Contents

Links to Additional Information for Specific FOA types

What is Cayuse SP and Cayuse 424?

To facilitate the process of preparing and submitting grant and contract proposals, the University of Tennessee has purchased an institutional subscription to two software applications from eVisions: Cayuse SP and Cayuse 424.

Cayuse SP provides for the electronic routing and approval of sponsored program proposals and documents. All submissions will require the completion of a Cayuse SP form. Internal routing using Cayuse SP is required prior to submission of ALL grant applications, including those with electronic submission systems that allow the PI to enter data directly into the agency web site. In most instances, an institutional official must sign off on the application, either electronically or in paper form, before it is accepted by the agency. In addition, proposals developed in Cayuse 424 can be linked to a Cayuse SP form for routing and approvals prior to submission.

Cayuse 424 is an electronic proposal development and submission application. This application looks very much like the Grants.gov Workspace but includes many automated features to allow completion of the grants application to be easier, more accurate, and submission to be more efficient. Cayuse 424 is used when responding to NIH or DOD application. Effective 12/28/2015, all federal grant applications will be submitted using Evisions Cayuse 424 rather than the 424 Adobe packages unless the Funding Opportunity Announcement (FOA) requires a different means of submission.

Deadlines

The UTHSC Faculty Senate has approved a 5-working-day internal deadline for all grant applications, including those that must be submitted electronically. The FINAL version of the application is due to be routed in SP on that date. Please also note that in cases in which an agency has a deadline past 5 p.m. Central time, UTHSC deadline is 5 p.m. Central. Grant applications that arrive past the 5-working-day advance deadline will be reviewed as time permits but are not guaranteed to meet the agency submission deadline.

To access Cayuse:

First Time Users: First time Users should contact their Departmental Business Office to establish access to Cayuse. They will need enter information into the human resources data base to allow you access either as a "researcher" or "administrator." If you need to be included on proposals as a member of the project team, you should be identified as a "researcher."

Visit OSP's website and select Evision Cayuse SP and then Evisions Research Suite to log in. Select Cayuse SP (Sponsored Projects) once logged in to be taken to your dashboard.

eCommons Access:

For NIH submissions, Key personnel will require an eCommons ID affiliated to UTHSC. If a new account must be established, please have your Departmental Business Manager submit a request to egrants@uthsc.edu. You will need to provide the name, role and email address of the person to be added.

Existing eCommons at another institution: If you hold or believe you may hold an eCommons ID that is affiliated to another institution, please submit an affiliation request to egrants@uthsc.edu . Please provide the eCommons ID, name, and UTHSC role and email address.

Note that eCommons requests can take several business days to process. Please submit all requests as early as possible to ensure that submissions can be made by the Sponsor Deadline. Proposals that do not have a PI's eCommons ID that are submitted via eCommons will triggered a error message and submission will fail.

eBRAP access (Department of Defense Submissions)

If you are not registered or affiliated with UTHSC in eBRAP (https://eBRAP.org), follow these instructions to do so:

1. At https://eBRAP.org, under "Register" select "Principal Investigator" in the drop-down menu, and then Click "Start Registration."
2. In the "Search Organizations" field, enter the name of your organization and click "Search."
3. UTHSC appears under Tennessee, University of, Health Science Center, click "Choose this organization and continue."
4. Complete all fields marked with an asterisk, and then click "Next."
5. Verify your contact information, and click "Next" if the information is accurate. Click the "Previous" button if you need to edit information.
6. Click the "I have read and agree with the System User Agreement" tick-box, and then click "Create User Account."
7. An affiliation-request will automatically be sent to the organization selected in step 2. An email notification will be sent when your affiliation-request is approved. It is necessary to be affiliated with an organization in order to view the associated full applications and award management menus.

The process can take several working days to be completed, please request access as soon as possible.

Proposal Submission Deadlines

All proposals must be electronically **received** via Cayuse SP by OSP s no later than **9:00 am five (5) business days** before the sponsor proposal deadline date. This includes the following documents in **final** form:

- Fully authorized proposal through the Cayuse SP system
- Budget
- Budget justification
- Cost sharing request, if applicable
- All supporting documentation from proposed subcontractors, if applicable
- All other required documents per the solicitation
- Completed 424 application if responding to NIH or DOD announcement
- If submission is through NSF Fastlane or other electronic submission portals, all documents must be uploaded, and access granted to the Office of Sponsored Programs
- For Sponsors such as American Heart Association, Robert Wood Johnson Foundation, along with other sponsors who require submission via an online portal, a PDF of the finalized application should be attached to the SP for review and approval in Cayuse, prior to the PI submitting to the Sponsor.

All parts of the proposal, including the Science elements, must be in final form five (5) business days before the sponsor proposal deadline date. If any of these are not in final form, your proposal is considered late.

Submitting before the 5-business day deadline allows OSP personnel to do a thorough review of your final documents prior to submission. If any errors are found, this allows plenty of time for corrections. This also allows sufficient time for the submission process. For example, grants.gov recommends that proposals are submitted 2-3 days prior to the official deadline to avoid any problems that the system may encounter. Many other electronic submission portals are recommending the same.

Departmental Approval Timelines

With Cayuse SP the five (5) business day deadline required by OSP is 5 days from the day the proposal reaches the OSP office, which is after it has been approved by all the departments and dean's office associated with the proposal. It is the PI's responsibility to allow sufficient time for this review to occur. Some dean's offices require 24 hours to review and approve proposals (in addition to the 5 business days for OSP). We recommend that you check with your department heads and dean's offices and plan accordingly.

Proposals that Meet the Five Day Deadline

OSP personnel will do a thorough review of your proposal documents. This includes reviewing the budget, budget justification and supplementary documents against the program solicitation to assure sponsor requirements have been met. Receiving the proposal within the deadline allows us to work with Investigators and Departments to ensure that appropriate corrections are made prior to submission. **These proposals will be given priority over proposals that arrive late.**

Late Proposals

Proposals that do not meet the five (5) business day deadline (which includes submission of all final documents as listed above) will be reviewed as time allows. A proposal submitted late to OSP will not be given priority. If there is insufficient time for a complete review of a late proposal, OSP is not responsible for the compliance of the proposal documents. In these cases, the PI will assume responsibility for the proposal being returned without review by the sponsor or any delays in award setup stemming from the late proposal.

Can I revise my proposal once I have routed to OSP?

No. On any given deadline, OSP receives many applications that must be processed and, unfortunately, about 90-95% of the applications received in OSP have SOME errors. The OSP staff needs this time to correct the errors and submit the packages before the agency deadline. Each application takes time; if the PI sends another version, then the review process must start over. If the PI sends additional files via e-mail, there is a risk of error due to the possible confusion of the new and old versions.

The only time corrections can be made is when the reviewer requests corrections to ensure the grant follows the guidelines

If errors are noted by the PI on a specific section after submission via Cayuse, please contact **egrants@uthsc.edu** for guidance.

Due dates on Weekends/Federal Holidays

Proposals with a submission due date that falls on a weekend or a holiday, are due to OSP by 9 am, 5 business days before the business day prior to the sponsor deadline. For example if a proposal is due to a sponsor on Saturday 16th March, OSP's 5 business day deadline would be calculated from Friday 15th March.

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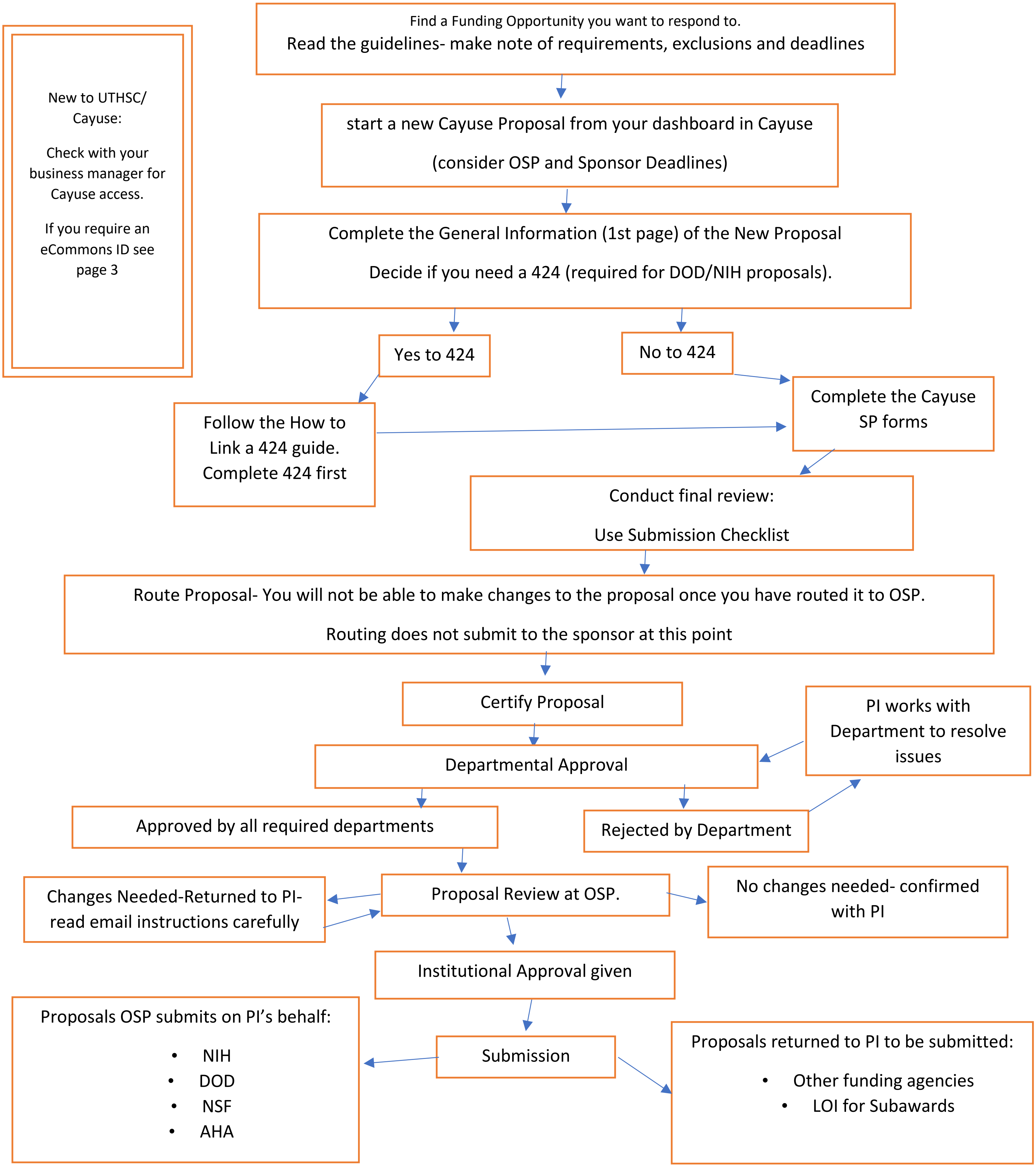
The Proposal Submission Process



Commonly Used Acronyms

BAA	Broad Agency Announcement
CAS	Cost Accounting Standards
COI	Conflict of Interest
COLA	Cost of Living Allowance
DAR	Defense Acquisition Regulations
DFARS	Defense Federal Acquisition Regulation Supplement
EAR	Export Administration Regulations
EDGAR	Education Department General Administrative Regulations
ERA	Electronic Research Administration
F&A	Facilities and Administrative
FAR	Federal Acquisitions Regulations
FOIA	Freedom of Information Act
FY	Fiscal Year
IACUC	Institutional Animal Care and Use Committee
IBC	Institutional Biosafety Committee
IDC	Indirect Costs
IFB	Invitation for Bid
IP	Intellectual Property
IRB	Institutional Review Board
LOI	Letter of Intent
MTA	Material Transfer Agreement
MTDC	Modified Total Direct Costs
NOGA	Notice of Grant Award
OSP	Office of Sponsored Programs
PHS 2590	Application for Continuation of a PHS Grant
PHS 398	Application Form for a PHS Grant
PI	Principal Investigator
PRDA	Program Research and Development Announcement
RFA	Request for Application
RFP	Request for Proposal
RFQ	Request for Quote
S&W	Salaries and Wages
SBIR	Small Business Innovative Research Grant
STTR	Small Business Technology Transfer Research Grant
TDC	Total Direct Costs
UTRF	University of Tennessee Research Foundation

An Introduction to Cayuse SP

Within Cayuse SP, your Dashboards provide fast access to proposals, awards, and routing certifications or approvals.
You'll always see the links in the upper navigation bar, and can go **Home** to see all your dashboards.

- **My Dashboard:** Dropdown menu allowing you to quickly view, track, and authorize items assigned to you. Clicking on the main **My Dashboard** link takes you to My Proposals.
- **Reporting**: View reports on proposal and award activity, including funding rates, awards by department, Pl, or sponsor, and other categories.
- **Logout:** Exit SP.

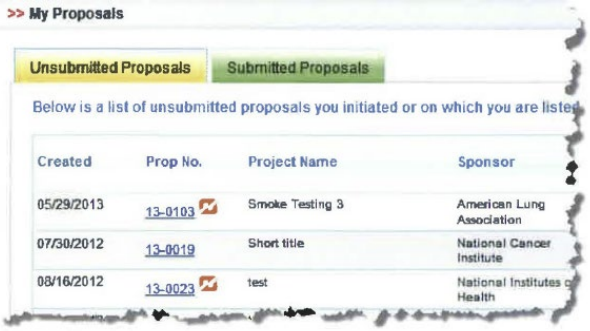
When you're on your **Home,** you'll see your Dashboards listed on the left side of the screen:

If you use Cayuse SP primarily as a Pl or researcher, you will find My Proposals, My Awards, and the Pl Certification In box most useful. These Dashboards show proposals or awards you have created or are named on as a member of the research team, and proposals you need to certify so that they can complete routing and be submitted to the sponsor.

You can also use the Dashboard to start a new proposal.

My Proposals Dashboard

The **My Proposals** dashboard allows you to edit and track unsubmitted and submitted proposals that you created. The number to the left of **My Proposals** in the dashboard list indicates the number of proposals in progress, if any.
Unsubmitted proposals are shown by default, under the yellow tab on the left. Submitted proposals are shown under the green tab to the right.



Below is a list of unsubmitted proposals you initiated or on which you are liste

Created	Prop No.	Project Name	Sponsor
05/29/2013	13-0103	Smoke Testing 3	American Lung Association
07/30/2012	13-0019	Short title	National Cancer Institute
08/16/2012	13-0023	test	National Institutes o Health

Unsubmitted Proposals

When you're viewing Unsubmitted proposals, you'll see pairing icons for those proposals that are paired. Click the icon to see the corresponding Cayuse 424 proposals. To the right of the list, you'll also see links to **Edit** the proposals or, if you are the owner, to **Copy** or **Delete** them.

Clicking **Edit** or clicking the proposal number **(Prop. No.)** will take you to the proposal, where you can make modifications.
(Proposal numbers are automatically generated. The number preceding the hyphen indicates the fiscal year. The number following the hyphen is a sequential number assigned by Cayuse SP.)
The **Role** column indicates what role you have on the proposal (e.g., Lead Principal Investigator, Research Assistant, Fellow, etc.). **Owner** means you created the proposal. You can only copy or delete a Unsubmitted proposal if you are its owner. **Proposal deletion is permanent and cannot be undone.** If the SP proposal record is paired with a 424 proposal, the 424 proposal will not be deleted.

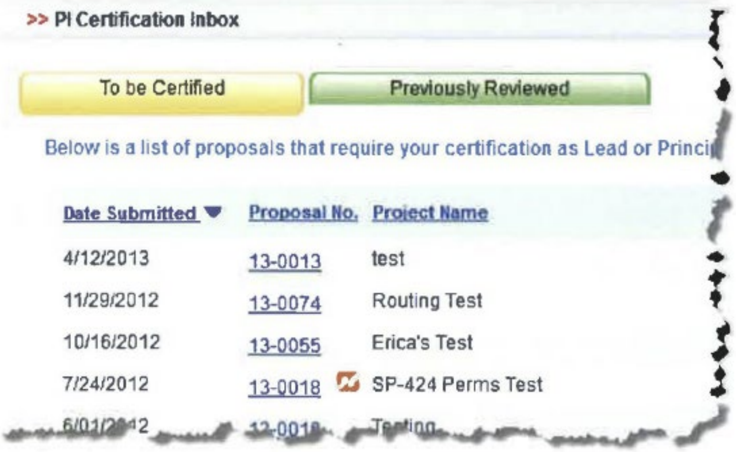
The other columns provide information about the proposal. The date it was created , its name, the Sponsor (Funding Agency), and the deadline come from the General Info section of the proposal. By clicking on the column names, you can sort the list of proposals by these columns to more easily find proposals or determine which proposals are most in need of attention. Click once on the column name to sort, and again to reverse the sort.

If you click **Copy,** Cayuse SP will make a copy of the selected proposal. The original proposal will not be altered. The new proposal will be assigned a different proposal number, and not all information will be copied into it. See Copying a Proposal to learn which items are copied into the new proposal.

Submitted Proposals

In addition to the information displayed for Unsubmitted proposals, Submitted proposals show their current **Status,** which indicates where the proposal resides in the routing process. Submitted proposals ***are not editable***, so clicking on the Proposal Number **(Prop No)** will show you the proposal's routing status rather than taking you to edit the proposal.

PI Certification Inbox



Below is a list of proposals that require your certification as Lead or Princi

Date Submitted ▼	Proposal No.	Project Name
4/12/2013	13-0013	test
11/29/2012	13-0074	Routing Test
10/16/2012	13-0055	Erica's Test
7/24/2012	13-0018	SP-424 Perms Test

Your PI Certification inbox allows you to review, certify, and track proposals on which you serve as Lead PI or Principal Investigator.
The number of proposals requiring your certification (if any) is displayed to the left of the PI Certification inbox item in the dashboard links.

Proposals that have not yet been certified will be shown under the yellow **To Be Certified** tab. Click the **Previously Reviewed** tab to view proposals that have already been certified.
In both tabs, the list shows the date the proposal was submitted and its proposal number, which you can use to view the routing status and certify the proposal, along with the proposal's project name (short name), sponsor, and deadline.
To the far right, you can generate a PDF copy of the proposal for review using the PDF icon.
If the proposal is paired, you can view the associated Cayuse 424 proposal by clicking on the pairing icon to the right of the proposal number. By clicking on the column names, you can sort the list of proposals by these

columns to more easily find proposals or determine which proposals are most in need of attention. Click once on the column name to sort, and again to reverse the sort.
Proposals only show in the To Be Certified dashboard when they are in an approved status. If the proposal is in an Unsubmitted or Reopened status, you can use your My Proposals ra1dashboard to view it.

Creating a New Proposal

Click **Start New Proposal** on your Proposal Dashboard or under the **My Dashboard** menu.
This will take you to the Start New Proposal screen to fill out the General Info for the proposal, including funding source, project dates, title, and administrative information. After entering the basic information about the proposal, you can link with a Cayuse 424 proposal (see page 22 for more details), or if your proposal doesn't require a 424 just click **Save** at the bottom of the page to save it and proceed to the other sections of the proposal. The list of proposal sections that you see to the left of the page is called the **Item List:**


Item List 13-0014

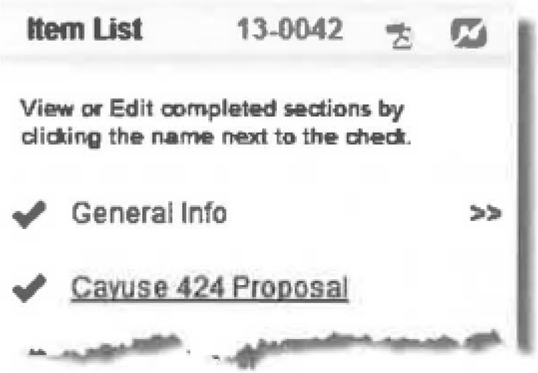
View or Edit completed sections by clicking the name next to the check.

✓ General Info >>

The double red arrow indicates the section of the Item List you're currently on.

You'll see a green check mark next to General Info in the Item List, indicating that you have provided all the required information for this section. The Submission Notes section is entirely optional and is the only other section that will have a green check mark as soon as the proposal is saved.

If the proposal is paired with a 424,, you'll see the orange pairing icon in the Item List header, and the Cayuse 424 Proposal element in the Item List:


Item List 13-0042

View or Edit completed sections by clicking the name next to the check.

✓ General Info >>

✓ Cayuse 424 Proposal

Throughout the proposal, an asterisk (*) indicates that a question is required, and must be answered before the page can be saved. In most cases, if you try to save the page without answering a required question, you will see a message in red at the top of the page that tells you which questions you still need to answer.
When you see a magnifying glass icon next to a field, that field is a lookup field. Click the icon, and a pop-up window will appear allowing you to search your institution's People, Departments, and Sponsors. If you are searching by name or title, you can generally enter just the beginning part of the name to find what you need.

General Information Tab

This information is requested on the **Start New Proposal** screen, and stored in the **General Info** section of an existing proposal. If creating a linked 424 proposal, OSP recommends doing so at the end of this first tab, and then completing the 424 first, before going back to complete the remaining SP pages.

Sponsor Information

- **Sponsor:** Select in the pop-up window the sponsor that will directly fund the research project. Generally speaking, this is the sponsor whose name will be on the check to UTHSC or to whom UTHSC will send invoices. For Subawards coming into UTHSC, the Sponsor will be the agency holding the prime agreement e.g An R01 issued to the University of Hawaii to which UTHSC is a subawardee, would list Hawaii here. If the sponsor is not listed, please email OSP at egrants@uthsc.edu including the Sponsor Name, Address Website and Sponsor type e.g Federal, State, Private etc.
- **Funding Opportunity/Sponsor Application Number:** If applicable, enter the alphanumeric number provided by the sponsor for this proposal.
- **Sponsor Program Name:** If applicable, enter the program name provided by the sponsor for this proposal.
- **Proposal Guideline URL:** If applicable, enter the Web address of the guidelines or instructions associated with the sponsor's application.
- **Prime Funding Agency:** If applicable, the Prime Funding Agency applies when your institution receives a subgrant or subcontract from an intermediate funding source. (e.g., NIH awards a grant to UNC-CH and UNC-CH awards a subgrant to your institution. NIH is the Prime Funding Agency and UNC-CH is the Funding Agency.)

General Proposal Information

- **Short Project Name:** This may be different than the Title of Project and is used for reference within SP. It is equivalent to the Proposal Name in 424.
- **Project Start Date/Project End Date:** Use the calendar icon to select start/end date for the project.
- **Activity Code:** Click to choose the appropriate activity type from the pop-up window (e.g., Research, Instruction, Clinical Trial).
- **Proposal Type** (select one option from the menu)

Instrument Type: Select the appropriate agreement.

- **How will this proposal be submitted?** Indicate the submission method for the proposal. Choose one of the following: Cayuse 424, Grants.gov forms, Fastlane, Sponsor website, Email, Paper, or Other.

If this is a paper submission, please enter the following information: How many copies are required? Enter the number of copies requested by the sponsor.

o **Sponsor's Mailing Address and Contact Phone Number:** Enter only the mailing address and contact information. This field should be no more than 255 characters. Enter any detailed submission instructions in the
Submission Notes section.

- **Award Admin Dept:** Select the lead unit that has the responsibility to manage the project should it be awarded.
- **Primary Administrative Contact:** This field should be your department’s nominated Admin Contact or Business Manager. Contact your business manager to confirm who this should be.

- **Sponsor Deadline:** Click the calendar icon to enter the date by which the proposal must be postmarked or received by the sponsor.
- **Title of Project:** Include the full title of the proposal that is being submitted to the funding agency. This title should match the title on the cover letter, face page, and abstract to the sponsor.

Investigators/Research Team

To add a person, click the magnifying glass next to **Last Name.** This brings up a window where you can search for the person by last name. When you find them, click on their name to fill their information into the fields. If you cannot find the person you are looking for, please contact your business manager to request that they are added to Cayuse. This process generally takes a minimum of 24 hours, as the addition does not become available until the system resets, generally overnight. Please request additions as early as possible.
The **Department** field will automatically fill with the person's home department.

The first person you add should be the person responsible for the technical, regulatory and financial aspects of the project, and that person will have the role **Lead Principal Investigator.** Exactly one person on the proposal must have this role before the proposal can be successfully submitted for routing. You will not be able to receive the green check mark for the Investigators tab that is required to submit the proposal until there is a Lead Principal Investigator selected.

Add the effort information:

- * **Sponsored Effort** %: The individual's total effort in the initial or current budget period. Enter "O" (zero) if this figure
does not apply.
- **Cost Shared Effort** %: The portion of the individual's total effort that will be cost shared. If the proposal does not make use of cost shared effort, you may leave this field blank.
- **Allocation of Credit** %: Total Allocation of Credit for the record must equal 100.
- **Person Months:** The individual's involvement in Person Months. Enter "O" (zero) if this figure does not apply.

