

Applying for Grants at OHSU

Before you start

- **Find a funding opportunity.** find a federal, private, or industry sponsored opportunity to apply for. Look here for funding: <http://www.ohsu.edu/xd/research/administration/research-funding-development/funding-portal/index.cfm>
- **Obtain an eRA Commons user name.** This is an individual NIH account for PIs and is required on the face page of an NIH application, as well as allowing you to check your grant status in the NIH system.-The form can be found here: <http://www.ohsu.edu/research/rda/rgc/gcfastlaneform.shtml>. For questions, check with Research Grants and Contracts (RGC). Every department has an RGC partner, and you can find yours here: <http://www.ohsu.edu/research/rda/rgc/staff.shtml> by clicking on the RGC Department Distribution List.
- **Review eligibility and deadline details.** Determine whether you are eligible and when the deadline is. If you need assistance contact Research Funding & Development Services at funding@ohsu.edu.
- **Plan.** Know the **deadlines** for the sponsoring agency and any internal OHSU deadlines. For example, all grants must be reviewed by RGC for compliance with sponsor and university guidelines. **A grant must have approval prior to submission.** Often RGC will actually submit your application online on your behalf. Bring in **appropriate partners** early, including mentors, departmental grant administrators, RGC administrator, potential collaborators, and so on.

Preparing and submitting your application

- **Write your grant.** Be sure to give yourself enough time to fill out the application forms—don't spend all your time writing the research plan. It takes time to round up letters of support, biosketches, and other documentation from collaborators and mentors—don't create emergencies for your supporters.
- **Complete the Proposed Project Questionnaire (PPQ)** <http://www.ohsu.edu/research/rda/forms.shtml#ap>
The PPQ is a checklist of administrative steps that ensures your award will be set up properly. It is used to ensure that compliance is in order and that your department approves your project. Usually, someone in your department (e.g., a grant or department administrator) can help with completing this form, but if you have questions, your RGC Grants & Contracts Administrator (GCA) is an excellent resource.
- **Route the PPQ** to the appropriate people for signature, the PI, Department Chair/Division Head and Dean (or the equivalent of these positions—e.g. an institute director and the VP for Research) must all sign off on the PPQ. Other signatures may also be required (for example, you are using VA or ONPRC resources. Always keep a copy of the signed/routed PPQ form for your records. If you are not sure who should sign your PPQ, ask your department administrator. Along with the PPQ, be sure to include supporting documents such as the budget and abstract. Always keep a copy of the signed PPQ for your records.
- **Submit your fully signed PPQ and DRAFT Application to RGC at least 10 business days before the grant deadline.** After you have gotten all the required signatures, the PPQ and preliminary grant information is reviewed by RGC. Along with the PPQ, be sure to include the Face Page, Budget, Budget Justification, Compliance related sections, Resources and Abstract. If possible, include the draft of the research plan and note any incomplete information (such as biosketches).
- **Submit your FINAL Application to RGC at least 3 business days before the grant deadline.** While RGC needs a draft application 10 business days prior to the deadline, you still have time to work on your research plan which is due in FINAL form 2 business days prior to the deadline.

After you submit.

