



Symposium for Research Administrators

University of Wisconsin-Madison
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NIH Budget Building Blocks

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Budget Building Blocks for Investigators

NIH Regional Seminar on Program Funding & Grants
Administration
November 2019

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National Institute of General Medical Sciences (NIGMS)

Upcoming Seminars:

| DATES | LOCATION | AMBASSADORS | PROGRAM INFO |
|---------------------|-------------------|-------------|--|
| October 27-30, 2020 | Online Conference | N/A | <p>NEW! NIH is holding a virtual seminar this fall.</p> <p>Four Days: Tuesday, October 27 – Friday, October 30, 2020</p> <p>Sessions, Exhibit Hall, & Chats: 1:00 – 5:00pm EST with moderated After Hours Conversation Topics 5:00 – 5:45pm EST</p> <p>Event Site & Free Registration: https://nihvirtualseminar2020.vfairs.com/</p> <p>Questions: Send to NIHRegionalSeminars@nih.gov.</p> <p>Subscribe to ListServe:</p> <ul style="list-style-type: none">• To Subscribe, send an e-mail to listserv@list.nih.gov with the following text in the message body (not the "Subject" line): <p><i>subscribe NIH_Seminars your name</i> <i>(Example: subscribe NIH_Seminars Joe Smith)</i></p> |



Budget Basics



- Getting Started
- **Types of Budgets**
- **Budget Components**
- **Preparing Budgets**
- **Other Considerations**
- **Award Policy Issues**

Getting Started

Getting Started: NIH Cost Principles

Costs charged to NIH awards must be allowable, and:

- Reasonable/Necessary
- Allocable (incurred to advance work under the grant)
- Consistently applied
- Conform to NIH terms and conditions

Tips for Getting Started

- Applications submitted to the NIH must be in response to a Funding Opportunity Announcement (FOA)
- Carefully Read the FOA:
 - Period of support (number of years)
 - Dollar limit of support (for example \$100K total cost (TC) or \$100K direct cost (DC))
 - Type of budget submission (modular or detailed)
 - Prior approval to submit may be required for larger research grants (>\$500K DC in any year)

Questions: Contact Program Staff listed in the FOA

Tips for Getting Started

- **Know your limits!**
 - FOAs may have overall **funding limits, spending caps** and/or **expense limits**
 - Some expenses are “**unallowable**” (e.g. lobbying, entertainment)
 - Related Notices section of FOA provide updates/clarifications
- **Identify what is necessary and reasonable**
 - Provide clear rationale for requested budget
 - Pitfalls to avoid, e.g.
 - Over or underestimating costs of proposed work
 - Large requests for new **equipment** suggests an insufficient environment to do the work
 - Lack of rationale for grant supported **personnel**

Reviewers will comment on the budget but not consider it in scoring

NIH Grant Application Budget Basics:
http://grants.nih.gov/grants/developing_budget.htm

Types of Budgets

Detailed and Modular Budgets

Two different NIH budget formats (and forms), based on total direct costs requested and activity code

- **Modular** PHS 398 Modular Budget Form
 - Research Project Grants (e.g. R01, R21)*
- **Detailed** [Categorical or Itemized] SF424 (R&R)Budget form
 - Fellowship Applications [F]: tuition & fees
 - Career Development Awards [K]: salary, materials, supplies
 - Institutional Training Grants [T]
 - SBIR/STTR
 - Research Project Grants*
 - Multi-Project/Consortium*

Allowable costs or post-award financial management requirements are the same for both Modular and Detailed Budgets

Modular Budgets

- **Grant applications with annual direct costs $\leq \$250,000$ use Modular Budgets**
- **Budget is built on modules of \$25,000:** future year escalations are not allowed
- **Applicable for “R” grant activities (R01, R03, R15, R21, R34)**
 - Consortium direct costs are included in the total direct costs being requested
 - Total itemized* direct costs are rounded to the nearest \$25,000 increment
- **No categorical budget required*[unless asked]**
 - at time of application
 - at time of award

