

DCCPS Program Director Roles

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DCCPS New Investigator Meeting

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Overview of Presentation

- Role of Program Directors
 - Prior to grant submission (Joseph)
 - Review (Nancy)
 - Post grant award (Liz)
- Roles of Program Directors vs. Grant Specialists

DCCPS Program Directors

- Have scientific expertise in particular fields (e.g., epidemiology, behavioral science, statistics, etc)
- Manage a variety of grant funding mechanisms (e.g., R01, R21, P01) and cooperative agreements (e.g., U01, U54)
- Identify research gaps and develop concepts or ideas for NCI/trans-NIH funding opportunities (RFA, PA, SBIR, etc.)
- Reach out to the investigator community (e.g., workshops, conferences, etc.)
- Disseminate scientific findings and advances
- Serve as NCI liaisons and representatives to other organizations
- A key purpose is to help New PIs build on their “R” and position them to further their research with future grants.

Program Directors Can Work With You To Facilitate Your Grant Submission

- Identify next funding opportunities
- Explain different grant mechanisms, e.g., R01, R03, R43, P01, R13, U mechanisms
- Explain funding announcements
- Discuss how to frame your research so it fits with NCI and DCCPS strategic priorities
- Help you interpret NIH pre-submission policies and procedures

Program Directors Can Help You Navigate Funding Announcements

Announcement Type	Description
PA-13-102 PAR-14-007 PAR-13-146	R01 Omnibus solicitation NCI Small Grants (NCI Omnibus R03) NCI Exploratory/Developmental Research Grant (NCI Omnibus R21)
RFA	Request for Applications; set-aside dollars
PA	Statement of interest by the institute; interest is considered during review; no set aside funds
PAR	Statement of interest by the institute with a special review; no set aside funds
Other	Common Fund SBIR/STTR New initiatives NCI Provocative Questions RFA

Words of Advice: Contacting your Program Director

- Your program director (PD) can be your initial contact for any question you have about
 - research ideas
 - grant mechanisms
 - NIH policies
- Email your PD to set up an appointment to discuss specific aims or questions about a specific topic
 - provide key points you want to discuss
 - identify best way to communicate (e.g., email, phone)
- Your PD has many competing demands, so be persistent
- You **MUST** contact your PD in cases of lack of progress or large carry-overs.

Program Directors Can Provide Guidance About Pre-Submission Policies

- Large applications (direct costs of \$500K or more in any year) require prior approval for submission
- Amended applications
- Competitive renewal (T-2)– NCI cap policies (next budget can't exceed 10% of average annual cost of previous grant)
- Receipt dates for submission of applications (NCI R03 and R21 have special receipt dates)

Large Grant Policies: Awaiting Receipt of Application (ARAs)

- Grants with subtotal direct costs \geq \$500,000 in any year require special approval for submission
- Submit to your program director \geq 8 weeks prior to receipt date:
 - A letter requesting approval to submit a grant application to CSR
 - Grant title
 - Scientific Impact
 - Budget
 - Cost-Reduction Measures
 - Draft budget pages with budget justification
 - Abstract and specific aims
- If the grant application is a resubmission, include brief responses to the more significant reviewer concerns
- A new ARA is required for an amended large grant application

<http://epi.grants.cancer.gov/funding/ara/>

Grant Review

- Program directors listen to study sections and do not review applications
 - PDs can discuss your Summary Statement with you after it is released
- Scores and Summary Statements appear in your Commons account; **be sure to keep your Commons account updated**
- Score - 3 business days; Summary statement - 30 days (10 days for *R01)
- Just-in-time (JIT) request often goes out automatically after review – but you should wait to hear from a NCI Grants Specialist before sending it.

Words of Advice: Post Review

After receiving your summary statement:

- Always plan to revise and resubmit
- Application within the fundable range- a Grants specialist will contact your office of sponsored research
 - Application may be under consideration for a while
- Outside the fundable range:
 - Exceptions
 - Selected by Program get reviewed/approved by Scientific Program Leadership (SPL) Committee
 - PD prepares justification and grant presentation for Division Director
 - Because actions may be complex, decisions may take a while
 - Be Patient

NCI multi-step review of Exceptions

Applications selected for funding by exception compete for funds with all applications in the IC for that particular fiscal year

- NCI's multi step review process:
 - Branch
 - Program
 - Division
 - NCI Scientific Program Leaders (SPL)

Selected for Funding: What to do Prior to Award

- Obtain clearance on international grants or domestic grants with foreign components
 - Program Directors will submit foreign clearance through the Fogarty International Center (FIC)
- Requires NCAB approval of foreign awards or significant foreign component
- Program Directors will verify Targeted/Planned Enrollment tables if applicable – in accordance with human subjects regulations for women and children in clinical research

Post Award Actions That Require Prior Approval From Your Program Director

- Spending funds more than 90 days before the start date
- Changing key personnel and PI
- Changing the grantee institution
- Adding, removing, or transferring a foreign sub-award or foreign site
- Carrying over unobligated funds to the next award if your grant requires prior approval (check the NGA)
- Making any changes to the scope of your project (i.e. changing specific aims, using a new technology, etc.)
- Managing budget reductions in line with NCI policy
- Requesting a 2nd no cost extension (***MOVED DOWN IN THIS LIST***)

No Cost Extensions (NCEs)

- Investigator requests to extend the end date of a funded project beyond what is stated in the award mechanism
- Prior PD approval is not need for the first NCE; subsequent NCEs require program director approval
 - PI needs to request approval 30 days prior to end date
- To initiate a second NCE, contact your grants specialist

Note: Work within the original scope of the grant must be outstanding to request a no-cost extension.

Words of Advice:

Contact Your Program Director Early

- Contact your PD early if you:
 - Have questions about processes pre- or post- submission
 - Are considering a large grant (\geq \$500K in direct costs any year)
 - May have a large carryover ($> 25\%$ of budget)
 - Will be changing institutions
 - Will have a change in PI on a single or multi-PI grant
 - Need to discuss/request a change in aims/scope
 - Are having recruitment issues
 - Are having significant delays in your research

Role of Program Director vs. Grant Management Specialist

Program Director:

- Reviews and approves progress report
- Reviews and approves requests for second No Cost Extensions
- Reviews JIT information
- Approves requests for carryovers (if not automatic)
- Assists PI in scientific and project issues
- Identify and discuss funding opportunities with PI
- Focal point for all scientific issues related to the research

Grant Management Specialist:

- Obligates funds through Notice of Grant Award
- Reviews grant application for needed IRB approvals, key personnel and level of effort, and budget information
- Requests JIT information from PI
- Assists PI in budgetary and policy issues
- Focal point for all correspondence from Grantee (PI) related to the non-scientific business of the grant (carryover requests, no cost extension requests, etc.)

Thank you!

Questions?