

PennERA Proposal Development Quick Reference for System-to-System (S2S) Submissions NOT-OD-09-058 – NIH Recovery Act Funds for Competitive Revisions (Competitive Supplements)

Which Mechanisms are eligible?

Which Mechanisms must be submitted electronically?

- S2S required – Parent award mechanisms = R01, R03, R15, R21, R25, R33, R21/R33, R41, R42, R43, R44, SCs.
- Paper applications – See separate Quick Reference for preparation of proposal record using generic template.

General

- This guide provides information about PD-related issues. Please read the announcements for complete information (<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-09-058.html> and <http://grants.nih.gov/grants/guide/notice-files/NOT-OD-09-079.html>).
- If specific instructions are not provided below, consult these sources for information about the content and preparation of the application:
 - Instructions for Revision applications provided by the funding Institute at their website.
 - Funding Opportunity Announcement for the Parent award application or the Parent Announcement for the awarded mechanism if used in lieu of the original opportunity.
 - Standard SF424(R&R) instructions. These can be found at <http://grants.nih.gov/grants/funding/424/index.htm>.
- The complete User's Guide and other information about using PennERA PD can be found at <http://www.upenn.edu/researchservices/PennERA.html>.

Uploads

- File names for uploaded documents should have short names, no special characters, no spaces (use underscore).
- Acrobat 9 is now supported.
- Microsoft Office 2007 is *not* supported. Choose Save-As option and save as an earlier version document.
- Resizing scanned documents – See PD User's Guide, pp 88-89, for instructions on resizing scanned documents that are not 8.5x11 inches, as required by Grants.gov.

Validations

There are minimal validations in PD for Revisions. Users are cautioned to observe restrictions cited in the sources listed in **General** above to avoid submission failures.

Proposal Creation

- PI – Same as Parent award PI (or contact PI for multi-PI).
- Sponsor – Choose NATIONAL INSTITUTES OF HEALTH, not an individual institute.
- Title – Same as Parent award.
- Earliest (suggested) Project Start Date – 09/30/2009.
 - If 9/30 is used as the Project Start Date, must use the 29th as the last day of the Project Period.
 - Total Project Period – Up to 2 years but may not exceed project period of Parent award.

Setup Questions

- Submission Mechanism/Form Information
 - Select Mechanism – Same as Parent award.
 - Opportunity Number – **Do not type in this field.**
 - Get Opportunity Number – click on this link.
 - Select funding opportunity used for Parent award.
 - If that opportunity has expired, use Parent Announcement associated with the award mechanism. See announcement for a list.
- Grants.Gov Submission Information

Information will vary from proposal to proposal, because different opportunities will be used. Review the information to ensure that the opportunity has not closed and that a

spurious Offering Agency is not cited.

- Grants.Gov Submission Information (continued)
 - Competition ID – ADOBE-FORMS-A.
 - Form Version – VERSION-2 or -2A-FORMS.
- Deadline Information
 - Deadline Type – Electronic receipt.
 - Deadline Date – 04/21/09.
- General Proposal Properties
 - Cover Letter – Yes (required).
 - Subcontracts – Permitted.
 - Subprojects – No.
 - Contact PennERA Help Desk if Subprojects are planned.
- Because... this proposal is PHS/NIH...
 - Use budget type of the Parent application **unless** both modular and detail budget forms are available in the Adobe formset. If they are, then:
 - Modular Budget – Yes, if budget ≤ \$250,000/year.
 - Modular Budget – No, if budget > \$250,000/year.
- Budget Setup Information
 - Budgeting Model – By Total Project or Period by Period.

SF424 (R&R)

- Federal Identifier – Current (Parent) award number.
 - Example: AA000000.
 - Do not use any other segment of the award number.
- 8. Type of Application – Revision
 - Also check A. Increase Award.

Project Summary

Begin this section by citing Notice Number and Title.

Personnel

- Biosketches for PD/PI and **new** Key Personnel.
 - Provide updated biosketch for PI.
 - Do not provide updated bios for other Key Personnel named in the original Parent grant application.
 - Standard 4-page biosketch.

Budget

- Budget Items
 - Reminder – Co-PD/PI is not an allowable NIH role.
- Budget Periods and Setups
 - If Project Period is > 12 but < 24 months, adjust Start and End Dates of Budget Periods.

Ex.: Start Date 10/01/09; Parent Award ends 04/30/11

Default Budget Periods set-up

Adjusted Budget Periods

Budget Period	Start	End	Start	End
1	01-Oct-2009	15-Jul-2010	01-Oct-2009	30-Apr-2010
2	16-Jul-2010	30-Apr-2011	01-May-2010	30-Apr-2011

Research Plan

- Page limitations and other special requirements – See **General** section above for guidance sources.
- If a section is not applicable, do *NOT* upload documents stating "Not applicable": Leave that upload location empty.
 - Introduction to Application – Required, 1-page limit.
 - 5. Required.
 - 18. – Upload as needed based on project requirements.
 - Human Subjects & 12. Vertebrate Animals – Include current approval letters if available.
 - PDFs of approval letters with digital signatures must be "printed" to an Adobe "printer" before uploading.