**It is advisable to create a detailed budget, for your institution’s records, for each year of support requested.*

PHS SF424 Research & Related Budget: 5.4 Modular Budget Component forms

A Cayuse look at a modular budget with a consortium

PHS 398 Modular Budget Budget Period 1 of 3  

Budget Period: 1 Start Date: 07/01/2021  End Date: 06/30/2022 

A. Direct Costs

| | * Funds Requested (\$) |
|--|---|
| * Direct Cost less Consortium Indirect (F&A) | 225,000  |
| Consortium Indirect (F&A) | 30,000  |
| * Total Direct Costs | 255,000 |

B. Indirect (F&A) Costs

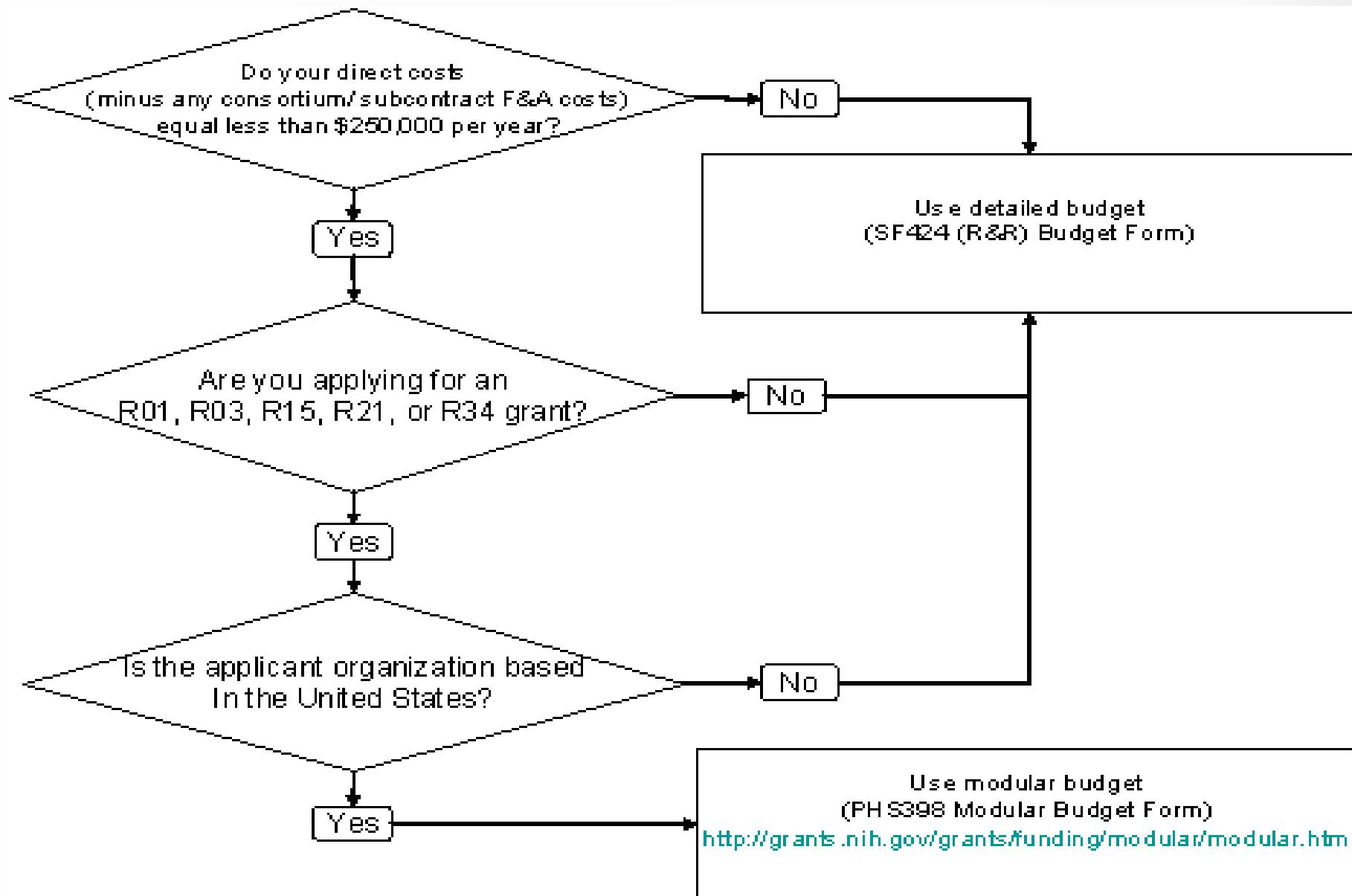
| Indirect (F&A) Type | Indirect (F&A) Rate (%) | Indirect (F&A) Base (\$) | * Funds Requested (\$) |
|---|--|---|------------------------|
| 1. MTDC  | 55.500  | 190,000  | 105,450 |
| 2.  | | | |
| 3.  | | | |
| 4.  | | | |

