

Frequently Asked Questions for Fall 2021 IGA

Guidelines

1. Faculty Member or PI-eligible status:

PI eligibility status: <https://www.luriechildrens.org/en/research/toolkit/osp-resources/policies-procedures/>

- Only Lurie Children's investigators are eligible to serve as the PI on an IGA
- Northwestern University researchers may serve as Co-Is and other key personnel
- Fellows converting to faculty status at Lurie Children's who have formally accepted an employment offer at Lurie Children's may apply for an IGA

2. Number of Submissions:

- *May I submit more than one proposal for the same research idea?*
No, only one Submission per research idea (e.g., if you are submitting a proposal on Vitamin D impact on asthma for the Proposal Revision award then you cannot also submit a similar proposal on Vitamin D impact on asthma for the Visionary award).
- *Can a PI submit more than one grant opportunity?*
Yes, with the following caveat: PI can only submit one project to any specific award category (e.g., same PI cannot submit two projects to Visionary award).
- *Can a Co-I submit for more than one grant opportunity?*
Yes. The grant opportunities are emphasizing collaborative work so it is expected that a co-Investigator may work with more than one PI on different projects.
However, it would be inappropriate to simply switch the order of PI and Co-I to submit very similar research ideas for two IGA opportunities.

3. Letter of support from Program Leader/Division Head:

- *Do I need to have a Letter of Support from my Program Leader/Division Head to apply for these grants?*
You need a Letter of Support for the Proposal Revision, Program Accelerator Awards, and Visionary Awards.
- *What should be in the Letter of Support from the Program Leader/Division Head?*
The Program Leader or Division Head should indicate that the investigator will have the requisite research effort for the proposed research. The letter should include:
 - Proposal title
 - The award type applicable to the proposal
 - Name of the target granting agency for extramural support for the IGA-sponsored project

General Proposal Requirements

4. Biosketch requirement:

- *How do we define key personnel—so we know how many biosketches to provide?*
Key personnel are defined the same as at NIH: the program director/principal investigator (PD/PI) and other individuals who contribute to the scientific development or execution of a project in a substantive, measurable way, whether they request salaries or compensation.
- A current NIH biosketch or curriculum vitae must be provided for all key personnel in the Scientific Advocacy and Interdisciplinary Colloquia applications.

- 5. Primary PI requirement:** One person must be named as the primary PI. That person must be a Lurie Children's investigator.
- *Can Co-PIs submit, or does there have to be one primary PI?*
The Visionary, Program Accelerator Award, and Interdisciplinary Colloquia awards all require a high level of collaboration so utilizing a Team science approach or having Co-PIs strengthens the submission. However, one person must be named as the primary PI.
 - Other awards may have Co-PIs but they also must list one person to be the primary PI. That PI must have PI status at Lurie Children's.
- 6. Criteria for Proposal Revision awards:**
- *For the Proposal Revision Award, which type of previously submitted award applies?*
This award is only for resubmission of Federal awards (e.g., NIH, PCORI, DOD, CDC). This applies to the following types of awards: U, R01, and R21 grants (in order of priority). Please contact ManneResearchInstituteIGA@luriechildrens.org if you have a question about this criterion.
 - *Will larger grants (e.g., multi-site U's or R01s) receive funding preference over smaller awards such as R21s?*
Yes, submissions for larger awards will take precedence over submissions for smaller awards.
 - *May a PI request funding to re-submit a previously scored grant for a different mechanism (e.g., scored R21 and now wants to submit a R01 for that project)?* No
 - *May a PI submit a training grant (e.g., K08, K23, TL2) for this award?* No
 - *May a PI submit an R03 for this award?* No
 - *May a PI apply for this if their previous NIH submission was reviewed but did not receive a priority score (i.e., did not go to the review panel)?*
No, the criteria for this award require BOTH a priority score and a full review by the sponsor.
 - *Should a timeline be included for the Proposal Revision submission?*
A timeline is a required part of the Submission for all Proposal Revision awards.
 - *May a PI also submit their revised proposal with the IGA application if it is complete?*
Yes, you may submit your revised proposal if you have it, but this is not required.
- 7. Program Accelerator Award:**
- *Would a study with two R01s at different sites qualify for this award?*
No. A Program Accelerator Award (PPA) is not just a larger R01. A PPA is based on one clearly defined scientific question that is being answered by a group of diverse experts who are collaborating to answer that question. It should also include an administrative core and possibly other cores. Here is a link to the NIH definition:
https://grants.nih.gov/grants/funding/ac_search_results.htm?text_curr=p01&Search_Type=Activity
 - *Would an unexpected offshoot of an established project be considered new and novel for the Program Accelerator Award?*
Yes, if it will lead to a competitive federal submission within 18-24 months.
 - *How does a PI obtain a written confirmation of support from a NIH program officer?*
Contact the program officer in the NIH area of interest and ask them to provide a letter or e-mail of support that their institute: a) has a mechanism that will fit the proposed research area and/or b)

