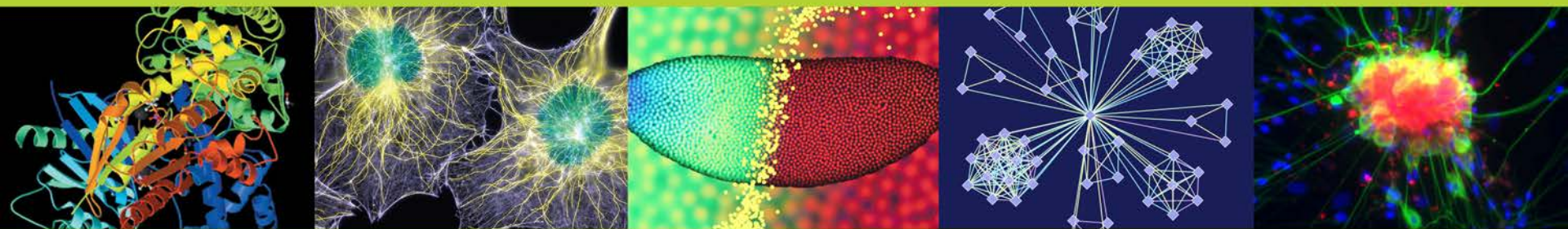


# Sponsored Programs Administration Development (SPAD) Program (UC2 Clinical Trial Not Allowed) Applicant Webinar

July 2019



# **\*\*Disclaimer\*\***

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This webinar and accompanying slides are for informational purposes only. They serve as an overview of the UC2 SPAD program and are not meant to be comprehensive in coverage of all required components of an application.

**Applicants are responsible for following the instructions detailed in the FOA and any Related Notices included in the FOA's Overview Information section.**

# General Tips

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- **Read the FOA and Notices.**
- **Follow the FOA and Notice Instructions** in conjunction with the Research (R) Instructions in the [SF424 \(R&R\) Application Guide](#)
- **Three options for submitting application:**
  - Grants.gov workspace
  - NIH ASSIST
  - Your institution's system-to-system

# Webinar Outline

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- I. Program Overview
- II. Application Overview
- III. Budget Overview
- IV. Peer Review Overview

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# SPAD Program Overview

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- Part of the program “Enhancing the Diversity of the NIH-Funded Workforce”, also known as the Diversity Program Consortium (DPC).
- DPC is designed to understand effective approaches to mentoring, student engagement, research capacity building, faculty development, and infrastructure development.
- A lesson learned from Phase I of the DPC was the importance of Office of Sponsored Programs. Accordingly, for the second phase of the DPC, the SPAD program aims to develop and/or enhance sponsored programs infrastructures.

# SPAD Program Overview

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The program focuses on establishing Offices of Sponsored Programs (OSPs) or enhancing the services of existing OSPs or similar entities at domestic institutions of higher learning.

A major goal of the program is to enhance the faculty and student participation in biomedical research and research training programs.

## **SPAD Program Website:**

<https://www.nigms.nih.gov/training/dpc/Pages/SPAD.aspx>

# Eligibility Information - *Institutions*

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- Only one application per institution is allowed.
- Average NIH research project grant (RPG) funding **less than** \$7.5 million total costs over the **past 3 fiscal years**.
- Have at least 25% of undergraduate students supported by Pell grants.
- Use the most recent data available in IPEDS
  - <https://nces.ed.gov/collegenavigator/>



# Eligibility Information - *Institutions*

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- **Not Eligible** – previous/current awardees of NIH infrastructure development and/or research capacity programs, for example: EARDA, BRAD, BUILD, RCMI, SNRP, MBRS (S06), RIMI, COBRE, INBRE, BRIC
- **Not Eligible** – Health Professional Schools

# Eligibility

A signed letter **is required** from the Provost or similar official with institution-wide responsibility verifying the eligibility of the applicant institution at the time of application submission according to the eligibility criteria indicated.