Cognizant Agency (Agency Name, POC Name and Phone Number) **DHHS, Arif Karim, Dallas, 214-767-3261**

Indirect (F&A) Rate Agreement **04/05/2019** Total Indirect (F&A) Costs **105,450**
Date

C. Total Direct and Indirect (F&A) Costs (A + B) Funds Requested (\$) **360,450**

Modular Budget Flow Chart



Modular Budget Justification

- **List all personnel involved at Applicant Organization**
 - Name, role and number of person-months for all personnel
 - Do not include salary, fringe benefits
- **Consortia Justification**
 - List all personnel associated with Consortia/Contractual arrangements
 - Include total costs (DC + F&A) rounded to the nearest \$1000 for each consortium/subcontract
- **Additional Narrative Justification**
 - explanations for any variations in the number of modules requested annually
 - any direct costs excluded from F&A calculation (e.g. equipment, tuition remission)
- **F&A [indirect cost] calculation**
 - Describe any direct costs excluded (e.g. equipment, tuition remission)

NIH may request detailed budget to address specific issues

Budget Components

Costs: An NIH Primer

- **Direct costs:** directly attributable to the project and allowable
 - salaries w/ fringe benefits, student fees/tuition, consultants, equipment, supplies, travel, publication, shared facility fees...
 - **Modified Total Direct Costs (MTDC):** DC – costs excluded from F&A = MTDC
- **F&A (Indirect) costs:** Facilities & Administrative costs, or “overhead” shared by all cost centers
 - Specific rate is negotiated by the institution with the government
- **Total Costs:** Allowable Direct Costs + applicable F&A

NIH Grant Application Budget Basics:

http://grants.nih.gov/grants/developing_budget.htm

Sections A & B: Personnel

EFFORT: Person-Months

- **Amount of time (effort) committed to project by PI(s).**
 - Calendar vs. Academic/Summer months
- **The number, qualifications and amount of time needed for other personnel**
 - Co-investigators
 - Technicians
 - Postdoctoral Fellows
 - Undergraduate & Graduate Students

Calculating “person months”:

https://grants.nih.gov/grants/policy/person_months_faqs.htm

Sections A & B: Personnel

- **SALARY REQUESTS**
- **Percent SALARY \leq Percent EFFORT**
 - Example:
 - You devote 9 person-months [75%] effort
 - You can request between 0% to 75% of your salary*

* up to legislated salary cap – currently 197,300

Personnel (continued)

- Each individual listed in the budget should have a specific role on the project
- Be realistic about what each individual can accomplish and the time necessary for the work.
- There is no magic algorithm regarding the qualifications and/or number of individuals needed for each aim.
- Explain any fluctuations in effort levels and/or staffing levels in out years (in the budget justification).

Salary Cap

- ***Salary Limitation*** (NOT-OD-20-065) is one of the congressional mandates in the NIH Appropriation
- Restricts the amount of **direct salary** that can be paid with federal funds under a grant or contract to Executive Level II of the Federal Executive Pay Scale (\$197,300)
- The participant's **actual base salary** (even if exceeding the cap) should be stated in the budget justification.

