

Grant Application Requirements and Submission Deadlines

The Seattle Institute for Biomedical and Clinical Research (SIBCR) is available to assist Principal Investigators and their staff with the process of submitting extramural grant proposals. Proposals with 50% or more of the research being conducted in VA Puget Sound Health Care System (VAPSHCS) space must be submitted through SIBCR. Exceptions to this rule may be made only with mutual agreement of SIBCR and University of Washington (UW) at the time of the proposal. If the proposal is for a non-VA training grant, the UW will submit the proposal.

SIBCR has developed the following guidelines to ensure submissions are complete and go through the review process in a timely manner.

A. Overview

Applicant Organization

Seattle Institute for Biomedical and Clinical Research
1660 So. Columbian Way, (S-151F)
Seattle, WA 98108
Fax 206-204-6190

Eileen Lennon, PhD
Executive Director
eileen@sibcr.org

Contact Information

Danielle Belisle
Senior Grants & Contracts
Manager
danielle@sibcr.org
206-204-6177

Rebecca Walker
Grants & Contracts
Coordinator
rebecca@sibcr.org
206-204-6191

Renee Parisio
Grants & Contracts
Coordinator
renee@sibcr.org
206-204-6185

Krise Kramer
Grants & Contracts
Coordinator
kirise@sibcr.org
VA: 206-277-4257
MPW: 206-204-6184

Assurances

Human Subjects Assurance No.: FWA 00000925
Animal Welfare Assurance No.: A 3832-01

Other Information

Entity Identification No.: 91-1452438
DUNS No.: 928 47 0061
7th Congressional District

SIBCR is a 501(c)(3) non-profit corporation. Letters of our exempt status are available upon request.

B. Grant Timeline

I. Agency Deadlines

National Institutes of Health (NIH) Schedule of Receipt Dates
<http://grants.nih.gov/grants/dates.htm>

NIH Forms and Instructions
<http://grants.nih.gov/grants/forms.htm>

For purposes of reference, the following refers to NIH grants. Other sponsors may not have all of the components listed. However, the general timeline and guidelines apply to all grants and subawards submitted through SIBCR.

II. SIBCR Deadlines

20 business days prior to due date	Administrative portion of application to the appropriate grant reviewer (drafts are acceptable): <ol style="list-style-type: none"> 1. Abstract/project summary 2. Budget with justification 3. List of all personnel with their employing institution 4. Biosketches for key personnel/consultants 5. Resources page
5 business days prior to submission to sponsor	<ol style="list-style-type: none"> 1. Final draft of proposal for review 2. Grant review form and abstract to R&D with one copy to SIBCR. To view the pre-submission requirements, please click here.
2 business days prior to sponsor deadline	<ol style="list-style-type: none"> 1. Final proposal complete and grant submitted to sponsor

If your proposal includes subawards, contact us at least 45 days prior to the grant due date. Full sign-off from consortium institutions is required prior to submission. This process can 3 to 4 weeks, depending on the institution.

Please note that SIBCR will need to review detailed budgets and budget justifications for all proposals, including for NIH modular grant applications.

C. Personnel

If a grant lists personnel from other employing institutions, then the following rules apply.

UW faculty and/or staff effort based at UW	Salary and other expenses	<p>Signed subaward due to SIBCR 5 business days prior to submission:</p> <p>Standard subaward requirements apply (see section D).</p> <p>UW sign-off is required prior to submission to sponsor.</p> <p>Upon award: A subaward will be initiated by SIBCR with the appropriate UW F&A rate.</p>
UW faculty and/or staff effort based at UW	Salary only	<p>Submission requirements: JPA requirements apply (see section E).</p> <p>Upon award: A JPA will be issued with the 10% fee.</p>

<p>UW/VAPHSCS dual appointed faculty and/or UW staff based at the VA</p>	<p>Salary only</p>	<p>Submission Requirements: JPA requirements apply (see section E). Upon award: A JPA will be issued with a 10% fee.</p>
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<p>VAPSHCS Investigators</p>	<p>Federal Awards: No salary may be requested for full-time VAPSHCS positions. If effort without compensation is requested, a signed letter from the investigator's service chief is required prior to submission, acknowledging this effort as part of his or her VAPSHCS appointment. To view a sample of this letter, please click here. Non-Federal Awards: VAPSHCS Investigators may be able to request a portion of VA salary. SIBCR will reimburse the VAPSHCS for grant-related effort.</p>
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<p>VAPSHCS staff</p>	<p>Federal Awards: The general rule is that VA staff cannot receive salary from any other federal agency on a grant. In some rare cases, NIH may allow an Intergovernmental Personnel Act (IPA) agreement or other appropriate mechanism to the VA for staff, with significant justification. The following statement must be included in the application's budget justification: <i>"This individual is a VAPSHCS employee. The VA will be reimbursed for the effort of this employee and there will be no dual compensation or conflict of interest for this work."</i> Non-Federal Awards: Salary may be requested. SIBCR will reimburse the VAPSHCS through a personnel agreement.</p>
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II. Other Institutions Named on SIBCR Proposal

