MANAGEMENT

## BUSINESS BREAKOUT SESSION

Pamela Clark and Wanda Boggs

**WORKER EDUCATION AND TRAINING PROGRAM**



- New WETP Grants Management Specialist (GMS) Team
- Non-competing Grant Progress Report Submission (PHS 2590 Application) Requirements
- ARRA Grant Closeout
- New FFR Due Dates

# Who Is My Grants Management Specialist (GMS)?

We Are Now Assigned by Program Official (PO):

## PROGRAM OFFICIAL

- Sharon Beard
- Jim Remington
- Chip Hughes
- Ted Outwater
- Kathy Ahlmark
- For SBIR's

## GRANTS MGMT SPECIALIST

Aaron Nicholas  
Donald Ellis  
Pamela Clark  
Wanda Boggs  
Aaron Nicholas  
Pamela Clark

## GRANTS MGMT CONTACT INFORMATION

Aaron Nicholas: [nicholaa@niehs.nih.gov](mailto:nicholaa@niehs.nih.gov)

Phone: 919.541.7823

Donald Ellis: [donaldellis@niehs.nih.gov](mailto:donaldellis@niehs.nih.gov)

Phone: 919.541.1874

Pamela Clark: [evans3@niehs.nih.gov](mailto:evans3@niehs.nih.gov)

Phone: 919.541.7629

Wanda Boggs: [boggs@niehs.nih.gov](mailto:boggs@niehs.nih.gov)

Phone: 919.316.4638

## **Noncompeting Grant Progress Report Submission (Type 5) (PHS 2590 Applications)**

- The Annual Progress Reports (**PHS 2590 Applications**) are due 60 days (two months) prior to the end of the current budget period.
- Submit the completed, signed original progress report and one copy (with required signatures) to:

Division of Extramural Activities Support, OER  
National Institutes of Health  
6705 Rockledge Drive, Room 2207, MSC 7987  
Bethesda, MD 20892-7987 (for regular or US Postal  
Service Express mail)  
Bethesda, MD 20817 (for other courier/express mail  
delivery only)

Phone Number: (301) 594-6584

# PHS 2590 Application Forms and Instructions

- The newly revised **forms** and **instructions** (06/2009 Revision) are available at <http://grants.nih.gov/grants/forms.htm> . At the bottom of this page see the “Notable Changes” made to the PHS 2590. This page also has a **FAQ link for All Personnel Report**.
- The PHS 2590 Instruction Guide is available as a PDF from the above link.
- Instructions for the All Personnel Report modified to clarify that the **PD/PI(s) should be listed on the form**, that regardless of the source of compensation all personnel who participated in the project for at least one person month should be listed, that one person month equals approximately 160 hours or 8.3% of annualized effort ([NOT-OD-09-150](#)). (09/22/2009).
- New PHS 2590 (Rev. 06/09) instructions and forms posted 08/24/2009. See the [NIH Guide Notice OD-09-139](#) for important details regarding changes made to this version. (08/24/2009).

# PHS 2590 Application Contents

- Submit a full progress report for **each** program HWWT *and* HDTP, MWT, if applicable.
  - Face page ( Form Page 1)
  - Project/Performance Site Format Page (list all sites after the face page)
  - Detailed Budget for Next Budget Period (Form Page 2)
  - Budget Justification (Form Page 3)
  - Biographical Sketch (only for NEW Key Personnel)
  - Other Support (For Key Personnel on the Notice of Award)
  - Progress report summary
  - All Personnel report
  - Checklist (Form Page 6)

# PHS 2590 Application Organization

## TO ORGANIZE THE GRANTEE BUDGET AND CONSORTIUM BUDGETS

- Start with the Face Page (Form Page 1). For the budget, complete Form Page 2, Form Page 3, and applicable checklist (Form Page 6).
- In sequential order, for **each** consortium, include budget pages (Form Pages 2, 3, and 6) together.
- For Budget Justification (Form Page 3), Estimated Unobligated Balance is required for each program.
- Be sure to include program , grantee or consortium name in the top right corner of each page.

# ARRA Supplements Closeout

- For each ARRA supplement, separate closeout documents are required to closeout the Recovery Act funding when the ARRA funding ends.
- Documents are due within 90 days of project period end date
  - Final Federal Financial Report (FFR)
  - Final Inventions Statement & Certification
  - Final Progress Report
- Grantees must ensure there are no discrepancies between the final FFR expenditure data (in eRA Commons) and the FFR cash transaction data in the Payment Management System.

## ARRA Supplements Closeout

- Centralized office accepts receipt of all non-financial, paper-based closeout documents
  - Final Progress Report
  - Final Invention Statement and Certification
- If not using eRA Commons, mail to the Central NIH unit at:  
NIH Centralized Processing Center  
6705 Rockledge Drive, Room 2207, MSC 7987  
Bethesda, MD 20892-7987 (for regular or US Postal Service Express mail)  
Bethesda, MD 20817 (for other courier/express mail only)

# Due dates for FFR Expenditure Data

<b>Budget End Date</b>	<b>Final FFR Due Date (90 Days)</b>	<b>Calendar Quarter End</b>	<b>Annual FFR Due Date (90 Days after end of quarter)</b>
1/31	5/1	3/31	6/30
2/28	5/29	3/31	6/30
3/31	6/29	3/31	6/30
4/30	7/29	6/30	9/30
5/31	8/29	6/30	9/30
6/30	9/28	6/30	9/30
<b>7/31</b>	<b>10/29</b>	<b>9/30</b>	<b>12/31</b>
<b>8/31</b>	<b>11/29</b>	<b>9/30</b>	<b>12/31</b>
9/30	12/29	9/30	12/31
10/31	1/29	12/31	3/31
11/30	2/28	12/31	3/31
12/31	3/31	12/31	3/31

# SBIRs – The Basics

## Program Description

- Small Business Innovation Research (SBIR)
  - Set-aside program for small business concerns to engage in federal R&D - - with the potential for commercialization
  - Comprised of about 2.5% of an Institutes extramural research budget.