<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-20-065.html>

Section C: Equipment

- **Equipment:** defined as having an acquisition cost > \$5000; service life > 1yr (*otherwise, “supplies” category*)
 - Use is primarily allocated to proposed research project
 - Excluded from F&A base
- **Related Considerations**
 - Most equipment is requested during the first year of the grant
 - For a modular budget an extra module(s) may be requested to cover equipment
 - Justification is required (especially if similar equipment is already available)
 - Consider including price quote for new equipment within application to aid in the evaluation of equipment cost

Section D: Travel

- **Generally supports travel for presenting the results of the grant**
 - 1-2 meetings per year
 - 2-3 personnel
- **Request is usually relatively small:**
 - \$1,000 - 2,000 per scientific meeting per individual per year
- **Travel for data collection, to access resources or unique instrumentation or tools may be requested**
 - Justification should clearly state how travel is related to completing the aims and goals of the proposed research

Section E: Participant/Trainee Support Costs

- Unless stated in the FOA, this section should be left blank for NIH applications
- Tuition remission should be in Section F: Other Direct Costs

Section F: Other Direct Costs

- **Estimate the materials and supplies needed for the personnel involved.**
 - *Usually* ~\$12,000–15,000/year per FTE
 - Animal intensive studies, studies involving human subjects, or extensive bioinformatics, nanofabrication/foundary expenses tend to be more costly.
 - *In silico* or *in vitro* studies tend to have lower supply costs
- **Publication costs**
- **Equipment maintenance**
- **Tuition remission** [excluded from F&A base]
- **Shared facility fees**
- **Consortium/subcontracts**

| F. Other Direct Costs | | Indirect Cost Type | Funds Requested (\$) |
|---|--|---|----------------------|
| 1. Materials and Supplies | | MTDC <input type="button" value="▼"/> | 30,000 |
| 2. Publication Costs | | MTDC <input type="button" value="▼"/> | 3,000 |
| 3. Consultant Services | | MTDC <input type="button" value="▼"/> | |
| 4. ADP/Computer Services | | MTDC <input type="button" value="▼"/> | |
| 5. Subawards/Consortium/Contractual Costs | | | |
| > Allocated IDC Base | | MTDC <input type="button" value="▼"/> | 25,000 |
| 6. Equipment or Facility Rental/User Fees | | MTDC <input type="button" value="▼"/> | |
| 7. Alterations and Renovations | | MTDC <input type="button" value="▼"/> | |
| 8. Tuition Remission | | excluded <input type="button" value="▼"/> | 12,000 |
| 9. Animal costs | | MTDC <input type="button" value="▼"/> | 50,000 |
| 10. | | MTDC <input type="button" value="▼"/> | |
| Total Other Direct Costs | | | 392,041 |

| G. Direct Costs | | Funds Requested (\$) |
|-------------------------------|--|----------------------|
| Total Direct Costs (A thru F) | | 486,969 |

| H. Indirect Costs | | Note: Indirect Cost types are defined in the Institutional Profile, under the Institutions tab. Bring any profile changes into budget by refreshing Applicant Organization . | | |
|--|------------------------|--|------------------------|--|
| Indirect Cost Type | Indirect Cost Rate (%) | Indirect Cost Base (\$) | * Funds Requested (\$) | |
| 1. MTDC <input type="button" value="▼"/> | 55.000 | ★ 202,928 | 111,610 | |
| 2. <input type="button" value="▼"/> | | | | |
| 3. <input type="button" value="▼"/> | | | | |
| 4. <input type="button" value="▼"/> | | | | |
| Total Indirect Costs | | | 111,610 | |

Cognizant Federal Agency
(Agency Name, POC Name, and POC Phone Number)

| I. Total Direct and Indirect Costs | | Funds Requested (\$) |
|---|--|----------------------|
| Total Direct and Indirect Institutional Costs (G + H) | | 598,579 |

