

JABSOM Grants Development Office (JGD)
and
ORS Kaka'ako Satellite Service Center (OKSSC)
December 18, 2007

Policy for Grant Proposals at JABSOM

I. RESPONSIBILITIES OF DEPARTMENT CHAIRS AND PI

All proposals must be reviewed and endorsed in writing (Signature on Form 5) by the Chair of the Department or Unit Director to which the Principal Investigator (PI) is assigned prior to submittal to JABSOM Grants Development Office (JGD). By allowing proposals to advance to the JGD, department chairs or Unit Directors certify that in the event that the proposed contract or grant is awarded, all related commitments of JABSOM resources including funds, space and cost sharing FTEs, are the responsibility of the department or unit. Fiscal review should be done at the unit level. Departments without fiscal officers are encouraged to consult with the JABSOM fiscal office as necessary.

In the “**early phase**” of proposal development, the PI should work with their Unit Directors or Department Chairs to agree on cost sharing as well as documentation of institutional support for the proposal.

PI is responsible for the following before submission to JGD:

- A. PI must be a UH-Board of Regents appointee
- B. Review full proposal for compliance with proposal application guidelines
- C. Review Budget & Justification
 - 1. Confirm Salary and Fringe rates
 - 2. Track FTE, Cost-sharing & all commitments

II. INTENT TO SUBMIT PROPOSAL

Prior to the grant development process, submit to JGD an e-mail (jabsom-grantdev@hawaii.edu) outlining the “intent to submit a proposal.” Include the following information:

- A. Name of PI
- B. Department affiliation
- C. Title of grant
- D. Agency submitting to
- E. If this is an NIH submission, type of grant – R21, R01, etc.
- F. Agency submission due date
- G. Electronic link to Request for Application or Proposal, or comparable document (if available)
- H. Restrictions of RFA – cost matching, institutional support, number of applications per institution, etc. (if applicable)

III. STANDARD REVIEW AND SUBMISSION

- A. The PI should schedule with their Unit Directors or Department Chairs (suggested - at least 2 - 3 days) to review their proposals prior to submittal to JGD.
- (1) Unit Directors/Department Chairs will:
 - (a) Review budgets for salary and fringe rates, FTE commitments (which may include cost sharing), other resources and institutional support for the proposal.
- B. Submit the final application packet to JGD five working days prior to submission deadline
- (1) JGD will:
 - (a) Review budget and justification to ensure accuracy and consistency with the proposal
 - (b) Check for properly documented JABSOM commitments & cost-sharing (e.g. JABSOM funds, FTE, space, etc.)
 - (c) Obtain Dean's signature on ORS Form 5
 - (2) ORS will:
 - (a) Review for completeness of Form 5, 5a, & 5b; correct Facilities & Administrative rate (i.e. Indirect Cost); legal risks, IRB compliance and/or notification; properly documented subcontractor commitment(s); properly documented UH commitments outside JABSOM
 - (b) Review electronic application to ensure that forms are completed and attachments appended properly and in total, in order to reduce errors/warnings messages
 - (c) Submit application through Grants.gov or other electronic portal
 - (d) Communicate with PI about submission process, including forwarding of confirmation by email relevant to each step of the submission process
 - (e) Facilitate corrections of errors
 - (f) Re-submit if necessary
 - (g) Input proposal data into ORSIS (ORS Database) for tracking and reporting to the Board of Regents
- C. Five days is the absolute minimum to submit the final documents—less than the required five days will incur considerable risk—such as:
- (1) Grants.gov reserves two business days to forward the application to the funding agency (such as NIH). Some agencies reserve up to two weeks to check the application for errors and/or warnings, which may require proposal re-submission
 - (2) Corrections of Errors/Warnings, heavy deadline periods and/or computer/network problems will significantly delay submission, possibly beyond the deadline and could result in agency denial of application

- (3) ORS will re-submit, if necessary, but cannot guarantee that the grant submission will occur to meet the agency deadline

IV. OTHER SERVICES AVAILABLE

Submit to JGD 3 weeks or more¹ prior to submission deadline. More lead time is needed for program or infrastructure grants. Note: the level of support provided to any investigator is dependent upon the request, available resources, and individual negotiations.

In addition to Standard Review and Submission procedures, JGD can:

- A. Coordinate the total grant package
- B. Prepare budget
- C. Prepare Biosketches
- D. Obtain letters of support
- E. Assist with grant writing and editing (more lead time required)
- F. Contact sponsor as necessary
- G. Communicate with ORS to facilitate timely submission of the application to the funding agency

CONTACT INFORMATION

JABSOM Grants Development Office

Name	Position Title	Phone #	<u>Email</u>
David Easa	Director of Clinical Research	692-0887	easad@hawaii.edu
Tammy Ho	Research Administrator	692-1801	tamho@hawaii.edu

ORS Kaka'ako Satellite Service Center

Name	Position Title	Phone #	<u>Email</u>
Susan Iwanaga	Grant & Contract Officer	692-1807	susan@ors.hawaii.edu

Please direct questions regarding this policy to Dr. David Easa at easad@hawaii.edu or Dr. Gary Ostrander at gko@hawaii.edu.

¹ More time may be required, depending upon what is requested and prior commitments to other investigators. Please allow ample time for JGD assistance, particularly during periods when numerous grants are due simultaneously.