Then click **Save Personnel.** The person will be added to the proposal.

Repeat this process for all UTHSC personnel that will be working on the project.
Many Departments request that at least one member of the Department’s Business Administration team is included in the proposal as a Proposal Editor. This role doesn’t not require effort or credit, but allows departmental access to the proposal, please confirm your department’s policy.

Other Investigators may have the Principal Investigator or Investigator roles. This section will not be considered completed until there is exactly one Lead Pl.

List of Personnel

This area shows personnel who have already been added. Click **Edit** to make changes to a person's entry or **Remove** to remove them from the proposal.

Personnel with the Lead Principal Investigator and all Principal Investigator roles will receive an electronic notification to certify their role on this project prior to submission to the sponsor. Proposals must be certified by all PI before the proposal can enter Departmental Approval stage.

Budget

There are three different types of budgets you can make use of in Cayuse SP. For any proposal, you may select a **Summary or Detailed** budget. The Summary budget shows direct and indirect costs, providing a high-level overview of the project's budget for the current period and for the total project period. When selecting a Summary budget, please include a breakdown of costs in an attached Internal Budget, using the Attachments tab. The Detailed budget provides a more fine-grained division of the budget into categories of direct costs, including Personnel, Travel, Equipment, and Materials. The categories are based on the Federal Research and Related (R&R) Budget.

If your Cayuse proposal is linked to a Cayuse 424 proposal r311, you can also select the **Autofill** budget. The Autofill budget looks very similar to the Detailed budget, but all data is filled in using budget data from the linked Cayuse 424 proposal.

Each budget includes the following five sections:

- Overview
- Cost Sharing
- F&A Rates
- Budget Categories
- Personnel/Space/Equipment

Use the **Save** button at the bottom of the page to save entered data for the current budget. (You won't be able to save until you have answered all required questions. Using the **Reset** button will change the budget type to Summary and remove all information from the budget page.

Overview

A budget type dropdown is included in the Overview section so you can select the type of budget before filling in the budget information.

* Budget Form: Summary

Select one of the above:

If your proposal is not linked to a Cayuse 424 proposal, you can only use the Summary or Detailed budgets.

If your proposal is linked to a Cayuse 424 proposal, you have the option of selecting the Autofill budget. However, not all budget forms in Cayuse 424 can transmit information to Cayuse SP. The R&R Budget and the Fed/Non Fed Budget can be used, but non-standard budgets and most modular budgets cannot. The PHS 398 Modular Budget allows some fields, but not all fields, to autofill. If your Cayuse 424 proposal is using a non-standard or modular budget, it is advisable to select the Summary or Detailed budget type, as described above.

The budget type can be changed at any time during creation of the proposal. If budget data has been saved for one budget type, that data will be retained until a new budget type is selected and saved using the **Save** button at the bottom of the page. If data for the Summary or Detailed budget type has been entered, but not saved, selecting the Autofill budget will immediately Autofill the budget from Cayuse 424, and other data will be lost. However, you can switch between the Summary and Detailed forms without saving the information on either form. This allows you to choose the appropriate level of detail as you enter data, rather than having to decide immediately. However, as soon as you save the information on either the Summary or Detailed form, any information on the other form will be lost. We recommend that you select one budget type and stick to it.

If you have selected Autofill and the **Last Autofilled from 424** date is before the most recent changes were made to the budget in Cayuse 424, click **Re-Autofill** to refresh the data:

* Budget Form: Autofill

Last Autofilled from 424: 06/17/13 03:37:23 PM

After the newest data loads, review the data, then **Save** the budget form using the button at the bottom of the page to store the data into the proposal.

Cost Sharing

Indicate in this section whether the budget includes cost sharing or cash matching in the current budget period. The information on cost sharing for the entire project period is entered in the Budget Categories section. A proposal involves cost sharing or cash matching if it commits a Department to provide cost sharing or cash matching in support of the project, for example in the case of a salary cap. All cost-shares must be identified here to ensure that the proposal can be properly reviewed and approved for cost-sharing. Not selecting this box prior to submission can cause delays in review whilst appropriate approval is obtained and may result in issues if the proposal is funded by the sponsor.

Budget Categories

Only numbers can be entered in the budget categories area. Do not attempt to enter commas or decimal points.

Summary Budget

The summary budget provides columns for entering budget numbers for the Current Period and the Entire Project, and separates budget categories for Direct and Indirect costs.

Detailed Budget

The detailed budget provides a much more extensive category breakdown, including Senior/Key Person Salary and Fringe, Other Personnel compensation, Equipment, Travel, Participant Costs, and Other Direct Costs.

Autofill Budget

The Autofill budget looks almost exactly like the detailed budget in the Budget Categories section, but the data comes from Cayuse 424 using Autofill, and all total fields are calculated. The calculations cannot be overridden. You can enter additional data in each budget category, and it will be reflected in the Total fields, but any future Autofill action will overwrite this data.

In general, editing an Auto filled budget within Cayuse SP is not recommended. To make changes, access the paired Cayuse 424 proposal and edit its budget, before returning to the SP and re-auto filling the budget page to show the changes made to the 424 .

Conflict of Interest

The questions in this section are required to determine whether members of the Research Team their family members, or the institution are involved in activities that may impose an actual or perceived conflict of interest as it would relate to the conduct of the research or a member's relationship with the Sponsor.

Please refer to UTHSC's Conflict of Interest Policy for further details.

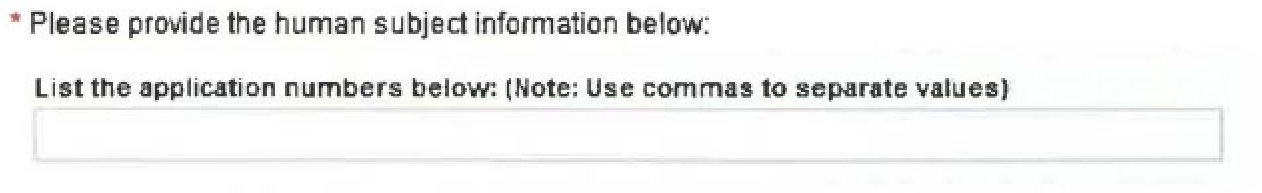
Regulatory Compliance

Human Subjects

These questions are required to determine appropriate actions for IRB compliance.

If the proposal involves human subjects and no submission to the IRB has been made, indicate:
- Not required at proposal submission (JIT): The review package will be submitted for IRB review once the institution is notified that funding is imminent; or
- Submission is pending

If the proposal involves human subjects and a submission to the IRB has been made complete the following:



* Please provide the human subject information below:

List the application numbers below: (Note: Use commas to separate values)

Animal Subjects

These questions are required to determine appropriate actions for IACUC compliance.
If the proposal involves animal subjects and no submission to the IACUC has been made, indicate:
- Not required at proposal submission (JIT): The review package will be submitted for IACUC review once the institution is notified that funding is imminent; or
- Submission is pending

If the proposal involves animal subjects and a IACUC has been approved, enter the IACUC approval number into the box provided.

Research Materials

Special institutional clearances may be required if hazardous research materials are used in the sponsored research or if material is received from the research sponsor. Contact the appropriate office for guidance if necessary. Contact details are available via the link provided for each category.

Subcontractors

If subcontractors are included as part of the proposal, click the magnifying glass below the **Subcontractor** field to locate each subcontrator name, then click Add Subcontractor. If your intended subcontractor is not listed, please submit a request to have the Institution added to Cayuse by emailing the details to egrants@uthsc.edu. Please note it takes on average two business days for a Subcontractor to become available to add to a proposal.

If there are no subcontractors for this proposal, click **No Subcontractors.** This will allow you to proceed with the green check mark that indicates a completed proposal section.

After subcontractors have been added, they may be removed individually. If you have previously selected **No Subcontractors** and you now need to add one, or have selected many subcontractors and need to remove all of them, click **Reset.**
After adding subcontractors, you should upload the following documents to the Attachments section of the proposal:
1. Statement of Work
2. Budget
3. Budget Justification
4. A signed Sub-Recipient Commitment form- please see your departmental admin staff for more information.

Export Control

These questions are required.
Please read and respond to the questions carefully to ensure compliance. Any questions should be directed to UTHSC's export control office, who's contact details are available via the link provided on the tab.

Intellectual Property

These questions are required.
Please read and respond to the questions carefully to ensure compliance. Any questions should be directed to UT Research Foundation, who's contact details are available via the link provided on the tab.

Location of Sponsored Activities

Indicate the locations where your research will occur and assign a percentage to each location. Percentages should reflect the portion of the total budget that would be expended in that location. If activities occur on campus, there is no need to add the campus county as an In-State Location; likewise for the state and country.
All locations that work will be conducted must be provided, including sub-award locations.
The sum of percentages in all locations must equal 100%. A percentage is required when entering a location. The current total is indicated toward the top of the page. The green check mark will only appear for this section when the total is 100%.
For each entry, enter or select the location and the percentage, then click **Add.** If you need to remove a location already entered, click **Remove.**
On-Campus Locations:
Select your On-Campus location from the dropdown menu. UTHSC locations being with the letters MEM- then the location.
Out-of-State Locations:
In the dropdown menu, select the state(s) in which sponsored activities will occur. Select one state at a time to add several states. You can also select the special entry "All States" if work will occur in all states.
In-State County Locations:
In the drop down menu, select the county or counties in which sponsored activities will occur. Select one county at a time to add several counties.
Out-of-Country Locations:
In the drop down menu, select the country or countries in which sponsored activities will occur. Select one county at a time to add several counties.
To remove all data from this section, click **Reset.**

Application Abstract

- * I **give permission to make this abstract publicly accessible:** Click "Yes" if you want the abstract to be visible in SP Reporting. Click "No" to hide the abstract in Reporting.
- * **Abstract:** Enter the abstract for the proposed research here.
- * **Please select the category that describes the type of research contained in this proposal:**

Proposal Attachments

Add documents containing helpful supplementary information here. You may add as many attachments as necessary. Attachments may include amendments, budgets, JIT, letters of intent, and other documents.

In the unusual case that no attachments are needed, you can click **No Attachments** to complete this section.

Adding Documents

First, click **Browse** to open a file selection dialog and locate the file you want to upload. There is no restriction on file size, but larger documents will take more time to upload. Any file type (with the exception of .exe) is acceptable.

After selecting the document, assign the appropriate document type. Click **Add or Next.** (If you chose the wrong file or type, you can click **Reset** to clear out your selection.)

Managing Documents

When the file has completely finished uploading, it will appear in the Attachment table below. You can download documents from this area by clicking on the file name. If you have permissions to do so, you can click the listing under Access to change who can see the document, or click the red X button to delete the attachment. Attachments can only be deleted individually.

Documents, such as Research Strategies or Specific Aims that are attached to a linked 424 do not have to be repeated in the SP Proposal Attachments page.

Approving Departments

This section of the proposal represents the list of Departments, Colleges, or Administrations that must approve the proposal before it can be routed to the Office of Sponsored Programs for review.

List of Approving Departments

The List of Approving Departments is created automatically from the units added during the proposal creation process. The Award Admin Dept (shown as Award Dept) is always listed first and cannot be changed or removed. Other departments may have been added because a member of the Research Team is from that department, or as a result of being an Affiliated Center or Institute. The list shows why a given department was added in the **Role(s)** column.

This section should not require amendment.

Setting the Routing Order

This section should not require amendment as its automatically populated. The routing order for the listed departments should be set so that Award Admin Dept is first (this can not be changed). All other approving departments should be marked as 2. This always all the required authorizations to be made in the same time period, and dramatically reduces the time it takes for the proposal to be approved and submitted to OSP.

Submission Notes

Provide any additional information or comments regarding the proposal. Notes are visible to all members of the Research Team as well as departmental approvers.

This is a good place to enter any additional information that may help either Departmental Approvers or OSP reviewers understanding of the proposal. It is a good place to highlight any proposal specific guidelines such as F & A rate restrictions or detailed submission instructions that will not fit in the Sponsor Mailing Address and Contact Phone Number field in the General Info section.
This section is optional; you may leave it entirely blank. Please note that once added, notes cannot be deleted.

Navigating Paired Proposals

When editing a paired proposal in Cayuse SP, you may want to navigate between the SP proposal and the Cayuse 424 proposal. Whenever you click the pairing icon **(Orange Arrows next to the Cayuse Proposal Number or the 424 link in the Item list**) in Cayuse SP, you will be taken to the proposal in Cayuse 424 .
After creating a paired proposal once you have finished editing your Cayuse 424 proposal for the time being, you can return to your original Cayuse SP window or tab. The **Cayuse 424 Proposal** entry in the Item List will be visible and will have a green check mark. You can access the Cayuse 424 proposal by clicking this link as well as through the pairing icon shown in the header of the Item List.
As you continue to work on your paired proposals, you may want to navigate back and forth. Keep in mind that each click on a pairing icon will open a new window or tab. Unfortunately, the way that browsers communicate with web applications makes this impossible to avoid. To switch back and forth simply click on the relevant window/tab to avoid having lots of windows or tabs with the same information and losing track of which one you are using.
It is important to ensure that you only have one Cayuse 424 open at a time, as data can be transferred incorrectly between tabs when multiple proposals are open at the same time.

Routing a Proposal

Routing is the movement of a proposal through the internal steps necessary for departmental, compliance and OSP approval prior to submission to the sponsor. Clicking the Submit button **does not submit the proposal to the Sponsor.**

PIs should insure that the proposal and all attachments are in their **finalized** state ready to be submitted to the sponsor before submitting the proposal. The PI will not have access to the proposal for editing once the proposal has been routed. If you discover an error that needs addressing after submitting the proposal, please contact OSP at egrants@uthsc.edu for advice. Please consider that OSP requires 5 working days prior to the Sponsor Deadline for review, this is in addition to the time needed for the proposal to receive its departmental approval. Proposals that require multiple approvals can take on average two working days to pass through the departmental approval stage. Please work with your Business Admin well in advance of the deadline in order ensure timely submission.

After submission for routing, the proposal record is certified by the PI, authorized by department/school/college/center administrators before it reaches the OSP to be reviewed PI certification must be completed before the Proposal can to viewed by Departmental approvers.

Routing in SP with a Paired 424 Proposal

If you start a proposal record in SP and build a paired Cayuse 424 proposal, routing is handled completely through SP and will be submitted in the way detailed below. Like the SP, the PI will not be able to edit the 424 once it has been submitted, and should ensure it is in a finalized state, ready for submission to the Sponsor.

Routing Emails

Routing activities in Cayuse SP trigger email notifications to relevant parties. During the routing process, the Lead PI and proposal creator (Owner) receive an email for almost every proposal status change, although they do not receive emails for each Departmental approval as long as the proposal is moving along successfully toward the Admin Office. Other Pis receive a notification when the proposal is submitted and available to certify.

Submitting a Proposal for Routing

A proposal record can only be routed when all sections in the Item List have green check marks.

To submit a proposal record for routing:
1. Click **My Proposals** on the Proposal Dashboard.
2. On the Unsubmitted Proposals tab, click the proposal number that is ready to be routed.
3. Click **Submit for Routing** beneath the Item List on the left side of the screen. If you get an error when you click this button, the proposal cannot be routed yet. Check the Item List and complete the necessary sections.
4. Read the Submission Confirmation statement to understand what will happen when the proposal record is submitted for routing. Click **Yes** to acknowledge the submission certification.

If you find that you've made a mistake and need to make changes to the proposal, contact OSP at egrants@uthsc.edu for advice.

Viewing the Routing Status

The Proposal Routing Status screen allows you to track the status of a proposal record in routing.
If you are a member of the Research Team, you can access this screen by going to your My Proposals dashboard and selecting the Submitted Proposals tab, then clicking the Proposal Number (Prop No).

Certifying a Proposal

As an Investigator, your main role in routing is to certify the proposal.
The Lead PI and other Pis must certify the proposal during the routing process. They are notified via a system-generated email when a proposal record requires certification. In Cayuse SP, the Lead PI and Principal Investigator both have the authority to certify, but only one certification is necessary.

To review and certify a proposal record:
1. From your PI Certification Inbox, click the proposal number on the **To be Certified** tab.
2. Review the proposal by clicking the PDF icon to the right of the proposal number in the upper part of the screen, or by clicking the proposal number, then clicking **View IPF** on the Proposal Routing Status screen.
3. To perform your certification after review, click **Certify Proposal** on the Proposal Routing Status screen.
4. Enter any comments you have regarding the proposal (optional). These will be visible to the Research Team, proposal reviewers, and the Central Admin Office.
5. Click **Submit Certification** to acknowledge the certification statement.

Copying an Existing Proposal

The My Proposals dashboard allows you to copy a proposal to serve as the basis for a new proposal.
Not all items from the existing proposal will be copied into a new proposal. The list below shows which items move into a copied proposal record. Items in green text are copied into the new record. Items in red text are not included in the copy.

In the Cayuse SP:

- **General Info:**

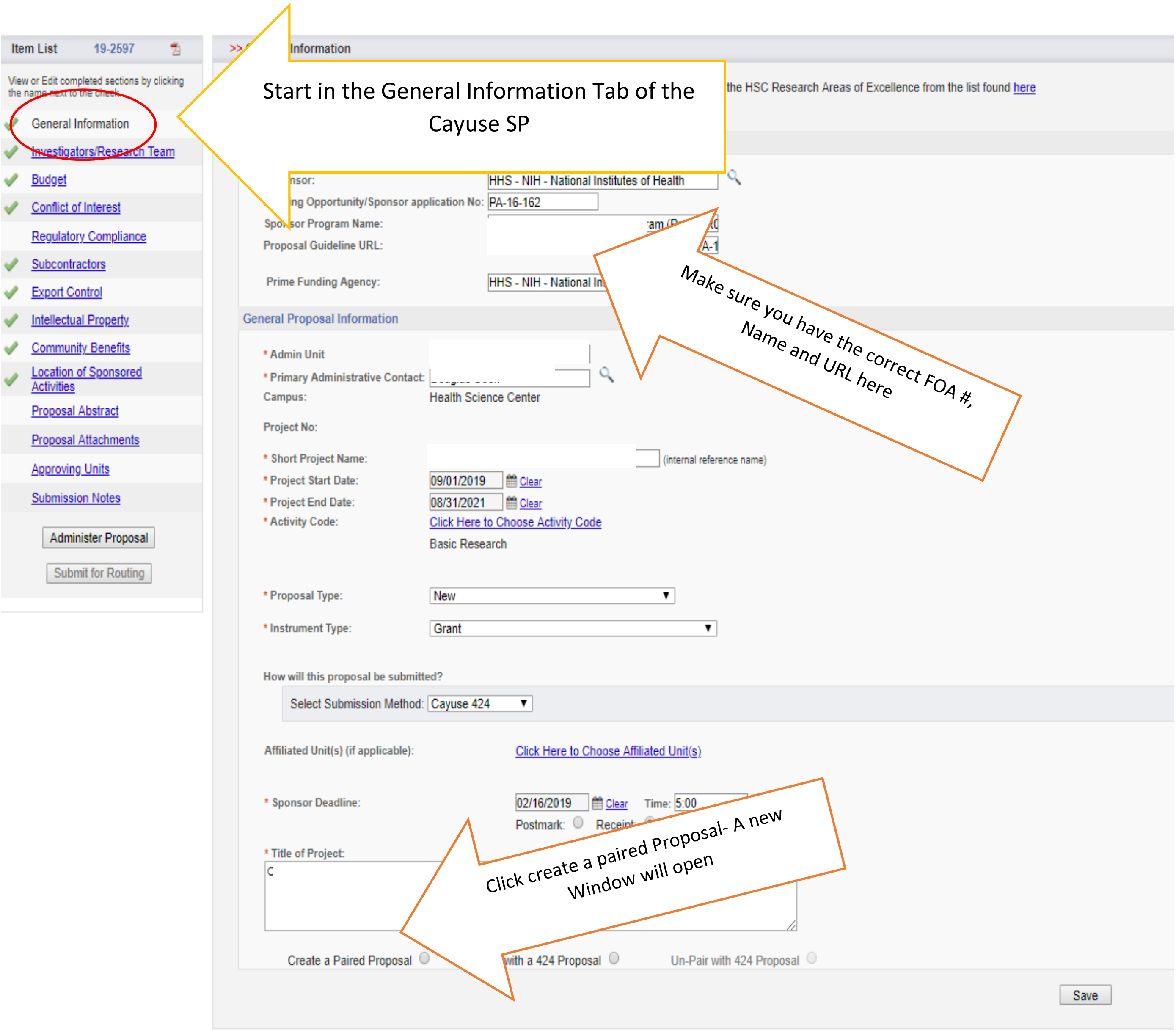
- Sponsor
- Funding Opportunity/Sponsor Application No
- Sponsor Program Name
- Proposal Guideline URL
- Prime Funding Agency

- Short Project Name
- Project Start Date
- Project End Date
- Activity Code
- Proposal Type
- Parent Project
- Instrument Type
- Select Submission Method
- How many copies are required?
- Sponsor's Mailing Address and Contact Phone Number
- Award Admin Dept
- Primary Administrative Contact
- Affiliated Dept(s) (if applicable)
- Sponsor Deadline
- Title of Project

    - **Cayuse 424 Proposal**
    - **Investigators/Research Team**
    - **Budget**
    - **Conflict of Interest**
    - **Research Subjects**
    - **Subcontractors**
    - **Export Control**
    - **Intellectual Property**
    - **Community Benefits**
    - **Location of Sponsored Activities**
    - **Application Abstract**
    - **Attachments**
    - **Approving Departments**
    - **Submission Notes**

Linking a SP record to a 424

Ensure you have popup blocker turned off in your internet browser before attempting to link a 424.



Start in the General Information Tab of the Cayuse SP

Make sure you have the correct FOA #, Name and URL here

Click create a paired Proposal- A new Window will open

nsor: HHS - NIH - National Institutes of Health

ng Opportunity/Sponsor application No: PA-16-162

Spo sor Program Name:

Proposal Guideline URL:

Prime Funding Agency: HHS - NIH - National In

* Admin Unit

* Primary Administrative Contact:

Campus: Health Science Center

Project No:

* Short Project Name: (internal reference name)

* Project Start Date: 09/01/2019

* Project End Date: 08/31/2021

* Activity Code: Basic Research

* Proposal Type: New

* Instrument Type: Grant

Select Submission Method: Cayuse 424

Affiliated Unit(s) (if applicable):

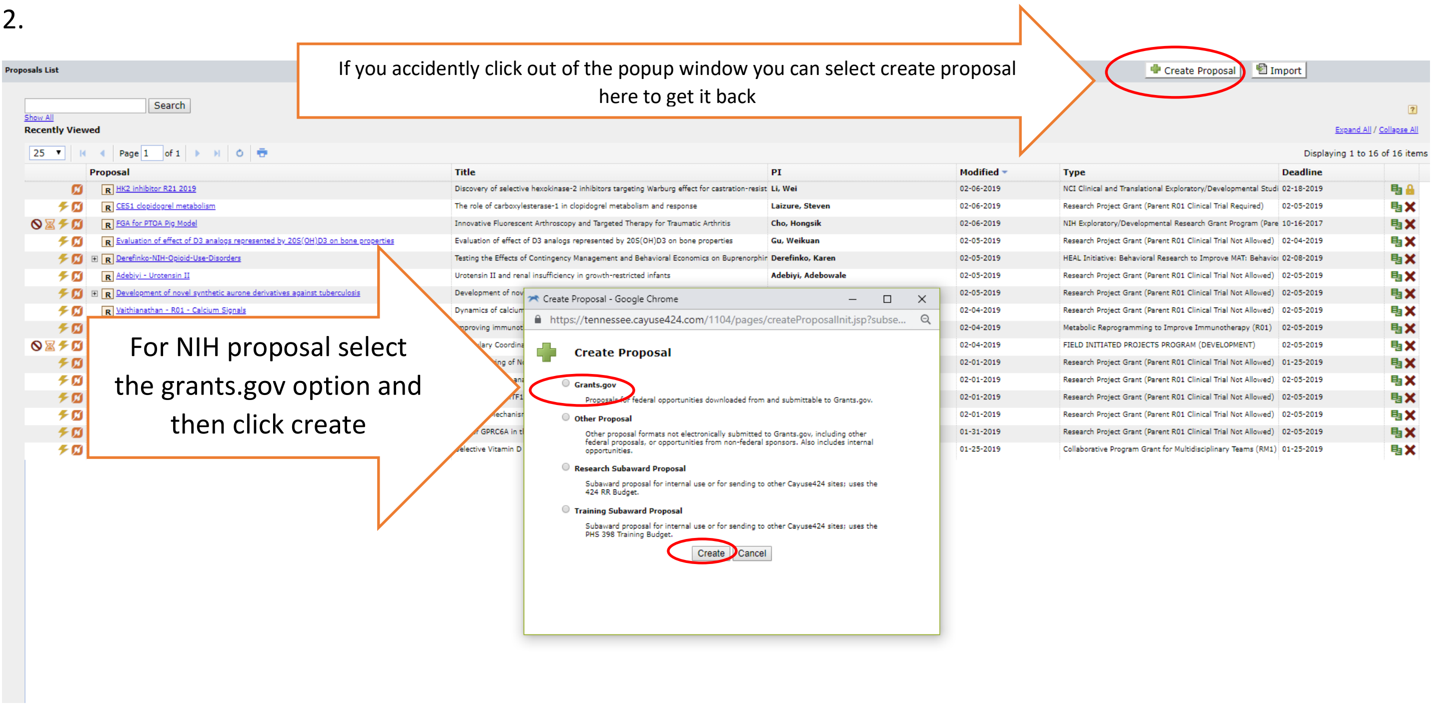
* Sponsor Deadline: 02/16/2019 Time: 5:00

Postmark: ○ Receipt

* Title of Project:

Create a Paired Proposal ○ with a 424 Proposal ○ Un-Pair with 424 Proposal ○

2.



