HAZMAT Training at DOE Nuclear Weapons Complex (UH4 Clinical Trial Not Allowed) FAQs

*Updates are shown in red.

GENERAL:

1. **Question:** Where can we find the responses to the questions and FAQs asked during the UH4's and informational session?

   NIEHS Response: All of our FAQs will be posted on this page below. As indicated today, we hope to get them out on June 14 for the UH4. NIEHS WTP Current Funding Opportunities: https://www.niehs.nih.gov/careers/hazmat/funding/current_funding_opps

2. **Question:** You indicated the Research Strategy section's page limit for the UH4(DOE) NOFO was 30 pages. The page limit is usually 12 pages, so I wanted to make sure I understood correctly. Can you clarify?

   NIEHS Response: This is for the UH4(DOE) NOFO, which is a single component application, so you have a 30-page limit for the Research Strategy section. That is different from the U45 NOFO, which has a different page limit (12 pages).

3. **Question:** The only other question I had was regarding the requirement that you mentioned in the Q&A and video, which is also stated in the NOFO, that applications which cover municipalities or other jurisdictions in fewer than two states will not be considered. Does that mean we are good if we plan to market the training across the southeastern states, or do we need to have a specific partner from another state written into the proposal?

   NIEHS Response: You must have agreements/partnerships to do training in at least two states, as we are a national/regional consortium training program.

4. **Question:** Will you alert us when the FAQs are posted?

   NIEHS Response: We can share an alert via the listservs, but if you are not on our listservs, you will not receive it. We will also share an alert/announcement on the WTP webpage – so keep checking that page to receive the latest updates/info.

5. **Question:** Do we submit Other Support for all people listed as R/Key Personnel? Does Other Support have to be included in the application, or is it required for Just-in Time only?

   NIEHS Response: Other Support is required for Just-in-Time only. If we get to a point of a funding decision and Just-in-Time is requested, then Other Support will be required for all key personnel.

6. **Question:** The NOFO states: 'For who will not be Senior/Key Personnel, document the faculty members' relevant experience and training in appropriate adult education techniques for worker health and safety.' We will include a short description in the 12-page narrative but cannot include detailed information on all instructors. Should a bio-sketch be provided as an attachment for each of the instructors/faculty?

   NIEHS Response: Yes, you should include a short description in that narrative about the instructors

and their expertise and include bio-sketches of individuals you think are vital to the success of the application as an attachment.

7. **Question:** Do all individuals listed as Key Personnel need to have an eRA Commons ID? Are Subawards and/or Consultants considered "Other Significant Contributors?" Does the Key Personnel eRA commons Login info apply to a sub-awardee as well? Do the Key Personnel Forms have to be electronically signed?

   NIEHS Response: Yes, if you consider them Key Personnel, they will need an eRA Commons ID, whether they are in the lead organization or are a sub-grantee. Moreover, if that person has a significant role in the proposed application – that is, if they were not included or not able to perform their role, then the project could fail or have problems – then they are a Significant Contributor or Key Personnel and should be treated as such.

   If you are referring to the Other Support form **during** the application process, those forms do not need to be electronically signed. However, if the application is selected for funding, we will reach out for just-in-time information and ask for the Other Support form, and that document be electronically signed.

8. **Question:** What is a performance site? The last statement on the form refers to the site's application. Most of our performance sites do not make an application. Ours is a Train-the Trainer model program. We do not pay member trainers to train. Do we include all 117 member organizations in 29 states and two territories that our grant serves?

   NIEHS Response: A performance is the physical location where the training takes place. You should only list the sites that are significant for your program.

9. **Question:** We are not considering our instructors as Key Personnel but will be collecting their bio-sketches to add as an attachment, to highlight their expertise and show it adds value to our program. Would this be considered a fellowship or non-fellowship?

   NIEHS Response: It is neither. These grants are not fellowships. The instructors are part of the program and can have bio-sketches.

