Office of Grant Support Services: Everything you need to know

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Research Professor of Medicine
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Facilities, Systems, Persons, Functions, and Sponsors

- Grant capacity and grant readiness
- The Office of Grant Support (OGS)
- **Key personnel/roles:** Anindita Mukherjee, Regina Janicki, Gerard McMorrow, DC Saha, Gregg Tarquinio, Tanya Dragic
- **Cayuse,** Application development, budget development, routing, compliance (IACUC, IRB, IBC/Bio-safety), application submitting, checking verification
- **Award management** Submitting JITs, receiving NOA/NOGA
- **Portals** e.g., GrantScoop, and Pure for funding mechanisms and types, and for finding collaborators
Facilities

• **Grant capacity**: Institution’s potential volume of grant activity while considering qualification, complexity, and suitability (eligibility and infrastructure)

• **Grant readiness**: Relative level of preparation to pursue grant activity, both in general and in respect to specific projects and opportunities

• At any given point, we may have the capacity, but may not have the readiness and *vice versa*

• To be successful, we must have both
System:
What is Office of Grant Support?

• The Office of Grant Support (OGS) is comprised of only four individuals who provide pre-award administrative assistance to entire Einstein community

• Our goal is to enable faculty and scholars to submit grant proposals and to manage subsequent non-financial responsibilities of the award, resubmission, and renewal processes

• [https://www.einstein.yu.edu/administration/grant-support/](https://www.einstein.yu.edu/administration/grant-support/)
Function: OGS’s Role in Expanding Funding & Research

- **Find funding opportunities and receive one-to-one consultation:** state, federal, private, foundation
- **Target dissemination** of funding opportunities to interested trainees and faculty members
- **Interpret** proposal guidelines and help with building application materials-- eligibility, forms, institutional data etc.
- **Demystify** DoD, NIH, NSF and other federal and non-federal policies, procedures, and jargons
- **Grantsmanship:** Assist with team-building, writing, editing, proofreading, proposal review and critique and creating more competitive proposals
OGS: Grant Advisory Service

We provide Grant Advisory Service that includes assistance with editing, proof-reading, reviewing and critiquing grant proposals. Please see our Grant Advisory Service page.
OGS: Expanded Grant Advisory Service

Our services to include assistance/help with manuscript writing, editing, proof-reading, reviewing and critiquing to enhance publications. Please contact OGS at (718) 430-3642.
Functions: What Does OGS Do?

- Developing or reviewing proposal budgets
- Administering pre-submission regulatory requirements
- Creating and managing electronic grant submissions
- Assisting with required registrations for grant submissions
- Helps submissions of grant-proposals to agencies or sponsors
- Negotiates budgets and other related terms and conditions of the awards with sponsors
Functions: What Does OGS Do?

- Manages Awards Committee nominations (limited submissions)
- Helps in communicating with grant-making agencies
- Helps with submission of non-competing applications, Just-in-Time (JIT), Supplemental Materials, RPPR, RS, FIS etc.
- [http://www.einstein.yu.edu/administration/grant-support/](http://www.einstein.yu.edu/administration/grant-support/)
Assistant Director, Funding Opportunity and Grant Development

- Funding Opportunities and Grant Development: Finding funding, disseminating information
- One to one consultation; personalized grant development service
- Team development, Planning
- Faculty profile in “PURE” research portal (for networking and communication)
- Workshops for funding/grant development
- Templates for grant applications
- NYS Grants Gateway management
- All non-federal grant processes: contacting the sponsors/agencies
eRA Manager

- AOR (Authorized Organizational Representative), SO (Signing Official)
- Application assembly and submission
- Application withdrawal request
- Cayuse System primary contact – User ID, password, application unlock
- eRA Commons issues related to submission
- eRA Commons back up for Cynthia Cardillo – User ID, password
- Final Invention Statement (FIS)
- Grants.gov account and related issue
eRA Manager