If you accidently click out of the popup window you can select create proposal here to get it back

For NIH proposal select the grants.gov option and then click create

Create Proposal - Google Chrome

https://tennessee.cayuse424.com/1104/pages/createProposalInit.jsp?subse...

Create Proposal

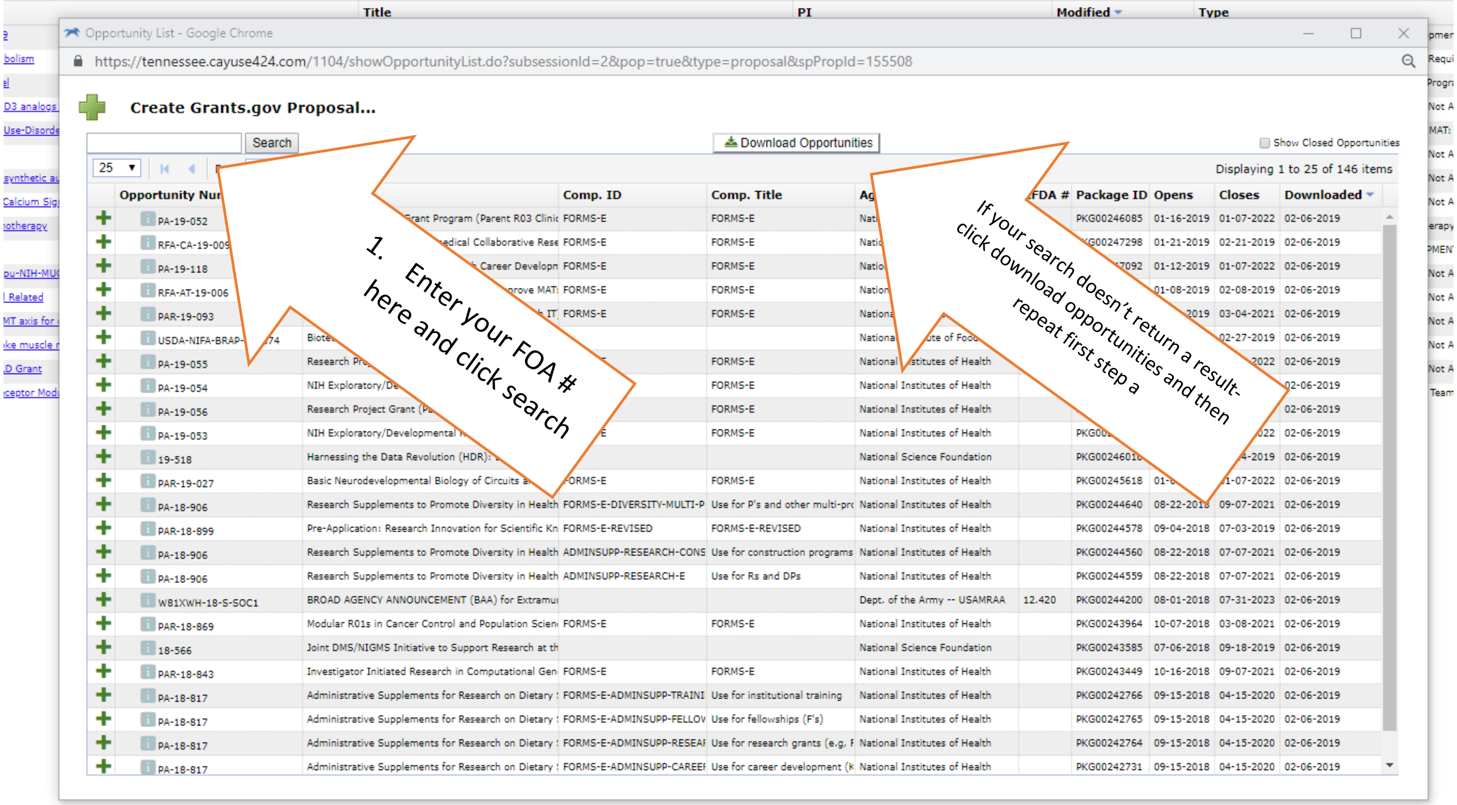
○ **Grants.gov**
Proposals for federal opportunities downloaded from and submittable to Grants.gov.

○ **Other Proposal**
Other proposal formats not electronically submitted to Grants.gov, including other federal proposals, or opportunities from non-federal sponsors. Also includes internal opportunities.

○ **Research Subaward Proposal**
Subaward proposal for internal use or for sending to other Cayuse424 sites; uses the 424 RR Budget.

○ **Training Subaward Proposal**
Subaward proposal for internal use or for sending to other Cayuse424 sites; uses the PHS 398 Training Budget.

3. Another window will open:



Opportunity List - Google Chrome

https://tennessee.cayuse424.com/1104/showOpportunityList.do?subsessionId=2&pop=true&type=proposal&spPropId=155508

Create Grants.gov Proposal...

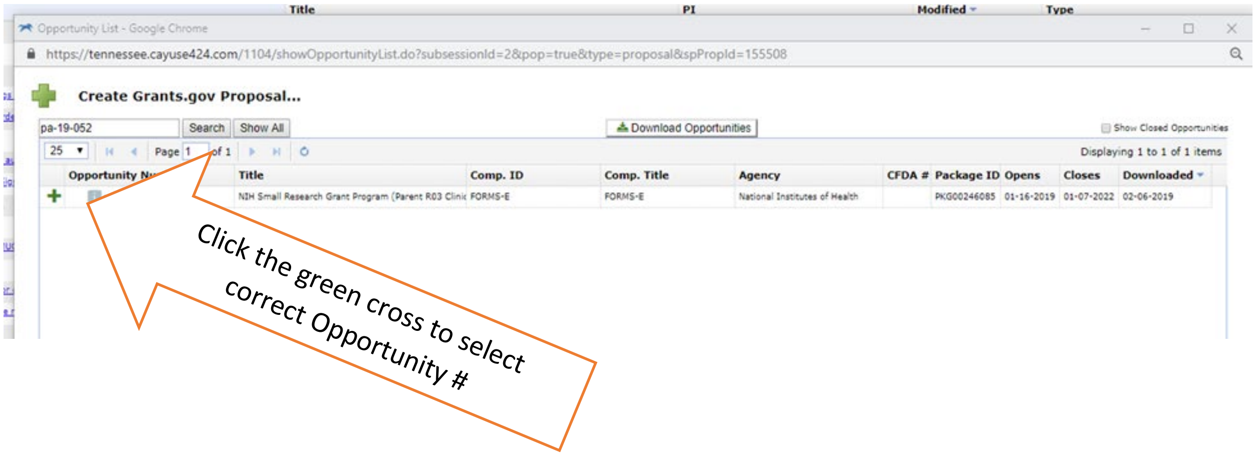
1. Enter your FOA # here and click search

If your search doesn't return a result- click download opportunities and then repeat first step a

Displaying 1 to 25 of 146 items

Opportunity Nur		Comp. ID	Comp. Title	Ag	FDA #	Package ID	Opens	Closes	Downloaded
PA-19-052	rant Program (Parent R03 Clinic	FORMS-E	FORMS-E	Nati		PKG00246085	01-16-2019	01-07-2022	02-06-2019
RFA-CA-19-009	edical Collaborative Rese	FORMS-E	FORMS-E	Natio		G00247298	01-21-2019	02-21-2019	02-06-2019
PA-19-118	Career Developn	FORMS-E	FORMS-E	Natio		7092	01-12-2019	01-07-2022	02-06-2019
RFA-AT-19-006	prove MAT:	FORMS-E	FORMS-E	Nation			01-08-2019	02-08-2019	02-06-2019
PAR-19-093	IT	FORMS-E	FORMS-E	Nationa			2019	03-04-2021	02-06-2019
USDA-NIFA-BRAP- 74	Biote			Nationa ute of Food				02-27-2019	02-06-2019
PA-19-055	Research Pr		FORMS-E	National stitutes of Health				2022	02-06-2019
PA-19-054	NIH Exploratory/De		FORMS-E	National Institutes of Health					02-06-2019
PA-19-056	Research Project Grant (Pa		FORMS-E	National Institutes of Health					02-06-2019
PA-19-053	NIH Exploratory/Developmental	E	FORMS-E	National Institutes of Health		PKG00		022	02-06-2019
19-518	Harnessing the Data Revolution (HDR):			National Science Foundation		PKG0024601		4-2019	02-06-2019
PAR-19-027	Basic Neurodevelopmental Biology of Circuits a	ORMS-E	FORMS-E	National Institutes of Health		PKG00245618	01-	1-07-2022	02-06-2019
PA-18-906	Research Supplements to Promote Diversity in Health	FORMS-E-DIVERSITY-MULTI-P	Use for P's and other multi-prc	National Institutes of Health		PKG00244640	08-22-2018	09-07-2021	02-06-2019
PAR-18-899	Pre-Application: Research Innovation for Scientific Kn	FORMS-E-REVISED	FORMS-E-REVISED	National Institutes of Health		PKG00244578	09-04-2018	07-03-2019	02-06-2019
PA-18-906	Research Supplements to Promote Diversity in Health	ADMINSUPP-RESEARCH-CONS	Use for construction programs	National Institutes of Health		PKG00244560	08-22-2018	07-07-2021	02-06-2019
PA-18-906	Research Supplements to Promote Diversity in Health	ADMINSUPP-RESEARCH-E	Use for Rs and DPs	National Institutes of Health		PKG00244559	08-22-2018	07-07-2021	02-06-2019
W81XWH-18-S-SOC1	BROAD AGENCY ANNOUNCEMENT (BAA) for Extramu			Dept. of the Army -- USAMRAA	12.420	PKG00244200	08-01-2018	07-31-2023	02-06-2019
PAR-18-869	Modular R01s in Cancer Control and Population Scien	FORMS-E	FORMS-E	National Institutes of Health		PKG00243964	10-07-2018	03-08-2021	02-06-2019
18-566	Joint DMS/NIGMS Initiative to Support Research at th			National Science Foundation		PKG00243585	07-06-2018	09-18-2019	02-06-2019
PAR-18-843	Investigator Initiated Research in Computational Gen	FORMS-E	FORMS-E	National Institutes of Health		PKG00243449	10-16-2018	09-07-2021	02-06-2019
PA-18-817	Administrative Supplements for Research on Dietary	FORMS-E-ADMINSUPP-TRAINI	Use for institutional training	National Institutes of Health		PKG00242766	09-15-2018	04-15-2020	02-06-2019
PA-18-817	Administrative Supplements for Research on Dietary	FORMS-E-ADMINSUPP-FELLOV	Use for fellowships (F's)	National Institutes of Health		PKG00242765	09-15-2018	04-15-2020	02-06-2019
PA-18-817	Administrative Supplements for Research on Dietary	FORMS-E-ADMINSUPP-RESEAI	Use for research grants (e.g, F	National Institutes of Health		PKG00242764	09-15-2018	04-15-2020	02-06-2019
PA-18-817	Administrative Supplements for Research on Dietary	FORMS-E-ADMINSUPP-CAREEI	Use for career development (K	National Institutes of Health		PKG00242731	09-15-2018	04-15-2020	02-06-2019

4. Check correct FOA selected:



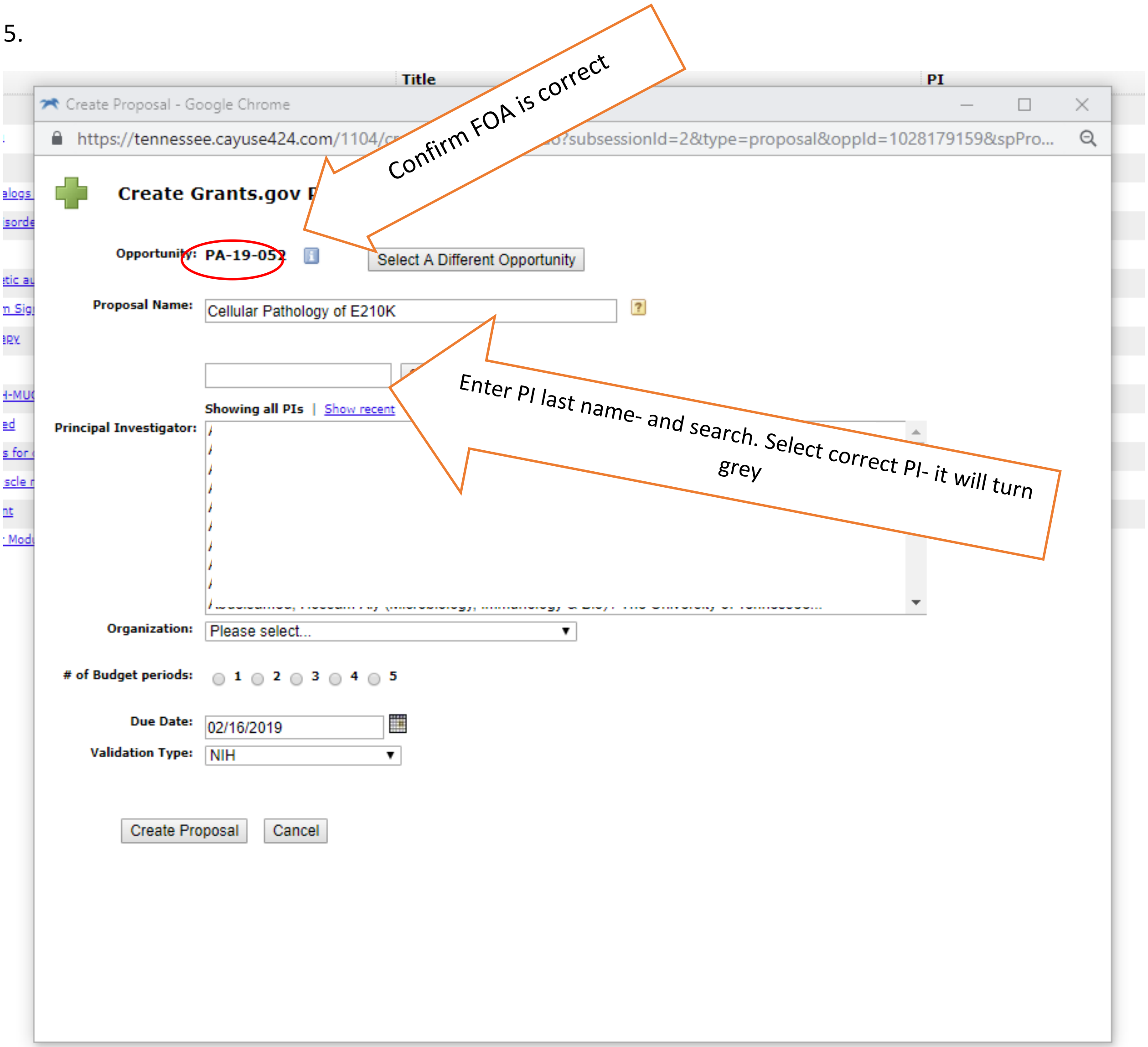
Create Grants.gov Proposal...

pa-19-052

Opportunity Number	Title	Comp. ID	Comp. Title	Agency	CFDA #	Package ID	Opens	Closes	Downloaded
	NIH Small Research Grant Program (Parent R03 Clinic	FORMS-E	FORMS-E	National Institutes of Health		PKG00246085	01-16-2019	01-07-2022	02-06-2019

Click the green cross to select correct Opportunity #

5.



Create Grants.gov P

Opportunity: PA-19-052

Proposal Name: Cellular Pathology of E210K

Principal Investigator:

Organization: Please select...

\# of Budget periods: ○ 1 ○ 2 ○ 3 ○ 4 ○ 5

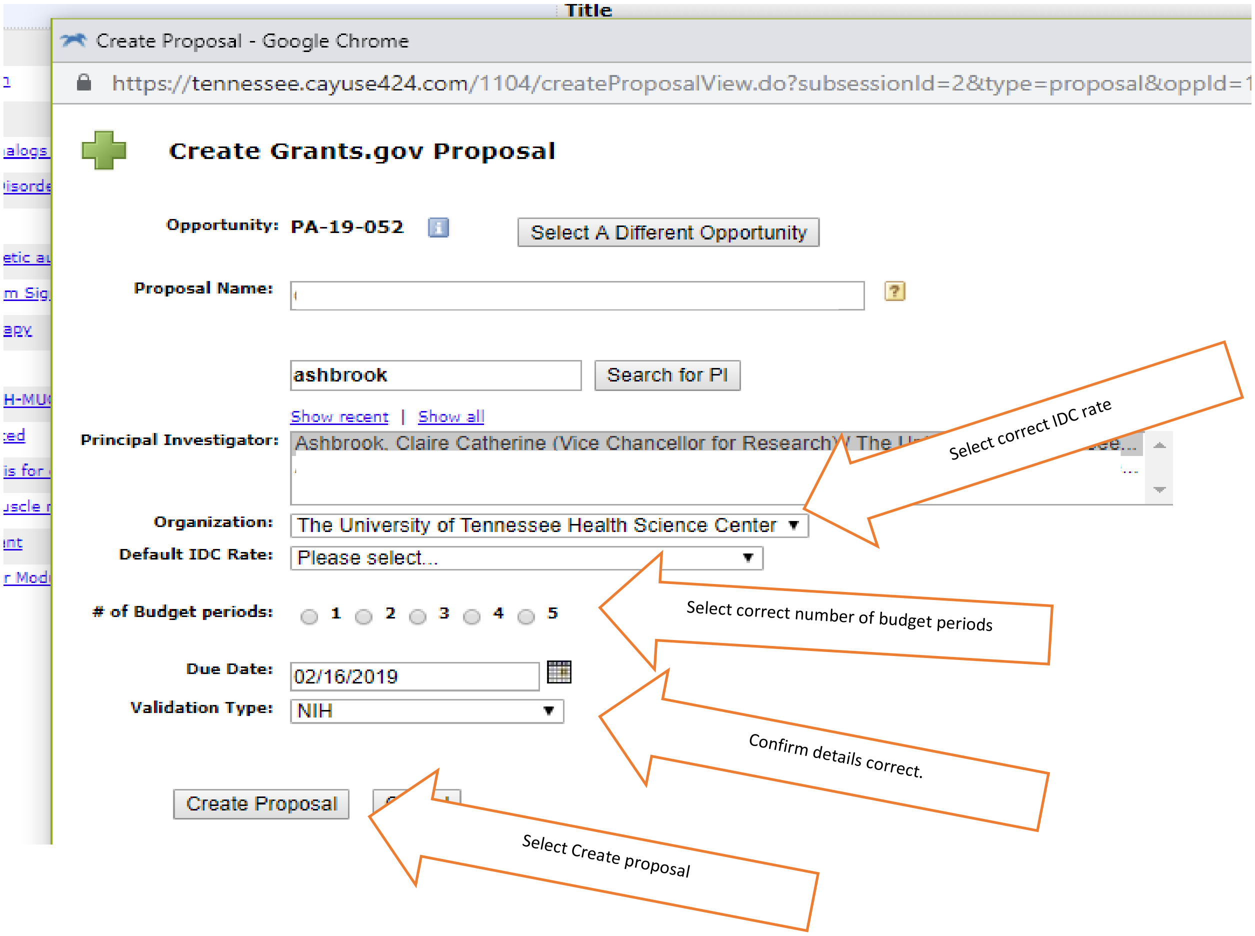
Due Date: 02/16/2019

Validation Type: NIH

Confirm FOA is correct

Enter PI last name- and search. Select correct PI- it will turn grey

6.



Opportunity: PA-19-052

Proposal Name:

ashbrook

Principal Investigator: Ashbrook, Claire Catherine (Vice Chancellor for Research) / The U

Organization: The University of Tennessee Health Science Center

Default IDC Rate: Please select...

# of Budget periods: ○ 1 ○ 2 ○ 3 ○ 4 ○ 5

Due Date: 02/16/2019

Validation Type: NIH

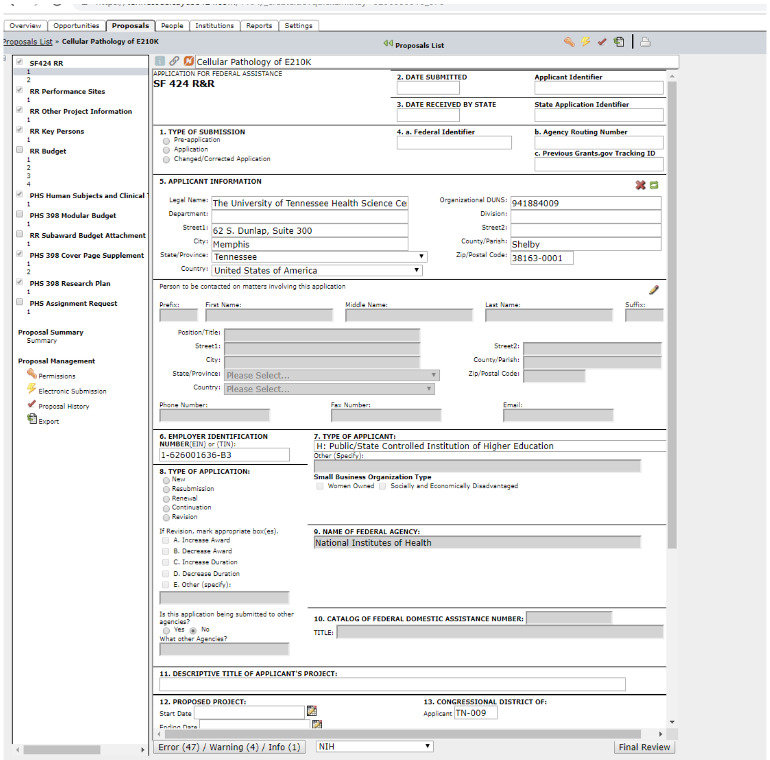
Select correct IDC rate

Select correct number of budget periods

Confirm details correct.

Select Create proposal

7. 424 forms generated:



Cellular Pathology of E210K

APPLICATION FOR FEDERAL ASSISTANCE
SF 424 R&R

2. DATE SUBMITTED
Applicant Identifier
3. DATE RECEIVED BY STATE
State Application Identifier

1. TYPE OF SUBMISSION
○ Pre-application
○ Application
○ Changed/Corrected Application

4. a. Federal Identifier
b. Agency Routing Number
c. Previous Grants.gov Tracking ID

5. APPLICANT INFORMATION
Legal Name: The University of Tennessee Health Science Ce
Department:
Street1: 62 S. Dunlap, Suite 300
City: Memphis
State/Province: Tennessee
Country: United States of America
Organizational DUNS: 941884009
Division:
Street2:
County/Parish: Shelby
Zip/Postal Code: 38163-0001

Person to be contacted on matters involving this application
Prefix: First Name: Middle Name: Last Name: Suffix:
Position/Title:
Street1:
City:
State/Province: Please Select...
Country: Please Select...
Street2:
County/Parish:
Zip/Postal Code:
Phone Number: Fax Number: Email:

6. EMPLOYER IDENTIFICATION NUMBER(EIN) or (TIN): 1-626001636-B3

7. TYPE OF APPLICANT: H: Public/State Controlled Institution of Higher Education
Other (Specify):
Small Business Organization Type
☐ Women Owned ☐ Socially and Economically Disadvantaged

8. TYPE OF APPLICATION:
○ New
○ Resubmission
○ Renewal
○ Continuation
○ Revision

If Revision, mark appropriate box(es).
☐ A. Increase Award
☐ B. Decrease Award
☐ C. Increase Duration
☐ D. Decrease Duration
☐ E. Other (specify):

Is this application being submitted to other agencies?
○ Yes ● No
What other Agencies?

