**Personnel Justification**

**INSTRUCTIONS:**

*Instructions are taken directly from the* [*NIH SF424 Application Guide*](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/general-forms-d.pdf)*. For internal use only, do not distribute. Please delete prior to submission.*

**Format:** No page maximum, 11pt font or larger (suggest fonts - Arial, Garamond, Georgia, Helvetica, Palatino Linotype, Times New Roman, Verdana), at least 0.5” margins, single column formats are highly encouraged. Attach this information as a PDF file.

**Content:** List all personnel, including names, percent effort (use the [Person Months](https://grants.nih.gov/grants/glossary.htm#PersonMonths) metric), and roles on the project. Do not provide individual salary information. You must use the current legislatively imposed salary limitation when estimating the number of modules. For guidance on current salary limitations, contact your office of sponsored programs.

Administrative, Secretarial, and Clerical Support Salaries: In most circumstances, the salaries of administrative, secretarial, or clerical staff at educational institutions and nonprofit organizations are included as part of indirect costs. However, examples of situations where direct charging of these salaries may be appropriate may be found at [45 CFR 75.403](https://www.ecfr.gov/cgi-bin/text-idx?SID=22e841b836b64c2a679a9038cd8d7767&mc=true&node=se45.1.75_1403&rgn=div8).

Inclusion of such costs may be appropriate only if all of the following conditions are met:

1. Administrative or clerical services are integral to a project or activity;

2. Individuals involved can be specifically identified with the project or activity;

3. Such costs are explicitly included in the budget or have prior written approval of the federal awarding agency; and

4. The costs are not also recovered as indirect costs.

Requests for direct charging for administrative, secretarial, or clerical personnel must be appropriately justified here in the “Personnel Justification.” For each individual classified as administrative/secretarial/clerical, provide the name; percent effort; role; and a justification documenting how they meet all four conditions. NIH ICs may request additional information for these positions in order to assess allowability.

Graduate student compensation: NIH grants also limit compensation for graduate students. Compensation includes salary or wages, fringe benefits, and tuition remission. While actual institutional-based compensation should be requested and justified, this may be adjusted at the time of award. This limit should also be used when estimating the number of modules. For more guidance on this policy, see the [NIH Grants Policy Statement, Section 2.3.7.9: Graduate Student Compensation](https://grants.nih.gov/grants/policy/nihgps/HTML5/section_2/2.3_application_information_and_processes.htm#Policies).

**KEY PERSONNEL**

**Pardis Sabeti, M.D., D.Phil.** (Principal Investigator; 0.36 calendar months). Dr. Sabeti is the Principal Investigator and an Institute Member of the Broad Institute. She received her D.Phil. in Biological Anthropology at the University of Oxford and her M.D. at Harvard Medical School. At the Broad Institute, she will be responsible for overseeing main project goals and strategy. Dr. Sabeti is not requesting any salary support at the Broad Institute from this award, as her salary is paid in full by the Howard Hughes Medical Institute; she is, however, committing 3% or 0.36 calendar months’ annual effort to this project at the Broad.

**Andres Colubri, Ph.D., M.F.A.** (Co-Principal Investigator, 12/6 calendar months). Dr. Colubri received his Ph.D. in Mathematics at Universidad Nacional del Sur, Bahia Blanca, and his M.F.A. in Design and Media Arts at the University of California, Los Angeles. For this project, Dr. Colubri will be responsible for conducting methods and software development pertaining to Aims 1 and 2, will oversee model development for Aim 3, and will coordinate work with subcontractors and collaborators. Dr. Colubri will commit 100% of his effort or 12 calendar months for the first year of the project, and 60% or 6 calendar months of his effort in the second year.

**OTHER SIGNIFICANT CONTRIBUTORS**

**Concepción Zúniga Valeriano, M.D., M.M.S.** (Director of Health Surveillance Department at HEU). Dr. Zúniga Valeriano received his Doctorate in Medicine and General Surgery at the National University of Honduras, and a Master in Medical Sciences with specialization in Parasitology at the University of Chile. For this project, Dr. Zúniga Valeriano will provide advice on the design and deployment of the data collection platforms.

**Kacey Ernst, Ph.D., M.P.H.** (Participatory Syndromic Surveillance Group Leader at the University of Arizona). Dr. Ernst received her D.Phil. in Epidemiology at the University of Michigan. For this project, Dr. Ernst will be provide access to the *Kidenga* data backend that will serve as the basis for the syndromic surveillance app in Honduras.

**NOTES:**

Fringe benefits are calculated at 28.4% of salary for Broad employees. F&A costs are calculated at the Broad Institute, Inc.’s approved rate of 71% of MTDC. SSF costs are excluded from the MTDC base.