<p>XYZ Institution faculty/staff</p>	<p>Salary only or salary and other expenses</p>	<p>Submission Requirements: A subaward will be required with full sign-off from subawardee institution 5 business days prior to submission.</p>
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III. SIBCR Named on XYZ Institution Proposal

<p>SIBCR/VAPSHCS faculty/staff</p>	<p>Salary only or salary and other expenses</p>	<p>Submission Requirements: A subaward will be required with full review and sign-off by SIBCR.</p>
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D. Subawards

1) The following information is required from subrecipients for the proposal:

- Proposal face page
- Budget
- Budget justification
- Scope of Work or Specific Aims and Background Biosketch(es)
- Resources
- Checklist

A draft of a subaward budget is required 15 business days prior to the grant due date and the final signed documents are due 5 business days before the due date.

2) The Just-In-Time stage of the subaward

NIH and most other sponsors use just-in-time procedures. This allows an applicant to defer certification of institutional approvals (e.g., Human Subjects and IACUC) and required training until after award notification, but prior to funding. This procedure applies to the prime awardee and subrecipients in most cases.

If the grant is going to be awarded, the subrecipient submits the following in the Just-In-Time (JIT) stage:

- a) Subrecipient's most recent A-133 Audit;
- b) F&A rate agreement;
- c) Regulatory committee approvals including human subject and/or animal approvals, biohazards, rDNA, tissue banking, etc.;
- d) Proof of required human subject training for personnel responsible for the design and conduct of projects involving human subjects.

3) Amendments and close-out

- a) An amendment is required if there is a significant change to the subaward. A significant change can include, but is not limited to the following: a change in key personnel or a change in the effort of key

personnel equal to or greater than 25%; an increase in the total award amount requested; and/or major re-budgeting greater than 25% of the total award amount.

b) Carry-over on subawards may not be automatic. Specific requirements will be determined in accordance with sponsor requirements.

c) Progress and final reports will be required of subrecipients. The terms and conditions will be defined in the subaward agreement.

E. Joint Personnel Agreement (JPA) guidelines

A JPA is used to compensate an employer for salary, benefits, and other related personnel expenses for individuals employed by either the UW or SIBCR and who are providing effort to grant(s) held by the other institution. Each JPA covers a single individual reimbursed from a single award for up to a one-year period. A 10% administrative charge per individual agreement up to \$5,000 per year will be paid by the grant holder to the employer, unless modified by mutual agreement.

JPAs are reviewed prior to submission via email with the appropriate department verifying salary and time and effort availability. Full sign-off is required only at the time of award.

Grant proposals with UW faculty and/or research staff salary listed as the UW Institutional Base Salary will include the following statements, as applicable, in the budget justification of the proposal:

For faculty:

Dr. X has an appointment with the University of Washington and an appointment with the VA. The salary requested is based on the UW's Institutional Base Salary. SIBCR will reimburse the UW for grant-related effort and there is no dual compensation; Or,

Dr. X has a faculty appointment with the University of Washington and an established Institutional Base Salary. Dr. X also has an 8/8th's VA appointment. Institutional Base Salary is the UW contingent salary which, in part or in whole, would be supported by this award. IBS does not include salary paid directly by the VA Puget Sound Health Care System.

For research staff:

X is an employee of the University of Washington; SIBCR will reimburse the University for time and effort.

Proposals with UW faculty and/or staff who are based at the University and include salary only, would list the costs in the consortium line of the proposal. Standard JPA procedures apply including the 10% charge up to \$5,000 per year per individual agreement. Full sign-off at the time of submission is only required if the sponsor requires a signed face page from consortia participants. Otherwise, an email from the department verifying salary and time and effort availability is acceptable.

For more information on JPAs, please see the [Master JPA](#) and associated [JPA Form](#).

F. Additional Information

Equipment

The SIBCR equipment threshold is \$5,000. Indirect costs are not calculated on equipment at \$5,000 or more.