9. NAME OF FEDERAL AGENCY: National Institutes of Health

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:
TITLE:

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

12. PROPOSED PROJECT:
Start Date
Ending Date

13. CONGRESSIONAL DISTRICT OF:
Applicant TN-009

NIH

424 form is now generated:

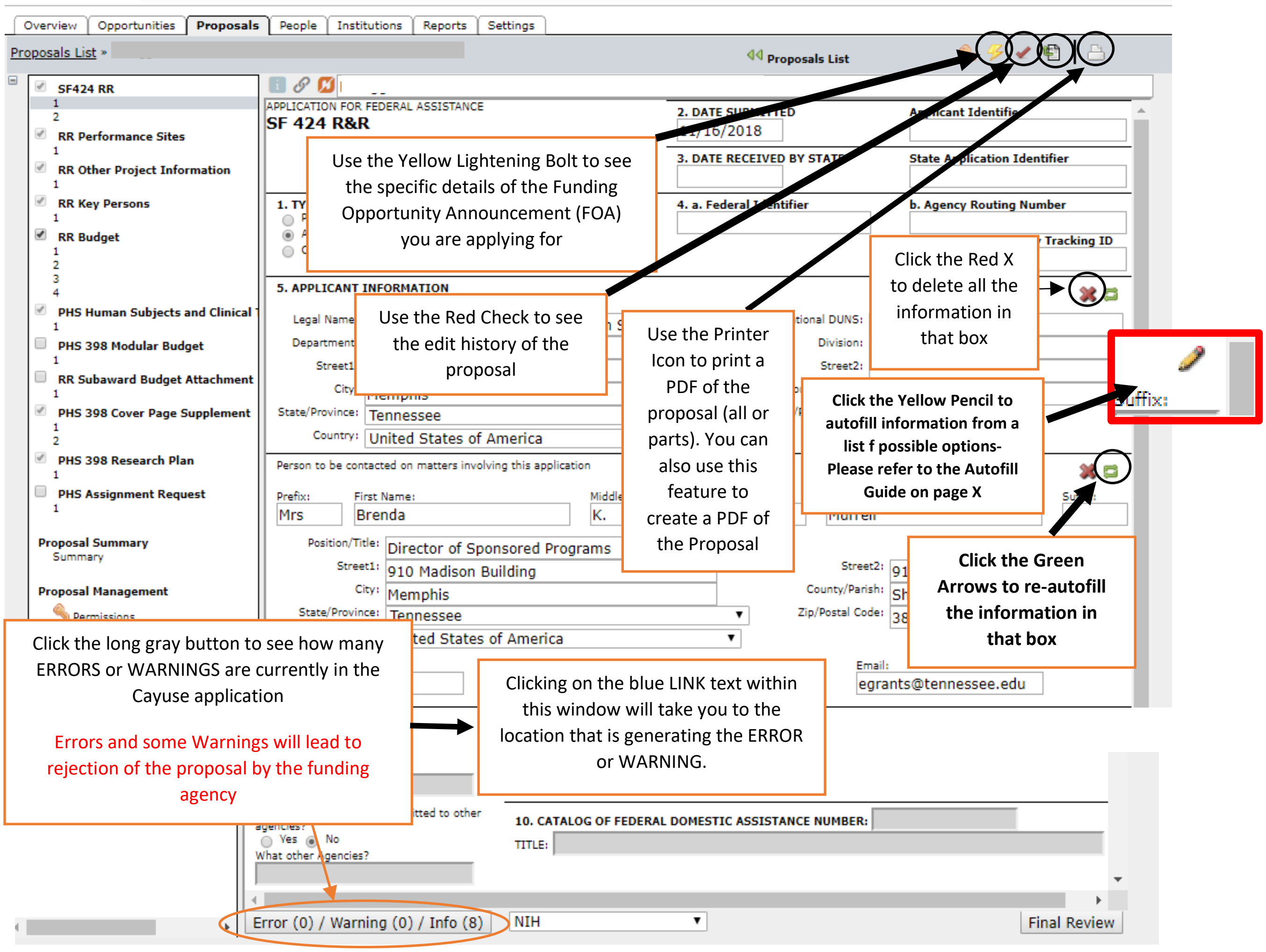
Complete the necessary information .

Additional help on completing the 424 can be found here:

https://grants.nih.gov/grants/how-to-apply-application-guide/resources/annotated-form-sets.htm

Cayuse 424 Key Icons and Buttons Guide

Basic Icons



APPLICATION FOR FEDERAL ASSISTANCE

SF 424 R&R

2. DATE SUBMITTED: 11/16/2018

3. DATE RECEIVED BY STATE

4. a. Federal Identifier

b. Agency Routing Number

5. APPLICANT INFORMATION

State/Province: Tennessee

Country: United States of America

Person to be contacted on matters involving this application

Prefix: Mrs

First Name: Brenda

Middle: K.

Position/Title: Director of Sponsored Programs

Street1: 910 Madison Building

City: Memphis

State/Province: Tennessee

Email: egrants@tennessee.edu

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:

TITLE:

Error (0) / Warning (0) / Info (8)

NIH

Use the Yellow Lightening Bolt to see the specific details of the Funding Opportunity Announcement (FOA) you are applying for

Use the Red Check to see the edit history of the proposal

Use the Printer Icon to print a PDF of the proposal (all or parts). You can also use this feature to create a PDF of the Proposal

Click the Red X to delete all the information in that box

Click the Yellow Pencil to autofill information from a list f possible options- Please refer to the Autofill Guide on page X

Click the Green Arrows to re-autofill the information in that box

Click the long gray button to see how many ERRORS or WARNINGS are currently in the Cayuse application

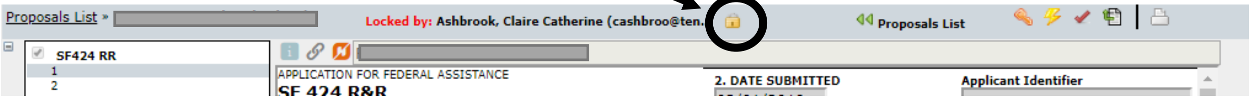
Errors and some Warnings will lead to rejection of the proposal by the funding agency

Clicking on the blue LINK text within this window will take you to the location that is generating the ERROR or WARNING.

Other Icons you might see

Always exit Cayuse by clicking the [Sign Out] Link in the upper right corner. If you exit by simply clicking X you may “lock out” others from this proposal.

NEVER click and “take’ the lock that is held by someone else without contacting them first. Doing so may result in the irrevocable loss of data



Locked by: Ashbrook, Claire Catherine (cashbroo@ten.

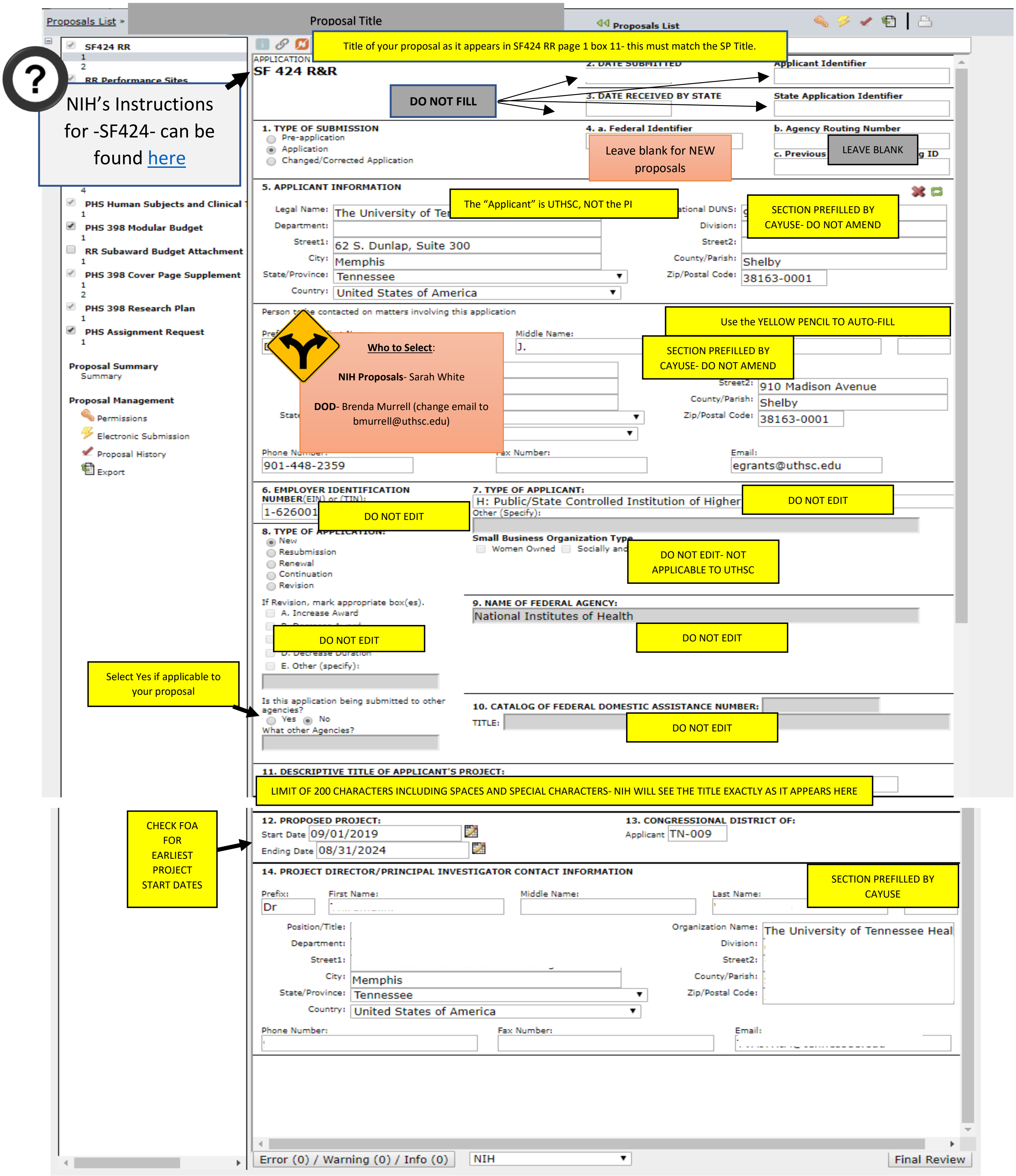
APPLICATION FOR FEDERAL ASSISTANCE

SF 424 R&R

2. DATE SUBMITTED

Applicant Identifier

SF424 RR Cover Pages One and Two



Title of your proposal as it appears in SF424 RR page 1 box 11- this must match the SP Title.

NIH's Instructions for -SF424- can be found [here]

APPLICATION FOR FEDERAL ASSISTANCE
SF 424 R&R

DO NOT FILL

2. DATE SUBMITTED

Applicant Identifier

3. DATE RECEIVED BY STATE

State Application Identifier

1. TYPE OF SUBMISSION
○ Pre-application
● Application
○ Changed/Corrected Application

4. a. Federal Identifier

Leave blank for NEW proposals

b. Agency Routing Number

c. Previous … g ID

LEAVE BLANK

5. APPLICANT INFORMATION

The "Applicant" is UTHSC, NOT the PI

SECTION PREFILLED BY CAYUSE- DO NOT AMEND

Legal Name: The University of Te
Department:
Street1: 62 S. Dunlap, Suite 300
City: Memphis
State/Province: Tennessee
Country: United States of America
…tional DUNS:
Division:
Street2:
County/Parish: Shelby
Zip/Postal Code: 38163-0001

Person to be contacted on matters involving this application

Use the YELLOW PENCIL TO AUTO-FILL

SECTION PREFILLED BY CAYUSE- DO NOT AMEND

Who to Select:

NIH Proposals- Sarah White

DOD- Brenda Murrell (change email to bmurrell@uthsc.edu)

Middle Name: J.
Street2: 910 Madison Avenue
County/Parish: Shelby
Zip/Postal Code: 38163-0001
Phone Number: 901-448-2359
Fax Number:
Email: egrants@uthsc.edu

6. EMPLOYER IDENTIFICATION NUMBER(EIN) or (TIN): 1-626001

DO NOT EDIT

7. TYPE OF APPLICANT: H: Public/State Controlled Institution of Higher

DO NOT EDIT

Other (Specify):

Small Business Organization Type
☐ Women Owned ☐ Socially and …

DO NOT EDIT- NOT APPLICABLE TO UTHSC

8. TYPE OF APPLICATION:
● New
○ Resubmission
○ Renewal
○ Continuation
○ Revision

If Revision, mark appropriate box(es).
☐ A. Increase Award
☐ B. Decrease Award
☐ D. Decrease Duration
☐ E. Other (specify):

DO NOT EDIT

9. NAME OF FEDERAL AGENCY: National Institutes of Health

DO NOT EDIT

Select Yes if applicable to your proposal

Is this application being submitted to other agencies?
○ Yes ● No
What other Agencies?

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:
TITLE:

DO NOT EDIT

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

LIMIT OF 200 CHARACTERS INCLUDING SPACES AND SPECIAL CHARACTERS- NIH WILL SEE THE TITLE EXACTLY AS IT APPEARS HERE

CHECK FOA FOR EARLIEST PROJECT START DATES

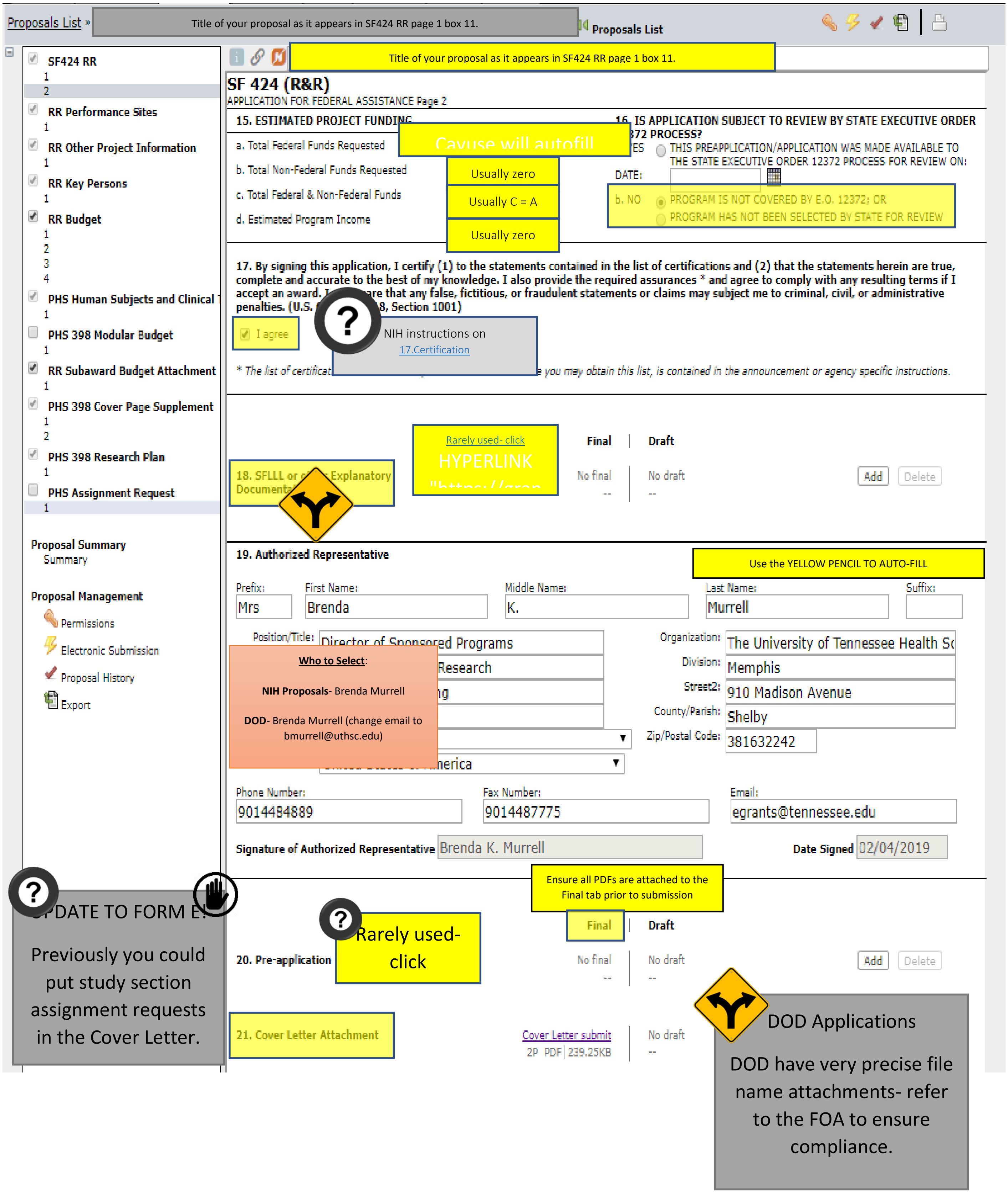
12. PROPOSED PROJECT:
Start Date 09/01/2019
Ending Date 08/31/2024

13. CONGRESSIONAL DISTRICT OF:
Applicant TN-009

14. PROJECT DIRECTOR/PRINCIPAL INVESTIGATOR CONTACT INFORMATION

SECTION PREFILLED BY CAYUSE

Prefix: Dr
First Name:
Middle Name:
Last Name:
Position/Title:
Department:
Street1:
City: Memphis
State/Province: Tennessee
Country: United States of America
Organization Name: The University of Tennessee Heal
Division:
Street2:
County/Parish:
Zip/Postal Code:
Phone Number:
Fax Number:
Email:



Proposals List » Title of your proposal as it appears in SF424 RR page 1 box 11.

Proposals List

SF424 RR
1
2
RR Performance Sites
1
RR Other Project Information
1
RR Key Persons
1
RR Budget
1
2
3
4
PHS Human Subjects and Clinical T
1
PHS 398 Modular Budget
1
RR Subaward Budget Attachment
1
PHS 398 Cover Page Supplement
1
2
PHS 398 Research Plan
1
PHS Assignment Request
1

Proposal Summary
Summary

Proposal Management
Permissions
Electronic Submission
Proposal History
Export

Title of your proposal as it appears in SF424 RR page 1 box 11.

SF 424 (R&R)
APPLICATION FOR FEDERAL ASSISTANCE Page 2

15. ESTIMATED PROJECT FUNDING

a. Total Federal Funds Requested — Cayuse will autofill
b. Total Non-Federal Funds Requested — Usually zero
c. Total Federal & Non-Federal Funds — Usually C = A
d. Estimated Program Income — Usually zero

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. YES ○ THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:
DATE:
b. NO ● PROGRAM IS NOT COVERED BY E.O. 12372; OR
○ PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

17. By signing this application, I certify (1) to the statements contained in the list of certifications and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances * and agree to comply with any resulting terms if I accept an award. I are that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. 8, Section 1001)

☑ I agree

NIH instructions on
17.Certification

** The list of certificat you may obtain this list, is contained in the announcement or agency specific instructions.*

18. SFLLL or Explanatory Documenta

Rarely used- click
HYPERLINK
"https://gran

Final	Draft
No final --	No draft --

Add Delete

19. Authorized Representative

Use the YELLOW PENCIL TO AUTO-FILL

Prefix: Mrs
First Name: Brenda
Middle Name: K.
Last Name: Murrell
Suffix:
Position/Title: Director of Sponsored Programs
Research
ng
merica
Organization: The University of Tennessee Health Sc
Division: Memphis
Street2: 910 Madison Avenue
County/Parish: Shelby
Zip/Postal Code: 381632242
Phone Number: 9014484889
Fax Number: 9014487775
Email: egrants@tennessee.edu
Signature of Authorized Representative Brenda K. Murrell
Date Signed 02/04/2019

Who to Select:

NIH Proposals- Brenda Murrell

DOD- Brenda Murrell (change email to bmurrell@uthsc.edu)

Ensure all PDFs are attached to the Final tab prior to submission

20. Pre-application

Rarely used- click

Final	Draft
No final --	No draft --

Add Delete

21. Cover Letter Attachment

Cover Letter submit 2P PDF| 239.25KB	No draft --

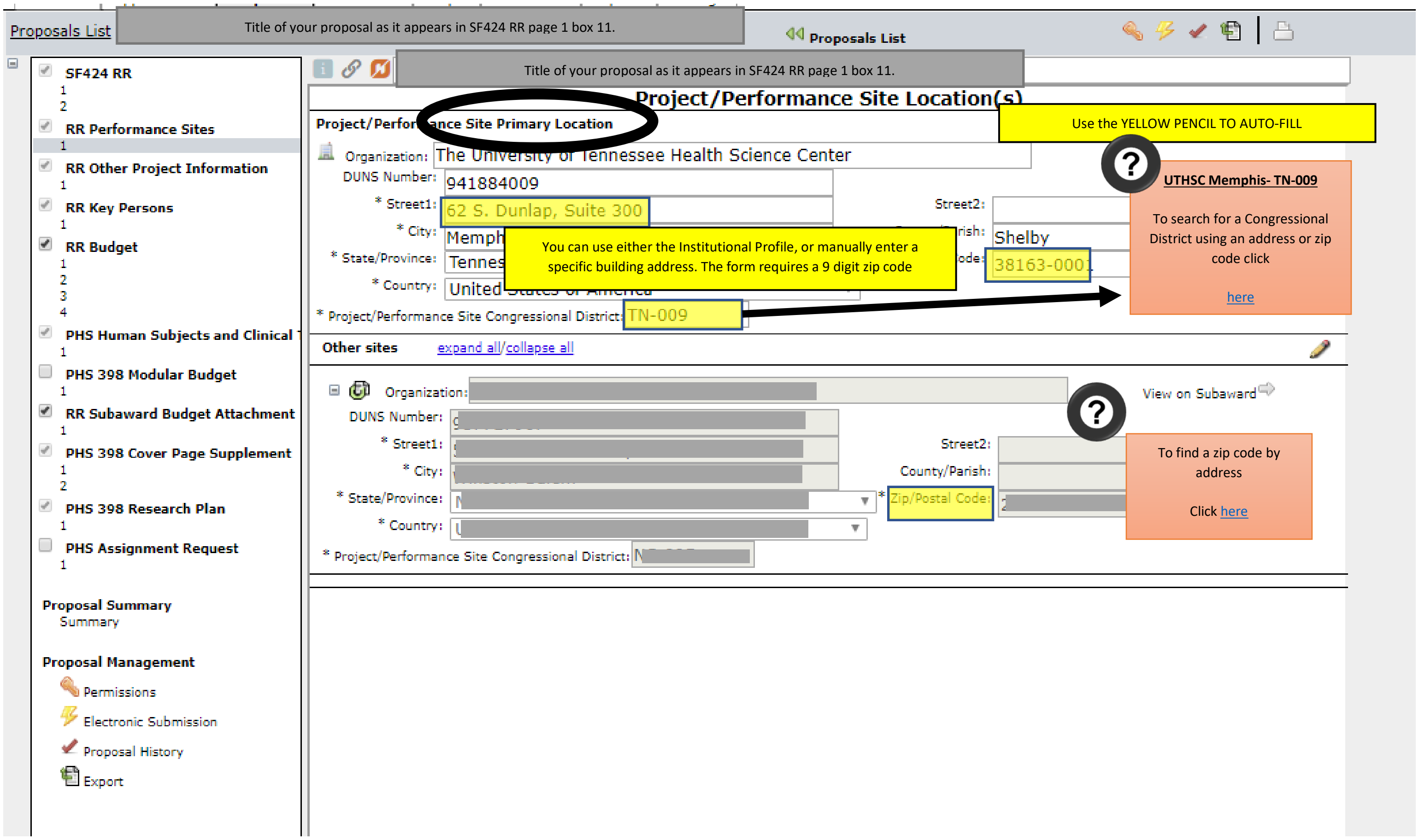
UPDATE TO FORM E!

Previously you could put study section assignment requests in the Cover Letter.

DOD Applications

DOD have very precise file name attachments- refer to the FOA to ensure compliance.

RR Performance Site



Title of your proposal as it appears in SF424 RR page 1 box 11.

Title of your proposal as it appears in SF424 RR page 1 box 11.

