

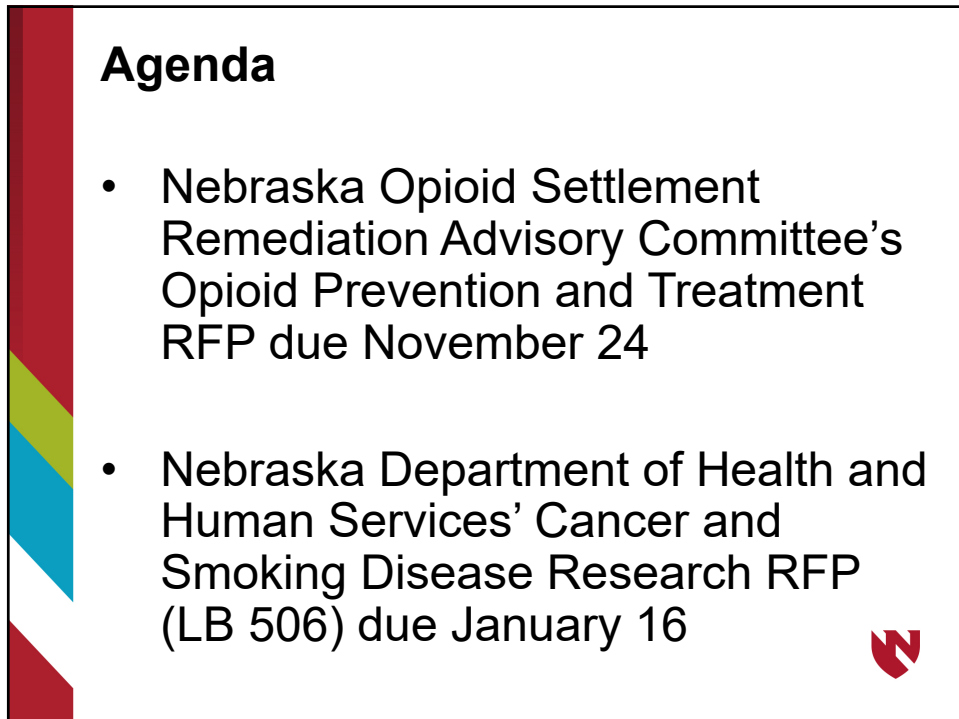


**Sponsored Programs Administration
Buzz Session**

November 15, 2023
12:10 – 1:00 PM CT




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Agenda


- Nebraska Opioid Settlement Remediation Advisory Committee's Opioid Prevention and Treatment RFP due November 24
- Nebraska Department of Health and Human Services' Cancer and Smoking Disease Research RFP (LB 506) due January 16



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Are you helping an investigator
prepare an application for the
Opioid or LB 506 RFP?



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**Nebraska Opioid Settlement
Remediation Advisory
Committee's Opioid
Prevention and Treatment
RFP due November 24**
<https://dhhs.ne.gov/Pages/Opioid-Settlement-Workgroup.aspx>



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Opioid Prevention and Treatment RFP - Timeline

RFP released	Thursday, October 26
Notify SPA of intent to submit (create a ticket)	Friday, November 10
Release proposal and route ADIS Internal Forms for SPA review	Close of business Friday, November 17
SPA to clear dept. to submit proposal	Wednesday, November 22
UNMC closed for Thanksgiving holiday	Thursday, November 23, and Friday, November 24
Proposals due to sponsor (PI submits, with SPA clearance)	4:00 PM CT on Friday, November 24
Awards announced	After Friday, December 8



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Opioid Prevention and Treatment RFP – Submission

PI emails to

Karen.cole@douglascounty-ne.gov

by 4:00 PM CT on Friday, November 24.

Late proposals will not be accepted.

Proposal corrections will not be accepted after submission.

SPA will clear the dept. to submit by COB Wednesday, November 22.

Please CC spadmin@unmc.edu on submission.



