

DCCPS Program Director Roles

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Overview of Presentation

- Background
- Role of Program Directors
 - Prior to grant submission
 - Review
 - Post grant award
- Roles of Grant Specialists vs. Program Directors

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

Program Directors Can Work With You To Facilitate Your Grant Submission

- Identify funding opportunities
- Explain different grant mechanisms, e.g., R01, R03, R43, P01, R13
- 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-11-260	R01 Omnibus solicitation, formerly called unsolicited
RFA	Request for Applications; institute has set-aside dollars
PA	Statement of interest by the institute; interest is considered during review
PAR	Statement of interest by the institute with a special review; no set aside funds
Other	Common Fund SBIR/STTR New initiatives

Words of Advice: Contacting your Program Director

- Your program director can be your initial contact for any question you have about
 - research ideas
 - grant mechanisms
 - NIH policies
- Email your program director to set up an appointment to discuss specific aims or questions about a specific topic
 - provide as much detail as possible
 - identify best way to communicate (e.g., email, phone)
- Your program director has many competing demands, if you don't hear back quickly, try again

Program Directors Can Provide Guidance About Pre-Submission Policies

- Large grants (direct costs of \$500K or more in any year)
- Amended applications
- Competing continuations (T-2)– NCI cap policies
- Receipt dates for submission of applications

Large Grant Policies: Awaiting Receipt of Application (ARAs)

- Grants with subtotal direct costs \geq \$500,000 in any year require special approval
- 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

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

Grant Review

- Program directors attend study sections as observers and do not participate in the review process
 - May be asked to provide clarification on PAs or RFAs
 - Can provide general feedback from the review once the Summary Statement is released
- Scores and Summary Statements appear in your Commons account
- Score - 3 business days; Summary statement - 30 days (10 days for *R01)
- Just-in-time (JIT) request goes out automatically after review

Words of Advice: Post Review

After receiving your summary statement:

- Always plan to revise and resubmit
- Application may be under consideration for a while
- Because actions may be complex, decisions may take a while
- Be Patient

Selected for Funding: What to do Prior to Award

- Obtain clearance on international grants or components of domestic grants
 - Program Directors will initiate foreign clearance through the Fogarty International Center
- Program Directors will verify Targeted/Planned Enrollment tables if applicable

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
- Taking a 2nd no cost extension
- Carrying over unobligated funds to the next award if your grant requires prior approval
- Making any changes to the scope of your project (i.e. changing specific aims, using a new technology, etc.)

Carryover Requests

- Request to use unexpended prior year grant funds in a current budget period
- For carryover > 25% of your budget:
 - Send request to your institutional business office, which will sign the request and send it to the NCI grants management specialist
 - Include a explanation of why funds remain, a categorical budget, justification, and scientific rationale for use
 - Once both the program director and grant management specialist approve the carryover request, it will be awarded

Note: carryover amounts above certain budget limits may need Division Director approval

No Cost Extensions (NCEs)

- Investigator requests to extend the end date of a funded project beyond what is stated in the award mechanism
- Typically, the first NCE is approved automatically, any subsequent NCEs require program director approval
- Contact your grants specialist to initiate a second NCE

Note: The existence of remaining funds is not, in itself, sufficient justification to request a no-cost extension

Role of Grant Management Specialist vs. Program Director

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 PI related to the non-scientific business of the grant (carryover requests, no cost extension requests, etc.)

Program Director:

- Reviews progress report and approve the award for the next year of funding
- 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
- Discusses funding opportunities with PI
- Focal point for all scientific issues related to the research

Words of Advice: Contact Your Program Director Early

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