10. **Question:** In our application, should we follow the 2018-2023 Strategic Plan or the draft 2024-2028 Strategic Plan?

    NIEHS response: Since the new 2024-2028 Strategic Plan is still being finalized, the 2018-2023 version is being extended and can be referenced. You should also review the new draft plan for reference.

PROGRAM/TECHNICAL:

1. **Question:** Who can we contact to have this presentation emailed to us electronically?

   NIEHS Response: The presentation is posted on the Current Funding Opportunities website at https://www.niehs.nih.gov/careers/hazmat/funding/current_funding_opps.

BUDGET:

1. **Question:** 2 CFR 200 defines equipment as items costing over $10,000. Will NIH reflect that same definition?

   NIEHS Response: NIH defines equipment as items over $5,000.

2. **Question:** F&A increased the subaward cover to $50,000 under 2 CFR 200. Will NIH reflect that same definition?

   NIEHS Response: NIH uses a threshold of $25,000.

3. **Question:** For component budgets, is there a minimum number of Subaward budgets to be part of the component budget? Is there guidance on how to determine if a partner requires a Subaward budget?

   NIEHS Response: The UH4 awards are single component awards. There is no minimum or maximum number suggested for Subawards – it must be reasonable and necessary.

4. **Question:** Can you re-explain the process for creating a budget that includes escalators for salaries and fringe? I don't recall if using the budget escalators is ineligible or recommended. We anticipate an increase in salaries over the five-year project period, and we want our budget to be as accurate as possible.

   NIEHS Response: An applicant may request escalation in salary support based on the organization's policies. However, NIH does not award escalation at this time, so any requests for escalation will be removed at time of award.

5. **Question:** It was noted that $700,000 may be requested year 1, but it was unclear for subsequent years the amount allowed, e.g., for a 2-3 year proposed training project.

   NIEHS Response: For new applicants, the request may be up to $700,000 direct costs for each year. New recipients will be held to the $700,000 direct threshold for the first five years. It is up to the applicant if they prefer to only ask for funding for a portion of the five years.

REVIEW:

1. **Question:** How many pages long can the bio-sketches be? The "How to Apply Application Guide" states five pages only. Is that the total of bios allowed, or the total allowed page count for each bio?

   NIEHS Response: Please follow the instructions listed in the "How to Apply Application Guide," which indicates that each bio-sketch may not exceed five pages per person. This five-page limit includes the table at the top of the first page. For more information, go to https://grants.nih.gov/grants/forms/biosketch.htm .

2. **Question:** How many support letters are allowed for submission? Is there a maximum number allowed?

NIEHS Response: There is no limit to the number of support letters that you may send to significant organizations for your application. Letters of support are used to demonstrate:
-Institutional commitment or resources.
-Collaboration or role in the project.
-Potential or current user of a resource or service proposed in the application.

Letters of support should come from collaborators, key personnel, institutions, and other significant contributors to the scientific development or execution of the project and be submitted by the applicant organizations. You should describe the type of support your collaborators will provide to the project and summarize the agreements you have in place to support your project.

For more information on letters of support, please refer to https://nexus.od.nih.gov/all/2019/09/11/reference-letters-vs-letters-of-support-whats-the-difference/

3. **Question:** Should other personnel and trainers submit bio-sketches?

   NIEHS Response: If you have a trainer or someone that you feel is important, you should share a bio-sketch for those individuals. For the application, we want to make sure that we receive bio-sketches for only key personnel. For other personnel who are listed as Other Support, those bio-sketches can be shared later on when it is requested (when asked for Just-in-Time). As a reminder, for those who are listed as key personnel [in the application] they will need to have an eRA Commons account/password.

4. **Question:** Will the sender receive acknowledgement when Leroy Worth receives a letter of intent?

   NIEHS Response: If you don't receive communication from Leroy Worth acknowledging receipt of your letter of intent, please send him a follow-up email to confirm. For those who are holders (or responsible for the application), please be sure to check for this receipt and follow-up if you do not receive it. There are some things that may fall through the cracks in our systems because sometimes it does not queue things based on when they are submitted, but it queues them based on batches.