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Opioid Prevention and Treatment RFP – Parameters

Purpose	Opioid prevention programs and services ➤ “Public Service”
Type	Non-federal ➤ Enter “NE DHHS – Opioid” as Sponsor in ADIS
Earliest start date	Not specified ➤ SPA recommends January 1, 2024, or later
Renewals allowed?	Possibly, but not guaranteed
Project period	12 months
Award amount	Not specified ➤ Request what is needed
Cost-share requirement	None stated ➤ Do not include https://wiki.unmc.edu/index.php/Sponsored_Project_Cost_Share
Limitation on salaries	None stated ➤ Use full Institutional Base Salary https://wiki.unmc.edu/index.php/Institutional_Base_Salary
Limitation on F&A	None stated ➤ Use appropriate rate https://wiki.unmc.edu/index.php/Sponsored_Programs_Costing

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Opioid Prevention and Treatment RFP – F&A Rates

Other Sponsored Activities	40.0%
Instruction	38.5%
Research	53.5%
Off-Campus <i>At least 50% of the activities performed in facilities not owned by UNMC</i>	26.0%



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Opioid Prevention and Treatment RFP – Content

Using 10-point font or larger

- Cover page
- Abstract, written for lay audience (half page)
- Budget
- Budget Justification
- Proposal (up to 5 pages)



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Opioid Prevention and Treatment RFP – Cover page

Potential format

- Date
- Title
- Organization
- Project Leader
- Co-Leaders
- Collaborating Organizations
- Address
- Email
- Phone Number



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Opioid Prevention and Treatment RFP – Budget

- Form page not provided
- Consider using SPA's standalone budget template
 - <https://www.unmc.edu/spa/forms/forms-templates.html>
- Budget justification can follow in the same order
 - Personnel
 - Operating
 - Consultants
 - Subcontracts
 - Exempt
 - Supplies
 - Travel
 - Equipment
 - Government Aid
 - Subtotal Direct
 - Indirect
 - Total



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Opioid Prevention and Treatment RFP – Budget

Funds cannot be used for

- Financial contributions to individuals
- Fund-raising events
- Lobbying
- Projects which do not serve the designated geographical area
- Promotional and incentive items
- Food or beverages
- Memberships and Dues



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Opioid Prevention and Treatment RFP – Proposal

Should address the following

- Explain the basis of your interest in addressing the prevention priorities of this project
- Describe past successes in implementing comprehensive prevention strategies
- Provide past experience in community collaborations for project completion
- Describe current and potential coalition and staff capacity to complete project
- Address your experience in working in Nebraska or any Nebraska County, City, Town or Village
- Illustrate your ability to develop and collect outcome measures and evaluate project impact
- Identify potential target populations you propose to impact with strategies
- Outline potential strategies for addressing the community impact priorities, including the potential implementation throughout the state of Nebraska



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Q&A

<https://www.unmc.edu/spa/training/past-sessions.html>



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**Nebraska Department of
Health and Human Services'
Cancer and Smoking Disease
Research (LB 506) RFP due
January 16**

<https://dhhs.ne.gov/Pages/Cancer-and-Smoking-Research-Grant.aspx>



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Cancer and Smoking Disease Research – Resources

Instructions	https://dhhs.ne.gov/Documents/2024-25_CSDR_506Application.pdf
Face Page	https://dhhs.ne.gov/Documents/2024-25_CSDR_506FacePageForm.pdf
Application	https://dhhs.ne.gov/Documents/2024-25_CSDR_506ApplicationForm.docx
SPA Help Center article	https://unmcspa.zendesk.com/hc/en-us/articles/18960849803799-NE-DHHS-2025-Cancer-and-Smoking-Disease-Research-Program-LB-506-RFA-now-available

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Cancer and Smoking Disease Research - Timeline

RFP released	Thursday, November 9
Notify SPA of intent to submit (create a ticket)	Tuesday, January 2
Release proposal and route ADIS Internal Forms for SPA review	Close of business Thursday, January 11
Proposals due to sponsor (SPA submits)	11:59 PM CT on Tuesday, January 16
IRB, IACUC, and IBC approvals due to SPA	Close of business Wednesday, April 24
IRB, IACUC, and IBC approvals due to sponsor (SPA submits)	Monday, April 29
Awards announced	Monday, June 3



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Cancer and Smoking Disease Research – Parameters

Purpose	Cancer or smoking disease research ➤ “Research”
Type	Non-federal ➤ Enter “NE DHHS – LB506” as Sponsor in ADIS
Start date	July 1
Renewals allowed?	No
Project period	12 months (no possibility of NCE)
Award amount	Up to \$65,000
Cost-share	Salary for the PI and other full-time faculty cannot be charged to the grant and thus must be cost-shared.
F&A	Not allowed
Number of applications	Only one application per PI

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Cancer and Smoking Disease Research – Submission

SPA emails to

DHHS.CancerAndSmokingResearch@nebraska.gov

by 11:59 PM CT on Tuesday, January 16.

Proposal corrections will not be accepted after submission.

Proposals not following sponsor instructions will be returned without review.



