Principal Investigator Boot Camp

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Principal Investigator Transition and Best Practices

Transition Period

- Working to identify a replacement before the current PI leaves
- Using a multiple PI Model
- Getting prior approval for PI replacement – making sure PI has the experience and expertise to run the grant ((NOT-OD-11-118)

NIH Policy: Staying up to date on any policy changes and updates

- **NIH Grants Policy Statement** -https://grants.nih.gov/policy/nihgps/index.htm
- **Notices of NIH Policy Changes -**https://grants.nih.gov/policy/notices.htm
- **Communicating and Acknowledging Federal Funding -** https://grants.nih.gov/policy/federal-funding.htm#guidance

Principal Investigator Transition and Best Practices

Transition Period

- Develop a transition plan
  - Sharing SOP's
  - Leadership structure (PI role, version Program Director, etc.)
  - Difference between grant and cooperative agreement
  - Unique items and structure based on <u>Minimum Criteria stating the roles and responsibilities of a Program Director</u>
  - How to use eRA commons effectively and submitting material on time
  - Submitting prior approval request, carryover, etc. timely and accurately
  - Meeting with NIEHS Program Official on a regular basis

Communication

Key Considerations

Cooperative Agreements – Partnerships
- Meeting/checking in with NIEHS Program Officials on a regular basic

National Response Framework – Disaster Response and Deployment

Working with Communities and Diverse Partners

Supporting partners with funding and resources is a best practice

Sign up for the NIH Guide to Contract's and Grants

Get training on how to use eRA Commons and submit help desk tickets in advance
- NIEHS Staff can't help you fix an error in submissions

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Principal Investigator Best Practices

Key Considerations

Entering data in DMS on time

- Making sure data and progress report material match and is complete and accurate
- Must enter actual and projected data
- Must mark data complete

Reading all Notice of Grant Awards

- Systems to breakdown and implement the training plan, goals of each NGA is important
- Due to supplemental funding: A grantee may have three NGA's with different sets of terms and conditions, etc.

Principal Investigator Best Practices

Using All Tools Provided

- National Clearinghouse: provides technical assistance to WTP staff, program awardees, and the general public.
  - [See 5-year annual report for National Clearinghouse](#)
  - MUSTID, Newsletters, Factsheets, Booklet Development, DMS Support, etc.
- Contract staff: Amber Mitchell, Eric Persaud and Ted Giltz
  - Infection control plans, evaluation/information dissemination, liaison with DOE contractors

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Terms and Conditions of Award

- Always read through your Notice of Grant Awards (NGA)

- Responsibility of Business Official and Principal Investigator to know and comply with terms

- Key Points:

    - Key Personnel:

        - Written prior approval is required if any of the individuals named in the NGA withdraws from the project entirely, is absent from the project during any continuous period of 3 months or more, or reduces time devoted to the project by 25 percent or more from the level that was approved at the time of award.
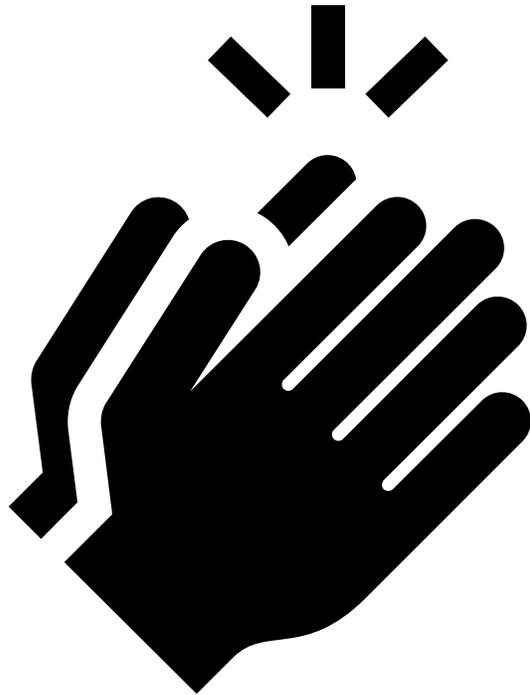
    - Deadlines

        - RPPR and FFR – not flexible, doesn't change for weekend dates

Thank you!

- U45 RPPRs – 100% on-time for April 1 deadline

- G.1 – 100% of organizations completed the section

Terms and Conditions of Award (cont'd)

Cooperative agreement

- Different than regular grant - substantial NIH programmatic involvement with the awardees is anticipated during the performance of the activities.

- NIH purpose is to support and stimulate the recipients' activities by involvement in and otherwise working jointly with the award recipients in a partnership role; it is not to assume direction, prime responsibility, or a dominant role in the activities.

- Consistent with this concept, the dominant role and prime responsibility resides with the awardees for the project as a whole, although specific tasks and activities may be shared among the awardees and the NIH as defined in the roles and responsibilities.

Terms and Conditions of Award (cont'd)

- Roles and responsibilities – examples

    PD/PI

    - Attend awardee meetings and technical workshops

    - Submit drafts of training manuals, instructor guides, course curricula, and other materials for review/suggestions

    - Hold annual board of advisors meeting

    - Propose and report progress

    NIH Staff

    - Coordinate activities of mutual interest

    - Convene meetings and provide technical assistance through workshops

    - Coordinate overall program evaluations and communications projects

    - Responsible for program stewardship of award

Department of Energy Grantees

- Keep us updated about key changes or accomplishments at DOE sites, e.g,

  – Changes in the use of grant-supported training (decreases or increases)

  – Change in support of the worker-trainer model

  – New partnerships/community connections

- NIEHS can

  – Raise concerns to key people, as needed

  – Share site-specific accomplishments

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SBIR

- Different than our main U45/UH4 grants

- Different reporting timelines

- Notice of Grant Award for these reporting requirements

SBIR Stats

Since 2002

- Awards to 39 Different Companies

- 62 Phase I SBIR Awards

- 35 Phase II SBIR Awards

- Two STTR SBIR Awards

- One Fast Track Award

- Over $12M in Awards

Active SBIRs

PI	Company
Sohail Baig	Medcognition, Inc.
Wendy Renno	Radiation Emergency Services, LLC
Carl Bautista	Spectral Labs, Inc.
William Buras	Tietronix Software, Inc.
Cesar Bandera	Cell Podium
Gautham Venugopalan	Gryphon Scientific, LLC
Deborah Voge/Austin Crumpton	Charles River Analytics, Inc.
Henry Ryng	InXsol, LLC
Jeffery McLaughlin	Radiant Creative Group, LLC
Tony Ma	Benten Technologies, Inc.

Curricula Catalog

- Email from MDB with the current status of the course content listed from your organization

- PI is responsible for getting the materials updated as soon as possible

Jim Remington

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Topics

- Co PI/Multiple PI Model

- PI and Business Official communications

- Disaster Response Participation