- Just-in-time submission (Approvals and Certificates for IACUC, IRB, Other Support, Budget review)
- Limited submission application management
- Post-submission material and communication
- No Cost Extension
- Compliance communication with sponsors (IRB, IACUC, IBC)
- OPAS (Other Pre Award Submissions)
- Other (all Federal) electronic submission portal User ID, password and task
Pre-award Analyst

• AOR, SO
• Budget development, review and budget revisions (pre-award only)
• Budget review for No Cost Extension
• Collaboration letter review and preparation for signature
• Face page review and processing for signature
• Indirect cost reduction/waiver, no salary support request processing
• Letter of Intent (LOI) review and processing
Director

- AOR, SO, Business Official
- Agreement and contract negotiation with sponsor
- Funding Opportunities
- Grant Development
- NYS Grants Gateway submission and approval
- Communication with sponsors
- Any other tasks and items related to pre-award application management
Our NIH Funding is Up

- 2013: $130,000,000
- 2014: $140,000,000
- 2015: $150,000,000
- 2016: $160,000,000
- 2017: $170,000,000
- 2018: $180,000,000
Success Rate for R01 Applications (New)

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<thead>
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<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
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<td><strong>Number of Applications</strong></td>
<td>204</td>
<td>234</td>
<td>234</td>
<td>196</td>
<td>204</td>
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<td><strong>Einstein Overall (%)</strong></td>
<td>11.8</td>
<td>12.8</td>
<td>15.8</td>
<td>17.9</td>
<td>15.7</td>
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<tr>
<td><strong>NIH Overall (%)</strong></td>
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<td>16.0</td>
<td>17.3</td>
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Success Rate for All Competing Continuations (Renewal)

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<td>36</td>
<td>48</td>
<td>40</td>
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<tr>
<td>Einstein Overall (%)</td>
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<td>NIH Overall (%)</td>
<td>39</td>
<td>37.4</td>
<td>39.4</td>
<td>40.6</td>
<td>43.6</td>
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</table>
Success Rate for NIH R01 Applications That Utilized OGS Grant Development/Writing Services (FY 2012-2017)
How To Search Funding Opportunities using Intranet

• Please go to Einstein Intranet and sign in at https://www.einstein.yu.edu/auth/login/intranet/
• Click on “Administrative Services”
• Select “Grant Support” department
• Click on the tab “Foundation Funding”
• Click on “Grant Title” links for details of the funding mechanism
• Use the “Search Funding” tool to find suitable funding announcements
• Use “Keywords” if needed
Funding Opportunity Resources - free

Federal

- Grants.gov – free
  http://www.grants.gov/applicants/find_grant_opportunities.jsp


- Department of Defense (DoD) – Congressionally Directed Medical Research Program (CDMRP) – free
  http://cdmrp.army.mil/funding/default.shtml

- NIH Guide for Grants and Contracts – free
Federal Funding: Grants.gov

- http://www.grants.gov/applicants/find_grant_opportunities.jsp

- US Federal funding opportunities from all agencies. SEARCH Grants.gov for your federal grants by keywords or more specific criteria. All discretionary grants offered by the 26 federal grant-making agencies can be found on Grants.gov
Other Federal Agencies

- **National Science Foundation (NSF)**
  - [http://www.nsf.gov/funding](http://www.nsf.gov/funding)
  - Provides general descriptions of funding programs for all NSF directorates

- **Department of Defense (DoD)** – Congressionally Directed Medical Research Program (CDMRP)
Federal Funding: NIH Guide for Grants and Contracts


- NIH Guide announcements are published daily. On Friday afternoon, NIH transmits an e-mail to [NIH Guide LISTSERV](http://grants2.nih.gov/grants/guide/index.html) subscribers with the [Table of Contents (TOC)](http://grants2.nih.gov/grants/guide/index.html), including links to announcements published during the week.