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Cancer and Smoking Disease Research RFP - Format

- Use the forms provided (face page and application)
 - Footer = “2024-25 506 Application”
- Number all pages
- Do not exceed the page limits
- Save compiled application as “LastName, FirstName of Principal Investigator – LB506 – 2025”
 - Example: *Smith, Mary – LB506 – 2025*
- All pages must be 8½” x 11”, portrait orientation
- Arial/Helvetica, 11 point
 - A smaller, legible font size can be used ONLY for figures, charts, tables and footnotes
- One-inch margins on all sides



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Cancer and Smoking Disease Research RFP – Content

- Section 1. General Information
 - Face Page
 - Table of Contents
 - Abstract
 - Key Personnel
 - Budget Worksheet
 - Budget Justification
 - Biographical Sketches
 - Other Support
 - Certification of Non-Acceptance of Tobacco Funds
 - Equipment Attestation Form
 - Letters of Support and Collaboration
- Section 2. Research Plan
 - Introduction (if applicable)
 - Specific Aims
 - Significance
 - Preliminary Results
 - Experimental Approach
 - Literature Citations
- Section 3. Appendix



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Cancer and Smoking Disease Research RFP – Face page

- *Change*: No longer asks if technical or behavioral
- 2g. New or revised
 - If revised, prior application number
- 3-5. Human subjects, vertebrate animals, recombinant DNA
 - If applicable to project, enter “PENDING” as the Approval/Exemption Date



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Cancer and Smoking Disease Research RFP – Face page

	7. Notified	8. Signing
Name	David Doty	<i>leave blank</i>
Title	Director, Sponsored Programs Administration	Assistant Director, Sponsored Programs Administration
Address	987835 Nebraska Medical Center Omaha, NE 68198-7835	987835 Nebraska Medical Center Omaha, NE 68198-7835
Telephone	402-559-7456	402-559-7456
Fax	N/A	N/A
Email	spadmin@unmc.edu	spadmin@unmc.edu

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Cancer and Smoking Disease Research RFP – Key Personnel

- Individuals who contribute in a substantial way to the scientific development or execution of the research project, whether or not salaries are requested
- Include consultants only when their level of involvement meets this description
- Individuals providing technical services are not considered key personnel
- Key personnel must include biosketch



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Cancer and Smoking Disease Research RFP – Budget

- Check the math on the budget worksheet and budget justification
- The same amounts must be requested in both the worksheet and justification
- In the justification, explain and itemize the costs captured on the worksheet in sufficient detail



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Cancer and Smoking Disease Research RFP – Budget

Approval/exemption date needed for Vertebrate Animals. Resubmit the budget worksheet and budget justification to capture the following changes: on the worksheet, the Benefits total is \$7,837 (not \$7,838), Personnel total is \$34,406 as a result. On the justification: provide more detail on animal housing costs.

Approval/exemption date needed for Recombinant DNA. Resubmit budget justification to correct math errors in the Other budget. Flow Cytometry Core analysis equals \$777 (not \$774) and sorting total doesn't add up as described.



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Cancer and Smoking Disease Research RFP – Budget

- Personnel
- Consultant Costs
- Equipment
- Supplies
- Travel
- Patient Costs
- Contractual or Third-Party
- Other Expenses



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Cancer and Smoking Disease Research RFP – Budget

Personnel (salaries and benefits)

- List PI first, followed by other Key Personnel, and then Support personnel
- Salary for the PI and other full-time faculty cannot be charged to the grant
- Salary and fringe benefit information is needed only for individuals funded by the grant
- Type of Appointment: Full-time (2,080 hours annually) appointments are assumed. If an appointment is less than full-time (e.g., ½ or ¾ time), enter an asterisk (*) after the number of months and provide an explanation in the Budget Justification
- State applicable fringe benefit rates in the Budget Justification



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Cancer and Smoking Disease Research RFP – Budget

Consultant Costs

- Whether or not costs are involved, indicate in the Budget Justification the names and organizational affiliations for any consultants who have agreed to serve in that capacity
- Consultant costs are not allowed for full-time faculty or researchers at the same institution as the Principal Investigator
- Describe in the Budget Justification the services to be performed, *including the number of consultation days, the expected rate of compensation, travel, per diem and any other related costs*



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Cancer and Smoking Disease Research RFP – Budget

Equipment

- Although equipment costs are generally unallowable, there may be exceptions for scientific equipment if sufficient detail is provided in the Budget Justification
- Each tangible equipment item must be identified and have a cost assigned
- The purchase of office equipment – including, but not limited to, computers and printers – is not allowed