Budget Justification

- **Reviewers and Administrator use this to determine if the scope of work matches the request**
- **Explain the specific responsibilities for each team member**
- **Justify unusual/large expenses**
- **Show the value of subcontracts/consortia**
 - Provide a separate budget request and justification for any subcontract/consortium
- **Significant over- or under-estimation of budget suggests a lack of investigator understanding of scope of work**

Preparing a Budget

Allowable vs. Unallowable Costs

| Allowable | Unallowable |
|--|--|
| <ul style="list-style-type: none">• Salaries (NIH salary cap: currently \$197,300)• Equipment (needed for the project)• Supplies (includes equipment under \$5000)• Travel• Consultants• Consortiums• Alterations & Renovations• Other (equipment maintenance costs, animal costs, fee for service) | <ul style="list-style-type: none">• Bad debt (200.426)• Alcohol (200.423)• Improper payments (200.428)• Advertising (200.421), except for recruitment, procurement of goods, disposal of scraps/surplus materials, program outreach• Public relations (200.421), except for costs required by the federal awardee• Alumni/ae Activities (200.421) |

R01 Modular Budget

1. Start with an itemized budget (R&R budget component)
2. Create out-year budgets
3. Divide **total budget for all years by number of years**
4. Request same number of modules each year*
5. Consortia total costs are calculated separately and may be rounded to nearest \$1,000

** exception for equipment*

Direct Costs – Year 1

| | <u>Cal Mos</u> | <u>Req. Salary</u> | <u>Fringe Benefits</u> | <u>Funds</u> |
|---------------------------------------|----------------|--------------------|------------------------|----------------|
| A. Senior/Key Person | | | | |
| Principal Investigator (PI) | 2 | 20,833 | 7,000 | 27,833 |
| Co-Investigator | 0.5 | 8,221 | 2,762 | 10,983 |
| B. Other Personnel | | | | |
| Postdoc (Research Assoc) | 12 | 52,704* | 11,121 | 63,825 |
| Grad Student (Res Asst) | 12 | 28,000** | 4,536 | 32,536 |
| C. Equipment – Microscope | | | | 19,000 |
| D. Travel - (2 meetings) | | | | 4,000 |
| E. Participant/Trainee | | | usually left blank | |
| F. Other Direct Costs | | | | |
| Materials/Supplies | | | | 25,533 |
| Publication Costs | | | | 1,500 |
| Subaward/Consortium/Contractual costs | | | | none |
| Tuition Remission | | | | 12,000 |
| G. Total Direct Costs | | | | 197,210 |

* Based on 2020 NRSA stipend levels, NOT-OD-20-070
**Sum of Graduate Student support (salary, fringe and tuition) may not exceed NRSA postdoc zero level stipend, NOT-OD-02-017

Direct Costs - Add it all up

- Calculate the direct costs for the first year.
 - **(in the example, Year 1 budget = \$197,210)**
- Calculate the direct costs for subsequent years taking into account salary and research cost increases (e.g., 3% per year) and changes in funds requested for equipment.
 - **Year 1 = \$178,210 + \$19,000 [equipment]**
 - **Year 2 = \$183,556**
 - **Year 3 = \$189,063**
 - **Year 4 = \$194,735**
 - **Year 5 = \$200,577**

Determining the Need for a Modular Budget?

- Calculate the total direct costs for all years
 - **Total direct costs for 5 years = \$946,141**
- Divide total by the number of years requested
 - **Average direct costs = \$189,228/year**
- **Investigator-initiated R01s up to \$250,000/yr must use modular format***
 - *Except applications from foreign (non-U.S.) institutions*

Converting Average Direct Costs to the Modular Format

- Round up to the next module (number divisible by \$25,000)
 - **In the example, \$189,228/year rounds up to \$200,000/year**
- No yearly increases for inflation
- First year may include additional modules for one-time expenses like equipment
 - In this example, PI adds one additional module to year 1 = \$225,000**