that the proposed research aims are aligned and would likely be approved for program project submission.

- *Does it have to be focused on pediatric health?*

It should be relevant to children's health. (biomedical, behavioral, and interventional research aimed at improving the health and wellbeing of children, families, and their communities)

- *PCORI program officers will not supply a written confirmation of support, what should we do?*

If a PCORI program officer has verbally provided you feedback that your proposed project is in line with a specific LOI submission, please note the name of the program officer, date, and summary of conversation to meet the Program Accelerator Award guidelines. You may also provide positive feedback from a LOI—if that project was not later funded.

- *What does "program officer support from the target organization" entail?*

The goal of this criteria is to prove to the Review Committee that the target organization (e.g., NIDDK or NICHD) has both: a specific RFA or general submission request AND a specific interest in your proposal for an identified award. Examples include:

- Solicited submission from program officer for an institutional program type
- E-mail from program officer stating that your proposal meets the criteria for an open RFA
- Acceptance of Letter of Intent (LOI) for a recent RFA

8. Criteria for Visionary Awards:

- Submission represents a Visionary idea with a new, collaborative team built around it.
- Demonstration of new collaborations between Lurie Children's/Manne Research Institute and Northwestern University PIs means that the collaboration has not been previously funded even if the PIs from both institutions have previously worked together.
- Should be a new line of research, including a new offshoot of an established research area.
- Distinguish how this new area of research is different than pre-existing areas.
- Clearly articulate how this research area is translational in nature.
- It should be relevant to children's health (biomedical, behavioral, and interventional research aimed at improving the health and wellbeing of children, families, and their communities).
- Junior faculty should partner with a senior investigator or formally designate a mentor for the award.
- *Can the new collaboration criteria between Lurie Children's/Manne Research Institute and Northwestern University be met by having a clinician who works at both Lurie Children's and Northwestern Medicine?*

Yes, if the translational nature of the project is clear. For instance, if both the Lurie Children's and the Lurie Children's/Northwestern Medicine investigator are only looking at the clinical aspect of a problem, this may not meet the translational requirement.

9. Rolling submission dates for Interdisciplinary Colloquia and Scientific Advocacy Awards:

- Investigators may apply for either of these awards throughout the year.
- Please contact ManneResearchInstituteIGA@luriechildrens.org about your potential submission to check on the availability of funds. These awards will be granted to appropriate candidates until no funds remain for a given year.

10. Budget questions:

- IGA award funds may not be used to pay Indirect rates (F & A).
- *What date should our study budget begin?*
The budget should not start before 2/1/2022, which is the earliest projected start date, but awards may start later in the year.
- *I might need to use Northwestern University resources for my IGA award. Will I need to get a sub-contract? If so, what will I need to do and when?*
Start with the following question: Does the Northwestern University staff member you want to utilize:

- A. provide a service that is billable on its own (e.g., if they are a biostats person who can be viewed as a consultant) OR
- B. provide a service that needs to be paid for by more traditional 'pay for effort' approach

You can pay the Northwestern University staff member in both cases, but the process is different. If A) a consultant (like a biostats person) is a much simpler process. It is a pay for service arrangement.