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Cancer and Smoking Disease Research RFP – Budget

Supplies

- Laboratory and office supplies that are needed to conduct the project are allowed
- Detail expenditures in the Budget Justification
- If animals are involved in the research project, *state the species and explain in the Budget Justification why this type of animal is necessary*



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Cancer and Smoking Disease Research RFP – Budget

Travel

- Only travel expenses incurred for collecting, receiving, or delivering samples are allowed
- Indicate in the Budget Justification the purpose of any travel, *including the number of trips involved, the destinations, and the number of individuals for whom funds are requested*
- When applicable, note the *institutional mileage reimbursement rate* in the Budget Justification
- Travel expenses to attend national, international, professional research or educational conferences are not allowed



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Cancer and Smoking Disease Research RFP – Budget

Patient Costs

- Costs specifically required to conduct the research – which will not continue after the research project ends – are allowed
- Patient costs cannot include travel, lodging, or subsistence
- Usual and customary treatment costs are not allowed
- Patient costs must be thoroughly explained in the Budget Justification



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Cancer and Smoking Disease Research RFP – Budget

Contractual or Third-Party

- Contractual or third-party costs include personnel, supplies and any other allowable expense for the independent conduct of a portion of the work described in the Research Plan
- Contractual or third-party costs must be thoroughly explained in the Budget Justification
- Subcontracting for all necessary services with a single entity to implement the research project is not allowed. Indirect costs are not allowed.



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Cancer and Smoking Disease Research RFP – Budget

Other Expenses

- Other expenses include postage, data processing, and other operating expenses not previously captured
- The cost of publishing the research findings in a scientific journal are allowable up to \$1,000
- Other expenses must be thoroughly explained in the Budget Justification
- If core services are utilized, *note the number of hours and cost per hour* for each core service in the Budget Justification
- Telephone and cell phone costs are not allowed
- Indirect or overhead costs, such as rent and utilities, are not allowed



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Cancer and Smoking Disease Research RFP – Biosketches

- For Key Personnel listed on application page 3
- Limited two pages each



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Cancer and Smoking Disease Research RFP – Other Support

- Principal Investigator only
- Content
 - Project Number
 - Source
 - Abstract
 - *Change*: Include a link to the abstract for each active and pending project, subproject, or subcontract
 - Dates of Approved/Proposed Project
 - Annual Direct Costs
 - Percent of Effort
 - Overlap (if any)



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Cancer and Smoking Disease Research RFP – Letters

Letter of Support

- From department chair or supervisor confirming
 - PI's faculty level appointment
 - Amount of laboratory space assigned to PI
 - PI's eligibility to apply for federal grants
- PI cannot sign their own LOS

Letters of Collaboration

- If proposed work relies on collaboration with other researchers at other institutions or companies, and the individuals are not listed as key personnel


Letter must be legible but do not need to meet the margin and font requirements.



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Cancer and Smoking Disease Research RFP – Research Plan	
Introduction (revised applications only)	1 page
Specific Aims	5 pages* * All tables, graphs, and photographs must be included within the five-page limit. Full-sized versions of photographs, tables, or graphs can be included in the Appendix for clarity.
Significance	
Preliminary Results	
Experimental Approach	
Literature Citations	4 pages

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Cancer and Smoking Disease Research RFP – Research Plan
<p>Introduction (revised applications only)</p> <ul style="list-style-type: none"> • Summarize any substantial changes • Include responses to weaknesses noted on the previous application review • Highlight the changes within the text of the Research Plan by bracketing or italicizing • Incorporate in the Preliminary Results section of the Research Plan any work done since the previous application was submitted • An application can be revised a maximum of two times • A revised application will not be considered for funding if substantial revisions are not clearly indicated 

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Cancer and Smoking Disease Research RFP – Appendix

- Optional
- Cannot be used to circumvent five-page limit of the Research Plan
- Combine all Appendix material into one PDF document
- Save Appendix file as “LastName, FirstName of Principal Investigator – Appendix”
 - Example: *Smith, Mary – Appendix*
- Include a Table of Contents
- Does not require page numbering
- Possible content
 - Titles and complete references to appropriate publications and manuscripts accepted for publication
 - Publications or other printed materials documenting preliminary studies
 - Full-sized versions of photographs, tables, and graphs included in the research plan



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Q&A

<https://www.unmc.edu/spa/training/past-sessions.html>



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