# NIH RePORTER

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1. To determine RPG funding, visit [NIH RePORTER](#). Select the **Funding** feature.
2. Select **Awards by Location** and enter the institution name in the **Organization** cell. After entering the institution, click **SELECT**.
3. Select the institution from the sub listing provided. **Submit Query**.
4. View funding amount for “RPG- Non SBIR/STTR”. *Note: The current FY is the default, select the FY for the last 3 years and calculate the average for all 3 years. For example, for applications submitted in May 2019, use FY 18, 17 and 16 RPG funding.*

# Eligibility Information - *Program Director (PD) / Program Investigator (PI)*

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- The PD(s)/PI(s) must have a regular full-time appointment (i.e., not adjunct, part-time, retired, or emeritus) at the applicant institution.
- A Ph.D. is not required.

# Multi-PD/PI submission.

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- The SPAD program requires a multi-PD/PI submission.
- One PD/PI must be the current or future Director of the Office of Sponsored Programs (DOSPP) and the other PD/PI must be a senior institutional official (SIO).
- **Must include multi-PD/PI plan**  
[https://grants.nih.gov/grants/multi\\_pi/sample\\_leadership\\_plans.pdf](https://grants.nih.gov/grants/multi_pi/sample_leadership_plans.pdf)

# Application Due Date

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July 25, 2019 and June 26, 2020,  
by 5:00 PM local time of applicant  
organization

**Resubmissions are allowed**

# Award Information - *Budget and Project Period*

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- **Award Budget**
  - Application budgets are **limited to \$200,000 direct costs** per year.
  - Indirect cost are allowed at the negotiated rate
- **Award Project Period**
  - The maximum project period is **three years**.

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# First Step in Preparing an Application

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Read the FOA, Notices and SF424 (R&R) Application Guide thoroughly.

- <https://grants.nih.gov/grants/guide/rfa-files/RFA-RM-19-004.html>
- <https://grants.nih.gov/grants/guide/notice-files/NOT-GM-19-044.html>
- <https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general-forms-e.pdf>

# Title Format

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Use the format

“SPAD at Name of Institution”

For example, SPAD at the University of NIH

# Program Director/Principal Investigator

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- Must have an interest in promoting institutional research capacity building and biomedical research training of students from diverse background
- Be capable of providing administrative and scientific leadership for the proposed program.
- The PDs/PIs will be expected to monitor and assess the program and submit all documents and reports as required.
- **Include a Leadership Succession Plan** for the DOSP and SIO in the event that one of the PDs/PIs leaves the project.

# Signing Official for the application

Signing Official that submits the grant cannot be the PI

# Mentor

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- The mentor should be an individual from a different institution with a grant portfolio greater than or equal to \$40,000,000
- Must have experience with NIH and other federal research and research training grant mechanisms.
- The mentor must be listed as a member of the Senior/Key Personnel.

# Strictly Adhere to Page Limits

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## Section of Application

## Page Limits

Project Summary/Abstract

30 lines of text

Project Narrative

3 sentences

Specific Aims

1 page

Research Strategy

12 pages

Each Biographical Sketch

5 pages

# Specific Aims

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- State the specific, obtainable, and **measurable goals**
- Provide solutions to identified institutional problems or challenges
- Provide an overview of how the proposed plan will increase productivity

# Research Strategy Components

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Page limit: 12 pages

- Significance
- Approach
  - Institutional Self-Assessment
  - Institutional Development Plan
  - Sustainability Plan
  - Structure and Governance
  - Timeline and Evaluation Plan



# Institutional Self-Assessment

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Include the following baseline data:

- The current sponsored projects administration (or similar entity) personnel;
- The types of services provided by the existing sponsored projects administration (or similar entity);
- Current levels of sponsored programs productivity (e.g., number of applications submitted, number of applications funded, number of subcontracts);
- Key barriers to participation in sponsored programs