Project/Performance Site Location(s)

Project/Performance Site Primary Location

Use the YELLOW PENCIL TO AUTO-FILL

Organization: The University of Tennessee Health Science Center

DUNS Number: 941884009

* Street1: 62 S. Dunlap, Suite 300

Street2:

* City: Memph

County/Parish: Shelby

* State/Province: Tennes

* Zip/Postal Code: 38163-0001

* Country: United States of America

* Project/Performance Site Congressional District: TN-009

You can use either the Institutional Profile, or manually enter a specific building address. The form requires a 9 digit zip code

UTHSC Memphis- TN-009

To search for a Congressional District using an address or zip code click

here

Organization: [redacted]

DUNS Number: [redacted]

* Street1: [redacted]

Street2:

* City: [redacted]

County/Parish:

* State/Province: [redacted]

* Zip/Postal Code: [redacted]

* Country: [redacted]

* Project/Performance Site Congressional District: [redacted]

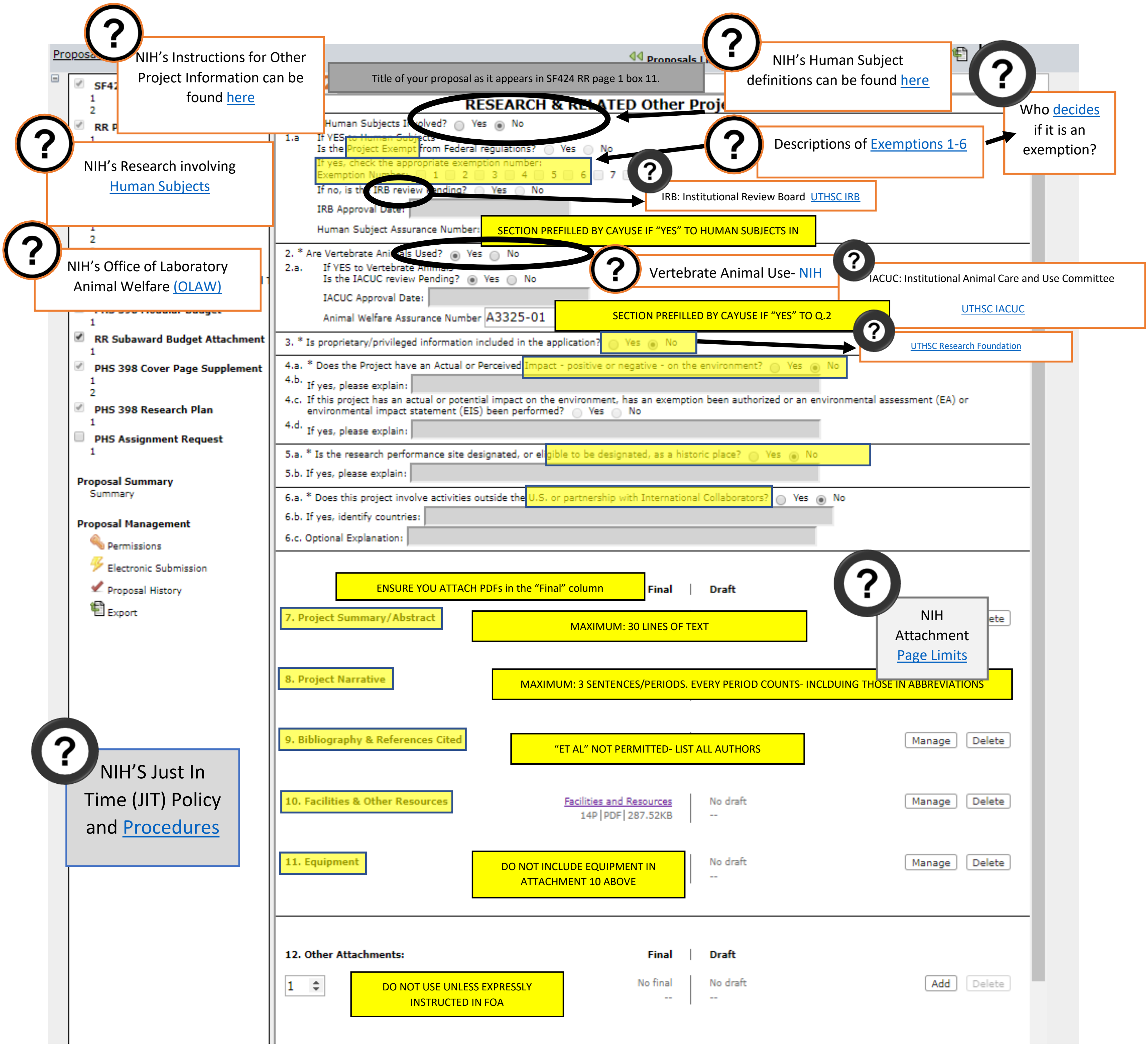
To find a zip code by address

Click here

How to Add a non-UTHSC Site:

1. Use the Pencil Icon to select any autofill option.
2. When the location is added to the page, use backspace to detail the information that has been auto filled.
3. Enter the correct information for your non-UTHSC performance site.

RR Other Project Information



NIH's Instructions for Other Project Information can be found here

Title of your proposal as it appears in SF424 RR page 1 box 11.

NIH's Human Subject definitions can be found here

Who decides if it is an exemption?

NIH's Research involving Human Subjects

Descriptions of Exemptions 1-6

IRB: Institutional Review Board UTHSC IRB

NIH's Office of Laboratory Animal Welfare (OLAW)

Vertebrate Animal Use- NIH

IACUC: Institutional Animal Care and Use Committee UTHSC IACUC

UTHSC Research Foundation

RESEARCH & RELATED Other Proj

Human Subjects Involved? ○ Yes ● No

1.a If YES to Human Subjects
Is the Project Exempt from Federal regulations? ○ Yes ○ No
If yes, check the appropriate exemption number:
Exemption Number: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐
If no, is the IRB review Pending? ○ Yes ○ No
IRB Approval Date:
Human Subject Assurance Number:

SECTION PREFILLED BY CAYUSE IF "YES" TO HUMAN SUBJECTS IN

2. * Are Vertebrate Animals Used? ● Yes ○ No
2.a. If YES to Vertebrate Animals
Is the IACUC review Pending? ● Yes ○ No
IACUC Approval Date:
Animal Welfare Assurance Number A3325-01

SECTION PREFILLED BY CAYUSE IF "YES" TO Q.2

3. * Is proprietary/privileged information included in the application? ○ Yes ● No

4.a. * Does the Project have an Actual or Perceived Impact - positive or negative - on the environment? ○ Yes ● No
4.b. If yes, please explain:
4.c. If this project has an actual or potential impact on the environment, has an exemption been authorized or an environmental assessment (EA) or environmental impact statement (EIS) been performed? ○ Yes ○ No
4.d. If yes, please explain:

5.a. * Is the research performance site designated, or eligible to be designated, as a historic place? ○ Yes ● No
5.b. If yes, please explain:

6.a. * Does this project involve activities outside the U.S. or partnership with International Collaborators? ○ Yes ● No
6.b. If yes, identify countries:
6.c. Optional Explanation:

ENSURE YOU ATTACH PDFs in the "Final" column

Final | **Draft**

NIH Attachment Page Limits

7. Project Summary/Abstract — MAXIMUM: 30 LINES OF TEXT

8. Project Narrative — MAXIMUM: 3 SENTENCES/PERIODS. EVERY PERIOD COUNTS- INCLDUING THOSE IN ABBREVIATIONS

9. Bibliography & References Cited — "ET AL" NOT PERMITTED- LIST ALL AUTHORS

10. Facilities & Other Resources — Facilities and Resources 14P | PDF | 287.52KB — No draft --

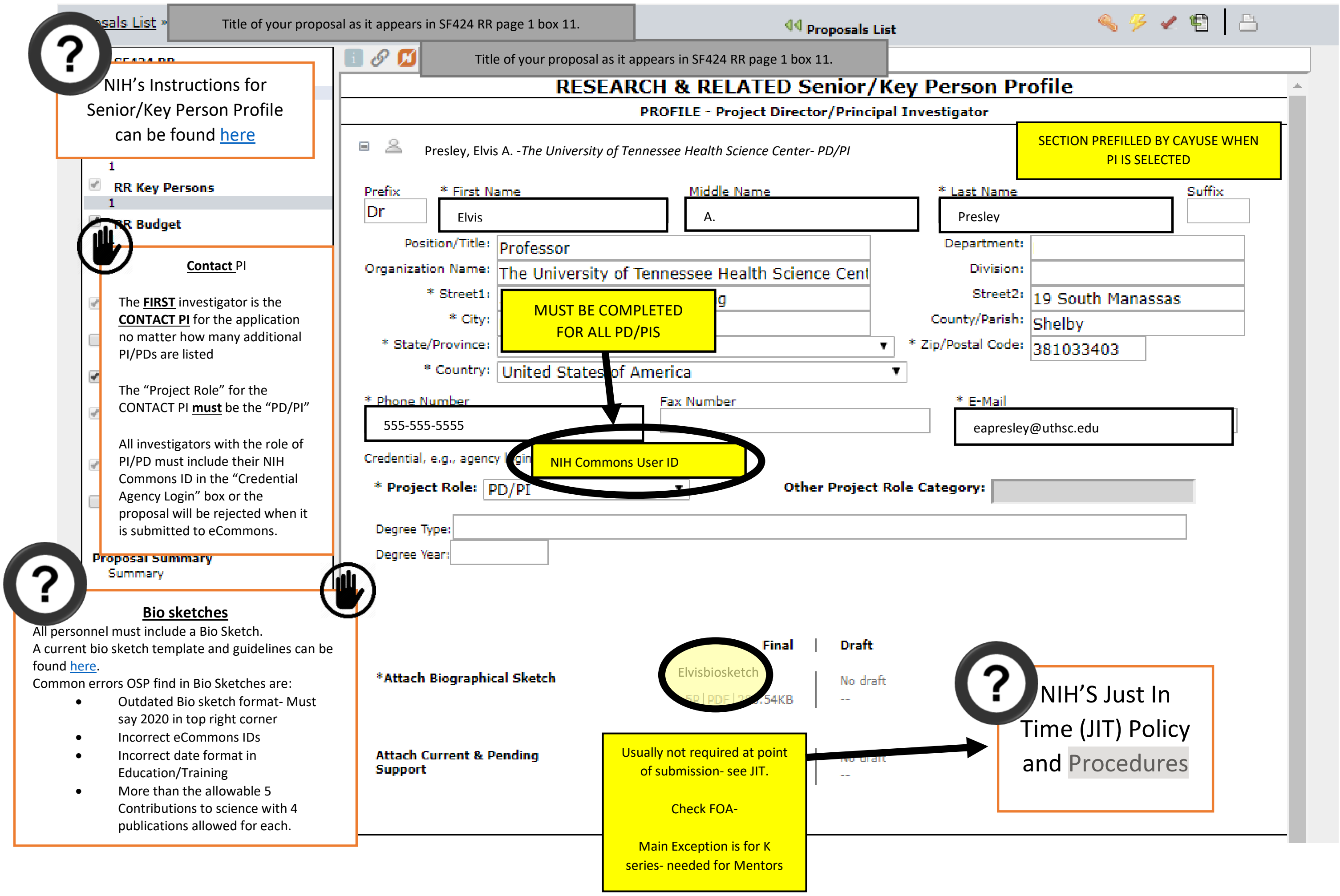
11. Equipment — DO NOT INCLUDE EQUIPMENT IN ATTACHMENT 10 ABOVE — No draft --

NIH'S Just In Time (JIT) Policy and Procedures

12. Other Attachments: **Final** | **Draft**

1 — DO NOT USE UNLESS EXPRESSLY INSTRUCTED IN FOA — No final -- | No draft --

RR Senior/Key Person Profile- Lead PI



Title of your proposal as it appears in SF424 RR page 1 box 11.

Title of your proposal as it appears in SF424 RR page 1 box 11.

NIH's Instructions for Senior/Key Person Profile can be found here

RESEARCH & RELATED Senior/Key Person Profile

PROFILE - Project Director/Principal Investigator

SECTION PREFILLED BY CAYUSE WHEN PI IS SELECTED

Presley, Elvis A. -*The University of Tennessee Health Science Center- PD/PI*

Prefix: Dr

* First Name: Elvis

Middle Name: A.

* Last Name: Presley

Suffix:

Position/Title: Professor

Organization Name: The University of Tennessee Health Science Cent

* Street1: g

* City:

* State/Province:

* Country: United States of America

Department:

Division:

Street2: 19 South Manassas

County/Parish: Shelby

* Zip/Postal Code: 381033403

MUST BE COMPLETED FOR ALL PD/PIS

* Phone Number: 555-555-5555

Fax Number:

* E-Mail: eapresley@uthsc.edu

Credential, e.g., agency login: NIH Commons User ID

* **Project Role:** PD/PI

Other Project Role Category:

Degree Type:

Degree Year:

Contact PI

The **FIRST** investigator is the **CONTACT PI** for the application no matter how many additional PI/PDs are listed

The "Project Role" for the CONTACT PI **must** be the "PD/PI"

All investigators with the role of PI/PD must include their NIH Commons ID in the "Credential Agency Login" box or the proposal will be rejected when it is submitted to eCommons.

Bio sketches

All personnel must include a Bio Sketch.
A current bio sketch template and guidelines can be found here.
Common errors OSP find in Bio Sketches are:

- Outdated Bio sketch format- Must say 2020 in top right corner
- Incorrect eCommons IDs
- Incorrect date format in Education/Training
- More than the allowable 5 Contributions to science with 4 publications allowed for each.

	Final	Draft
***Attach Biographical Sketch**	Elvisbiosketch PDF | 2 .54KB	No draft --
Attach Current & Pending Support		No draft --

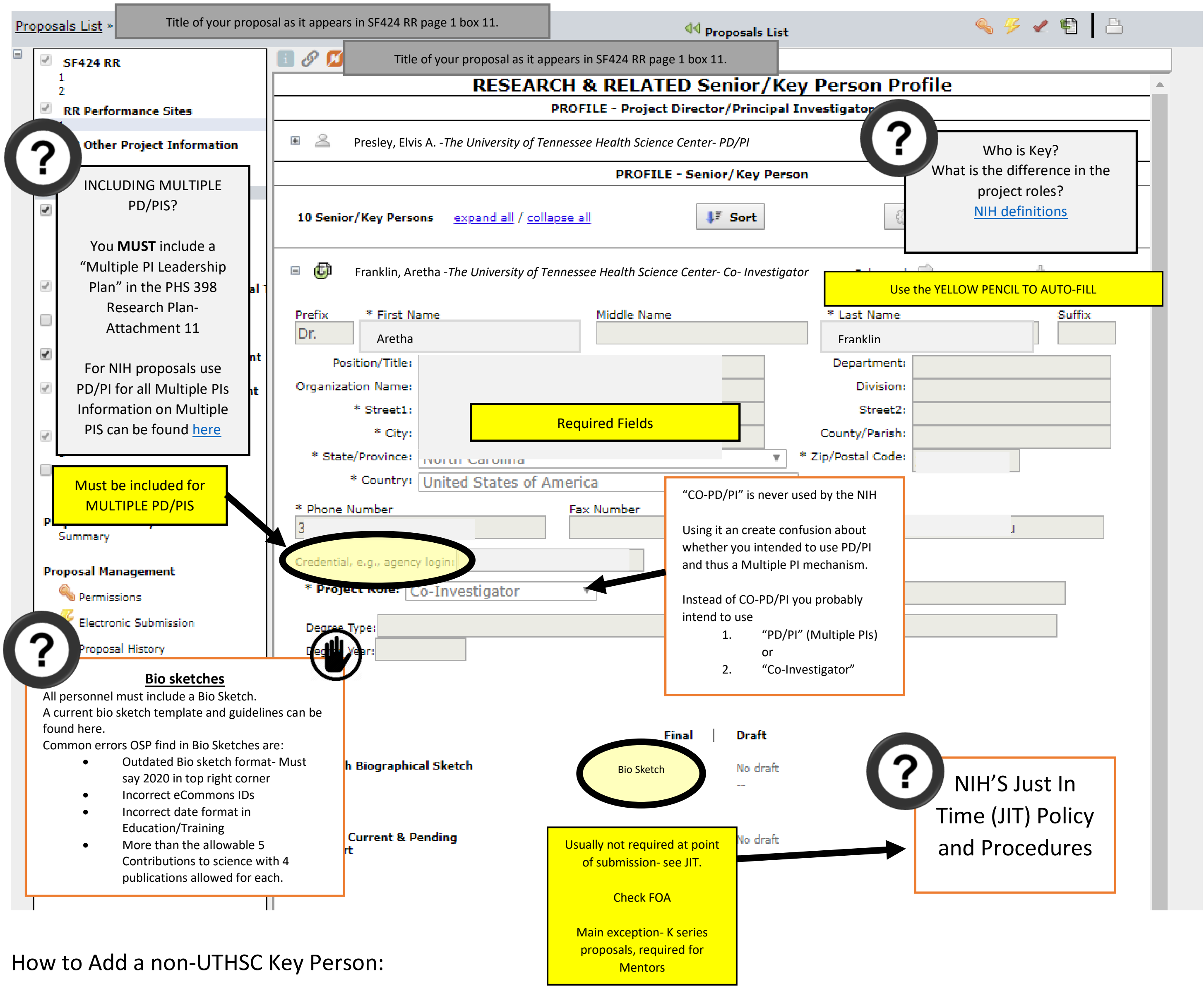
Usually not required at point of submission- see JIT.

Check FOA-

Main Exception is for K series- needed for Mentors

NIH'S Just In Time (JIT) Policy and Procedures

Additional Key Persons



Proposals List » Title of your proposal as it appears in SF424 RR page 1 box 11.

Proposals List

Title of your proposal as it appears in SF424 RR page 1 box 11.

☑ SF424 RR
1
2
☑ RR Performance Sites
Other Project Information

RESEARCH & RELATED Senior/Key Person Profile

PROFILE - Project Director/Principal Investigator

Presley, Elvis A. -*The University of Tennessee Health Science Center- PD/PI*

PROFILE - Senior/Key Person

10 Senior/Key Persons expand all / collapse all Sort

Franklin, Aretha -*The University of Tennessee Health Science Center- Co- Investigator*

Prefix: Dr.
* First Name: Aretha
Middle Name:
* Last Name: Franklin
Suffix:
Position/Title:
Department:
Organization Name:
Division:
* Street1:
Street2:
* City:
County/Parish:
* State/Province: North Carolina
* Zip/Postal Code:
* Country: United States of America
* Phone Number: 3
Fax Number:
Credential, e.g., agency login:
* Project Role: Co-Investigator
Degree Type:
Degree Year:

Final | Draft
Biographical Sketch: Bio Sketch | No draft --
Current & Pending Support: No draft

Proposal Summary
Summary
Proposal Management
Permissions
Electronic Submission
Proposal History

INCLUDING MULTIPLE PD/PIS?

You **MUST** include a "Multiple PI Leadership Plan" in the PHS 398 Research Plan- Attachment 11

For NIH proposals use PD/PI for all Multiple PIs Information on Multiple PIS can be found here

Must be included for MULTIPLE PD/PIS

Who is Key?
What is the difference in the project roles?
NIH definitions

Use the YELLOW PENCIL TO AUTO-FILL

Required Fields

"CO-PD/PI" is never used by the NIH

Using it an create confusion about whether you intended to use PD/PI and thus a Multiple PI mechanism.

Instead of CO-PD/PI you probably intend to use
1. "PD/PI" (Multiple PIs) or
2. "Co-Investigator"

Bio sketches

All personnel must include a Bio Sketch.
A current bio sketch template and guidelines can be found here.
Common errors OSP find in Bio Sketches are:

- Outdated Bio sketch format- Must say 2020 in top right corner
- Incorrect eCommons IDs
- Incorrect date format in Education/Training
- More than the allowable 5 Contributions to science with 4 publications allowed for each.

Usually not required at point of submission- see JIT.

Check FOA

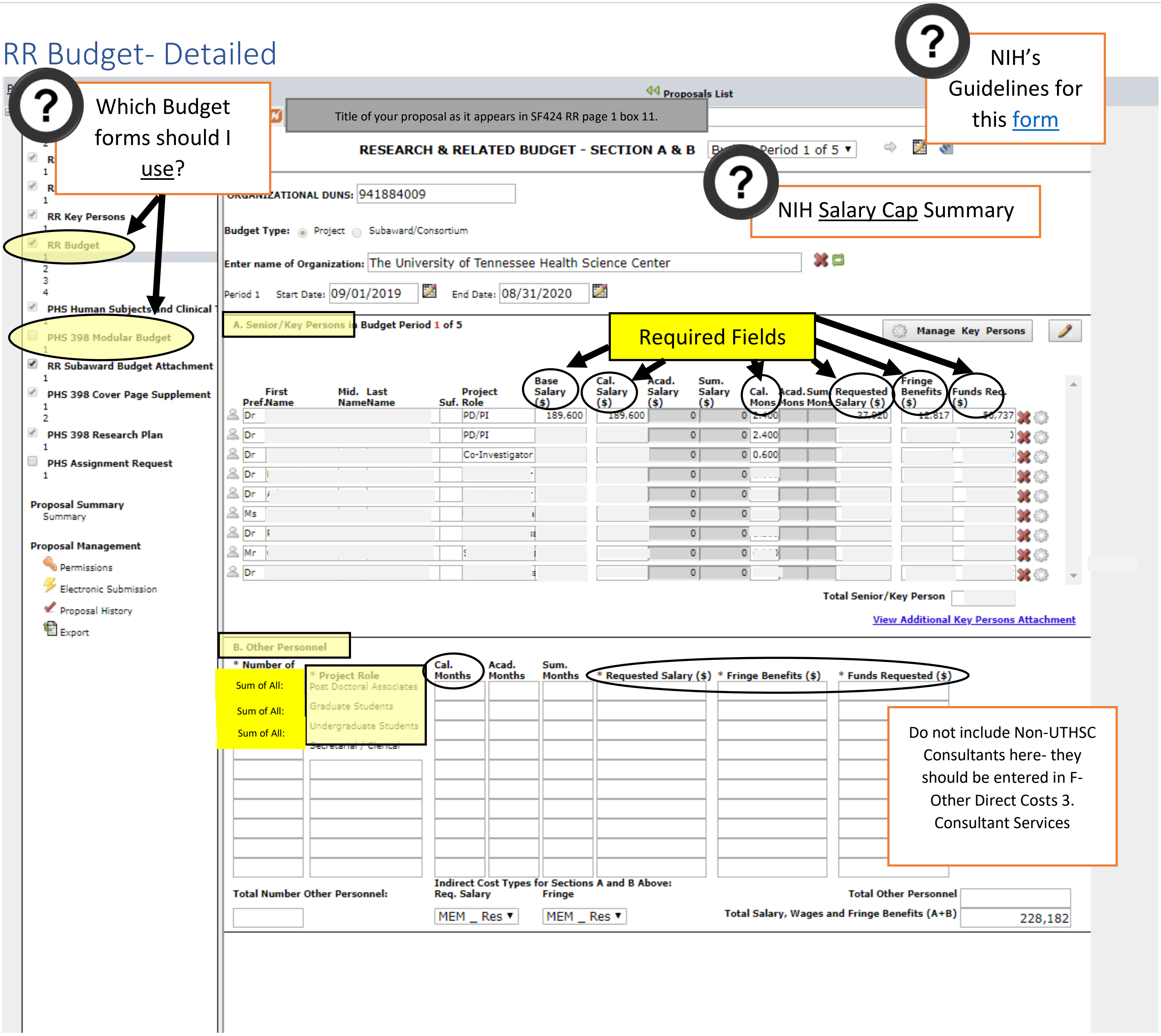
Main exception- K series proposals, required for Mentors

NIH'S Just In Time (JIT) Policy and Procedures

How to Add a non-UTHSC Key Person:

1. Use the Pencil Icon to select any UTHSC autofill person.
2. When the person is added to the page, use backspace to detail the information that has been auto filled.
3. Enter the correct information for your non-UTHSC personnel.

RR Budget- Detailed



Which Budget forms should I use?

NIH's Guidelines for this form

NIH Salary Cap Summary

Title of your proposal as it appears in SF424 RR page 1 box 11.