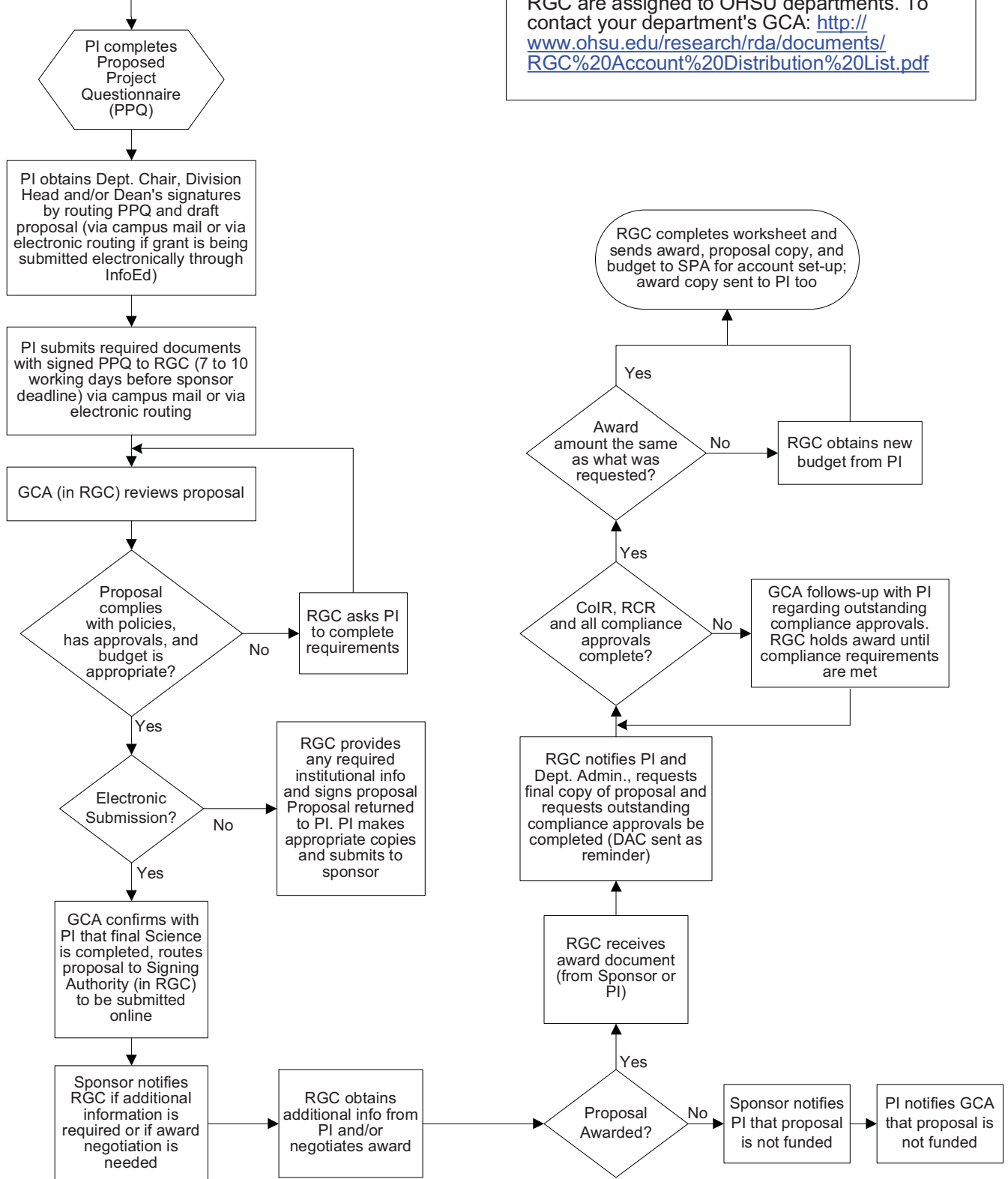
- **Request a copy of the Departmental Award Checklist (DAC)** from your department administrator or your RGC GCA after grant review. This reminds you about Institutional Review Board (IRB) or Institutional Animal Care and Use Committee (IACUC) requirements, Conflict of Interest, and more. Completing this document will ensure that your account set-up is not delayed if you are awarded the grant.
- **Get your compliance documentation in order.** If you are using animals or human subjects in your research, your protocol must be approved by the IACUC or the IRB, respectively, before the account can be set up.
- **If the grant is awarded, send your grant award notice or letter to your RGC GCA.** While the NIH and other federal grant agencies typically notify RGC when a grant is awarded, not all funding agencies do. Let RGC know if you receive notification that your grant is awarded as sometimes the sponsor alerts only the PI, but until RGC knows, your account can't be set up.
- **Account set-up and spending.** After all DAC items are complete and RGC submits the award set-up documents to Sponsored Projects Administration (SPA), SPA sets up your research account and helps administer the funds.

