

# PennERA Proposal Development Quick Reference

## RFA-OD-09-003 – NIH Challenge Grants in Health and Science Research (RC1)

### General

- This reference guide provides information about PD-related issues. Please read the announcement for complete information (<http://grants.nih.gov/grants/guide/rfa-files/RFA-OD-09-003.html>).
- If no special instructions are provided below, follow the 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

This funding opportunity has several limitations that are different from other standard NIH research applications, for example, 2-page biosketches, 12-page Research Plan limit, \$500,000 total cost limit, etc.

There are no validations in PennERA Proposal Development that prevent users from violating these restrictions. Failure to observe these limits may cause failure upon submission to Grants.gov or WARNING or ERROR messages at the Commons.

### Proposal Creation

- *Sponsor* – Choose NATIONAL INSTITUTES OF HEALTH, not an individual institute.
- *Earliest Project Start Date* – 09/30/2009.
  - *End Date for 1-year projects* – 09/29/2010.
  - *End Date for 2-year projects* – 09/29/2011.
  - If 9/30 is used as the Project Start Date, do NOT use 8/31 as the Project End Date.
- *Total Project Period* – Up to 2 years.

### Setup Questions

- *Grants.Gov Submission Information*

If any information in this section is different than the screen shot to the right, the proposal has been set up incorrectly. **Warning: Do not continue with this record.** For assistance, contact [PennERAhelp@lists.upenn.edu](mailto:PennERAhelp@lists.upenn.edu).

Grants.Gov Submission Information	
Opportunity Title	RFA-OD-09-003--Recovery Act Limited Competition: NIH Challenge Grants in Health and Science Research (RC1)
Offering Agency	
CFDA Number	93.701
CFDA Description	RFA-OD-09-003--Recovery Act Limited Competition: NIH Challenge Grants in Health and Science Research (RC1)
Opportunity Number	RFA-OD-09-003
Competition ID	ADOBE-FORMS-A
Opportunity Open Date	27-Mar-2009
Opportunity Close Date	27-Apr-2009
Agency Contact	name ad1 city, st 518 366 5783
Form Version	VERSION-2A-FORMS

### Setup Questions (continued)

- *Deadline Information*
  - Deadline Type – Electronic receipt.
  - Deadline Date – 04/27/2009.
- *General Proposal Properties*
  - Subcontracts – Permitted.
  - Subprojects – No.
    - If subprojects are planned at Penn, please contact PennERA Help Desk for additional information.
  - Multiple PIs – Permitted.
- *Because... this proposal is PHS/NIH...*
  - Modular Budget – No.

### Project Summary

- Begin this section by stating the broad Challenge Area and the specific Challenge Topic.
- Refer to the RFA for details about Challenge Areas and Topics.

### Personnel

- *Biosketches for Key Personnel and Significant Contributors*
  - Limited to 2 pages.
  - Limited to 10 of the most relevant publications that highlight significant past accomplishments.
  - Research Support information has not been eliminated but may have fewer citations due to the page limitation.
- *Current/Pending Support* – Do not upload a document to this location.

### Budget

- \$500,000/year Total Costs; maximum \$1,000,000 Total Costs for a 2-year project.
- Detail budget required including any subcontracts.
- *Reminder* – Co-PD/PI is not an allowable NIH role.

### Research Plan

If a section is to be omitted or is not applicable to the proposal, do *NOT* upload documents stating "Not applicable": Leave that upload location empty.

1. *Introduction to Application* – N/A.
2. *Specific Aims* – 1-page limit.
3. *Background & Significance* – Omit.
4. *Preliminary Studies* – Omit.
5. *Research Design* – 12-page limit.
  - **This section is not the standard Research Design and Methods.**
  - Refer to the announcement for complete instructions about special requirements, sections, and order of information.
6. & 8.-17. – Upload as needed by project requirements.
7. *Progress Report Publications* – N/A.
18. *Appendix* – **NOT PERMITTED.**