Required Fields

Do not include Non-UTHSC Consultants here- they should be entered in F- Other Direct Costs 3. Consultant Services

RESEARCH & RELATED BUDGET - SECTION A & B

ORGANIZATIONAL DUNS: 941884009

Budget Type: ● Project ○ Subaward/Consortium

Enter name of Organization: The University of Tennessee Health Science Center

Period 1 Start Date: 09/01/2019 End Date: 08/31/2020

A. Senior/Key Persons in Budget Period 1 of 5

Pref.	First Name	Mid. Name	Last Name	Suf.	Project Role	Base Salary ($)	Cal. Salary ($)	Acad. Salary ($)	Sum. Salary ($)	Cal. Mons	Acad. Mons	Sum. Mons	Requested Salary ($)	Fringe Benefits ($)	Funds Req. ($)
Dr	[redacted]				PD/PI	189,600	189,600	0	0	2.400			37,920	12,817	50,737
Dr	[redacted]				PD/PI			0	0	2.400					
Dr	[redacted]				Co-Investigator			0	0	0.600					
Dr	[redacted]				[redacted]			0	0						
Dr	[redacted]				[redacted]			0	0						
Ms	[redacted]				[redacted]			0	0						
Dr	[redacted]				[redacted]			0	0						
Mr	[redacted]				[redacted]			0	0						
Dr	[redacted]				[redacted]			0	0						

Total Senior/Key Person

B. Other Personnel

* Number of Personnel	* Project Role	Cal. Months	Acad. Months	Sum. Months	* Requested Salary ($)	* Fringe Benefits ($)	* Funds Requested ($)
Sum of All:	Post Doctoral Associates						
Sum of All:	Graduate Students						
Sum of All:	Undergraduate Students						
	Secretarial / Clerical						

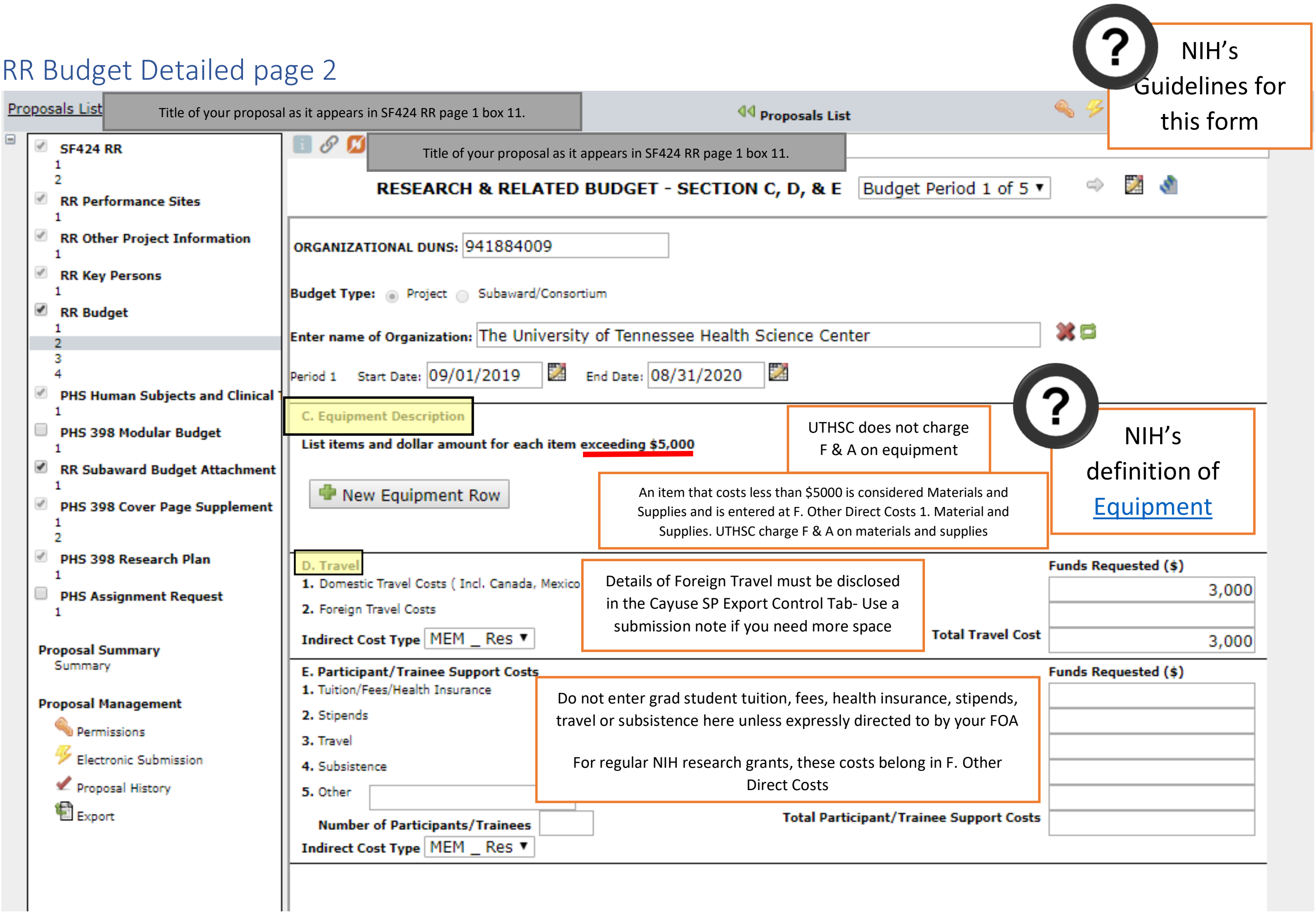
Total Number Other Personnel:

Indirect Cost Types for Sections A and B Above:
Req. Salary MEM _ Res ▾
Fringe MEM _ Res ▾

Total Other Personnel

Total Salary, Wages and Fringe Benefits (A+B) 228,182

RR Budget Detailed page 2



Title of your proposal as it appears in SF424 RR page 1 box 11.

Title of your proposal as it appears in SF424 RR page 1 box 11.

NIH's Guidelines for this form

RESEARCH & RELATED BUDGET - SECTION C, D, & E Budget Period 1 of 5

ORGANIZATIONAL DUNS: 941884009

Budget Type: ● Project ○ Subaward/Consortium

Enter name of Organization: The University of Tennessee Health Science Center

Period 1 Start Date: 09/01/2019 End Date: 08/31/2020

C. Equipment Description

List items and dollar amount for each item exceeding $5,000

UTHSC does not charge F & A on equipment

An item that costs less than $5000 is considered Materials and Supplies and is entered at F. Other Direct Costs 1. Material and Supplies. UTHSC charge F & A on materials and supplies

NIH's definition of Equipment

D. Travel

	Funds Requested ($)
1. Domestic Travel Costs (Incl. Canada, Mexico	3,000
2. Foreign Travel Costs	
Total Travel Cost	3,000

Indirect Cost Type MEM _ Res

Details of Foreign Travel must be disclosed in the Cayuse SP Export Control Tab- Use a submission note if you need more space

E. Participant/Trainee Support Costs

	Funds Requested ($)
1. Tuition/Fees/Health Insurance	
2. Stipends	
3. Travel	
4. Subsistence	
5. Other	
Total Participant/Trainee Support Costs	

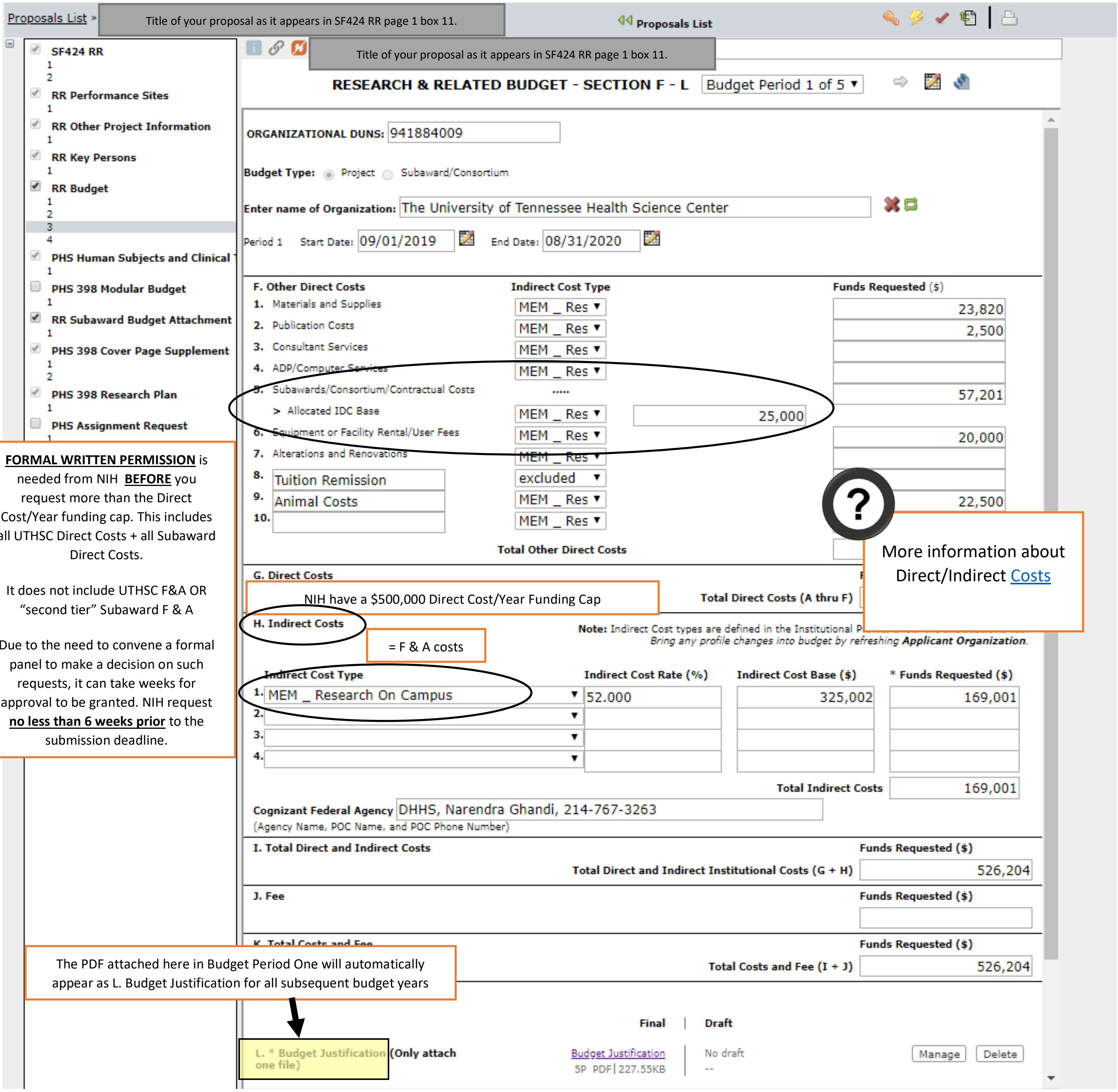
Number of Participants/Trainees

Indirect Cost Type MEM _ Res

Do not enter grad student tuition, fees, health insurance, stipends, travel or subsistence here unless expressly directed to by your FOA

For regular NIH research grants, these costs belong in F. Other Direct Costs

RR Budget- Detailed page 3



Title of your proposal as it appears in SF424 RR page 1 box 11.

Title of your proposal as it appears in SF424 RR page 1 box 11.

RESEARCH & RELATED BUDGET - SECTION F - L Budget Period 1 of 5

ORGANIZATIONAL DUNS: 941884009

Budget Type: ● Project ○ Subaward/Consortium

Enter name of Organization: The University of Tennessee Health Science Center

Period 1 Start Date: 09/01/2019 End Date: 08/31/2020

F. Other Direct Costs	**Indirect Cost Type**		**Funds Requested ($)**
1. Materials and Supplies	MEM _ Res		23,820
2. Publication Costs	MEM _ Res		2,500
3. Consultant Services	MEM _ Res		
4. ADP/Computer Services	MEM _ Res		
5. Subawards/Consortium/Contractual Costs	.....		57,201
> Allocated IDC Base	MEM _ Res	25,000	
6. Equipment or Facility Rental/User Fees	MEM _ Res		20,000
7. Alterations and Renovations	MEM _ Res		
8. Tuition Remission	excluded		
9. Animal Costs	MEM _ Res		22,500
10.	MEM _ Res		
Total Other Direct Costs			

G. Direct Costs

Total Direct Costs (A thru F)

NIH have a $500,000 Direct Cost/Year Funding Cap

H. Indirect Costs

= F & A costs

Note: Indirect Cost types are defined in the Institutional P
Bring any profile changes into budget by refreshing ***Applicant Organization.***

	Indirect Cost Type	**Indirect Cost Rate (%)**	**Indirect Cost Base ($)**	*** Funds Requested ($)**
1.	MEM _ Research On Campus	52.000	325,002	169,001
2.				
3.				
4.				
			Total Indirect Costs	169,001

Cognizant Federal Agency DHHS, Narendra Ghandi, 214-767-3263
(Agency Name, POC Name, and POC Phone Number)

I. Total Direct and Indirect Costs — **Funds Requested ($)**
Total Direct and Indirect Institutional Costs (G + H) 526,204

J. Fee — **Funds Requested ($)**

K. Total Costs and Fee — **Funds Requested ($)**
Total Costs and Fee (I + J) 526,204

Final | **Draft**

L. * Budget Justification (Only attach one file) — Budget Justification 5P PDF | 227.55KB — No draft --

FORMAL WRITTEN PERMISSION is needed from NIH **BEFORE** you request more than the Direct Cost/Year funding cap. This includes all UTHSC Direct Costs + all Subaward Direct Costs.

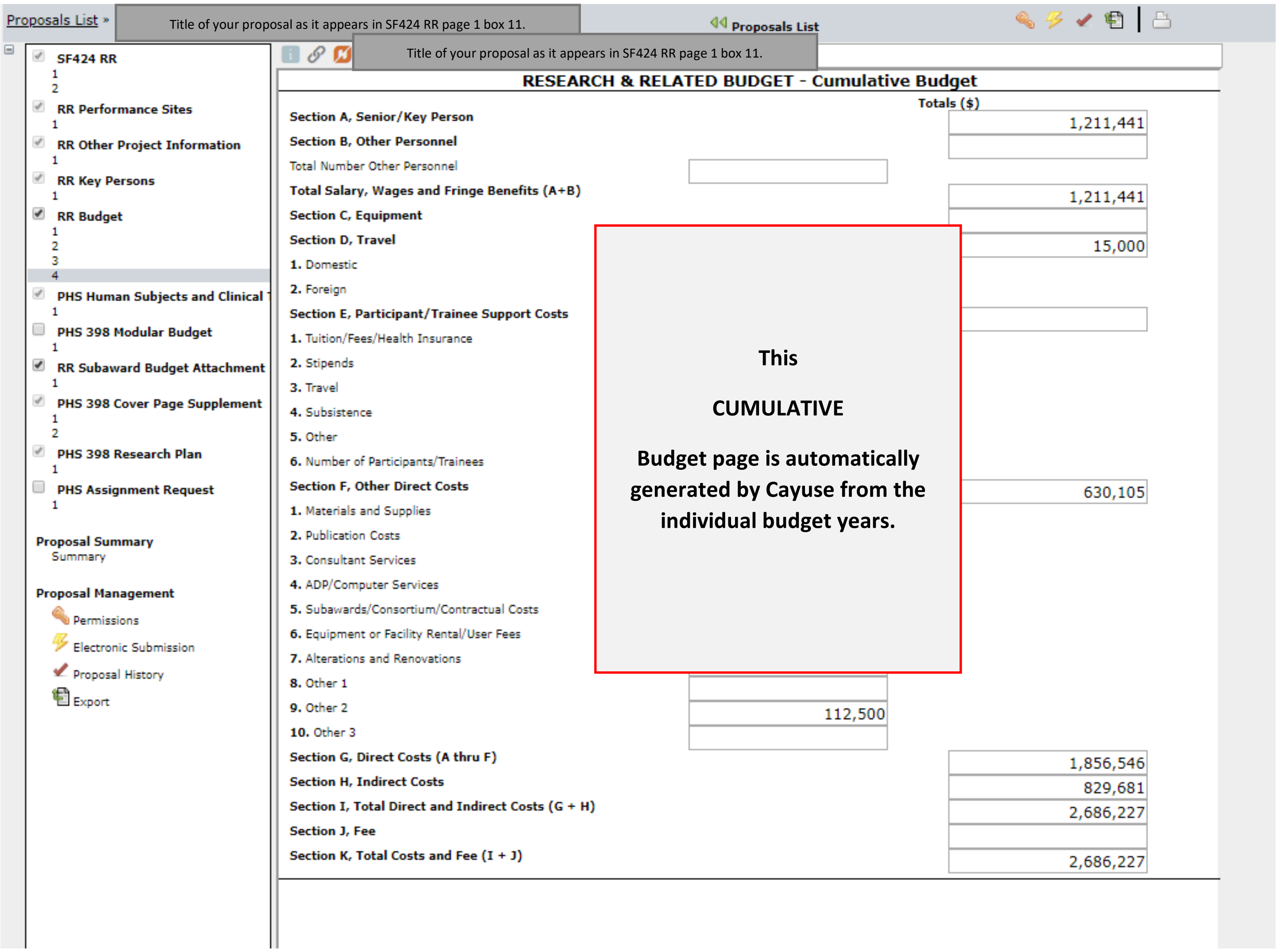
It does not include UTHSC F&A OR "second tier" Subaward F & A

Due to the need to convene a formal panel to make a decision on such requests, it can take weeks for approval to be granted. NIH request **no less than 6 weeks prior** to the submission deadline.

More information about Direct/Indirect Costs

The PDF attached here in Budget Period One will automatically appear as L. Budget Justification for all subsequent budget years

RR Budget Detailed Page 4



Title of your proposal as it appears in SF424 RR page 1 box 11.

Title of your proposal as it appears in SF424 RR page 1 box 11.

RESEARCH & RELATED BUDGET - Cumulative Budget

		Totals ($)
Section A, Senior/Key Person		1,211,441
Section B, Other Personnel		
Total Number Other Personnel		
Total Salary, Wages and Fringe Benefits (A+B)		1,211,441
Section C, Equipment		
Section D, Travel		15,000
1. Domestic		
2. Foreign		
Section E, Participant/Trainee Support Costs		
1. Tuition/Fees/Health Insurance		
2. Stipends		
3. Travel		
4. Subsistence		
5. Other		
6. Number of Participants/Trainees		
Section F, Other Direct Costs		630,105
1. Materials and Supplies		
2. Publication Costs		
3. Consultant Services		
4. ADP/Computer Services		
5. Subawards/Consortium/Contractual Costs		
6. Equipment or Facility Rental/User Fees		
7. Alterations and Renovations		
8. Other 1		
9. Other 2	112,500	
10. Other 3		
Section G, Direct Costs (A thru F)		1,856,546
Section H, Indirect Costs		829,681
Section I, Total Direct and Indirect Costs (G + H)		2,686,227
Section J, Fee		
Section K, Total Costs and Fee (I + J)		2,686,227

This

CUMULATIVE

Budget page is automatically generated by Cayuse from the individual budget years.

PHS Human Subjects Form

This entire page is a NEW FORM

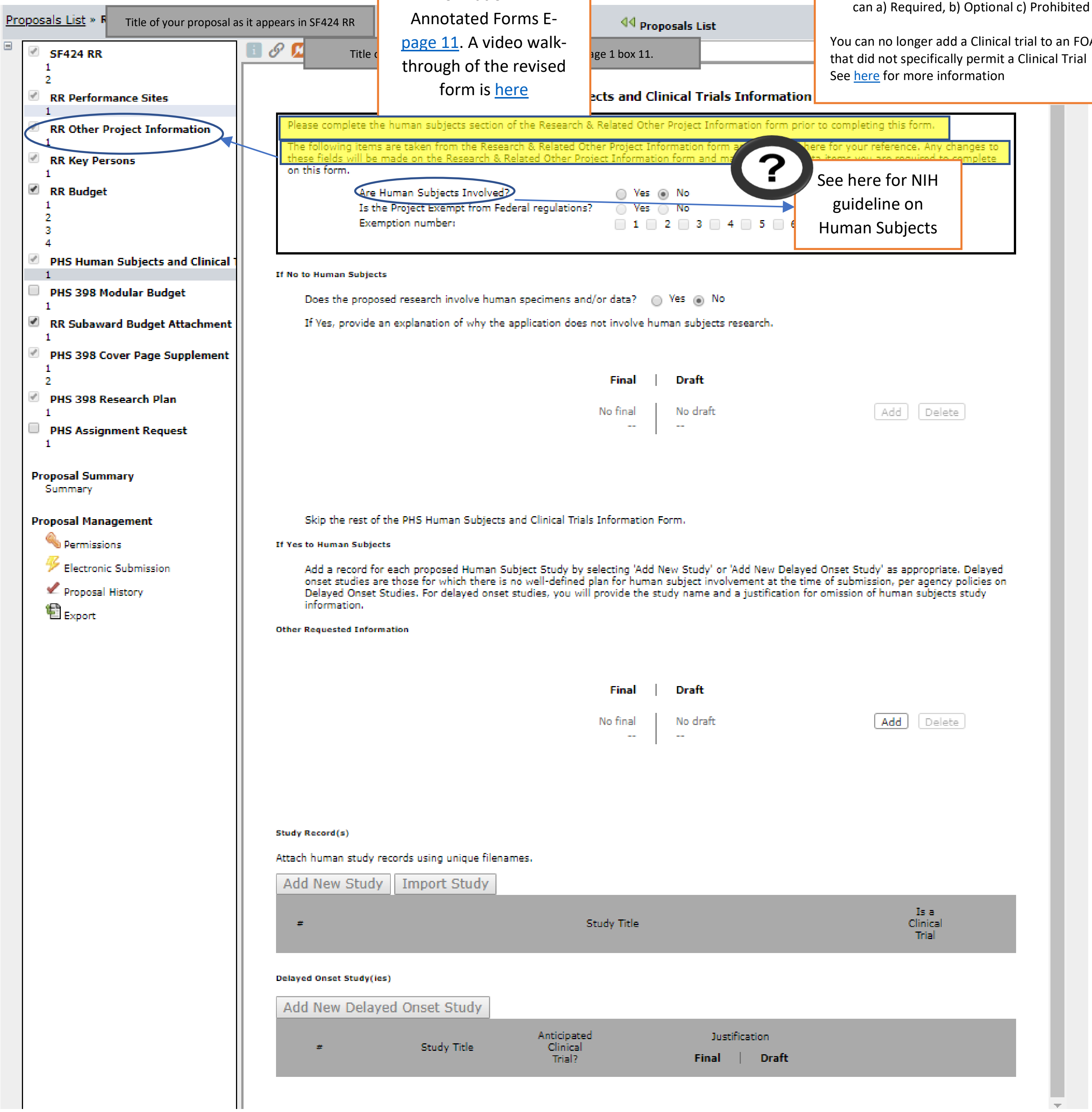
SF 424 Guide Instructions for this form. Additional Information NIH Annotated Forms E-page 11. A video walk-through of the revised form is here

Clinical Trial definition

NEW GUIDELINES

FOAs must now specifically allow a Clinical Trial. Check your FOA for confirmation- Clinical trials can a) Required, b) Optional c) Prohibited

You can no longer add a Clinical trial to an FOA that did not specifically permit a Clinical Trial See here for more information



Proposals List » R

Title of your proposal as it appears in SF424 RR

Title o... age 1 box 11.

Proposals List

- SF424 RR
  - 1
  - 2
- RR Performance Sites
  - 1
- RR Other Project Information
  - 1
- RR Key Persons
  - 1
- RR Budget
  - 1
  - 2
  - 3
  - 4
- PHS Human Subjects and Clinical T
  - 1
- PHS 398 Modular Budget
  - 1
- RR Subaward Budget Attachment
  - 1
- PHS 398 Cover Page Supplement
  - 1
  - 2
- PHS 398 Research Plan
  - 1
- PHS Assignment Request
  - 1

Proposal Summary
Summary

Proposal Management
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Proposal History
Export

...ects and Clinical Trials Information

Please complete the human subjects section of the Research & Related Other Project Information form prior to completing this form.

The following items are taken from the Research & Related Other Project Information form a... here for your reference. Any changes to these fields will be made on the Research & Related Other Project Information form and ma... items you are required to complete on this form.

Are Human Subjects Involved? ○ Yes ● No
Is the Project Exempt from Federal regulations? ○ Yes ○ No
Exemption number: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

See here for NIH guideline on Human Subjects

If No to Human Subjects

Does the proposed research involve human specimens and/or data? ○ Yes ● No

If Yes, provide an explanation of why the application does not involve human subjects research.

Final	Draft
No final --	No draft --

Add Delete

Skip the rest of the PHS Human Subjects and Clinical Trials Information Form.

If Yes to Human Subjects

Add a record for each proposed Human Subject Study by selecting 'Add New Study' or 'Add New Delayed Onset Study' as appropriate. Delayed onset studies are those for which there is no well-defined plan for human subject involvement at the time of submission, per agency policies on Delayed Onset Studies. For delayed onset studies, you will provide the study name and a justification for omission of human subjects study information.

Other Requested Information

Final	Draft
No final --	No draft --

Add Delete

Study Record(s)

Attach human study records using unique filenames.