Record Modular Budget: PHS 398 Modular Budget, Period 1

| A. Direct Costs | Funds Requested (\$) |
|--|-----------------------------|
| *Direct Cost less Consortium F&A | \$225,000 |
| Consortium F&A | \$ 0 |
| *Total Direct Costs | \$225,000 |
| B. Indirect Costs | Funds Requested (\$) |
| MTDC [less equipment \$19K, tuition \$12K] | \$194,000 [DC base] |
| Indirect cost rate [55%] | \$106,700 |
| C. Total Direct and Indirect Costs | Funds Requested (\$) |
| (A + B) | \$331,700 |

Record Modular Budget: PHS 398 Modular Budget, Periods 2-5

| A. Direct Costs | Funds Requested (\$) |
|---|-----------------------------|
| *Direct Cost less Consortium F&A | \$200,000 |
| Consortium F&A | \$ 0 |
| *Total Direct Costs | \$200,000 |
| B. Indirect Costs | Funds Requested (\$) |
| MTDC [less tuition] | \$188,000 [DC base] |
| Indirect cost rate [63%] | \$103,400 |
| C. Total Direct and Indirect Costs | Funds Requested (\$) |
| (A + B) | \$303,400 |

What if I have a collaboration with an investigator at another institution that requires funds?

This requires a consortium (subaward) agreement
NIH will only make one grant award (parent)

- Your Budget will list costs for Consortium/Subaward Costs (consortium budget)
- Your Co-I/Co-PI/MPI will need to prepare a budget for the consortium to be included in the application
- If the grant is awarded the consortium will have a contractual arrangement with your institution
- An application with a Consortium does not automatically require a Detailed Budget

R01 Budget with Consortium Costs

- Prepare an itemized budget for the parent award
- Prepare an itemized budget for consortium/subcontract costs, including:
 - Personnel
 - salary and benefits \$33,000
 - Travel
 - professional or investigator meeting \$2,000
 - Other Direct Costs
 - Materials and Supplies \$10,000
 - Total Direct Costs = \$45,000

Total Consortium Costs

- Consortium Direct Costs = \$45,000
- Consortium F&A
 - consortium institution (at 50%) \$22,500
- **Consortium Total Costs = \$67,500**

*Remember you may round to the nearest \$1,000

Direct Costs – Year 1 with Consortium

| | | Base Salary | Cal Month | Req Salary | Fringe Ben | Req Funds |
|-------------------------------|------------|----------------|--------------|---------------|---------------|----------------|
| A. Senior Personnel | | | | | | |
| PI | | 125,000 | 2 | 20,833 | 7000 | 27,833 |
| Co-I | | 197,300 | 0.5 | 8,221 | 2,762 | 10,983 |
| B. Other Personnel | | | | | | |
| Postdoc | | | 12 | 52,704 | 11,121 | 63,825 |
| Graduate Student | | | 12 | 28,000 | 4,536 | 32,536 |
| C. Equipment | Microscope | | | | | 19,000 |
| D. Travel | 2 meetings | | | | | 4,000 |
| E. Other Direct Costs | | | | | | |
| Materials / Supplies | | | | | | 25,533 |
| Pub Costs | | | | | | 1,500 |
| Subawards/Consortia/Contracts | | | | | | 68,000 |
| Tuition Remission | | | | | | 12,000 |
| | | | | | | 265,210 |

Should you request a
modular budget?

R01 Grant with Consortium Budget

**Submit as a modular budget
when requesting Direct Costs at or below
\$250,000 per year...**

... excluding Consortium F&A costs.

Modular Grant with Consortium Budget

In the example,

Year 1 – Itemized Total DC

= \$265,210

minus Consortium F&A

- \$ 22,500

Year 1 – Itemized DC excluding F&A

= \$242,710

Year 1 – Itemized DC = \$223,710 + \$19,000 [equip]

Year 2 – Itemized DC = \$229,056

Year 3 – Itemized DC = \$234,563

Year 4 – Itemized DC = \$240,235

Year 5 – Itemized DC = \$246,077

Average Direct Cost per yr (less consortia F&A) = \$234,728

Round up to the next module = \$250,000

Record Modular Budget with Consortium: PHS 398 Modular Budget, Period 1

| A. Direct Costs | Funds Requested (\$) |
|----------------------------------|----------------------|
| *Direct Cost less Consortium F&A | \$250,000 |
| Consortium F&A | \$ 22,500 |
| *Total Direct Costs | \$272,500 |

The total direct costs requested are allowed to exceed the modular maximum (\$250,000) by the amount of F&A associated with the subcontract (\$22,500).

