



National Institute of Environmental Health Sciences
Your Environment. Your Health.

Business Break-Out Session Worker Training Program Meeting

Lisa Edwards, MBA
Grants Management Officer
National Institute of Environmental Health Sciences

May 14, 2019

Deadlines Reminder

	HWWTP U45s (8/1 starts)	DOE UH4s (9/1 starts)	EBOLA UH4s (6/1 starts)
Federal Financial Report (FFR)	12/31/2019	12/31/2019	9/30/2019
Carryover Request	NA	NA	NA
IRPPR or FRPPR	6/1/2020	7/1/2020	9/30/2019

Due dates for final reports assume no no-cost extension requests.

- **New Closeout policy requires FRPPR even if T2 completing application is submitted**
- Failure to submit complete, accurate, and timely reports may indicate the need for closer monitoring by NIH or may result in possible award delays or enforcement actions.
- Competing applications – due @November 2019

Closeout

- Closeout documents are due 120 days after the project period end date.
- Closeout documents include:
 - Final Federal Financial Report (FFR)
 - Final Research Performance Progress Report (FRPPR)
 - Final Invention Statement (FIS) (not required for U45s or UH4s*)

Final Federal Financial Report

- Similar to the Annual FFR, but cannot include unliquidated obligations.
- It is very critical that the expenditures reported on the Final FFR are consistent with the last quarterly Cash Transaction Report in the Payment Management System. A mismatch may result in a federal debt collection notice!



[This Photo](#) by Unknown Author is licensed under [CC BY-SA-NC](#)

Final Research Performance Progress Report (FRPPR)

- Similar to the Annual RPPR, but includes “Section I. Outcomes”.
- Whatever you put in the Outcomes Section will go on the NIH public website, so please review for accuracy/ completeness.
- “FRPPR” vs. “IRPPR”
 - If you’ve submitted a Type 2 continuation application, the report will be called an “Interim” RPPR, or IRPPR.
 - The FRPPR and IRPPR are the same form.
 - If your Type 2 does not get funded, your IRPPR becomes an FRPPR in our system automatically.

SBIR Lifecycle Certification

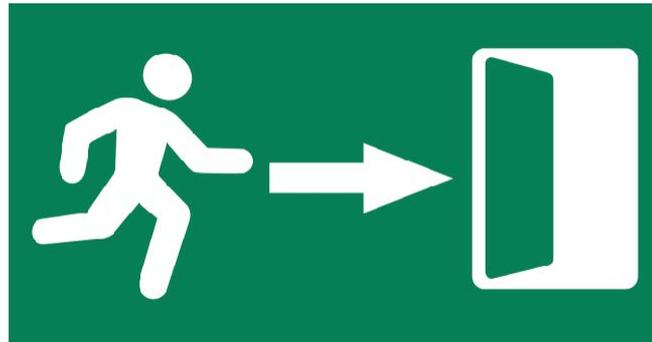
- A certification is required at the following times:
 - For SBIR Phase I Awardees: At the time of receiving final payment or disbursement from the Payment Management System or via contract.
 - For SBIR Phase II Awardees: prior to receiving more than 50% of the total award amount and prior to final payment or disbursement from the Payment Management System or via contract.

What if you're not ready to closeout?

- Most institutions may authorize a no-cost extension of the final budget period, up to 12 months.
 - Notifications need to be submitted through the eRA Commons prior to the end of the current project period. (The link to submit becomes available 90 days before the project end date).
 - In the notification, the organization must certify:
 - There is additional work to be done on the existing project scope.
 - There are funds remaining in the grant to do the additional work.
- If you miss the eRA Commons link, a prior approval request can be submitted to NIEHS.

For More Information on Closeout:

- See Section III of your Notice of Award.
- NIH Resource Page:
<https://grants.nih.gov/grants/closeout/index.htm>
- NIH Forms and Instructions Library:
<https://grants.nih.gov/grants/forms/all-forms-and-formats.htm>



RPPR

Other Information

Key personnel – RPPR must include information on those listed as key personnel in NOA. It's ok to list changes that will be happening during the next budget period but not changes that happened prior. (Prior requires prior approval)

Component Participants - D.1 – Individuals working on the project – Provide or update the information for: (1) program director(s)/principal investigator(s) (PDs/PIs); and (2) each person who has worked at least one person month per year on the project during the reporting period, regardless of the source of compensation

Performance sites (question G.8) – The parent site and all the consortium sites should be listed here.

Commons Help Line - If you're having issues with the PDF forming correctly, or other technical items, call Commons Help line. Don't wait until the last minute to submit...