Add New Study Import Study

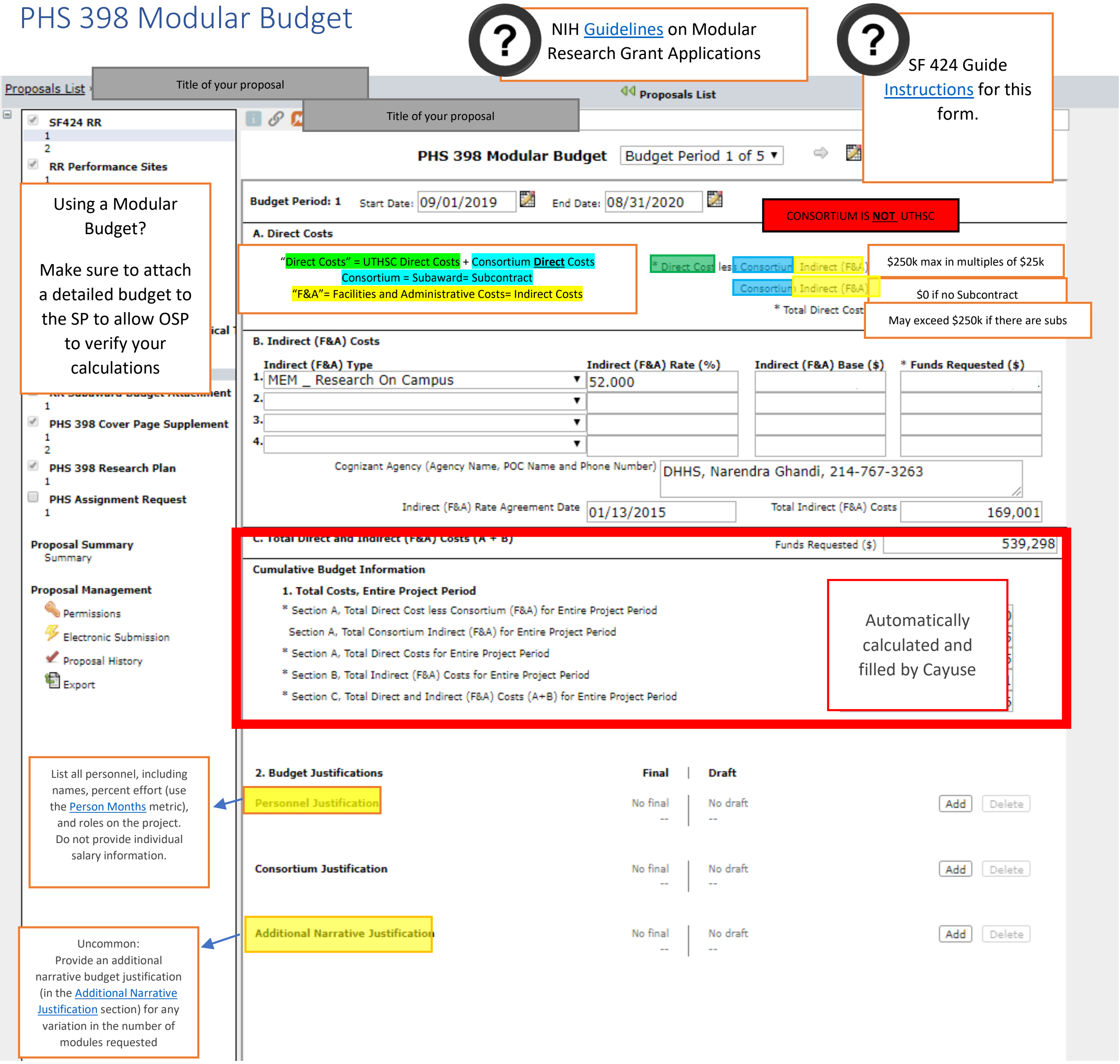
#	Study Title	Is a Clinical Trial

Delayed Onset Study(ies)

Add New Delayed Onset Study

#	Study Title	Anticipated Clinical Trial?	Justification Final	Justification Draft

PHS 398 Modular Budget



NIH Guidelines on Modular Research Grant Applications

SF 424 Guide Instructions for this form.

Using a Modular Budget?

Make sure to attach a detailed budget to the SP to allow OSP to verify your calculations

PHS 398 Modular Budget Budget Period 1 of 5 ▼

Budget Period: 1 Start Date: 09/01/2019 End Date: 08/31/2020

CONSORTIUM IS **NOT** UTHSC

A. Direct Costs

"Direct Costs" = UTHSC Direct Costs + Consortium **Direct** Costs
Consortium = Subaward= Subcontract
"F&A"= Facilities and Administrative Costs= Indirect Costs

* Direct Cost less Consortium Indirect (F&A) — $250k max in multiples of $25k

Consortium Indirect (F&A) — $0 if no Subcontract

* Total Direct Cost — May exceed $250k if there are subs

B. Indirect (F&A) Costs

	Indirect (F&A) Type	Indirect (F&A) Rate (%)	Indirect (F&A) Base ($)	* Funds Requested ($)
1.	MEM _ Research On Campus	52.000		
2.				
3.				
4.				

Cognizant Agency (Agency Name, POC Name and Phone Number): DHHS, Narendra Ghandi, 214-767-3263

Indirect (F&A) Rate Agreement Date: 01/13/2015

Total Indirect (F&A) Costs: 169,001

C. Total Direct and Indirect (F&A) Costs (A + B) Funds Requested ($): 539,298

Cumulative Budget Information

1. Total Costs, Entire Project Period

* Section A, Total Direct Cost less Consortium (F&A) for Entire Project Period

Section A, Total Consortium Indirect (F&A) for Entire Project Period

* Section A, Total Direct Costs for Entire Project Period

* Section B, Total Indirect (F&A) Costs for Entire Project Period

* Section C, Total Direct and Indirect (F&A) Costs (A+B) for Entire Project Period

Automatically calculated and filled by Cayuse

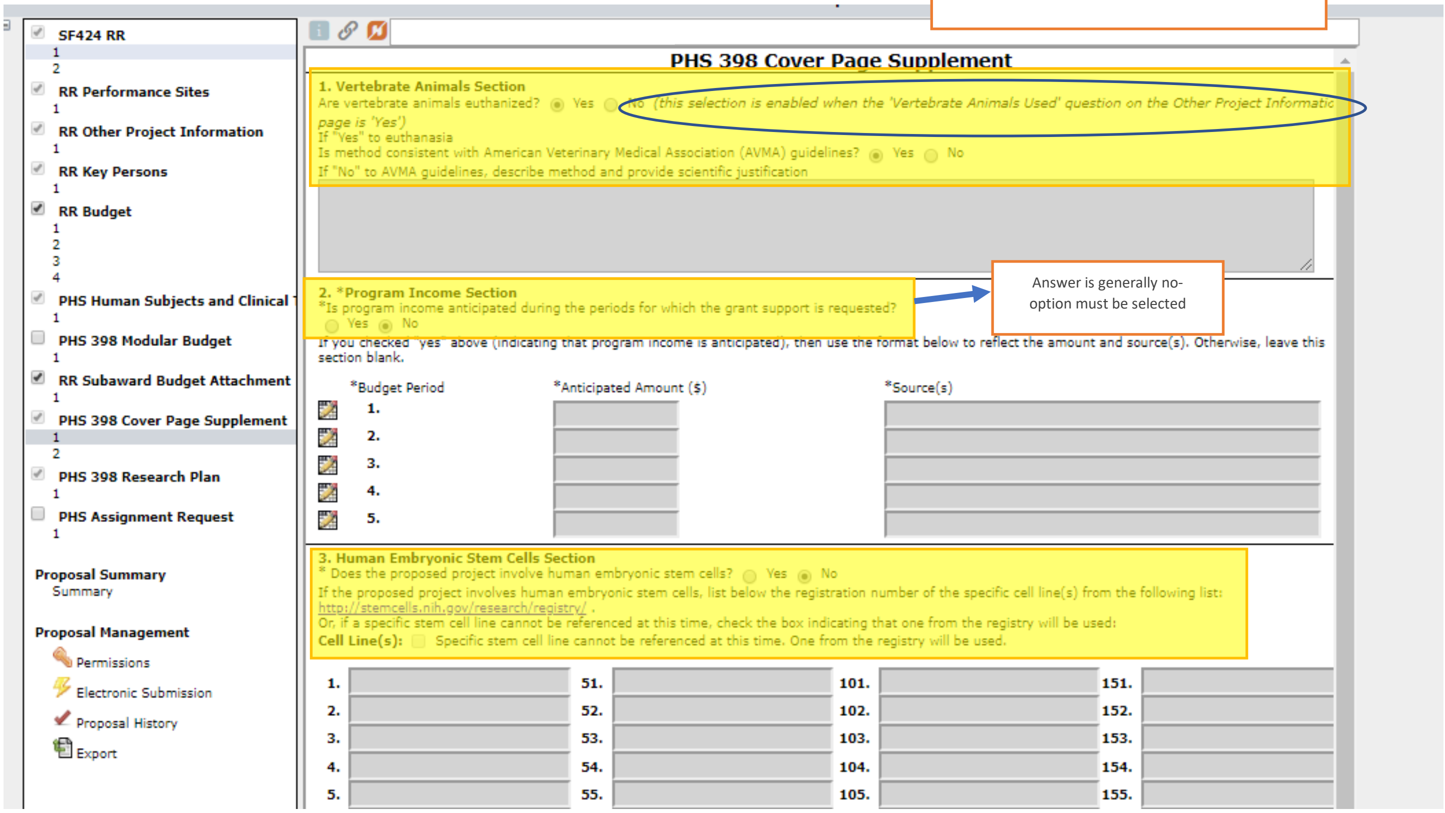
2. Budget Justifications	**Final**	**Draft**		
Personnel Justification	No final --	No draft --	Add	Delete
Consortium Justification	No final --	No draft --	Add	Delete
Additional Narrative Justification	No final --	No draft --	Add	Delete

List all personnel, including names, percent effort (use the Person Months metric), and roles on the project. Do not provide individual salary information.

Uncommon: Provide an additional narrative budget justification (in the Additional Narrative Justification section) for any variation in the number of modules requested

PHS 398 Cover Page Supplement Pages 1 & 2

NIH Guidelines on this form here



PHS 398 Cover Page Supplement

1. Vertebrate Animals Section

Are vertebrate animals euthanized? ● Yes ○ No *(this selection is enabled when the 'Vertebrate Animals Used' question on the Other Project Informatic page is 'Yes')*

If "Yes" to euthanasia

Is method consistent with American Veterinary Medical Association (AVMA) guidelines? ● Yes ○ No

If "No" to AVMA guidelines, describe method and provide scientific justification

2. *Program Income Section

*Is program income anticipated during the periods for which the grant support is requested?

○ Yes ● No

Answer is generally no-option must be selected

If you checked "yes" above (indicating that program income is anticipated), then use the format below to reflect the amount and source(s). Otherwise, leave this section blank.

*Budget Period	*Anticipated Amount ($)	*Source(s)
1.		
2.		
3.		
4.		
5.		

3. Human Embryonic Stem Cells Section

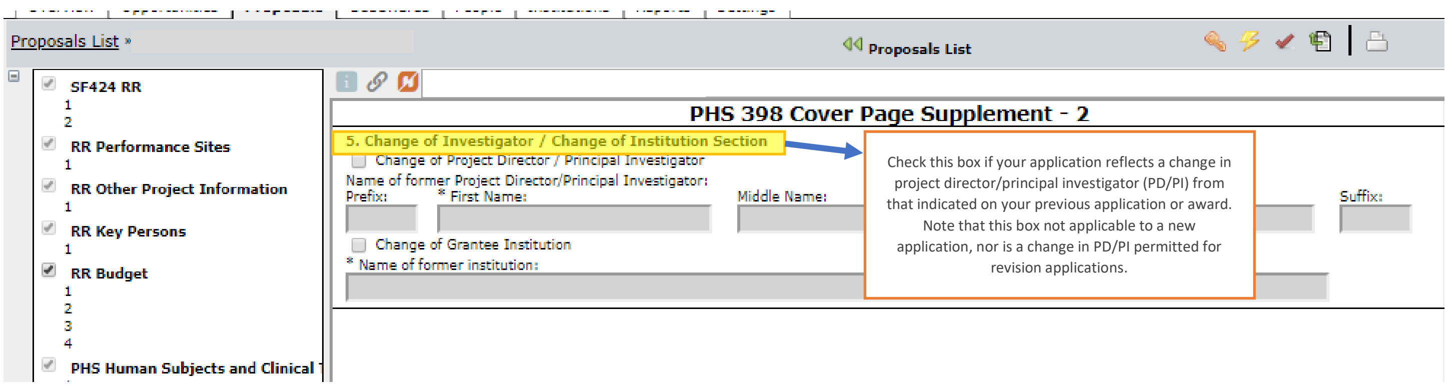
* Does the proposed project involve human embryonic stem cells? ○ Yes ● No

If the proposed project involves human embryonic stem cells, list below the registration number of the specific cell line(s) from the following list: http://stemcells.nih.gov/research/registry/ .

Or, if a specific stem cell line cannot be referenced at this time, check the box indicating that one from the registry will be used:

Cell Line(s): ☐ Specific stem cell line cannot be referenced at this time. One from the registry will be used.

1.		51.		101.		151.	
2.		52.		102.		152.	
3.		53.		103.		153.	
4.		54.		104.		154.	
5.		55.		105.		155.	



PHS 398 Cover Page Supplement - 2

5. Change of Investigator / Change of Institution Section

☐ Change of Project Director / Principal Investigator

Name of former Project Director/Principal Investigator:

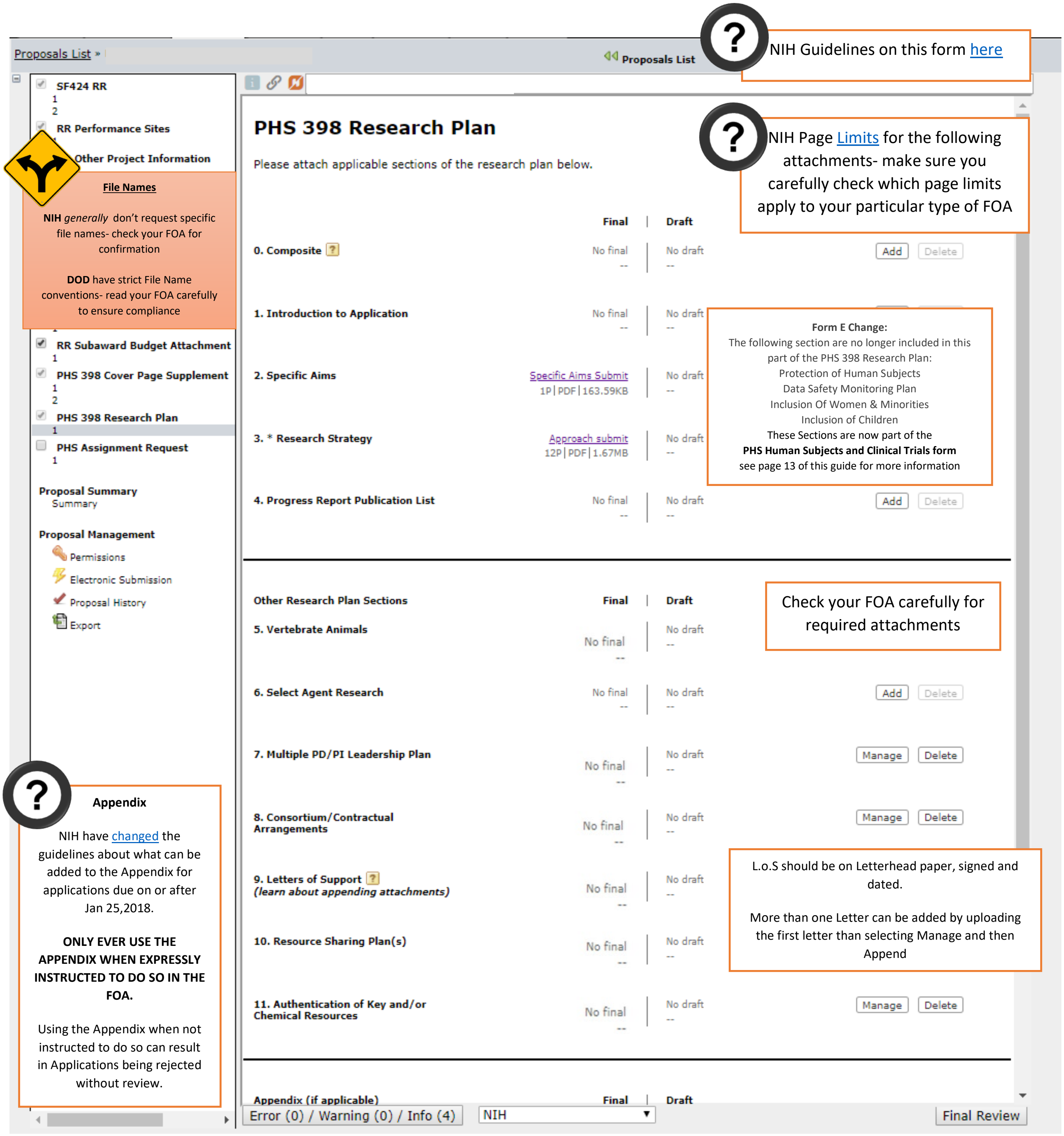
Prefix: * First Name: Middle Name: Suffix:

☐ Change of Grantee Institution

* Name of former institution:

Check this box if your application reflects a change in project director/principal investigator (PD/PI) from that indicated on your previous application or award. Note that this box not applicable to a new application, nor is a change in PD/PI permitted for revision applications.

PHS 398 Research Plan



NIH Guidelines on this form here

NIH Page Limits for the following attachments- make sure you carefully check which page limits apply to your particular type of FOA

Proposals List »

☑ **SF424 RR**
1
2
☑ **RR Performance Sites**
Other Project Information

File Names

NIH *generally* don't request specific file names- check your FOA for confirmation

DOD have strict File Name conventions- read your FOA carefully to ensure compliance

☑ **RR Subaward Budget Attachment**
1
☑ **PHS 398 Cover Page Supplement**
1
2
☑ **PHS 398 Research Plan**
1
☐ **PHS Assignment Request**
1

Proposal Summary
Summary

Proposal Management
- Permissions
- Electronic Submission
- Proposal History
- Export

PHS 398 Research Plan

Please attach applicable sections of the research plan below.

	Final	Draft	
0. Composite	No final --	No draft --	Add Delete
1. Introduction to Application	No final --	No draft --	
2. Specific Aims	Specific Aims Submit 1P | PDF | 163.59KB	No draft --	
3. * Research Strategy	Approach submit 12P | PDF | 1.67MB	No draft --	
4. Progress Report Publication List	No final --	No draft --	Add Delete

Form E Change:
The following section are no longer included in this part of the PHS 398 Research Plan:
Protection of Human Subjects
Data Safety Monitoring Plan
Inclusion Of Women & Minorities
Inclusion of Children
These Sections are now part of the
PHS Human Subjects and Clinical Trials form
see page 13 of this guide for more information

Other Research Plan Sections	Final	Draft	
5. Vertebrate Animals	No final --	No draft --	
6. Select Agent Research	No final --	No draft --	Add Delete
7. Multiple PD/PI Leadership Plan	No final --	No draft --	Manage Delete
8. Consortium/Contractual Arrangements	No final --	No draft --	Manage Delete
9. Letters of Support *(learn about appending attachments)*	No final --	No draft --	
10. Resource Sharing Plan(s)	No final --	No draft --	
11. Authentication of Key and/or Chemical Resources	No final --	No draft --	Manage Delete
Appendix (if applicable)	Final	Draft	

Check your FOA carefully for required attachments

L.o.S should be on Letterhead paper, signed and dated.

More than one Letter can be added by uploading the first letter than selecting Manage and then Append

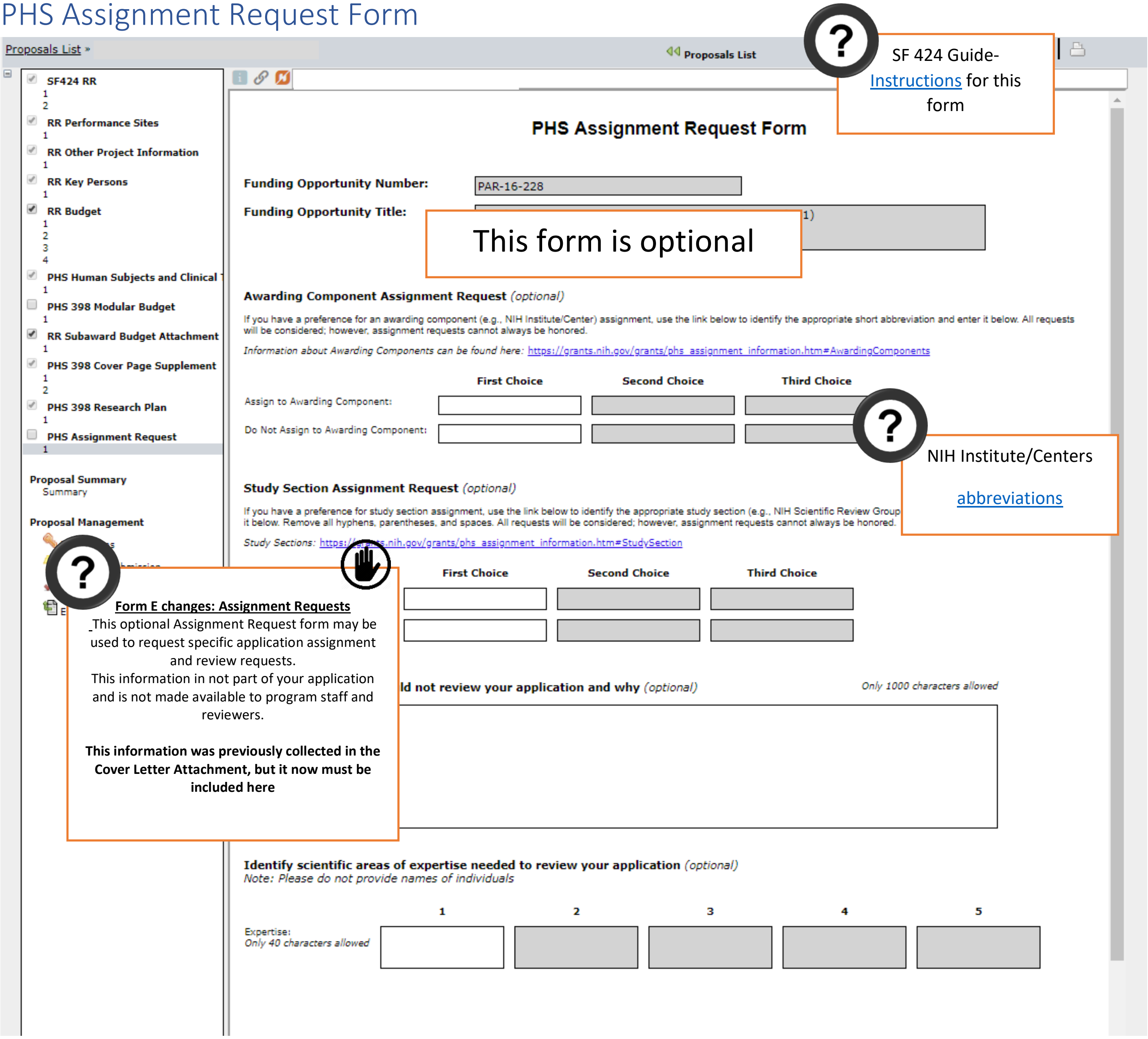
Appendix

NIH have changed the guidelines about what can be added to the Appendix for applications due on or after Jan 25,2018.

ONLY EVER USE THE APPENDIX WHEN EXPRESSLY INSTRUCTED TO DO SO IN THE FOA.

Using the Appendix when not instructed to do so can result in Applications being rejected without review.

PHS Assignment Request Form



SF 424 Guide- Instructions for this form

- ☑ SF424 RR
  - 1
  - 2
- ☑ RR Performance Sites
  - 1
- ☑ RR Other Project Information
  - 1
- ☑ RR Key Persons
  - 1
- ☑ RR Budget
  - 1
  - 2
  - 3
  - 4
- ☑ PHS Human Subjects and Clinical T
  - 1
- ☐ PHS 398 Modular Budget
  - 1
- ☑ RR Subaward Budget Attachment
  - 1
- ☑ PHS 398 Cover Page Supplement
  - 1
  - 2
- ☑ PHS 398 Research Plan
  - 1
- ☐ PHS Assignment Request
  - 1

Proposal Summary
Summary

Proposal Management

PHS Assignment Request Form

Funding Opportunity Number: PAR-16-228

Funding Opportunity Title: 1)

This form is optional

Awarding Component Assignment Request *(optional)*

If you have a preference for an awarding component (e.g., NIH Institute/Center) assignment, use the link below to identify the appropriate short abbreviation and enter it below. All requests will be considered; however, assignment requests cannot always be honored.

Information about Awarding Components can be found here: https://grants.nih.gov/grants/phs_assignment_information.htm#AwardingComponents

	First Choice	Second Choice	Third Choice
Assign to Awarding Component:			
Do Not Assign to Awarding Component:			

NIH Institute/Centers

abbreviations

Study Section Assignment Request *(optional)*

If you have a preference for study section assignment, use the link below to identify the appropriate study section (e.g., NIH Scientific Review Group it below. Remove all hyphens, parentheses, and spaces. All requests will be considered; however, assignment requests cannot always be honored.

Study Sections: https://grants.nih.gov/grants/phs_assignment_information.htm#StudySection

	First Choice	Second Choice	Third Choice

Form E changes: Assignment Requests

_This optional Assignment Request form may be used to request specific application assignment and review requests.

This information in not part of your application and is not made available to program staff and reviewers.

