Preparing for a Grant Submission

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Preparation

• Start early
• Contact Office of Grant Support
• Find your funding opportunity
• Understand the requirements and eligibility
• Speak with your program officer
• Understand Cayuse
• Get your eRA Commons and ORCID IDs
• Start working with your mentor and develop your project
• Start developing a budget
• Understand and prepare for animal or human subjects requirements
• Work with a consultant or editor
• Submit the application
What is Office of Grant Support?

- **Pre-Award Department:** The Office of Grant Support (OGS) is comprised of four individuals who provide pre-award administrative assistance to the entire Einstein community.

- Our goal is to enable faculty and scholars to submit grant proposals and to manage subsequent non-financial responsibilities of the award, resubmission, and renewal processes.

- [https://www.einstein.yu.edu/administration/grant-support/](https://www.einstein.yu.edu/administration/grant-support/)

- **OGS: Staff Roles and Responsibilities**

- Check out all our workshop/seminar presentations under the “Quick Links” at the above link
What Does OGS DO?

• Provides resources, one to one consultation, for funding and grant development
• Interprets proposal guidelines, policy & procedure, eligibility & requirements
• Grantsmanship: Assists with team-building, writing, editing, proposal reviewing, critiquing, for creating more competitive proposals
• Administers pre-submission regulatory requirements and electronic registrations
• Develops and/or review proposal budgets
• Manages award committee nominations for ”Limited Submissions”
• Negotiates award budgets and related terms and conditions of with sponsors
• Creates and manages electronic grant submissions (via Cayuse 424)
OGS: Finding Funding and Grant Development

• Intranet funding lists for upcoming federal and foundation funding
  • Please go to Einstein Intranet and sign in at https://www.einstein.yu.edu/auth/login/intranet/
  • Click on “Administrative Services”
  • Select “Grant Support” department
  • Click on the tab “Federal Funding” or “Foundation Funding”
  • Click on “Grant Title” links for details of the funding mechanism
  • Use the “Search Funding” tool to find suitable funding announcements
  • Use “Keywords” if needed

• One to one consultation: Contact at anindidta.mukherjee@einstein.yu.edu
Build Relationship: Communicate with the Program Officer

• Email stating who you are and the reason for your writing
• A possible project title
• Short description of your project and why it is so important (impact)
• A draft aim and objectives (short)
• Ask for a date and time to speak and your expectations
• Your contact information
Cayuse: Application Development and Submission

• **Cayuse** (424) is a Web application portal created to simplify the creation, review, routing, approval, and electronic submission of grant proposals, i.e., S2S (system-to-system) submission of proposals.
What can Cayuse do?

- **Downloads** funding opportunities (i.e., forms)
- **Stores data and files** (i.e., contact information, bio-sketches, budgets – auto calculates most items)
- **Enables users** to easily prepare applications
- **Checks for errors and warnings** (including validations)
- **Routes** applications and documents for internal approvals
- **Electronically submits** proposals to Grants.gov
- **Can prepare reports** about submissions
Pre-requisites for Developing and Submitting Application Using Cayuse

- Contact Cynthia Cardillo (cynthia.cardillo@einstein.yu.edu) to add PI status to your existing eRA Commons account.
- Contact your departmental administrator for Cayuse account registration and setting up the application process.
- If needed, contact Regina Janicki at (718) 430-3643 or Regina.janicki@einstein.yu.edu.
How to Develop an Application in Cayuse

• Contact your departmental administrator.

• Log into Cayuse and create proposal: Most FOAs are already in the Cayuse system. If a particular FOA number does not appear on the pop-up list after clicking "Create Proposal," go into the Opportunities tab, and click on Download Opportunity button and add it. If it cannot be added, please contact Regina Janicki (ext. 3643; preaward@einstein.yu.edu) for help.

• Upload different sections of your application (checklist) as PDF files through Cayuse.

• Click on the Error/Warning icon at the bottom of Cayuse page, if corrections are needed.
Internal Routing using Cayuse

• Begin **Internal Routing** at least 8 -10 business days before deadline

• Once your application is completed, with mandatory forms filled out and included in the documents section, routing should begin ASAP for internal review and approval.

• Once the routing chain has begun, the grant is "locked down" to editing. However, non-budget attachments, e.g. bio-sketches and scientific attachments can be added post-approval and prior to submission.

• In case, you need to edit a field that has been locked down, while the grant is still moving through departments, contact **OGS** for "write" permissions.

• Monitor routing-progress, in case of email failure/departmental delay. The appropriate departments should be contacted if something is taking longer than expected.
Application Submission

• Once routing is completed and approved by an AOR, submit your application via Cayuse. Cayuse will make a System-to-System transfer to NIH/eRA Commons via Grants.Gov.

