

Grant Application Requirements and Submission Deadlines

SIBCR is available to assist Principal Investigators and their staff with the process of submitting grant proposals. Proposals with 50% or more of the research being conducted at the VA Puget Sound Health Care System (VAPSHCS) space must be submitted through SIBCR. SIBCR has developed the following guidelines to assure submissions are complete and go through the review process in a timely manner.

A. Overview

Applicant Organization

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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

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 the National Institutes of Health (NIH) grants. Other sponsors may not have all of the components listed. However, the general timeline and guidelines apply to all grants and subcontracts submitted through SIBCR.

II. SIBCR Deadlines

<p>3 weeks prior to due date</p>	<p>Administrative portion of application to the appropriate grant reviewer:</p> <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
<p>1 week prior to agency deadline</p>	<ol style="list-style-type: none"> 1. Final draft of proposal for review 2. Pre-submission Review by R&D Committee with one copy to SIBCR. To view the pre-submission requirements, please click here.

Please note that SIBCR will still need to review detailed budgets for all proposals, even for those NIH grant applications which are being submitted with modular budget requests of \$250,000 per year or less.

C. Personnel

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

I. University of Washington (UW) Faculty/Staff Named on Proposal

<p>UW faculty (except PI)</p>	<p>Salary only</p>	<p>Provide to SIBCR prior to submission:</p> <ol style="list-style-type: none"> 1. Subaward face page 2. Abstract 3. Budget with justifications (justifications must indicate personnel as UW employees) 4. Biosketch(es) 5. Resources page 6. Checklist page <p>UW sign-off is required prior to submission to sponsor.</p> <p>Upon award: A subaward will be initiated by SIBCR with a 10% indirect cost rate.</p>
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UW staff based at the VA	Salary only	<p>Submission Requirements: UW staff based at the VA are listed in the personnel category of the budget.</p> <p>Upon award: A JPA will be issued with a 10% fee.*</p>
UW faculty/staff, effort based at the UW	Salary and other expenses requested	<p>Submission Requirements: Subaward requirements apply (see section D).</p> <p>Upon Award: Subaward requires signoff by UW. Full UW indirect cost rate applies.</p>

***Personnel Agreements with the University of Washington**

A Joint Personnel Agreement (JPA) will be initiated at the time of award.

UW staff based at the VA (funding at SIBCR): A 10% charge per individual agreement up to \$5,000 per year will be paid to the UW.

SIBCR staff based at the VA (funding at UW): A 10% charge per individual agreement up to \$5,000 per year will be paid to SIBCR.

This fee will be waived only if the sponsor does not provide indirect costs.

II. VAPSHCS Investigators Named on Proposal

VAPSHCS Investigators named on proposal	<p>Federal Awards: No salary may be requested for full-time VAPSHCS positions</p> <p>If effort is requested, a letter from the investigator's service chief is required, acknowledging this effort as part of his or her VAPSHCS appointment. SIBCR can provide a sample of this letter.</p> <p>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 named on proposal</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 a subaward to the VA for staff, with significant justification. The following statement must be included in the application's budget justification:</p> <p><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></p> <p>Non-Federal Awards: Salary may be requested. SIBCR will reimburse the VAPSHCS through a personnel agreement.</p>
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III. 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.</p>
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IV. 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 (each sub site must have individual scope of work)
- Biosketch(es)

- Resources
- Checklist

A draft of a subaward budget is required at least three weeks prior to the grant due date and the final signed documents are due fourteen days before the due date.

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

NIH and most other sponsors use Just-In-Time (JIT) 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 JIT stage:

- a) Subrecipients 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 consonant with grant funding.
- c) Progress and final reports will be required of subrecipients. The terms and conditions will be defined in the subaward agreement.

E. Additional Information

Equipment

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