This information was previously collected in the Cover Letter Attachment, but it now must be included here

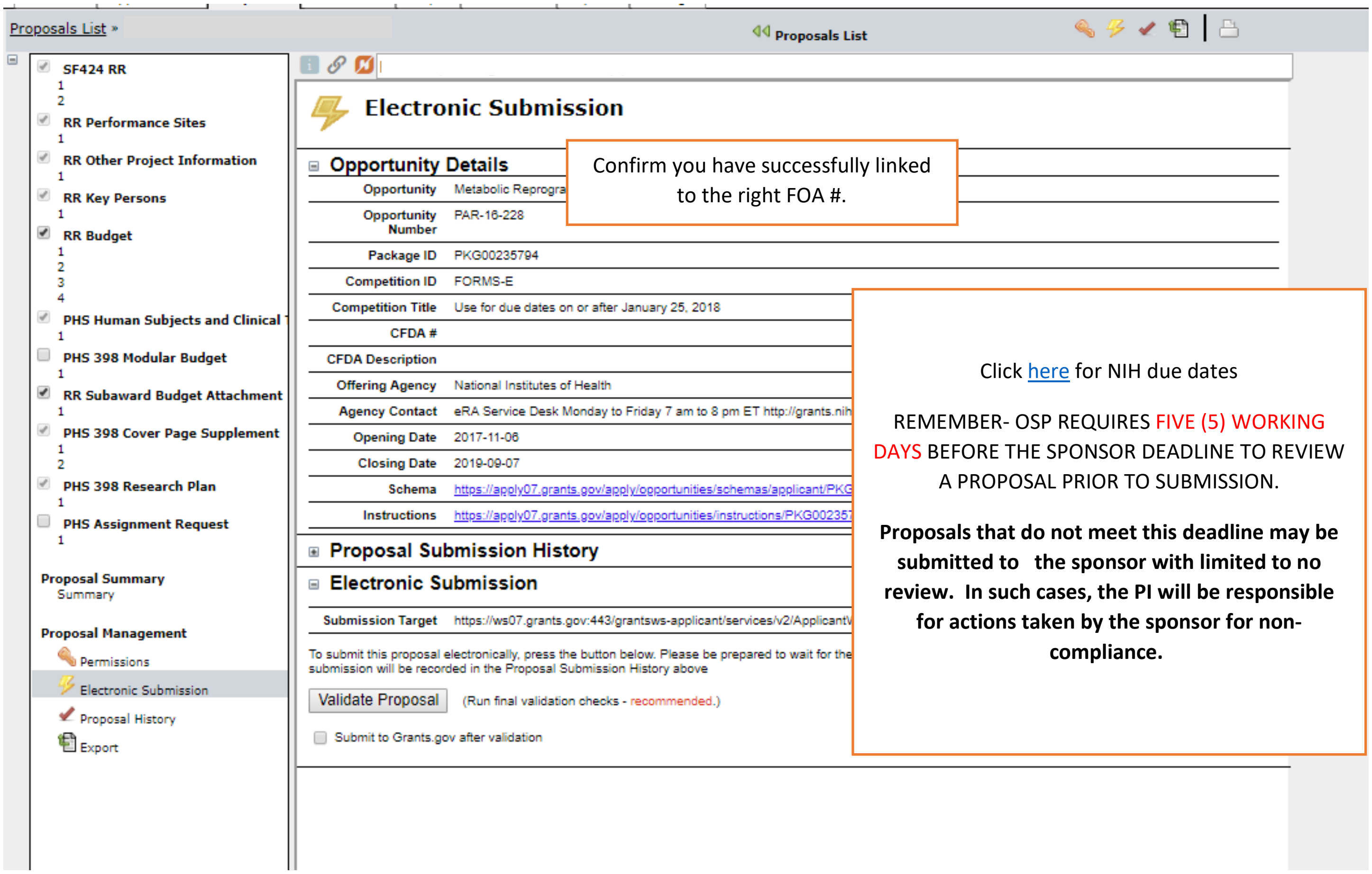
ld not review your application and why *(optional)*

Only 1000 characters allowed

Identify scientific areas of expertise needed to review your application *(optional)*
Note: Please do not provide names of individuals

	1	2	3	4	5
Expertise: *Only 40 characters allowed*					

424 Electronic Submission Page



☑ **SF424 RR**
1
2

☑ **RR Performance Sites**
1

☑ **RR Other Project Information**
1

☑ **RR Key Persons**
1

☑ **RR Budget**
1
2
3
4

☑ **PHS Human Subjects and Clinical T**
1

☐ **PHS 398 Modular Budget**
1

☑ **RR Subaward Budget Attachment**
1

☑ **PHS 398 Cover Page Supplement**
1
2

☑ **PHS 398 Research Plan**
1

☐ **PHS Assignment Request**
1

Proposal Summary
Summary

Proposal Management
Permissions
Electronic Submission
Proposal History
Export

Electronic Submission

⊟ Opportunity Details

Opportunity	Metabolic Reprogra
Opportunity Number	PAR-16-228
Package ID	PKG00235794
Competition ID	FORMS-E
Competition Title	Use for due dates on or after January 25, 2018
CFDA #	
CFDA Description	
Offering Agency	National Institutes of Health
Agency Contact	eRA Service Desk Monday to Friday 7 am to 8 pm ET http://grants.nih
Opening Date	2017-11-06
Closing Date	2019-09-07
Schema	https://apply07.grants.gov/apply/opportunities/schemas/applicant/PKG
Instructions	https://apply07.grants.gov/apply/opportunities/instructions/PKG002357

⊞ Proposal Submission History

⊟ Electronic Submission

Submission Target	https://ws07.grants.gov:443/grantsws-applicant/services/v2/ApplicantW

To submit this proposal electronically, press the button below. Please be prepared to wait for the submission will be recorded in the Proposal Submission History above

Validate Proposal (Run final validation checks - recommended.)

☐ Submit to Grants.gov after validation

Confirm you have successfully linked to the right FOA #.

Click here for NIH due dates

REMEMBER- OSP REQUIRES FIVE (5) WORKING DAYS BEFORE THE SPONSOR DEADLINE TO REVIEW A PROPOSAL PRIOR TO SUBMISSION.

Proposals that do not meet this deadline may be submitted to the sponsor with limited to no review. In such cases, the PI will be responsible for actions taken by the sponsor for non-compliance.

Web Links

UTHSC

Office of Sponsored Programs Homepage	Contains information about proposal process and links to Cayuse	https://www.uthsc.edu/research/sponsored-programs/index.php
UTHSC OSP Grant Institutional Information		https://www.uthsc.edu/research/sponsored-programs/grants/information-for-grant-applications.php
OSP F.A.Qs		https://www.uthsc.edu/research/sponsored-programs/grants/faq.php#grant-proposal-includes-a-subrecipient
Forms and Information		https://www.uthsc.edu/research/sponsored-programs/forms-and-information/index.php

NIH:

Administrative Supplement Module User Guide (Last updated August 2014)		https://era.nih.gov/files/eRA_Commons_Admin-Supp_UG.pdf
Annotated Form sets	Available for E Series forms (covers the majority of NIH FOAs- check your FOA to ensure compliance) and Multi Project E series forms	https://grants.nih.gov/grants/how-to-apply-application-guide/resources/annotated-form-sets.htm
Application form instructions	Available for G, R,K,T,F and M series projects	https://grants.nih.gov/grants/how-to-apply-application-guide.html
Due Dates		https://grants.nih.gov/grants/how-to-apply-application-guide/due-dates-and-submission-policies/due-dates.htm
General Introduction to applying for NIH grants		https://grants.nih.gov/grants/grants_process.htm
Guide to Page Limits		https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/page-limits.htm#other
How to check Continuous Submission Status		https://grants.nih.gov/grants/peer/continuous_submission_eligibility.htm
How to Write an application		https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/write-your-application.htm
Human Subjects Forms	covered in Annotated Guide for E series forms and a walk through video	https://grants.nih.gov/grants/how-to-apply-application-guide/resources/annotated-form-sets.htm

Just In Time Requests (JIT)		https://grants.nih.gov/grants/policy/nihgps/HTML5/section_2/2.5.1_just-in-time_procedures.htm
Research Performance Progress Report (RPPR) Instructional Guide (last updated May, 2017)		https://grants.nih.gov/grants/rppr/rppr_instruction_guide.pdf
Video Tutorials- How to Apply		https://grants.nih.gov/grants/how-to-apply-application-guide/video/index.htm#part2
NIH Submission Policies		https://grants.nih.gov/grants/how-to-apply-application-guide/due-dates-and-submission-policies/submission-policies.htm
NIH Frequently Asked Questions		https://grants.nih.gov/grants/ElectronicReceipt/faq_full.htm

NSF:

Preparing a Proposal: https://www.nsf.gov/funding/preparing/

Appendix A – Additional Items Required For Subcontractors

☐ Completed UTHSC Sub-Recipient Commitment form authorized by an Authorized (OSP) Official including:

- Official organization name, DUNS number, address
- Administrative contact information for Institution
- Contact information from PI
- COI Disclosure from PI (or evidence that their Institution is in compliance)
-

☐ DOD or NIH-Style biographical sketch for Subaward PI

☐ Information about Facilities/Equipment/Resources to add to UTHSC application

☐ Budget on R&R Budget Pages and budget justification

Cayuse Compatible Budget 424 forms can be generated and exported from Subawards.com. This website requires the establishment of a free account, and will allow the subaward to generate Budget information that can be uploaded directly in to UTHSC's Cayuse. The Subaward Name should use the following format :

NameofSubOrganisation_ LastNameofUTHSCPI_Fundingtype_duedate

eg: Harvard_Smith_CDMRP_7219

☐ Scope of Work (describes the actual work being completed by the Collaborator)

Appendix B – Budget Justification Best Practices

Budget Justification Best Practices

A budget justification is a narrative explanation of each of the components of the budget, which “justifies” the cost in terms of the proposed work. The explanations should focus on how each budget item is required to achieve the aims of the project and how the estimated costs in the budget were calculated. The budget justification should:

- Follow funding agency guidelines.
- Explain why each of the requested items is necessary to accomplish the proposed research.
- Be organized in the order of the detailed budget page.
- Make it clear that all budget requests are reasonable and consistent with sponsor and UT policies.

The funding agency guidelines may list different categories or criteria allowable in a budget, so the following should be seen as a general template. Below are the main categories of most budgets, with an explanation of that category followed by a sample entry.

SENIOR PERSONNEL

This category includes anyone who is a PI, Co-PI or Project Director. List the name, title, amount of time to be spent on the project (in calendar, academic and/or summer months) and what s/he will accomplish. *Note: Committing effort to a project without also charging the salary for that effort to the project budget is considered cost sharing.*

Example:

John Smith, Ph.D., Principal Investigator (2 Calendar Months). Dr. Smith is a Professor of Biology at UTHSC. Dr. Smith will be responsible for the overall coordination and supervision of all aspects of the study. This includes hiring, training, and supervising staff/students; recruiting study participants; coordinating treatment and assessment components; scheduling and staff assignments; and data management. In addition, he will conduct the orientation sessions, assist with statistical analyses, and be responsible for reporting the study’s findings.

Jane Doe, Ph.D., Co-Investigator (2 calendar months). Dr. Doe is an Associate Professor of Psychiatry at UTHSC. Dr. Doe will be responsible for the collection and analyses of the fecal materials. She will also assist in manuscript preparation.

OTHER PERSONNEL

Common personnel types budgeted include Postdoctoral Associates, Graduate Student Research Assistants, Undergraduate Research Assistants and Research Technicians. When known, list the name, title, amount of time to be spent on the project (in calendar, academic and/or summer months) and what s/he will accomplish.

Example:

Michael Johnson, Ph.D., Post Doctoral Associate (12 calendar months). Dr. Johnson will coordinate the day-to-day management of the study, assist in assessments, be responsible for data entry of all treatment-related data (i.e., scheduling and conducting weights, attendance, self-monitoring), and serve as an interventionist.

TBN Project Coordinator (6 Calendar Months).This individual will assist with recruitment, assessments, and serve as an interventionist. Additionally this person will aid with preliminary data analyses and manuscript preparation.

TBN Research Assistant (12 Calendar Months).This individual will assist with recruitment, ordering supplies and intervention materials, assessments, collection of dietary data, daily management of study data, and scoring and data entry of assessments.

OTHER SIGNIFICANT CONTRIBUTORS

Other significant contributors (OSC) are individuals who have committed to contribute to the scientific development or execution of the project, but are not committing any specified measurable effort (i.e., person months) to the project. If no salary is being requested, do not quantify the amount of time and effort that will be spent as this would constitute an effort commitment and therefore be considered cost sharing.

CONSULTANTS

Provide the consultants name, institution and an explanation of the area of expertise the consultant will provide to the project. If a consulting fee is to be paid, explain how it was calculated (i.e., $X/day x # of days). The rate may be calculated on an hourly or daily basis, or may be based on completion of a task or milestone. Obtain a letter from each consultant indicating his/her willingness to act as a consultant to the project.

FRINGE BENEFITS

Fringe benefits can change yearly, and should be confirmed before submitting your budget.

EQUIPMENT

Equipment is defined as a single item that has a useful life of more than one year and a unit cost of at least $5,000. However, if an item consists of parts that are only functional when assembled, that is considered one item. Specify the type of equipment, and if known, the model and vendor name. Explain how this equipment will be used in the project and why it is necessary to purchase equipment dedicated to this project rather than use shared resources. If possible, provide a vendor quote. If a quote is not available, indicate how the amount budgeted was determined (i.e., website price list, prices from University purchasing contracts, etc.). Equipment is excluded from Facilities and Administrative Cost Base.

Example:

Funds are requested to purchase three Biologs ($7,150 each). These are ambulatory physiological data recorders with multiple channels that will be used to record mothers' heart rate (RSA), activity level, and electrodermal activity (e.g., skin conductance). Recorded data is compactly stored on a removable memory card. When recording is complete, the card is inserted into a card reader which is connected to a PC through a serial port. Three Biologs are needed because there are several periods when assessment points overlap (e.g., parental interviews, 6 months laboratory visits, 6 months home visits), and dedicated equipment for each type of visit will ease scheduling demands.

TRAVEL

When possible, list "who, what, when, where and why." Organize travel costs separately for domestic vs. international travel. Explain how the costs were estimated (i.e., $X roundtrip airfare +$Y lodging for # of nights, + $Z per diem for # of days). Airfare must be coach class and, if paid by a federal grant, booked on a US carrier whenever possible.

Example:

Domestic Travel - $Amount Support is requested for Dr. PI and Dr. Co-PI to attend the American Society for Cell Biology Association conference in year 3 to share results. This estimate is based on $500 airfare per person, $185 hotel per night per person for four nights, and standard per diem rates used by UTHSC.

Foreign Travel - $Amount support is requested for Dr. PI to travel to Costa Rica to collect data from La Selva Biological Station. This estimate is based on $1,500 airfare, $110 hotel per night for 20 nights, and standard per diem rates used by UTHSC.

PARTICIPANT/TRAINEE SUPPORT COSTS

Participant support costs are direct costs for items such as stipends or subsistence allowances, travel allowances and registration fees paid to or on behalf of participants or trainees (but not employees) in connection with meetings, conferences, symposia or training projects.

NSF REU costs are budgeted in this category.

Unless stated in the FOA this section should be left blank for NIH research grant applications.

OTHER DIRECT COSTS

Other direct costs can only be charged to a grant if they can be readily and specifically identified with that particular project and comply with the funding agency's program guidelines. Costs that are essential to the project's research and which will be used solely for the project may be budgeted with proper justification. Always explain why purchases are essential to the project's aims and dedicated only to research on this project, and explain how the costs were calculated. Though different grant mechanisms allow or disallow various other direct costs, typical allowable other direct costs include the following:

•Materials and supplies – An estimated supply budget of ~12K-15K/year for each FTE *may be* reasonable. This amount will vary depending on the nature of the research proposed. Animal intensive studies and studies involving human subjects tend to be more costly.

•Publication costs

•Animal purchase and care costs

•Equipment maintenance expenses

•Fees-for-service, such as commercial lab tests

•Graduate Research Assistant Tuition and Fee

Costs that are normally considered facility & administrative (indirect) costs include: office supplies, personal computers, books and subscriptions, memberships, local phones and cell phones, postage and FedEx, parking, printing and photocopying. However, if any of these costs are essential to the project's research, are allocable and will be used solely for the project, then they may be budgeted when listed in the budget with proper justification

Examples:

Materials and Supplies – Laboratory supplies including chemicals, glassware and disposables are required for processing the samples collected. Total cost for supplies each year is estimated at $1,500.

Publications – We request funds to cover the costs associated with publication charges. We anticipate publishing 2 papers per year, at an average cost of $1,000 each. This expense will be $2,000 per year.

SUBRECIPIENT (CONSORTIUM) COSTS

A subaward or subcontract (sometimes called a consortium agreement) is required when a third party (the subrecipient) will be responsible for execution of a portion of the project work. When the UTHSC budget includes funding for subrecipient(s), the UTHSC budget justification should state the name(s) of the subrecipient organization(s) and include a brief justification for subcontracting to each entity by explaining the project goals involved in their work. The specific items in the subrecipient budget(s) should not be explained here. The budget and budget justification from each subrecipient should be included in the proposal, separately from UTHSC's budget and justification.

Example:

MIT will carry out the IPB test and ProtoExist2 ASIC design and is expected to need $35,000 each year. Please see MIT budget and justification for details.

UCSD will design and build the Gondola pointing system, starting in year two and is expected to need $20,000 per year. Please see UCSD budget and justification for details.

FACILITIES AND ADMINISTRATIVE COSTS

The budget justification should include a statement about the F&A cost rate (also referred to as indirect costs or overhead) that has been applied to the budget. For proposals to federal agencies, state that the F&A costs included in the budget are based on UTHSC's negotiated F&A cost rate agreement, and provide the effective date of the agreement. For corporate or non-profit organizations, it is likely that the sponsor will specify the indirect cost rate that is allowed.

Appendix C – Budget Justification Best Practices

Budget Justification Checklist

☐Does the budget justification follow the same order as the budget?

☐Does the budget justification give additional details to explain the costs included in the budget?

☐Does the budget justification include only items allowable, reasonable & allocable?

☐Is the budget justification easy to read (short paragraphs, headings for different budget categories, etc.)?

☐Is the budget justification concise? ()

☐Do the numbers in the budget justification match those in the budget?

Appendix D – NIH General Biographical Sketch Reference Sheet

NIH General Biographical Sketch Reference Sheet

The biographical sketch may not exceed five pages and follows the format below:

A. *Personal Statement*

•Briefly describe why you are well-suited for your role in the project described in this application

•Identify up to four peer-reviewed publications that specifically highlight your experience and qualifications for this project

•May explain impediments to your past productivity and include a description of factors such as family care responsibilities, illness, disability, and active military service

B. *Positions and Honors*

•List in chronological order previous positions, concluding with the present position. List any honors. Include present membership on any Federal Government public advisory committee.

C. *Contribution to Science*

•Briefly describe up to five of your most significant contributions to science

•For each contribution, reference up to four-peer reviewed publications or other non-publication research products (can include audio or video products; patents; data and research materials; databases; educational aids or curricula; instruments or equipment; models; protocols; and software or netware) **note: applicants may use 'et al' in lieu of listing all authors in a citation*

•The description of each contribution should be no longer than one half page including figures and citations

•May provide a URL to a full list of published work – this URL must be to a Federal Government website (a .gov suffix). NIH recommends using MyBibliography. Providing a URL to a list of published work is not required, and reviewers are not required to look at the list.

D. *Research Support*

•List both selected ongoing and completed research projects for the past three years (Federal or non-Federally supported)

•Begin with the projects that are most relevant to the research proposed in the application

•Do not include number of person months or direct costs

Appendix E- Submissions to Department of Defence -ebrap

Guide to Department of Defense Submissions:
Congressionally Directed Medical Research Programs

This checklist is meant to be used as a tool and does not replace the detailed requirements for submission information

PI Name:

Title:

Enter the same project title as used for the pre-application.

Project Dates:

Actual start and end dates will be determined during negotiations if the application is recommended for funding.

Solicitation:

Application submission is a two-step process requiring both (1) pre-application submission through eBRAP and (2) application submission through grants.gov using Cayuse.

In most cases, the pre-application is submitted directly by the PI and does not need to be routed and approved through Cayuse before submission.

The number assigned by DOD to the submitted pre-application is referenced in the full application package. It should be entered in the 4. a. Federal Identifier field of the Cayuse 424 SF424 RR tab.

Formatting Guidelines

- Font Size: 12 point, not condensed
- Font Type: Times New Roman
- Spacing: single space or no more than six lines of type within a vertical inch
- Page Size: no larger than 8.5 inches x 11.0 inches
- Margins: at least 0.5 inch in all directions
- Headers and Footers: should not be used – pre-existing headers and footers on required forms are allowed
- Page Numbering: should not be used

Attachments Form

For specific instructions regarding content and page limits of the Project Narrative, Supporting Documentation, and all other attachments, refer to the Program Announcement/Funding Opportunity.

eBRAP requires that specific attachments be inserted into specific slots on the grants.gov Attachment form. In many cases, collaborative proposals submitted by partnering institutions (non-lead) do not require all attachments outlined in the solicitation, i.e. it may only require the Scope of Work (SOW.pdf) to be inserted in Attachment 5 on the Cayuse attachment form.

Make sure to follow the solicitation instructions for file name requirements and enter the required file name in the Title field of each attachment.

☐ **Attachment 1: Project Narrative** *(named "ProjectNarrative.pdf")*

The Project Narrative is the main body of the application. The page limit of the Project Narrative applies to text and non-text elements (i.e., figures, tables, graphs, photographs, diagrams, chemical structures, drawings, etc.) used to describe the project. Inclusion of URLs that provide additional information to expand the Project Narrative and could confer an unfair competitive advantage is prohibited and may result in administrative withdrawal of the application.

☐ **Attachment 2: Supporting Documentation** *(named "Support.pdf")*

Include only supporting documentation as indicated in the Program Announcement/Funding Opportunity. Submitting material that is not requested may be viewed as an attempt to gain an unfair competitive advantage; such material will be removed or the application may be administratively withdrawn. For a list and description of required supporting documents, refer to the Program Announcement/Funding Opportunity.

☐ **Attachment 3: Technical Abstract** *(named "TechAbs.pdf")*

Abstracts of all funded research projects will be posted on the CDMRP website. Do not include proprietary or confidential information.

☐ **Attachment 4: Lay Abstract** *(named "LayAbs.pdf")*

Abstracts of all funded research projects will be posted on the CDMRP website. Do not include proprietary or confidential information.

☐ **Attachment 5: Statement of Work (SOW)** *(named "SOW.pdf")*

The SOW is an outline of specific aims of the proposed research project that establishes the project milestones during the performance period of the award. The SOW should contain sufficient detail to be informative as a standalone document. There is no limit to the number of specific aims, tasks, or subtasks that are described with the SOW page limit. PIs are strongly encouraged to use the suggested SOW format stated in the Program Announcement/Funding Opportunity. Templates for SOW formats are available here: https://ebrap.org/eBRAP/public/Program.htm.

☐ **Attachments 6 – 15: Additional Documents** *(as applicable)*

Attach each as a separate PDF file, named as indicated in the Program Announcement/Funding Opportunity (i.e., "Impact.pdf", "Innovation.pdf", "Training.pdf", "Transition.pdf", etc.).

Research & Related Senior/Key Person Profile

Include the requested information for each person who will contribute significantly to the proposed research project, as well as entering the PI's eBRAP username in the credentials field in RR Key Persons section of Cayuse:

☐ **Biographical Sketch** *(named "Biosketch_LastName.pdf")*

The suggested biographical sketch format is available here: https://ebrap.org/eBRAP/public/Program.htm. Use of this document is optional. The NIH Biographical Sketch may also be used (See Appendix C). Page limitations will be notated in the Program Announcement/Funding Opportunity.

☐ **Previous/Current/Pending Support** *(named "Support_LastName.pdf")*

For all previous (award period of performance ending within the past 5 years), current, and pending research support, include the title, time commitments, supporting agency, name and address of the funding agency's procuring Contracting/Grants Officer, performance period, level of funding, brief description of the project's goals, and list of the specific aims. If applicable, identify where the proposed project overlaps with other existing and pending research projects. Clearly state if there is no overlap. If there is no previous, current, or pending support, enter "None."

Research & Related Budget

☐ **Budget Justification**

An estimate of the total proposed research project cost, with a breakdown of all cost categories for each year, must be submitted. For limits on funding amounts, types of costs, and period of performance, refer to the Program Announcement/Funding Opportunity. The budget and budget justification should include sufficient detail for the Government to determine whether the proposed costs are allowable, allocable, and reasonable for the proposed research. *Please be aware that all direct and indirect costs of any subaward must be included in the direct costs of the primary award.*

Department of Defense (DoD) Checklist

☐ Attachment 1: Project Narrative *(named "ProjectNarrative.pdf")*

☐ Attachment 2: Supporting Documentation *(named "Support.pdf")*

Check the FOA carefully to ensure compliance with all elements of the requested documents- e.g Letters of Organizational Support, Letters of Collaboration.

☐ Attachment 3: Technical Abstract *(named TechAbs.pdf")*

☐ Attachment 4: Lay Abstract *(named LayAbs.pdf")*

☐ Attachment 5: Statement of Work (SOW) *(named "SOW.pdf")*

☐ Attachments 6 – 15: Additional Documents *(as applicable)*

Attachment 11- Required Reps can be obtained from the Office of Sponsored Programs- please email egrants@uthsc.edu to request this file.

☐ Biographical Sketch

☐ Previous/Current/Pending Support

☐ Budget Justification

Sources

- *Harvard University*
- *University of Maryland*
- *Montana State University*
- *Saint Mary's College*
- *Brown University*