

MBRS SCORE PROPOSAL PROCESS

FREQUENTLY ASKED QUESTIONS

AS OF 9/25/06

Q1. What am I supposed to turn in and when do I turn it in?

A1. You will work with your Sponsored Programs Manager to turn in your

- budget line item details,
- the fp2 description page,
- the resources page,
- the body of your proposal (Research Plan) on continuation pages,
- biosketch in NIH format,
- literature cited, and
- budget justification on modular budget form.

For “Revised SCORE applications:

If ... applications did not receive funding, a revised application may be submitted. The revised application must include an Introduction that addresses fully the questions raised by the reviewers of the previous application. In addition, the body of the application must indicate, by changes in font or other means, the revised sections (See PHS 398 instructions).”

The **deadline** for confirming your final budget and turning in your documents is **Tuesday, January 2, 2007**. The holiday break creates an increased crunch time, so it will be even more advantageous for you to complete the proposal well before this deadline.

Q2. Where do I get MBRS forms and guidelines?

A2. The PHS398 forms are found at the following address:

<http://grants.nih.gov/grants/funding/phs398/phs398.doc>

You can also request the forms from your sponsored programs manager

<http://www.sjsufoundation.org/sjsuf-faculty-resources/grant.htm#proposal>

The forms include the following:

fp1 Face Page (OSP Manager will complete)

fp2 Description page* (PI completes) *please note the personnel listing is last name first name

fp3 Table of Contents (OSP Manager will complete)

fp4 Modular Budget (OSP Manager will complete)

Budget Justification (OSP Manager sends form to PI and PI adds text and returns to Jeanne)

Biosketches in NIH format (PI completes)

Resources Page (PI completes)

Proposal Body – Research Plan includes SPECIFIC AIMS, BACKGROUND AND SIGNIFICANCE, PRELIMINARY STUDIES/PROGRESS REPORT/RESEARCH DESIGN AND METHODS. (The PI completes on Continuation Pages. If Manager receives the documents not on continuation pages, manager will transfer to the continuation pages, but the final page breaks and graphics locations may not be as the PI expected.)

Following the proposal body include pages as needed for:

- Humans
- Animals
- Literature Cited
- Contractual Arrangements
- Resource Sharing
- Letters of Support

The instructions for the above forms are at the PHS398 instructions link included above.

The full guidelines for the MBRS programs are found at this address:

<http://www.nigms.nih.gov/minority/mbrs.html>

Please ask your OSP Sponsored Programs Manager any questions you have about the final form requirements.

Q3. When and how does the MBRS proposal get routed?

A3. Before routing can begin the entire main text and forms need to be in and completed. Your sponsored programs manager will be reviewing and working with each PI to finish their project package as needed. This is not a proposal that can be compiled and rushed through for signing at the last minute and cannot endure budget edits after the routing has started. All campus signers made it clear in prior years that they want the proposals as complete as possible to review, and they want time to review it. We expect all of the project proposal budget revisions to be finished 1/2/07 or sooner.

Your sponsored programs manager will transfer the budget info from the internal spreadsheet to the modular budget form and will forward a copy of that modular budget form back to the PI for completion of the "Personnel" section.

The manager will then create the proposal routing form that the PIs, their chairs and their deans need to sign. Routing will be done virtually (by email) as much as possible.

If you will be unavailable anytime between 1/2/07 and 1/16/07, please notify your sponsored programs manager before the end of 2006.

Q4. Can I send you my proposal documents on 1/3/06?

A4. No, SJSUF needs your proposal documents by 1/2/06 so we can begin the review, approval, and packaging process. Proposals turned in after that date are at risk of not completing the process before the deadline.

Q5. Can my Budget include students?

A5. No, student funding is not allowed.

Q6. Can My Budget include Research Associates or Technicians ?

A6. Yes, your budget can include Technicians. A standard salary is a base of \$40,000-\$48,000/yr.

Q7. Is there a Maximum Number of Pages for Literature Cited?

A7. No, there is not a maximum number of pages you can have for the Literature Cited section, but NIH requires a specific citation format. See the form PHS398 instructions at the link above.

Q8. What are the project budget and page limits?

A8. SC1-Research Advancement: \$250k/year, 4-5 yrs, Research Plan = 15 pages max
SC2-Pilot Project: \$50-100k/yr 1-3 yrs, Research Plan = 12 pages
SC3-Research Continuance: \$75k/yr max, 4 yrs, Research Plan = 15 pages

Q9. Do I have to use a particular font?

A9. Yes, effective in October 2004 NIH guidelines are as follows:

"Font Requirement: NIH now allows the use of an Arial, Helvetica, Palatino Linotype or Georgia typeface and a font size of 11 points or larger."

Q10. Do I have to apply for human subject or animal subject approval?

A10. **Yes, if your project will include animal subject or human subjects you need to apply for IRB or IACUC review immediately.** Human Subjects are not limited to subjects of experiments. Approval is usually needed for any proposals that include surveys, interviews, questionnaires, etc. If you are unsure whether your project needs Animal or Human Subject certification please review SJSU policy.

Q11. Can I have a collaborator at a non-MBRS eligible institution?

A11. Yes, if the collaborator is unfunded. But the MBRS Program will not fund collaborators at non-MBRS eligible institutions. So you can have an unfunded collaborator at a non-MBRS eligible institution, but MBRS does not recognize multi-PIs or Co-PIs at this time.

Q12. Can I include letters of support?

A12. Yes, but the types of letters of support they want to see our letters from collaborators, evaluators, consultants, etc., who will have a specific role or service to your project.

Q13. How should I paginate my proposal?

A13. NIH requires that we paginate the entire proposal in consecutive page number order. It is best if you leave the page numbers on forms blank, and if you paginate the body of your proposal, please do so with the MSWord page number function that is easy for SJSUF to edit.

Q14. What happens after I send my documents to my OSP Sponsored Programs Manager?

A14. Many integral steps; the Sponsored Programs Manager:

- reviews the budget
- completes initial research plan review
- prepares proposal routing form, Conflict of Interest form, NIH PI certification form, and routing form addendum, if needed
- reviews research plan for compliance issues such as human subjects, animal subjects, curriculum change, recombinant DNA, radiation, biohazards, carcinogens, etc.
- reviews all forms for name of PI in top right hand corner (last name first name) (fp1, fp2, resources page, biosketch in NIH format, modular budget, literature cited, compliance statements, letters, appendices, if applicable)
- notifies PI of any needed changes, additions, compliance documents
- routes proposal file to PI and chair for review
- after review of documents by PI, routes proposal to any other SJSU staff, faculty, or administration mentioned in proposal
- works closely with PI to ensure all final documents are in place
- paginates proposal
- creates Table of Contents (this is done last to ensure accuracy)
- works with the SJSUF proposal processing support team to copy and package proposal according to NIH guidelines (original and 3 copies to one NIH recipient; 2 copies and 5 sets of appendices to a second NIH recipient)

Q15. What if I am waiting for an answer I have not yet received?

A15. Please recheck the FAQs above, and if the answer is not there, email or call your OSP Sponsored Programs Manager to ask the question again. The OSP Sponsored Programs Managers contact information can be found at:

<http://www.sjsufoundation.org/sjsuf-faculty-resources/grant.htm#proposal> .