If B) a Northwestern University staff member's effort must be paid for then:

- The Northwestern University staff member's supervisor must be a PI (for no payment) so that we can process a sub-contract with Northwestern University to get the Northwestern University staff member paid.
 - There are multiple steps to getting a sub-contract in place (Letter of Intent, Budget, Budget Justification, Biosketch for the PI/Supervisor, Statement of Work/Scope).
 - These will need to be in place after you have received the IGA award in order to pay the Northwestern University staff member and will involve work on the part of both Lurie Children's OSP and Northwestern University OSR.
- *Where can you find the Northwestern University fringe benefits information? (you will need this information to pay technicians or other staff at Northwestern University) Northwestern University fringe benefits rates can be found here:*
<https://osr.northwestern.edu/proposals/budget-fringe-rates>.
 - *Even though the PI salary support may not be part of the IGA budget, should the budget reflect percentage efforts for Key personnel? Should the Budget justification also include reference to percentage effort?*
 The letter of support from the Program Leader/Division Head should clearly state the PI's available effort to work on the proposed study. It is not necessary to reference PI effort in the budget template or in the budget justification.
 - *Should unfunded faculty effort be listed in the budget and budget justification? (e.g., Co-I is contributing 2% effort but not being paid, where should this be addressed?)*
 The budget and budget justification should **not** include reference to percentage effort of unfunded faculty, whether the PI or Co-I. The narrative should reflect the research team members, their expertise and role in the project.
 - *Can funds be used to purchase any computer equipment (i.e., software, ipads for data collection, etc.)? The acquisition of computing and electronic devices must meet the criteria of allowability, allocability, reasonableness, and consistent application such that the equipment must be justified to support the innovative science as per Lurie Children's OSP Policy/Procedures p. 32. That means that there must be a strong and compelling reason to allow the purchase of computing/electronic devices and that it must meet other Lurie Children's requirements.*
 - IGA award funds may not be used for capital equipment. Capital equipment is defined as: The definition for equipment, as stated in 45 CFR Parts 74 and 92, is an article of tangible nonexpendable personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. However, consistent with recipient organizational policy, lower limits may be established.

11. How to submit the proposal

- To access the application form directly, visit https://luriechildrens.formstack.com/forms/iga_application. No login is required.

- Upload the required documents as word, pdf or excel files but use a zip drive if you have multiple biosketches or if you are submitting the Proposal Revision award which requires the original NIH grant submission, your NIH critiques, and your response.
- Detailed application instructions can be found:
<https://www.luriechildrens.org/en/research/toolkit/internal-funding-opportunities/>.

12. Submission Questions and Tips:

- *Can you partially complete an IGA submission and then come back to finish it later?* Yes, but with the following caveats: a) it will not save attachments or uploaded documents until you submit; b) you must remember the exact url link (shows on the application page and can be mailed to you) to access your partial submission; and c) it is only saved for 30 days.

13. Accessing awarded IGA funds:

- An IGA notice of account establishment will be sent to you, your Division Administrator, and designated Research Business Manager. Your Division Administrator and Research Business Manager can advise you on initiating expenditures.

14. Requesting six-month extension on Award:

- You may request one six-month extension of your IGA if you meet the following criteria:
 - Request must be made at least one month before the expiration of your award
- To request one six-month extension, submit the following to ManneResearchInstituteIGA@luriechildrens.org:
 - A brief progress report to date
 - Explanation of need for additional time
 - Include any requested changes in your budget plans, if applicable

15. Annual report requirements?

- Annual reports should be submitted to ManneResearchInstituteIGA@luriechildrens.org at the 12-month anniversary of your grant award for 2 years. The report should include the following:
 - Name, Title of Grant, Type of Award and Date of Award
 - Progress on the timeline that was part of the submission
 - Accomplishments to date (publications, presentations, etc.)
 - Relevant grant submissions, including:
 - Date of Submission and current status (submitted, not discussed, pending, awarded)
 - Title of Grant, Agency, Institution and Mechanism
 - IGA awardee's role in grant submission (e.g., PI, Co-I), primary institution