• Please submit well before deadline, to allow for correction of unforeseen errors. Post-deadline corrections may result in a rejected application, withdrawn without review.

• Make sure a grant tracking number is obtained at the time of submission (it appears in the pop-up window a short time after the 'submit' button is pressed).
ORCID (Open Researcher and Contributor Identifiers) ID Requirements

• ORCID IDs will be required for Individuals Supported by NIH, AHRQ, and CDC Research Training, Fellowship, Research Education, and Career Development Awards Beginning in 2020.


• To create an ORCID profile please use this link.
  https://orcid.org/register
ORCID ID Needs to be linked with eRA Commons ID

You will be able to associate your ORCID ID from the eRA Commons Personal Profile module. Log in to your eRA Commons account and click on Personal Profile.

https://era.nih.gov/erahelp/PPF_Help/8_2_orcid.htm
OGS: Grant Advisory Service

• We provide Grant Advisory Service that includes assistance with editing, proof-reading, reviewing and critiquing grant proposals. Please see our Grant Advisory Service page.

• We also provide assistance/help with manuscript writing, editing, proof-reading, reviewing and critiquing to enhance publications. Please contact OGS at (718) 430-3642.
Success Rate of R01 Applications Using OGS’s Grant Development/Writing Services

- NIH
- Einstein
- OGS

Comparison:
- New
- Competitive
- Overall
Grant Submission Process

Need to find a funding opportunity?
- Contact OGS to search for funding opportunities

Opportunity found
- Application is developed in Cayuse
- Routing chain: Verify requirements and systems access

Non-Federal application submission steps vary
- “Just-in-Time” materials/additional materials required
- Federal applications submitted through Cayuse
- Application is submitted

Grant Development
- Need help writing the grant?
- Need study design assistance?

Writing/editing
- Boiistics support

Grant application is routed through Cayuse for internal review/approval
- Budget is developed

Application is submitted
- Award acceptance & negotiations if applicable
- “Notice of Award” arrives

Post-Award process begins

Montefiore
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Grant Life Cycle

Stages 2, 3, and 4 are supported by the Office of Grant Support (Dhanonjoy Saha)

Stages 5, 6, and 7 are supported by Research Finance (Suzanne Locke)

Communication with Sponsor (Dhanonjoy Saha)
Post-submission Process

• Post-submission monitoring of application progress: NIH sends out several email notifications, in quick succession. If they are not received, this may be a sign of a potential problem. Contact OGS for assistance.

• Track your submission in Grant.Gov and eRA Commons.

• View your assembled application image at eRA Commons to verify that it correctly reflects your submitted application. If you cannot view it, NIH cannot review it.

• Be aware of policy updates from NIH (Notices of NIH Policy Changes)
Review and Award

• Status: Your eRA Commons account indicates the “status” of application

• Center for Scientific Review (CSR) Checking: 7-10 days post-submission, checks your application for administrative requirements

• Peer Review: Your application is assigned for Peer Review to an IC and Initial Review Group (IRG) or “in house” review group managed by Scientific Review Officer (SRO)

• Review Group Meetings: eRA Commons will indicate it in “Status History”

• Scoring: NIH usually uses a 9 point rating scale or some ICs use percentile score (comparative); your score will appear in eRA Commons

• Summary Statement: It will show the reviewers’ critiques (in a few weeks); you might contact your Program Officer (PO) at this point

• Notice of Award (NOA): If funded, OGS will receive NOA (terms & conditions, start & end dates, budget etc.)

• Contact NIH: Points to discuss at post-submission stage
Office of Grant Support Contacts

- General information, please contact the Office of Grant Support at (718) 430-3643 or preaward@einstein.yu.edu
- Funding Opportunity and Grant Development – Anindita Mukherjee, PhD at (718) 430-3367 anindita.mukherjee@einstein.yu.edu
- Budget - Gerard McMorrow at (718) 430 3580 or gerard.mcmorrow@einstein.yu.edu
- Cayuse, eRA Commons and any other help - Regina Janicki at (718) 430-3643 or regina.janicki@einstein.yu.edu
- Grant Advisory Service, Tanya Dragic, PhD - (914) 262-5441 or tanya.dragic@einstein.yu.edu
- Study design, Mimi Kim, PhD - (718) 430-2017 or mimi.kim@einstein.yu.edu
- For any other help - D. C. Saha, DVM, PhD at (718) 430-3642 or dhanonjoy.saha@einstein.yu.edu