- To Subscribe to the [NIH Guide LISTSERV](http://grants2.nih.gov/grants/guide/index.html), send an email to [listserv@list.nih.gov](mailto:listserv@list.nih.gov) with the following text in the message body (not the "Subject" line):
  - subscribe [NIHTOC-L](mailto:listserv@list.nih.gov) your name  (Example: subscribe NIHTOC-L Bill Jones)
  - Your e-mail address will be automatically obtained from the e-mail message and add you to the LISTSERV
Funding Opportunity Resources - free

State

- New York State Grants Gateway – free
  https://www.grantsgateway.ny.gov

- It is a NYS central electronic portal for all New York State
  Grants and Contracts

- Log in and browse for funding opportunities

- It also has alert services for new funding opportunities. You can sign up under “Notification”
Funding Opportunity Resources - free

Others

- Proposal Central – free [https://proposalcentral.altum.com/](https://proposalcentral.altum.com/)
- GrantsNet – free [http://sciencecareers.sciencemag.org/funding](http://sciencecareers.sciencemag.org/funding)
- Many more...
Funding Opportunity Resources – Subscription-Based

- GrantForward – subscription. [https://www.grantforward.com/index](https://www.grantforward.com/index)
- Many more ...
Diversity Supplement to R01 and Other Grants

To encourage the participation of members from underrepresented/minority groups and disability candidates, NIH offers Diversity Supplement applicable for all the ICs and activity codes listed in the link. Some FAQs - link from NIGMS
Grant Submission Process

Need to find a funding opportunity?
- Contact OGS to search for funding opportunities

Opportunity found
- Application is developed in **Cayuse**
  - Routing chain: Verify requirements and systems access

Grant Development
- Need help writing the grant?
- Need study design assistance?
- Writing/editing
- Boistatistics support

Non-Federal application submission steps vary
- Federal applications submitted through Cayuse
- Application is submitted

“Just-in-Time” materials/additional materials required
- “Notice of Award” arrives

Grant application is routed through Cayuse for internal review/approval
- Budget is developed

Post-Award process begins
- Award acceptance & negotiations if applicable

“Notice of Award” arrives
- Post-Award process begins
Cayuse

- **Cayuse** (424) is a Web application portal created to simplify the creation, review, routing, approval, and electronic submission of grant proposals, i.e., S2S (system-to-system) submission of proposals.
- For usual help contact Regina Janicki at (718) 430-3643 or Regina.janicki@einstein.yu.edu.
- For urgent help (when we are not available) you may call (503) 297-2108 Ex 201 or email at https://yu.cayuse424.com/
What Can Cayuse Do?

- **Downloads** funding opportunities (i.e., forms)
- **Stores data and files** (i.e., contact information, bio-sketches, budgets – auto calculates most items)
- **Enables users** to easily prepare applications
- **Checks for errors and warnings** (including sponsored required validations)
- **Routes** applications and documents for internal approvals
- **Electronically submits** proposals to Grants.gov
- **Can prepare reports** about submissions
Pre-requisites for Submitting Application Using Cayuse

• Existence of a profile in Cayuse

• PIs and administrators register with NIH eRA Commons, NSF Fastlane, HRSA Handbooks, DoD eBRAP

• Existing agency accounts need to be “affiliated” with new Einstein (post-migration)

• Individuals must have role as a PI
Cayuse: Obtaining a Username and Password

• Send an email with your request, along with your complete contact information and professional email address to: regina.janicki@einstein.yu.edu

• The username and password given are case-sensitive

• You can change the password once you sign in
Cayuse: Delegation of Authority

• In most cases, PIs have their administrative personnel work on their applications.

• To delegate authority OGS must have a signed delegation/routing form on file.

• Delegation routing forms can be found at [http://www.einstein.yu.edu/docs/administration/grant-support/Delegation-routing2.doc](http://www.einstein.yu.edu/docs/administration/grant-support/Delegation-routing2.doc)

• This needs to be done only once.
Cayuse: Creating an Application/document

- Select the Create button
- Enter the name of your department correctly
- Enter your name and contact information on the summary section so that we can contact you if needed
- Complete the Proposal Name field (follow Cayuse title format)
- Proposal Name should be filled out using Einstein’s guidelines (It’s an internal title)
- Competitive grants: PI’s last name/Grant Mechanism/Deadline (e.g., Smith/R01/2-5-16)
- Non-competing RPPRs/Progress reports: NC-PIs last name/Grant Mechanism/Deadline (e.g., NC-Smith/R01/2-15-16)
- OPAS (Other Pre-Award Submissions): OPAS-PI last name/Type of OPAS/Deadline (e.g., OPAS-Smith/JIT/2-10-16)
Cayuse: Import/Export of Sub-award

