

From: Hamilton Brown
To: RASG listserv
RE: [rasg] RAMSeS procedures for Recovery Act Proposals
Date: March 25, 2009

NIH recently published Recovery Act announcements for new Challenge Grants, Administrative Supplements, and Competitive Revisions. The Funding Opportunity Announcements (FOA) and detailed instructions for each can be found at the Research @ Carolina Recovery Act Funding website <http://research.unc.edu/recovery/>. The following OSR/SPO RAMSeS review procedures are effective immediately and must be read in conjunction with these FOAs.

General

All applications for funding under the Recovery Act (e.g. Challenge Grants, Administrative Supplements, Competitive Revisions, etc) must be routed in RAMSeS. OSR/SPO will review applications in accordance with previously distributed guidelines at <http://research.unc.edu/osr/playpen/documents/ProposalsubmissionforRecoveryActfunding.pdf>.

Applications for Challenge Grants

Since these are new awards, the IPF should be created and routed in RAMSeS as you would for any new grant application to NIH. The Adobe Grants.gov application package at <http://apply07.grants.gov/apply/opportunities/packages/oppRFA-OD-09-003-cfda93.701-cidADOBE-FORMS-A.pdf> must be used. The submission due date is April 27, 2009 which means the final, complete application must be received in OSR/SPO by April 21, 2009.

Administrative Supplements

At a minimum, the Cover Letter, the PHS 398 Form Page 1, Budget Page Form Page 4, Budget Page Form Page 5, the Checklist Form, Budget Justification, and the internal budget must be loaded in RAMSeS as attachments. OSR/SPO will sign, scan, and load the Cover Letter and Form Page 1 to the proposal. They will be titled "Signed Cover Letter" and "Signed PHS 398 FP1" and then the proposal will be approved. OSR/SPO approval will trigger emails to the PI and the department's account manager(s). These emails will serve as an indicator that it is now the Admin Award Department's responsibility to retrieve these signed documents from RAMSeS and email the complete proposal to the appropriate NIH institute's Grants Management Specialist. That email must be loaded in RAMSeS as an attachment. The signed, original hardcopies will be available for retrieval under the PI's name at the front desks of OSR and SPO.

Keep in mind these are just general guidelines for submitting Administrative Supplements in RAMSeS. **Each NIH Institute and Center has its own specific instructions regarding eligibility, submission procedures, funding levels, and deadlines at http://grants.nih.gov/recovery/ic_supp.html.** Please read these

instructions carefully because they will determine eligibility for a one or two year supplement. Departments/PIs should be familiar with these instructions before discussing scientific and budget matters with their NIH Program Officers and/or Grants Management Specialists and submitting an IPF in RAMSeS.

The requested budget period for your Administrative Supplement must align with the budget periods of your current parent award. For example, if the total budget period of the parent award is 7/1/2007 – 6/30/2012 and you're requesting a **two** year Administrative Supplement with a start date of 5/1/2009, then your budget would be:

Initial Period: 5/1/2009 – 6/30/2009 (2 months)

2nd Period: 7/1/2009 – 6/30/2010 (12 months)

3rd Period: 7/1/2010 – 4/30/2011 (10 months)

Similarly, if the total budget period of the parent award is 7/1/2007 – 6/30/2012 and you're requesting a **one** year Administrative Supplement with a start date of 11/1/2009, then your budget would be:

Initial Period: 11/1/2009 – 6/30/2010 (8months)

2nd Budget Period: 7/1/2010 – 10/31/2010 (4 months)

Competitive Revisions

If the parent grant was submitted in Grants.gov, then the Competitive Revision must also be submitted in Grants.gov using either the original FOA or, if the FOA has expired, the Parent FOA that matches the activity code (e.g. R01, R03, R15, R21, R43/R44, R41/R42). OSR/SPO will be responsible for submission via Grants.gov.

If the parent grant was submitted in paper format, but the activity code has since transitioned to a Grants.gov submission, then the Competitive Revision must be submitted in Grants.gov using the Parent FOA that matches the activity code (e.g. R01, R03, R15, R21, R43/R44, R41/R42). OSR/SPO will be responsible for submission via Grants.gov.

A paper submission is required for revisions to Program Project grants (P01), Center grants (e.g., P20, P30, P50), Cooperative Agreements (e.g., U01), Training Grants (e.g., T32) and Institutional Career Development Awards (K12 only). At a minimum, the Cover Letter, the PHS 398 Form Page 1, Form Page 4, Form Page 5, the Checklist Form, Budget Justification, and the internal budget must be loaded in RAMSeS as attachments. OSR/SPO will sign, scan, and load the Cover Letter and Form Page 1 to the proposal. They will be titled "Signed Cover Letter" and "Signed PHS 398 FP1" and then the proposal will be approved. OSR/SPO approval will trigger emails to the PI and the department's account manager(s). These emails will serve as an indicator that the signed, original hardcopies will be available for retrieval under the PI's name at the front desks of OSR and SPO. Departments will be responsible for submission of hard copy proposals.

The due date is April 21, 2009 which means the application must be received in OSR/SPO by April 15, 2009.

Addition to RAMSeS

Please note that one important addition will be made to the IPF in RAMSeS in the very near future – under the General tab a new mandatory, Yes/No question will be inserted asking whether the proposal is being submitted for funding under the Recovery Act. This question must be answered to allow the proposal to be routed.

Standard Templates

Lastly, we have created standard templates to use for the SF 424 (department/PI to complete highlighted areas) and the PHS 398 (department/PI to complete section 1-8).
link to SF424 template: http://research.unc.edu/osr/documents/SF424_CoverPage.pdf
link to PHS 398 template: <http://research.unc.edu/osr/documents/PHS398fp1-1.doc>