5. **Question:** How does NIEHS protect applicants from any potential organizational bias from grant reviewers?

   NIEHS Response: That is a tough question. In the past, when we receive critiques from reviewers based on assignments, there can be an appearance of bias. This is a difficult argument to confirm or deny and, as a result, new policy has been put in place to circumvent this problem if indeed it exists. Specifically, all NIH staff and reviewers for NIH are now required to perform mandatory training, including both Review Integrity training and Bias Awareness Mitigation training. Again, it is difficult to ascertain if there will be any bias towards an organization. Indeed, most reviewers are very conscientious and will let us know if there are any bias/conflicts, or if they feel uncomfortable reviewing an application. If you have concerns about this, please specify potential conflicts or biases by a possible reviewer in the cover letter, along with justification. You can also reach out to the SRO, Leroy Worth at worth@niehs.nih.gov, to discuss any further concerns or issues you may have about this topic.

6. **Question:** In ASSIST under OVERALL, for Type of Application, we can select New, Resubmission, Renewal, Continuation, Revision. If we are a current awardee, what should we select?

   NIEHS Response: If the grant recipient of the NOFO and corresponding mechanism is U45, the type

would be a renewal.

7. **Question:** Is the Specific Aims part of the 30-page Research Strategy section?

   NIEHS Response: You will have a maximum of one page for your specific aims, and that is not part of those 30 pages. It is one page for the Specific Aims and/or one page for Resubmission (past accomplishments, milestones, and so forth), followed by 30 pages for the Research Strategy. Always check for specific information on this within the NOFO Section IV.

8. **Question:** Is the 'Progress Report/Compliance with Terms of Prior Award(s)' included in the 30-page limit for each component narrative?

   NIEHS Response: The Progress Report/Compliance with Terms of Prior Awards is included in the 30-page limit, along with the other criteria: Background and Significance; Prior Experience; Administration, Staff, and Advisory Board; Target Populations; and Training Plan.

9. **Question:** Can you confirm whether it is still acceptable to submit bio-sketches for consortium members or contracted consultants who conduct trainings for us who are not designated as Key Personnel on the award notifications? We have always done this in the past to highlight our members' diversity, skills, education, and years of experience, etc., and we just wanted to confirm that it is still OK for this proposal.

   NIEHS Response: Yes, this is acceptable. Just be sure to conform to NIH policy for bio-sketches https://grants.nih.gov/grants/forms/biosketch.htm

10. **Question:** At several DOE grant recipient meetings, and as reflected in a recent Environmental Factor article, recipients expressed a desire to focus on improving partnerships and collaboration. Specifically, expanded relationships are desired for WTP support for the DOE National Training Center (NTC), the DOE EFCOG community, DOE Site Managers, other DOE contractors and sub-contractors to increase opportunities for more training. Does this mean that respondents should consider developing plans to improve collaboration and partnerships, or that respondents should provide specific organizational opportunities to pursue as goals in the next grant cycle?

    NIEHS Response: Yes, partnerships are important for successful training at DOE sites, and plans to engage and improve partnerships and collaborations are encouraged.

11. **Question:** Is there a preferred format for the bibliography?

    NIEHS Response: As stated in the NOFO: It is critical that applicants follow the Multi-Project (M) Instructions in the How to Apply - Application Guide, except where instructed to do otherwise (in this NOFO or in a Notice from the NIH Guide for Grants and Contracts). Conformance to all requirements (both in the How to Apply - Application Guide and the NOFO) is required and strictly enforced. In reference to your question, here is the link https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/format-attachments.htm that provides guidance on attachments. This attachment provides details on citations, formatting and font size. Here is another link on guidance when adding a bibliography at https://grants.nih.gov/grants/how-to-

apply-application-guide/format-and-write/write-your-application.htm under the section of 'Additional Elements Required in a Grant Application'.