- **Importing from a Non-Cayuse institution:**
  - Other institution can sign up with [http://subawards.com/](http://subawards.com/) which will give us a compatible Sub-K to import into our application
  - OR
  - They can download SF424 Sub-award budget attachment from [https://www.grants.gov/](https://www.grants.gov/), fill out, and send us to upload in Cayuse
Cayuse: Import/Export of Sub-award

- Exporting a Sub-award to a Non-Cayuse institution:
  - Cannot be done through Cayuse
  - Complete and send them a SF424 budget attachment from grants.gov

- Exporting a Sub-award to another Cayuse institution:
  - Choose “SUBAWARD” option while creating your application; do not select “OTHER” as the option
  - Send the .cayuse file to the other organization for uploading
  - Follow instructions from the other institute for their import
Budget Development/Review

- Section A (of RR Budget) Senior/key person
- PI should have some effort
- Base salary (for anyone named on the budget) should be equal to his/her annual salary per Banner Finance (+2% increment)
- Please explain any variations in the proposal summary comments box
- For anyone on Montefiore PR—please note in the comments box and add MMC ORSP to routing chain
- Anyone expecting a promotion/raise—please note/explain in the proposal summary comment box
Salary Cap

- Salary cap applies to NIH and a few other federal awards and other grantors
- AHRQ, DoD, SAMHSA, CDC, HRSA, ACF, ACL, CMS
- USDA and NASA use different Salary Cap – Benchmark Compensation Amount
- If you use salary cap for other grantors, please add an explanation and attach grantor policy as document
- Months must always be shown if salary is budgeted
- Fringe must always be budgeted at the Federal negotiated rate; otherwise explain
- Any waiver must be approved either by the Associate Dean for Finance and Administration or the Executive Dean
## Salary Cap: Federal Sponsors

<table>
<thead>
<tr>
<th>Agency Name</th>
<th>Salary Cap</th>
</tr>
</thead>
<tbody>
<tr>
<td>All agencies under DHHS (NIH, AHRQ, SAMHSA, CDC, HRSA, ACF, ACL, CMS)</td>
<td>$192,300 (Effective January 6, 2019); EL-II</td>
</tr>
<tr>
<td>DoD</td>
<td>$192,300 (new)</td>
</tr>
<tr>
<td>USDA</td>
<td>$176,900 (FY17); EL-III</td>
</tr>
<tr>
<td>NSF</td>
<td>N/A</td>
</tr>
<tr>
<td>DoE</td>
<td>N/A</td>
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[https://www.federalpay.org/ses/2019](https://www.federalpay.org/ses/2019)
# Salary Cap: Non-Federal Sponsors

<table>
<thead>
<tr>
<th>Agency Name</th>
<th>Salary Cap</th>
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<tbody>
<tr>
<td>American Heart Association</td>
<td>DHHS Salary Cap</td>
</tr>
<tr>
<td>Anesthesia Safety Foundation</td>
<td>DHHS Salary Cap</td>
</tr>
<tr>
<td>Cystic Fibrosis Foundation</td>
<td>DHHS Salary Cap</td>
</tr>
<tr>
<td>Michael J. Fox Foundation</td>
<td>DHHS Salary Cap</td>
</tr>
<tr>
<td>Multiple Sclerosis Society</td>
<td>$199,700</td>
</tr>
<tr>
<td>Patient Centered Outcomes Research Institute</td>
<td>$200,000</td>
</tr>
<tr>
<td>Susan B. Komen Foundation</td>
<td>$250,000</td>
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</table>

Refer: [https://finance.uw.edu/maa/fec/costshare/salarycap-limitations](https://finance.uw.edu/maa/fec/costshare/salarycap-limitations)
Cayuse Routing

