

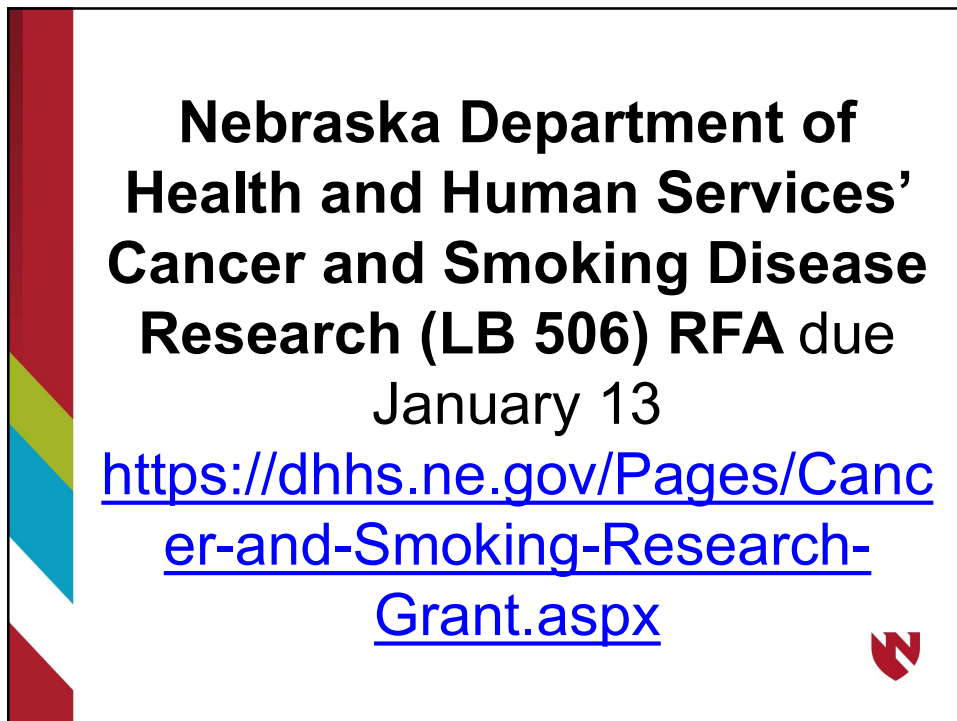


**Sponsored Programs Administration
Buzz Session**

November 20, 2024
12:10 – 1:00 PM CT




1



**Nebraska Department of
Health and Human Services'
Cancer and Smoking Disease
Research (LB 506) RFA due
January 13**

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



2

Cancer and Smoking Disease Research – Resources

Instructions	https://dhhs.ne.gov/Documents/2025-2026%20CSDR%20506%20Application.pdf
Face Page	https://dhhs.ne.gov/Documents/2025-2026%20CSDR%20506%20Face%20Page%20Form.pdf
Application	https://dhhs.ne.gov/Documents/2025-2026%20CSDR%20506%20Application%20Form.pdf
SPA Help Center article	https://unmcspa.zendesk.com/hc/en-us/articles/18960849803799-NE-DHHS-2026-Cancer-and-Smoking-Disease-Research-Program-LB-506-RFA-now-available

3

Cancer and Smoking Disease Research - Timeline

RFP released	Thursday, November 7
Notify SPA of intent to submit (create a ticket)	Monday, December 30
Release proposal and route RSS Internal Forms for SPA review	Close of business Wednesday, January 8
Proposals due to sponsor (SPA submits)	11:59 PM CT on Monday, January 13
IRB, IACUC, and IBC approvals due to SPA	Close of business Wednesday, April 23
IRB, IACUC, and IBC approvals due to sponsor (SPA submits)	Monday, April 28
Awards announced	Monday, June 2



4

Cancer and Smoking Disease Research – Parameters

Purpose	Cancer or smoking disease research ➤ “Research”
Type	Non-federal ➤ Enter “NE DHHS – LB506” as Sponsor in RSS
Start date	July 1
Renewals allowed?	No
Project period	12 months (no possibility of NCE)
Award amount	Up to \$65,000
Cost-share	<ul style="list-style-type: none"> • Salary for the PI and other full-time faculty cannot be charged to the grant and thus must be cost-shared • SPA recommends minimizing cost-shared effort
F&A	Not allowed
Number of applications	Only one application per PI

5

Cancer and Smoking Disease Research – Submission

SPA emails to

DHHS.CancerAndSmokingResearch@nebraska.gov

by 11:59 PM CT on Monday, January 13

Proposal corrections will not be accepted after submission.

Proposals not following sponsor instructions will be returned without review.



6

Cancer and Smoking Disease Research RFA - Format

- Use the forms provided (face page and application)
 - Footer = “2025-26 506 Application”
- Number all pages
- Do not exceed the page limits
- Save compiled application as “LastName, FirstName of Principal Investigator – LB506 – 2026”
 - Example: *Smith, Mary – LB506 – 2026*
- 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



7

Cancer and Smoking Disease Research RFA – 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 (optional)



8

Cancer and Smoking Disease Research RFA – Face page

- 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



9

Cancer and Smoking Disease Research RFA – 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

10

Cancer and Smoking Disease Research RFA – 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



11

Cancer and Smoking Disease Research RFA – 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



12

Cancer and Smoking Disease Research RFA – 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.



13

Cancer and Smoking Disease Research RFA – Budget


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



14

Cancer and Smoking Disease Research RFA – 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., $\frac{1}{2}$ or $\frac{3}{4}$ 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 

15

Cancer and Smoking Disease Research RFA – 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*



16

Cancer and Smoking Disease Research RFA – Budget

Equipment

- Although equipment costs are generally unallowable, there may be exceptions for scientific equipment if sufficient detail is provided in 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



17

Cancer and Smoking Disease Research RFA – Budget

Supplies

- Laboratory and office supplies that are needed to conduct the project are allowable
- 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*



18

Cancer and Smoking Disease Research RFA – Budget

Travel

- Only travel expenses incurred for collecting, receiving, or delivering samples are allowed
- Indicate in 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



19

Cancer and Smoking Disease Research RFA – Budget

Patient Costs

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



20

Cancer and Smoking Disease Research RFA – Budget

Contractual or Third-Party

- Contractual or third-party costs include personnel, supplies, and any other allowable expensed for 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.



21

Cancer and Smoking Disease Research RFA – 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



22

Cancer and Smoking Disease Research RFA – Biosketches

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



23

Cancer and Smoking Disease Research RFA – Other Support

- Principal Investigator only
- Content
 - Project Number
 - Source
 - Abstract
 - 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)



24

Cancer and Smoking Disease Research RFA – 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.



25

Cancer and Smoking Disease Research RFA – 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

26

Cancer and Smoking Disease Research RFA – Research Plan

Introduction (revised applications only)

- 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



27

Cancer and Smoking Disease Research RFA – 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



28



Q&A

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

