

NIH PROPOSAL PROCESS FREQUENTLY ASKED QUESTIONS AS OF 1/1/08

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 body of your proposal (Research Plan),
- biosketch in NIH format,
- literature cited ,
- the resources page,
- and a budget justification for the personnel section of the budget

For “Revised 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 **10 days prior to the NIH deadline, if not sooner.**

Q2. Where do I get NIH format information and guidelines?

A2. You can request the format information from your sponsored programs manager

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

For example, your proposal Body (Research Plan): should include SPECIFIC AIMS, BACKGROUND AND SIGNIFICANCE, PRELIMINARY STUDIES/PROGRESS REPORT/RESEARCH DESIGN AND METHODS.)

Following the body include pages as needed for:

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

The instructions for the above documents are at the grants.gov NIH instructions document at <http://grants.nih.gov/grants/funding/424/index.htm>

The program announcement including guidelines for the NIH AREA program is found at this address: <http://grants2.nih.gov/grants/guide/pa-files/PA-06-042.html>

Please ask your sponsored programs manager any questions you have about the final form requirements.

Q3. When and how does the NIH 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 the documents 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 it cannot endure budget edits after the routing has started. All campus signers want the proposals as complete as possible to review, and they want time to review.

Your sponsored programs manager will transfer the budget info from the internal spreadsheet to the modular budget form. We will need you to complete a budget justification for the "Personnel" section of the budget.

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 the last ten days before the NIH deadline, please notify your sponsored programs manager.

Q4. Can I send you my proposal documents five days before the deadline?

A4. No, SJSUF needs your proposal documents ten days before the NIH deadline 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. Is there a Maximum Number of Pages for Literature Cited?

A5. 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 format instructions in Q&A 2 above.

Q6. What are the NIH AREA project budget and page limits?

A6. \$150,000 maximum total; for up to 3 years; Up to 25 pages in the Research Plan

Q7. Do I have to use a particular font?

A7. 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. Type density, including characters and spaces, must be no more than 15 characters per inch. Type may be no more than six lines per inch."

Q8. Do I have to apply for human subject or animal subject approval?

A8. **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.

Q9. Can I include letters of support?

A9. 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.

Q10. What should I use in the header and footer of my proposal?

A10. NIH requires that we do not put any characters, text, or numbers in the header and footer for grants.gov submittals. The system will add information to those areas after submittal.

Q11. What happens after I send my documents to my sponsored programs manager?

A11. Many integral steps, such as 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.
- 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
- uploads all documents and completes online forms on grants.gov file
- creates Table of Contents (this is done last to ensure accuracy)
- submits the proposal through grants.gov
- reviews the proposal on NIH ERA Commons

Q12. What if I am waiting for an answer I have not yet received?

A12. Please recheck the FAQs above, and if the answer is not there, email or call your sponsored program manager to ask the question again

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