• We strongly urge to submit your application 8-10 business days prior to the deadline
• Applications are “locked down” for editing fields and uploading anything into the budget section when the routing button is checked off
• You can ask for permissions to go in and edit, post-completion of routing, however only for the scientific and administrative portion, not the budget
• All federal applications must be submitted through Cayuse; non-federal application submission steps might vary
Cayuse Routing Chains for Applications

• Routing chains for all competing grants:
  — PI
  — Chair
  — Office of Grant Support
  — IACUC, and/or EH&S (if Humans, Animals or Health/Safety issues are involved)
  — OGS-Budget
  — Authorized Organizational Representative (AOR)*
  — FCOI (Financial Conflict of Interest)
  — Office of Biotechnology (if applicable)
  — MWBE

*Once the AOR has approved you can submit the application
## Routing Offices: Contact Details

<table>
<thead>
<tr>
<th>Cayuse Name [Routing Contact]</th>
<th>Name of Office</th>
<th>Contact Person</th>
<th>Phone</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorized Organizational Representative</td>
<td>Associate Dean of Finance and Administration</td>
<td>Gregg Tarquinio</td>
<td>718.430.3182</td>
<td><a href="mailto:gregg.tarquinio@einstein.yu.edu">gregg.tarquinio@einstein.yu.edu</a></td>
</tr>
<tr>
<td>OHRA</td>
<td>Institutional Review Board (IRB), a/k/a Committee on Clinical Investigation--CCI</td>
<td>Melissa Epstein</td>
<td>718.430.2751</td>
<td><a href="mailto:Singleirb@einstein.yu.edu">Singleirb@einstein.yu.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Marina Tuzova</td>
<td>718.430.2268</td>
<td><a href="mailto:marina.tuzova@einstein.yu.edu">marina.tuzova@einstein.yu.edu</a></td>
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<tr>
<td></td>
<td></td>
<td>Sathya Chandrasekar</td>
<td>718.430.2776</td>
<td><a href="mailto:sathya.chandrasekar@einstein.yu.edu">sathya.chandrasekar@einstein.yu.edu</a></td>
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<tr>
<td>Dean's Office</td>
<td>Dean's Office</td>
<td>Elizabeth Pinzon</td>
<td>718.430.4106</td>
<td><a href="mailto:elizabeth.pinzon@einstein.yu.edu">elizabeth.pinzon@einstein.yu.edu</a></td>
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<tr>
<td>EH&amp;S</td>
<td>Environmental Health and Safety</td>
<td>Anthony Chibarro</td>
<td>718.430.4150</td>
<td><a href="mailto:anthony.chibbaro@einstein.yu.edu">anthony.chibbaro@einstein.yu.edu</a></td>
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<tr>
<td>FCOI</td>
<td>Financial Conflict of Interest</td>
<td>Luciana Hall-Pearson</td>
<td>718.430.2577</td>
<td><a href="mailto:luciana.hall-pearson@einstein.yu.edu">luciana.hall-pearson@einstein.yu.edu</a></td>
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<tr>
<td></td>
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<td>Michael Reichgott</td>
<td>718.430.4082</td>
<td><a href="mailto:michael.reichgott@einstein.yu.edu">michael.reichgott@einstein.yu.edu</a></td>
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<td></td>
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<td>Vilma Kaltan</td>
<td>718.430.4083</td>
<td><a href="mailto:vilma.kalten@einstein.yu.edu">vilma.kalten@einstein.yu.edu</a></td>
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<tr>
<td>Gottesman Library Director</td>
<td>Library</td>
<td>Racheline Habousha</td>
<td>718.430.3108</td>
<td><a href="mailto:racheline.habousha@einstein.yu.edu">racheline.habousha@einstein.yu.edu</a></td>
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<tr>
<td></td>
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<td>Nancy Glassman</td>
<td>718.430.3108</td>
<td><a href="mailto:nancy.glassman@einstein.yu.edu">nancy.glassman@einstein.yu.edu</a></td>
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<tr>
<td>Graduate Office</td>
<td>Graduate Office</td>
<td>Leslie Malave-Duche</td>