# Institutional Development Plan

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- The plan must include:
  - The rationale for the program. Based on the institutional self-assessment
  - The institutional commitment to enhancing biomedical research and/or research training
  - The short-, medium-, and long- term measurable objectives and milestones
  - The methods and activities to address the barriers to success
  - Potential challenges to implementing the Institutional Development Plan

# Sustainability Plan

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- Describe steps that will be undertaken to ensure long-term sustainability;
- How the institution will support the activities during and beyond the funding period;
- The structures that will ensure continuity of services;
- Plans for institutional change, including incentives for faculty engaging in sponsored programs and faculty reward structures for mentoring students and/or engaging in research activities.
- **The sustainability plan must be endorsed by an institutional leader**

# Structure and Governance

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- **PD/PIs**
  - Describe rapport with faculty and students, ability to motivate and advise others, and commitment to serve the institution;
  - Commitment to sponsored programs administration;
  - Ability to oversee the development and management of an Office of Sponsored Programs; and
  - Commitment to increasing and strengthening biomedical research and/or research training capacity at the institution.
  
- **Mentor**
  - Describe the mentor's role in contributing to the success of the program.
  - Describe meeting frequency, the mode of the meetings, and the training topics.
  
- **Steering Committee:**
  - Describe the plan for appointing and engaging members of the Steering Committee, including its composition, desired expertise of its members.
  - Include the frequency of meetings.

# Timeline and Evaluation Plan

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- Describe the timeline of when the objectives and milestones will be achieved
- The evaluation plan should describe how the data generated will assist the institution in improving its internal policies and procedures to increase the number of sponsored programs at the institution.

# Biographical Sketches

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- Provide biographical sketches for :
  - PD/PI (*Director of the Office of Sponsored Programs* )
  - Senior Institutional Official
  - Mentor
- Biosketches are limited to five pages -  
<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-15-032.html>

# Required Letters

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**If these letters are not included, the application will be considered incomplete and will not be reviewed.**

- **Institutional Eligibility Letter**
  - 1-page maximum, must certify eligibility.
- **Institutional Commitment Letter**
- **Mentors' Letters of Support**
- Other letters of support are allowed without page limits.
  - Not Required
- Combine all letters into a single PDF file.

# Institutional Commitment Letter

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- The application **must** include an Institutional Commitment Letter
- The letter should include a commitment to the following:
  - Providing adequate funding, facilities, and resources
  - Empowering the PDs/PIs with the authority to establish or enhance an Office of Sponsored Programs.
  - Providing resources to evaluate and refine the Office of Sponsored Programs
  - Maintaining and improving the biomedical research and research training during and after the funding period.



# Mentors' Letters of Support

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- The application must include a letter from the designated mentor for each of the PD/PIs.
- The mentors should identify their institution(s) and describe their experience with NIH and other federal funders of research and research training grant mechanisms.
- The letter should agree to the frequency of meetings, the mode of the meetings, and the topics outlined in the application.

**If this letter is not included,  
the application will be considered incomplete and will not be reviewed.**

**Not Allowed**

# Common Application Pitfalls

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- Not reading the FOA and Notices thoroughly.
- Specific aims do not align with institutional assessment and resources.
- Proposed program lacks novelty and innovation.
- Incomplete and/or complete data that does not align with institutional self assessment and proposed project.
- Failure to state current institutional challenges/needs and how the proposed program address them.