RGC Roadmap for Grants and Subawards: from Application to Award

- PI finds a grant/subaward to apply for and determines that RGC will review it *
- PI reviews grant guidelines; gets assistance from dept grant admin and/or RGC for questions **
- PI works on completing grant or subaward proposal; form pages & budget should be final when they are routed with the PPQ (science can still be a draft)

* Find grant funding sources and assistance in grant development through Research Funding & Development Services <http://www.ohsu.edu/research/rda/rfds/>

** Grants & Contracts Administrators (GCAs) in RGC are assigned to OHSU departments. To contact your department's GCA: <http://www.ohsu.edu/research/rda/documents/RGC%20Account%20Distribution%20List.pdf>



PROPOSED PROJECT QUESTIONNAIRE (PPQ) – PLEASE TYPE
Oregon Health & Science University Research Development and Administration (RDA)

This form must accompany all grant/contract applications and new protocols submitted for review by IRB or IACUC.

GENERAL INFORMATION

Principal Investigator (Last name, First name, Degrees) **Telephone Number** **Mail Code** **Email Address** **NIH Commons UserID**

Contact for questions during proposal review process **Telephone Number** **Mail Code** **Email Address**
(Last name, First name)

School/Unit: **Department:** **Division:**

Award Owning Org Name (Name of the org that the Award will be assigned to and that will receive F&A credit unless otherwise specified below):
Please see the [OHSU Project-Owning Org Finder Tool](#).

Will F&A be shared by more than one department or unit? * If yes, indicate agreement by having each department/unit head and each internal project PI sign this PPQ. Also include an internal budget showing the distribution of funds requested. Yes* No

Project Title (240 characters maximum. Same as project title listed in grant or contract.)

Project Short Title (30 characters maximum. Will be displayed in OGA. Must be unique for each OGA Project under an OGA Award)

Award Short Title (30 characters maximum. Will be displayed in OGA.)

Project Dates Initial Budget Period (Next if Non-Competing) From: Thru:
(N/A for industry contracts) Entire Proposed Project Period From: Thru:

Keywords (Please provide 3-5 keywords):

Applicant Organization
 OHSU Other*
*If Other, please specify pass-through organization that will issue a subcontract to OHSU:

Sponsor:
(Example: NIH, American Heart Association, Acme Co.)

Sponsor Deadline:

Clinical Research Organization (CRO) (If applicable for an industry sponsored clinical drug / device investigation):
See [Clinical Research Organization definition](#).

Funding Opportunity Number, Request for Proposal (RFP) #, Request for Application (RFA) #, Program Announcement (PA) #, or URL address for special instructions, if applicable:

ACTIVITY AND F&A RATE INFORMATION

Does the funding agency have a published policy requiring the use of an F&A rate that differs from OHSU's federally negotiated rate (See [OHSU's F&A Cost Rates](#))? * If yes, please attach the published rate and policy of the funding agency. Yes* No
This does not apply to industry sponsors. **Funding Agency Rate ***

Primary location (Building Name) where the work is being performed (See the [OHSU Building List](#)):
% of work performed at this location:
Indicate 'Off-Campus' if the work is being performed at a non-OHSU facility.

Is the research primarily Basic or Applied? (See [Basic/Applied Research Definitions](#)) If the project is not research, select N/A Please select one:
 Basic Applied N/A

TYPE OF FUNDING INFORMATION

Funding Mechanism [Click Here to Select Funding Mechanism](#) * If Other, please specify:
If a Program Development Account (PDA) is funding this project, please specify the PDA account number:

Grant/Contract Type Check all that apply
 New – new project not previously funded by this sponsor
 Resubmission – revised or amended version of application not funded
 Competing Renewal – competitive application for funded project Sponsor Grant#
 Amendment/Supplement – request for additional funds Sponsor Grant# (if applicable)
 Progress Report* – renewal of a funded project (i.e., non-competing renewal) Sponsor Grant#
* If this project involves humans and/or animals, please indicate applicable IRB Protocol #(s) or IACUC Protocol #(s)