<td>718.430.8952</td>
<td><a href="mailto:leslie.malave-duche@einstein.yu.edu">leslie.malave-duche@einstein.yu.edu</a></td>
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<tr>
<td>IACUC</td>
<td>Institutional Animal Care and Use Committee (IACUC)</td>
<td>Lawrence Herbst</td>
<td>718.839.7135</td>
<td><a href="mailto:lawrence.herbst@einstein.yu.edu">lawrence.herbst@einstein.yu.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sunder Shrestha</td>
<td>718.839.7145</td>
<td><a href="mailto:sunder.shrestha@einstein.yu.edu">sunder.shrestha@einstein.yu.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jorge Larocca</td>
<td>718.839.7152</td>
<td><a href="mailto:jorge.larocca@einstein.yu.edu">jorge.larocca@einstein.yu.edu</a></td>
</tr>
<tr>
<td>MMC ORSP</td>
<td>Montefiore Office of Research and Sponsored Programs</td>
<td>Eileen Callinan</td>
<td>718.920.4151 X222</td>
<td><a href="mailto:ecalinna@montefiore.org">ecalinna@montefiore.org</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lori Vasquez</td>
<td>718.547.2626</td>
<td><a href="mailto:lvasquez@montefiore.org">lvasquez@montefiore.org</a></td>
</tr>
<tr>
<td>MWBE</td>
<td>Minority and Women Owned Business Enterprises</td>
<td>Jack Zencheck</td>
<td>718.430.8889</td>
<td><a href="mailto:jack.zencheck@einstein.yu.edu">jack.zencheck@einstein.yu.edu</a></td>
</tr>
</tbody>
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<th>Contact Person</th>
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<th>Email Adress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of Biotechnology</td>
<td>Office of Biotechnology</td>
<td>Janis Paradiso</td>
<td>718.430.3357</td>
<td><a href="mailto:Janis.paradiso@einstein.yu.edu">Janis.paradiso@einstein.yu.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Heidi Meisenkothen</td>
<td>718.430.3357</td>
<td><a href="mailto:Heidi.meisenkothen@einstein.yu.edu">Heidi.meisenkothen@einstein.yu.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Benjamin Neymotin</td>
<td>718.430.3357</td>
<td><a href="mailto:benjamin.neymotin@einstein.yu.edu">benjamin.neymotin@einstein.yu.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Michelle-Acosta Rivera</td>
<td>718.430.3357</td>
<td><a href="mailto:michelle.acosta-rivera@einstein.yu.edu">michelle.acosta-rivera@einstein.yu.edu</a></td>
</tr>
<tr>
<td>Office of Clinical Trials</td>
<td>Office of Clinical Trials</td>
<td>Robin West</td>
<td></td>
<td><a href="mailto:rowest@montefiore.org">rowest@montefiore.org</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Christina Rivera</td>
<td></td>
<td><a href="mailto:chrisriv@montefiore.org">chrisriv@montefiore.org</a></td>
</tr>
<tr>
<td>Office of Grant Support</td>
<td>Office of Grant Support-General Review</td>
<td>Regina Janicki</td>
<td>718.430.3643</td>
<td><a href="mailto:regina.janicki@einstein.yu.edu">regina.janicki@einstein.yu.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Gerard McMorrow</td>
<td>718.430.3580</td>
<td><a href="mailto:gerard.mcmorrow@einstein.yu.edu">gerard.mcmorrow@einstein.yu.edu</a></td>
</tr>
<tr>
<td>OGS-Budget</td>
<td>Office of Grant Support--BUDGET review</td>
<td>Gerard McMorrow</td>
<td>718.430.3580</td>
<td><a href="mailto:gerard.mcmorrow@einstein.yu.edu">gerard.mcmorrow@einstein.yu.edu</a></td>
</tr>
<tr>
<td>OPAS</td>
<td>Office of Grant Support-Other Post-Award Submissions</td>
<td>Regina Janicki</td>
<td>718.430.3643</td>
<td><a href="mailto:regina.janicki@einstein.yu.edu">regina.janicki@einstein.yu.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Gerard McMorrow</td>
<td>718.430.3580</td>
<td><a href="mailto:gerard.mcmorrow@einstein.yu.edu">gerard.mcmorrow@einstein.yu.edu</a></td>
</tr>
<tr>
<td>If you need Routing Override</td>
<td>Office of Grant Support</td>
<td>Dhanonjoy C Saha</td>
<td>718.430.3642</td>
<td><a href="mailto:dhanonjoy.saha@einstein.yu.edu">dhanonjoy.saha@einstein.yu.edu</a></td>
</tr>
</tbody>
</table>
OPAS (Other Pre Award Submissions)

