



NIEHS Worker Education and Training Program

April 21-23, 2004
Washington, DC

**Training Partnerships for Prevention, Protection and Preparedness:
A Conference to Build Stronger Partnerships On Disaster Response Training**

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MEETING NOTES FROM FROM BUSINESS BREAKOUT SESSION

Wednesday, April 21

Business Breakout Session

Carolyn K. Mason, Deputy Grants Management Officer

Carolyn Mason provided a PowerPoint presentation that focused on two key processes: grants management and the application process. She recommended that managers sign up to receive the Notice of Grant Award electronically at <http://grants1.nih.gov/grants/guide/notice-files/not98-129.html>

Ms. Mason then discussed the issue of greatest interest to the attendees: the upcoming application process. She pointed out that the original application goes to the Center for Scientific Review (CSR) at NIH. Additional copies go to the Scientific Review Branch (SRB) at NIEHS. The latter organization performs an administrative review, manages and directs the initial review, ensures that the technical merit of the review process is followed, and coordinates and disseminates information with the NIEHS staff.

Carolyn pointed out several of the common pitfalls, including failing to carefully follow PHS 398, to include bio-sketches for all key personnel, to adequately describe methods and procedures, and to properly prepared budgets. Proposals can also be rejected if there are no formal letters of commitment for collaborative participants or if the overall quality of the application is poor. Ms. Mason included numerous websites that can be useful in preparing a proposal. The sites are included in her PowerPoint presentation.

After her presentation, Ms. Mason took questions and provided the following information in response:

1. Consolidating the budget is critical.
2. The PHS 398 requires including consultants under the definition of collaborators.
3. It would be valuable to include every trainer from every partner in the proposal, including a letter of commitment and bio-sketch.
4. If education isn't strong in bio-sketches, it is advisable to emphasize the trainers' experience, but don't put "other support" information on the bio-sketch that isn't relevant.
5. Trainers aren't considered "key personnel." Some applicants in the past have included everyone under key personnel, which puts them in a bind. Look at the definitions very carefully.
6. It would be helpful to put the escalation for out-years into the document. NIEHS has set 3% but you can identify different levels based on specific items, such as consultants. If you don't ask for anything other than standard rate, you definitely won't get it.
7. Bio-sketches should go back for the last 3 years, but can go back further if that is needed to explain your accomplishments.
8. It is always risky to spend carryover retroactively, but if it is applied to your specific work, they will probably approve it.
9. For those requests that come in after the requested submission date, if we determine there is not sufficient time remaining, we will not provide the carryover, but we can apply this as offset. There will always be zero in the carryover. When we authorize a carryover that is less than your un-obligated balance, we can use it to offset new dollars on the new grant.