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# Budget Overview

# Travel

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The travel budget should include expenses related to:

- Competency-based training at professional society conferences
- Mentors to travel to the grantee institution, or for the PD(s)/PI(s) to travel to the mentor's institution
- PD(s)/PI(s)' attendance at the Diversity Program Consortium Annual meeting and the bi-annual Division of Training, Workforce Development, and Diversity Program Directors meeting

# Personnel

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- May include effort for
  - the Director of the Office of Sponsored Programs,
  - the Senior Institutional Official, and
  - a sponsored programs administrator.
- There is an expectation that the institution will support these positions when the award ends.
- **No salary** or fringe benefits should be requested **for the mentors.**

# Budget – Not Allowed

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- Publication costs
- Subawards/Consortium/Contractual Costs
- Equipment or Facility Rental/User Fees
- Alterations and Renovations
- Research infrastructure (such as laboratory supplies, laboratory equipment)
- Research projects or pilot projects



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# Peer Review Overview

# Peer Review

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- Please read the review criteria while preparing your application to make sure all of the required information is included.
- Review panel will assess your application against the review criteria.

# Peer Review Cont.

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- SPAD applications will be reviewed by a Special Emphasis Panel.  
[www.nigms.nih.gov/Research/application/Pages/reviewcommittees.aspx](http://www.nigms.nih.gov/Research/application/Pages/reviewcommittees.aspx)
- Receipt letter from scientific review officer will provide information about meeting dates, instructions for providing updates, link for committee roster, and people to contact during the review and post-review process.
- Scores and summary statements accessed through PI's eRA Commons account.

# Peer Review Cont.

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## All from Section V under Application Review Information

### Scored Review Criteria:

- Significance
- Investigator(s)
- Innovation
- Approach
- Environment

### Additional Review Considerations: Acceptable/Unacceptable

- Budget and Period of Support  
Reviewers will consider whether the budget and the requested period of support are fully justified and reasonable.

# Formatting Tips

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## Check Application

- Allow enough time to carefully check application after submission.

**We cannot accept any missing items after the receipt deadline.**

## Page Limits

- Supply all requested materials within page limits.
- Do not “overstuff” sections that don’t have page limits

# Application Preparation Tips

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## Content

- Read the program announcement and ensure that your application contains the necessary elements.
- Successful submission through does not mean appropriate responsiveness to the program announcement.

## Context

- Present the institutional framework and environment of your program.
- Be realistic in your program's goals.

# Application Preparation Tips Cont.

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## Comprehensive

- Address all of the requirements of the program announcement.
  - For example:
    - If you don't have institutional baseline data, explain how you plan to obtain it.
    - If you haven't fully formed your evaluation plan, at least acknowledge that you are working on it.
- Describe how your program “works”
  - For example:
    - What would the Steering Committee do? How often would they meet?
    - How have you used evaluation information in designing your program?



# Application Preparation Tips Cont.

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## Clear

- Don't bury important information.
- Don't expect reviewers to "read between the lines" to figure out what you are proposing.
- Present outcomes data in a straightforward manner:
  - Don't exaggerate.
  - Don't hide data (reviewers will "do the math").
  - It is far better to present results as they are and address how the program aims to improve.

# Application Preparation Tips Cont.

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## Current

- Make sure biosketches are up-to-date, in correct format, and relevant for the program
- Use the most recent institutional data

## Consistent

- **Tables and text should match**
- Data should be consistent across tables
- Match justification to budget items
- Include a timeline for the activities

# Review Process: Usual Timeline

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## Timeframe

## Activity

**(From submission date)**

1 - 2 months

Referral

2 - 6 months

Review Panel

6 - 7 months

Summary Statement Available

7 - 8 months

Advisory Council

8 - 9 months

Funding Decisions

9 - 10 months

Award Start Date

# Critical Deadlines

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- Letter of Intent Due Date(s)
  - Not Applicable
- Application Due Date(s)
  - July 25, 2019
- Earliest Start Date
  - April 2020

# For additional information

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- Funding Opportunity Announcement (FOA) [RFA-RM-19-004](#)

## Notice

- <https://grants.nih.gov/grants/guide/notice-files/NOT-GM-19-044.html>

## SPAD Website

- <https://www.nigms.nih.gov/training/dpc/Pages/SPAD.aspx>
- [Frequently Asked Questions – Application Guide, Electronic Submission of Grant Applications](#)

# Agency Contacts

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# Questions