• There are specific guidelines on our website regarding the various OPAS submissions
• Please do not include the Einstein Final approval form for this type of submission
• Do not fill out the Einstein summary form, beyond the “Comment” section on the bottom of Cayuse’s summary page
• Add the full name and address of anyone you want us to send correspondence to in the Comment section, along with instructions of what is to be sent
• All documents can be uploaded in the “Document” section
• Routing should be PI/OPAS
RPPR:
Research Performance Progress Reports

• You can choose either Other or Subcontract when creating the proposal/RPPR
• Fill in the budget, summary page and the Einstein Final Approval form
• Also include the RPPR report for NIH in the document section (it may be incomplete)
• Routing is required
## Who Can Submit Grant Applications?

<table>
<thead>
<tr>
<th>Appointment/Roles</th>
<th>National Survey*</th>
<th>EINSTEIN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjunct Faculty and Visiting Scholars</td>
<td>43%</td>
<td>Yes**</td>
</tr>
<tr>
<td>Courtesy and Emeritus</td>
<td>30%</td>
<td>Yes</td>
</tr>
<tr>
<td>Post-doctoral Scholars</td>
<td>54%</td>
<td>Depends**</td>
</tr>
<tr>
<td>Graduate Students</td>
<td>27%</td>
<td>No</td>
</tr>
<tr>
<td>Undergraduate</td>
<td>13%</td>
<td>No</td>
</tr>
</tbody>
</table>

*If certain conditions are met.

**Online NCURA survey of 134 individuals, 2016
Submitting Grant Applications

• Please submit early

• On major grant deadlines it takes up to two hours before the application is validated and moved to eRA Commons

• Please submit your application at least before noon
Help us with correct Emails

From: XXX
Sent: Wednesday, August 05, 2015 10:19 AM
To: Gerard B Mcmorrow; Regina Janicki; Dhanonjoy C Saha; Anindita Mukherjee
Subject: FW: Please sign and return - thank you

Please sign this form as well!
Thank you

XXX
Administrator XXX
XXX@einstein.yu.edu
Help us with correct Emails

From: XXXX
Sent: Tuesday, November 17, 2015 3:00 PM
To: Dhanonjoy C Saha
Subject: Sent from XXX

Good Afternoon Dr. Saha:
Can you sign the document in cayuse and e-mail the Grants management specialist.

Thank you,
XXXX
Administrator XXX
XXXX@einstein.yu.edu
Help us with correct Emails

From: XXX
Sent: Tuesday, November 17, 2015 3:23 PM
To: Dhanonjoy C Saha
Subject: RE: Sent from XXX

It’s for Dr. XXXX for the redirection of funds letter. OPAS/XXXX/11/16/15.

XXXX
Administrator
Albert Einstein College of Medicine
XXXX
1300 Morris Park Avenue
Bronx, NY 10461
Tel: 718-430-XXXX
Fax: 718-430-XXXX
e-mail: XXXX@einstein.yu.edu
NIH changes in grant submission and application management

- ORCID (Open Researcher and Contributor Identifiers) IDs will be required for Individuals Supported by NIH, AHRQ, and CDC Research Training, Fellowship, Research Education, and Career Development Awards Beginning in 2020.

- Starting October 2019, it will be required for trainees, scholars, and participants supported by institutional research training, career development, and research education awards that require appointments through the xTrain system.

- Beginning with receipt dates on or after January 25, 2020, this requirement will be enforced for individual fellowship and career development awards.