Record Modular Budget: PHS 398 Modular Budget, Period 1

A. Direct Costs

| | Funds Requested (\$) |
|----------------------------------|-----------------------------|
| *Direct Cost less Consortium F&A | \$250,000 |
| Consortium F&A | \$ 22,500 |
| *Total Direct Costs | \$272,500 |

B. Indirect Costs

| | Funds Requested (\$) |
|---|-----------------------------|
| Direct costs [less consortium TC: \$68,000] | \$204,500 |
| MTDC [- equip, -tuition, + consortium first \$25k*] | \$198,500 [base] |
| Indirect cost rate [55%] | \$109,175 |

C. Total Direct and Indirect Costs

(A + B)

Funds Requested (\$)

\$381,675

** Up to \$25,000/each consortium total costs*

Record Modular Budget: PHS 398 Modular Budget, Period 2

A. Direct Costs

| | Funds Requested (\$) |
|----------------------------------|-----------------------------|
| *Direct Cost less Consortium F&A | \$250,000 |
| Consortium F&A | \$ 22,500 |
| *Total Direct Costs | \$272,500 |

B. Indirect Costs

| | Funds Requested (\$) |
|---|-----------------------------|
| Direct costs [less consortium TC: \$68,000] | \$204,500 |
| MTDC [-tuition] | \$192,500 [base] |
| Indirect cost rate [55%] | \$105,875 |

C. Total Direct and Indirect Costs

(A + B)

Funds Requested (\$)

\$378,375

** Up to \$25,000/each consortium total costs*

R01 Budget Reminders

- All budget requests to NIH for R01 applications use:
 - the **modular format** when requesting direct costs of \$250,000 or less each year
 - the **non-modular format** when requesting direct costs greater than \$250,000 in any year, or if the application is submitted from a foreign institution
- When including collaborators at different institutions
 - Consortium F&A costs are not factored into the modular direct cost limit

More Money?

- **Applications requesting $\geq \$500,000$ DC** in any single year – applicant **must** seek permission to submit from Institute staff at least 6 weeks before submission.
- **Multiple Principal Investigator R01** is intended for projects that clearly require a “team science” approach. The Multiple PI option should not be used as a means to justify a large budget request.
- **Well-funded investigators** should consult with Institute staff regarding policies for support of new research projects in well-funded laboratories.

Common Budget Errors

- **Exceeding FOA budget amount**
- **Used a modular budget when a detailed budget is needed**
- **Budget exceeds \$500K and did not request permission to submit**
- **Modular budget request did not request F&A for consortia**
- **Costs in budget differ from justification**
- **Calendar months effort does not equate to the requested salary**
- **Miscalculation of F&A**
- **Not contacting NIH Staff!**

Other Considerations

How is the Budget used by Reviewers and Program Officials?

Budget considerations are administrative

- Budget is not used by reviewers to assess scientific merit
- The Budget is discussed/reviewed after the scientific merit is assessed and application is scored
- But
 - Budget presentation and justification reveals to reviewers the applicant's understanding of what it takes to accomplish the proposed research

Reviewers' recommendations on the budget are usually followed by program staff

Didn't Receive the Amount Requested?

- **Study section may recommend reductions in amount and time**
 - Applicants may discuss with Program Officer if IRG-recommended reductions can be restored
- **Funding institute may reduce budget further and limit years of support**
 - Funding Strategy for many NIH ICs includes an administrative cut
 - Funding decisions cannot be appealed
 - Discuss with Program Officer if reduction causes hardship

A grantee seeking to revise the project aims because of reductions in time or budget may do so only with prior approval from the program officer.