# SBIR: 3-Phase Program

## PHASE I

- Feasibility Study
- Generally 150K and 6-12 months

## PHASE II

- Full Research/R&D
- \$1M and 2-Year Award

## PHASE III

- Commercialization Stage
- Use of non-SBIR Funds





- SBA raises budget levels for SBIR awards
  - Phase I: \$100K to \$150K
  - Phase II: \$750K to \$1M

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-10-079.html>

# SBIR Requirements (R43/R44)

- PI primarily employed by the SBC at least 51%
  - Don't confuse employment w/time and effort
  - PI employment is not negotiable
- 
- Make sure everything is accurate before submission



# Consortiums

- Phase I third party involvement
  - Normally NTE 33% of total award amount
  - Includes consultants & consortia
- May exceed 33% if requested, justified, approved by Reviewers, Program and Grants Management
- Firms should always follow NIH consortium requirements



# SBIR Progress Report Procedures

- SBIR Grantees are now eligible to submit their Progress Report utilizing the Streamlined Non-Competing Award Process (SNAP)
- Can be submitted through the eRA Commons  
<http://commons.era.nih.gov/commons/index.jsp>
- Hard copies must still be submitted on the PHS 2590 forms.
- Due date for SNAP Progress Reports is 45 days prior to end of budget period versus 60 days if submitting via hardcopy

# eRA Commons

Commons - Windows Internet Explorer  
https://commons.era.nih.gov/commons/index.jsp

File Edit View Favorites Tools Help

Electronic Research Administration  
**eRA Commons**  
Sponsored by National Institutes of Health  
Version 2.30.01

Welcome Guest  
Institution: Not Affiliated  
Authority:

Home Links eRA Partners Help

**What's NEW on the COMMONS**

**SYSTEM STATUS:**

- All systems currently available
- **Scheduled Commons Maintenance:** For maintenance information, see the [eRA Scheduled Maintenance Calendar](#).
- **Support:** Take advantage of our web support at [eRA Help Desk](#)
- **Electronic Submission:** Learn about the most frequent application errors at [Avoiding Common Errors](#).
- **IAR:** Please visit eRA [Reviewers Page](#) for information about basic reviewer tasks and to find answers to your questions (FAQs, IAR access, electronic scoring, submission of documents and other topics).

Commons Login ?  
\* indicates required field.

Username \*

Password \*

Login Reset

[Forgot Password/Unlock Account?](#)

**System Notification**

**More Recent Features of Commons include:**

- ◆ **\*\*\*NEW\*\*\* Training and related appointments and terminations must be submitted via xTrain after January 1, 2011. Find further information at the eRA xTrain page.**
- ◆ **eSNAP** - Allows an institution to review non-competing grant data and submit a progress report online.
- ◆ **Reference Letters:** To submit a reference letter when requested by an applicant, please follow this link: [Submit Reference Letter](#)
- ◆ **Internet Assisted Review (IAR)** - Allows reviewer to submit critiques and preliminary scores for applications they are reviewing. Allows Reviewers, SRAs, and GTAs to view all critiques in preparation for a meeting. IAR creates a preliminary summary statement body containing submitted critiques for the SRA or GTA.
- ◆ **Demo Facility** - [Demo Facility](#) allows you to try most of the capabilities of the NIH eRA Commons in a sample environment.

[NIH Public Access Compliance Reports](#) - Detailed reports of all manuscripts for your institution deposited in PubMed Central or still outstanding under the NIH Public Access Policy.

**About the Commons**

- ▶ [Scope and Purpose](#)
- ▶ [Frequently Asked Questions](#)
- ▶ [Grantee Organization Registration](#)
- ▶ [eRA Contacts](#)
- ▶ [Enter eRA NIH Commons Demo](#)

**Links**

- ▶ [RePORT](#)
- ▶ [eRA User Guides & Support](#)
- ▶ [Applying Electronically](#)
- ▶ [Grants.gov](#)
- ▶ [iEdison](#)
- ▶ [Loan Repayment Program](#)
- ▶ [National Institutes of Health](#)
- ▶ [Public Access Policy Page](#)

Local intranet | Protected Mode: Off 150%

**WORKER EDUCATION AND TRAINING PROGRAM**

# WHERE TO SUBMIT

Hard copies should be sent to the following:

NIH-DEAS-TYPE 5 Center

Attn: Lucy Rowser, Task Leader

6705 Rockledge Drive, (RKLI)

Room 2207, MSC 7987

Bethesda, MD 20817 (carrier/FEDEX)

20892 (regular mail)

## Having Problems with NIH eRA Commons?

Contact Information:

eRA Commons helpdesk available at:

<http://era.nih.gov>

Email: [commons@od.nih.gov](mailto:commons@od.nih.gov)

Phone: 301-402-7469/866-504-9552 (Toll Free)

# QUESTIONS???