ORCID ID Must Be linked to eRA Commons ID

You will be able to associate your ORCID ID from the eRA Commons Personal Profile module.

https://era.nih.gov/erahelp/ppf/default.htm#PPF_Help/8_2_orcid.htm%3FTocPath%3D13
NIH changes in grant submission and application management...

- **Early Stage Investigator (ESI) extension**: Beginning on August 22, 2019, investigators are able to request an extension of their ESI eligibility. Extensions may be granted for the following reasons as described in [NOT-OD-09-034](https://era.nih.gov/erahelp/ESIE_ext/Default.htm#cshid=4):
  - Childbirth
  - Family Care Responsibilities
  - Clinical Loan Repayment Requirements
  - Disability or Illness
  - Active Duty Military Service
  - Natural or Other Disaster
  - Other

[https://era.nih.gov/erahelp/ESIE_ext/Default.htm#cshid=4](https://era.nih.gov/erahelp/ESIE_ext/Default.htm#cshid=4)
How to request the ESI extension

The request made be made directly through eRA Commons via an ESI Extension request button in the Education section of their personal profile. Please follow the instructions after you click on the link.

https://era.nih.gov/erahelp/ESIE_ext/Default.htm#cshid=4
NIH changes in grant submission and application management...

- Reproducibility Through Rigor and Transparency
- Single IRB (sIRB) for Multi-Site Clinical Trials
- Requirement for Human Fetal Tissue (HFT) Research
- Foreign Influence on Research Integrity and Other Support (OS) Page
## Current Requirements and Comparison to Prior Requirements

<table>
<thead>
<tr>
<th>Rigor Focus Area</th>
<th>Places in Application</th>
<th>Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rigor of Prior Research (formerly “Scientific Premise”)</td>
<td>Significance (Research Strategy)</td>
<td>Rigor of supporting data. Discuss strengths/weaknesses of prior research cited to support the project (including relevant biological variables and authentication of key resources). Consider using subheading “Rigor of Prior Research”</td>
</tr>
<tr>
<td>Scientific Rigor</td>
<td>Approach (Research Strategy)</td>
<td>Rigor of proposed research. Describe plans to address weaknesses in the rigor of the prior research that serves as the key support for the proposed project.</td>
</tr>
<tr>
<td>Consideration of Relevant Biological Variables</td>
<td>Non-Human Research: Approach (Research Strategy) Human Research: Human Subjects Sect. Inclusion of women, minorities &amp; children</td>
<td>Includes Sex as a Biological Variable: May also include other variables, e.g. age, weight, underlying health conditions. Inclusion of Children is “Inclusion Across the Lifespan” (&lt;18 years old &amp; older adults). sIRB: Multi-site studies can be reviewed by one central IRB and some costs can be charged to NIH.</td>
</tr>
<tr>
<td>Authentication of Resources</td>
<td>Separate Attachment</td>
<td>Includes, but is not limited to, cell lines, specialty chemicals, antibodies, other biologics that may differ from lab to lab and/or over time, whose qualities may influence the data. Include this attachment even if you are indicating that your materials do not require authentication.</td>
</tr>
</tbody>
</table>
Thank You. Any Questions?

- **General information**, please contact the Office of Grant Support at (718) 430-3643 or preaward@einstein.yu.edu
- **Funding Opportunity & Grant Development** – Anindita Mukherjee, PhD at (718) 430-3367 anindita.mukherjee@einstein.yu.edu
- **Budget** - Gerard McMorrow at (718) 430 3580 or gerard.mcmorrow@einstein.yu.edu
- **Cayuse, eRA Commons and any other help** - Regina Janicki at (718) 430-3643 or regina.janicki@einstein.yu.edu
- **Grant Advisory Service**, Tanya Dragic, PhD - (914) 262-5441 or tanya.dragic@einstein.yu.edu
- **Study design**, Mimi Kim, PhD - (718) 430-2017 or mimi.kim@einstein.yu.edu
- **For any other help** - D. C. Saha, DVM, PhD at (718) 430-3642 or dhanonjoy.saha@einstein.yu.edu