Other Considerations

- **Ideally, the science drives the budget and justification**
- **Budgets must be consistent with grantee institutional policies and practice**
- **Request reasonable amounts based on current conditions and need**
- **Don't request contingencies or uncommitted promotions**
- **Justify everything, especially the unusual large ticket items, and year to year variations**

Award Policy Issues

To Whom is the Grant Awarded?

The Institution

Who is Responsible?

The Institution

The Authorized Organizational Representative

The Principal Investigator

The Departmental Administrator

The Department Chair

Pre-Award Costs

- **Pre-award costs** are those incurred prior to the beginning date of the project period or the initial budget period of a competitive segment
- **Permissible up to 90 days prior to the start date of a competing award if costs:**
 - Are necessary to conduct the project, and
 - Would be allowable under a potential award without prior approval
- **Spending is at grantee's own risk and expense**
 - This is at the discretion of the grantee institution
- **Spending greater than 90 days in advance requires prior approval**
- **Costs need to be both allowable and carefully managed**

*Pre-award costs are **not allowed for certain mechanisms**, including fellowships (F) and training grants (T)

The Notice of Award (NoA) and You

- **Always read the Notice of Award!**
- **The NoA explains the details of the grant award**
 - Drawing down funds constitutes acceptance of terms
- **Verify budget request along with the funding institute policy**
- **Please read carefully, and understand the terms**
- **If funds are restricted:**
 - adhere to the restriction
 - obtain the needed documentation to remove restriction
- **Follow the funding regulations and policies**

If you have questions contact your grants management specialist and program officer!

Award Restrictions

- Any spending restrictions will be listed in the Notice of Award (NoA), Section IV
- Restricted funds must be tracked by grantee to ensure compliance
- Only applied to a particular grant for cause
- Examples:
 - Restrict equipment funds pending receipt of current price quote
 - Prohibit human subjects research pending IRB review
- **ASK NIH first if you have questions!**

Always read your Notice of Award!

Other Terms of Award

- Program regulations: 42 CFR Part 52 - Grants for Research Projects
- Program and appropriation legislation
- 45 CFR Part 75 - HHS rules and requirements that govern the administration of grants
- NIH Grants Policy Statement - compendium of several regulatory requirements applicable to grants and cooperative agreements

Research Based on Award Budget

- Build a budget for the dollars and years that are indicated in the Notice of Award
- For modular grants, build in any increases in spending over duration of grant
- Prioritize research work and get started
- **Changes?** Ask Grants Management/Program Staff BEFORE you implement
- **Delays?** Unspent funds may be carried forward if appropriately justified/explained

Additional Thoughts

- Most taxpayers think a **\$1M+ award is a lot of money. Spend it wisely.**
- Contact Program or Grants Management Staff with Budget problems or questions **EARLY!**

Resources

- NIH OER Grants and Funding Information
 - http://grants.nih.gov/grants/about_grants.htm
- SF424 R&R guides and FAQs
 - <http://grants.nih.gov/grants/funding/424/index.htm#inst>
 - http://grants.nih.gov/grants/ElectronicReceipt/faq_full.htm
 - <http://grants.nih.gov/grants/funding/modular/modular.htm>
- PHS 398 instructions (paper submissions only)
 - <http://grants.nih.gov/grants/funding/phs398/phs398.html>
- NIH Program and Grants Management staff
 - <https://ned.nih.gov/search/>

Resources

- Other experienced individuals at your institution
<https://rsp.wisc.edu/ResearchContact/>
- Your institutional Sponsored Programs Office
www.rsp.wisc.edu

Thank you for your attention.

Questions?

*Becky Bound, PreAward Research Administrator, UW Carbone
Cancer Center*

rebecca.bound@wisc.edu

also available via MS Teams

Christy Schulz, Sr. Grant Administrator, SMPH Dean's Office

crschulz@wisc.edu

also available via MS Teams

Let's Continue this Conversation

Go to the **Symposium Event Team** in **MS Teams** and find our session's channel.

Post additional thoughts or questions there and engage with us and others throughout the day.