Commons roles - There are many different roles for people in the Commons – signing official, business official, administrative official, Account Administrator, etc. I think everyone could use a review of what these are and reminder to go in and check it/clean it up sometimes, especially if they've gone through recent staffing changes, emails changes, etc. You don't want the NoAs and other correspondence being sent to the wrong email, for example. Show them this website.

https://era.nih.gov/reg_accounts/account_roles.cfm

Competing Applications

Other Information

Tentative Key Dates

- Open Date (Earliest Submission Date): October, 2019
- Letter of Intent Due Date(s): October, 2019
- Application Due Date(s): November 2019, by 5:00 PM Eastern Time
- Scientific Merit Review: February/March 2020
- Advisory Council Review: May 2020
- Earliest Start Date: August/September 2020

Budget Preparation

Form Pages, Approvals, Other Support, Notices

Forms (<http://grants.nih.gov/grants/forms.htm>)

SF424 (R&R) electronic submission

Approvals

IACUC Approval (Vertebrate Animals)

IRB Approval (Human Subjects)

Begin process at time of application, but final approval will be requested for Just In Time*

Other Support

“0%”, “Varies”, “As Needed”, etc., are not acceptable

Total time commitment cannot exceed 12 calendar months

*Just in Time: Request for information required prior to award.

Budget Preparation

Parent Grant Direct Costs

Consideration of *equipment* in the out-years will be based upon justification and availability of funds

Subawards/Consortium

must follow same guidelines as parent; budget pages required and should follow associated project or core

Subawards/consortium direct costs are included in the parent grant

Subtotal Direct Costs, which may be subject to budget caps

F&A of subawards/consortium is included in Total direct Costs of parent grant, but will not count against budget cap

Budget Justifications (Be detailed and specific)

Are all costs itemized?

Are all additions and changes in subsequent/future years fully justified and identified clearly; specifically changes in personnel effort?

R&R Budget Sections A & B

Personnel separated into 2 sections:

A. Senior/Key Person

- First field must be completed, even if person on a component given role of “Project Leader” and not PD/PI

B. Other Personnel

- Postdocs, Grad Students, Undergrads: Only number of personnel required (not specific names)

*Include only personnel employed by (e.g., receiving salary from) your organization.

Close Form

RESEARCH & RELATED BUDGET - SECTION C, D, & E, BUDGET PERIOD 1

* ORGANIZATIONAL DUNS:

* Budget Type: Project Subaward/Consortium

Enter name of Organization:

Delete Entry

* Start Date: * End Date: Budget Period 1

C. Equipment Description

List items and dollar amount for each item exceeding \$5,000

Equipment item	* Funds Requested (\$)
1. <input type="text"/>	<input type="text"/>
2. <input type="text"/>	<input type="text"/>
3. <input type="text"/>	<input type="text"/>
4. <input type="text"/>	<input type="text"/>
5. <input type="text"/>	<input type="text"/>
6. <input type="text"/>	<input type="text"/>
7. <input type="text"/>	<input type="text"/>
8. <input type="text"/>	<input type="text"/>
9. <input type="text"/>	<input type="text"/>
10. <input type="text"/>	<input type="text"/>
11. Total funds requested for all equipment listed in the attached file	<input type="text"/>
Total Equipment	<input type="text"/>

Itemize up to 100 pieces of equipment. If more, include total dollars in line 11 and provide details in the Additional Equipment attachment

R&R Budget Sections C - E

Additional Equipment:

Add Attachment

Delete Attachment

View Attachment

D. Travel

	Funds Requested (\$)
1. Domestic Travel Costs (Incl. Canada, Mexico and U.S. Possessions)	<input type="text"/>
2. Foreign Travel Costs	<input type="text"/>
Total Travel Cost	<input type="text"/>

E. Participant/Trainee Support Costs

	Funds Requested (\$)
1. Tuition/Fees/Health Insurance	<input type="text"/>
2. Stipends	<input type="text"/>
3. Travel	<input type="text"/>
4. Subsistence	<input type="text"/>
5. Other <input type="text"/>	<input type="text"/>
<input type="text"/> Number of Participants/Trainees	
Total Participant/Trainee Support Costs	<input type="text"/>

Not required for P42

R&R Budget Sections C - E

- **Item D, Travel**
 - 424 form differentiates between foreign and domestic travel
 - Continues to be treated as single cost (regardless of type) similar to 398 budget

Helpful Hints

- Read and understand the Funding Announcement
- Contact Program Staff for clarification of scientific matters and Grants Management Staff for budget issues.
- Follow the guidelines: page limits, font size, etc.
- Start early.....because:
 - ✓ Any mistakes made with electronic submission (i.e., ASSIST) may cause your application to be returned without further deliberation by NIEHS Review staff.

Close Form

RESEARCH & RELATED BUDGET - SECTION F-K, BUDGET PERIOD 1

Next Period

* ORGANIZATIONAL DUNS:

* Budget Type: Project Subaward/Consortium

Enter name of Organization:

Delete Entry Start Date: * End Date: Budget Period 1

F. Other Direct Costs	Funds Requested (\$)
1. Materials and Supplies	<input type="text"/>
2. Publication Costs	<input type="text"/>
3. Consultant Services	<input type="text"/>
4. ADP/Computer Services	<input type="text"/>
5. Subawards/Consortium/Contractual Costs	<input type="text"/>
6. Equipment or Facility Rental/User Fees	<input type="text"/>
7. Alterations and Renovations	<input type="text"/>
8. <input type="text"/>	<input type="text"/>
9. <input type="text"/>	<input type="text"/>
10. <input type="text"/>	<input type="text"/>
Total Other Direct Costs <input type="text"/>	

Subaward/Consortium/Contractual Cost not pre-populated. Include both Total Direct and Indirect cost

G. Direct Costs	Funds Requested (\$)
Total Direct Costs (A thru F) <input type="text"/>	

H. Indirect Costs	Indirect Cost Type	Indirect Cost Rate (%)	Indirect Cost Base (\$)	* Funds Requested (\$)
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Indirect Costs				<input type="text"/>

Cognizant Federal Agency
(Agency Name, POC Name, and POC Phone Number)

I. Total Direct and Indirect Costs	Funds Requested (\$)
Total Direct and Indirect Institutional Costs (G + H) <input type="text"/>	

J. Fee	Funds Requested (\$)
<input type="text"/>	

K. * Budget Justification
(Only attach one file.)

R&R Budget Sections F - K

R&R Budget Sections F-K

- **Tuition remission**
 - Include in Item F, Other Direct Costs (boxes 8, 9 or 10)
- **Supplies**
 - Not a major line item on 424 budgets
 - Included as line F.1 (Other Direct Costs: Materials and Supplies)
- **Alteration and Renovations**
 - Not a major line item on 424 budgets
 - Included as line F.7 (Other Direct Costs: Alterations and Renovations)
- **Inpatient and Outpatient Care Costs**
 - 424 does not include as major / minor line item
 - Current instructions require inserting in fields F.8-F.10 (Other Direct Costs: Other Costs)

Cumulative budget is automatically calculated based on budget period data provided.

RESEARCH & RELATED BUDGET - Cumulative Budget

Totals (\$)

Section A, Senior/Key Person

Section B, Other Personnel

Total Number Other Personnel

Total Salary, Wages and Fringe Benefits (A+B)

Section C, Equipment

Section D, Travel

1. Domestic

2. Foreign

Section E, Participant/Trainee Support Costs

1. Tuition/Fees/Health Insurance

2. Stipends

3. Travel

4. Subsistence

5. Other

6. Number of Participants/Trainees

Section F, Other Direct Costs

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. Other 1

9. Other 2

10. Other 3

Section G, Direct Costs (A thru F)

Section H, Indirect Costs

Section I, Total Direct and Indirect Costs (G + H)

Section J, Fee

OMB Number: 4040-0001
Expiration Date: 06/30/2011

R&R SUBAWARD BUDGET ATTACHMENT(S) FORM

If submitting an application with >30 subaward budgets, budgets 31 and above should be converted to PDF and included as part of the Budget Justification of the parent budget in Section K of the R&R Budget form.

The sum of all subaward budgets (e.g., those attached separately on this form and those provided as part of the budget justification), must be included in Line F.5 Subawards/Consortium/Contractual Costs of the parent budget.

When submitting subaward budgets that are not active for all periods of the project, fill out the subaward R&R Budget form and include only the number of periods for which the subaward is active. The budget period start/end dates reflected in each period of the subaward should match the project budget period start/end dates that correspond to the active periods.

ASSIST provides the ability to add up to 30 subaward budgets per component using the SF424 RR budget form. ASSIST will automatically include the subawards with the application so there is no need to attach them as separate files.

Resources

- SF424 (R&R) Application and Electronic Submission Information” webpage:
 - <http://grants.nih.gov/grants/funding/424/index.htm#inst>
- Applying Electronically to Multi-project Applications:
 - http://grants.nih.gov/grants/ElectronicReceipt/com_index.htm
- Help with ASSIST
 - <http://grants.nih.gov/grants/ElectronicReceipt/assist.htm>
- “New” NIH Biographical Sketch Format:
<https://grants.nih.gov/grants/guide/notice-files/not-od-16-080.html>
- NIH Guidance on Rigor and Reproducibility:
<http://grants.nih.gov/reproducibility/index.htm>

eRA Commons - <https://commons.era.nih.gov/commons/index.jsp>

Registered PD/PIs can check assignment/contact information, review outcome, and other important information.

eRA Commons Help Desk:

Hours: Mon-Fri, 7AM-8PM EDT/EST; Web: <http://grants.nih.gov/support/>; Toll-free: 1-866-504-9552. Phone: 301-402-7469



Thank you!
Any questions?