COMPLIANCE QUESTIONS	
<p>1. Will human subjects/tissues/data be used in the project?</p> <p>a. From the start of the award? (If no, see Preaward Process for Proposals Involving Human Subjects at a Future Time.)</p> <p>b. Will the award fund core research or educational resources to be used by multiple independent human research projects (i.e., GCRC, OCI infrastructure, etc.)?</p> <p>All projects involving human subjects/tissues/data must be submitted to and approved by the IRB prior to beginning work on new projects or modifications to existing protocols.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
<p>2. Will animals be used in the project?</p> <p>a. * If yes, will non-human primates be used in the project?</p> <p>All projects involving animals must be submitted to and approved by the IACUC prior to beginning work on new projects or modifications to existing protocols.</p>	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
<p>3. If this study involves humans or animals, did OHSU personnel design/develop the study protocol? The answer to this question will help determine how to handle the intellectual property terms of the proposal, determine appropriate IRB fees for the study, and allow tracking of this information for reporting and management purposes.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>4. Will this project involve the use of non-recombinant infectious agents or certain biologically-derived toxins (including select agents and infectious proteins, cells, viruses, bacteria, etc.)? See Definition.</p> <p>* If yes, complete the Infectious Agent/Toxin Questionnaire and submit it with this PPQ.</p> <p>-OR- Approved IBC registration #: _____</p>	<input type="checkbox"/> Yes* <input type="checkbox"/> No
<p>5. Will this project involve the use of recombinant DNA (rDNA, includes all recombinant plasmids/vectors/viruses)?</p> <p>* If yes, complete the Initial rDNA Research Classification Form and submit it with this PPQ.</p> <p>-OR- Approved IBC registration # is: _____</p> <p>-OR- This project was previously determined to be exempt and no changes are proposed that will affect the exempt status <input type="checkbox"/></p>	<input type="checkbox"/> Yes* <input type="checkbox"/> No
ADMINISTRATIVE QUESTIONS	
<p>6. Does this application or proposal include committed cost-sharing/matching (i.e., is effort being committed without requesting that sponsor support salary at the same level? Are other resources, like new equipment or supplies, being committed without a budget request to support them?) <i>Does not apply to industry sponsors. See the OHSU Cost Sharing Procedure.</i></p> <p>* If yes, see the Department Award Checklist (DAC) provided by RGC for instructions for awards containing cost-sharing. If the cost sharing is from multiple departments, please complete a Cost-Sharing Agreement Form for each Department committing resources and submit with PPQ. If the cost sharing is with the VA, the Cost Sharing Agreement Form should be signed by the appropriate VA clinical service chief and submitted with the PPQ. <i>(Does not apply to internally funded projects; e.g., Bio-Science Innovation.)</i></p>	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> N/A
<p>7. Do any of the personnel listed on this project who have paid or unpaid appointments at OHSU also have paid VA appointments?</p> <p>* If yes, please provide the most recent copy of the memorandum of understanding (MOU), dated within one year. The MOU is not required if the project is industry-sponsored. Note that if this project is funded, an updated MOU that accounts for effort on this project will be required at time of award. If any persons listed on this project have unpaid OHSU appointments and paid VA appointments, please be sure to complete the VA cost-sharing requirements referenced in Question 6 above.</p>	<input type="checkbox"/> Yes* <input type="checkbox"/> No
<p>8. Does this project involve Portland Veterans Affairs Medical Center (PVAMC) resources?</p> <p>* If yes, please have this PPQ signed by the VA ACOS/R&D (Associate Chief of Staff for Research & Development) and prepare a VA PPQ for submission with the OHSU PPQ. In certain cases, the Research Service at the PVAMC will need to obtain the approval of the VA clinical service chief prior to VA signature on the OHSU PPQ. If this proposal includes research related expenses that will be incurred by the VA, you will need to complete a VA Administrative Review prior to VA signature of the OHSU PPQ. Non-competing renewals do NOT require a VA PPQ or VA Administrative Review. Please check all the following VA resources that apply:</p> <p><input type="checkbox"/> VA Space If checked, please indicate the VA Building Name: Click Here to Select Building _____</p> <p><input type="checkbox"/> VA Equipment</p> <p><input type="checkbox"/> VA patients seen at PVAMC</p>	<input type="checkbox"/> Yes* <input type="checkbox"/> No
<p>9. Is OHSU to subcontract part of the work? * If yes, please include approved administrative materials for all proposed subcontractor institutions. Subcontract materials must be signed off in advance by authorized officials of the subcontract organizations. See the List of Required Subcontract Administrative Materials. <i>(Does not apply if sponsor is industry.)</i></p>	<input type="checkbox"/> Yes* <input type="checkbox"/> No
<p>10. If you are applying to a private foundation, have you submitted an OHSU Foundation Clearance Request Form? If you are applying to a private foundation for funding, please complete an OHSU Foundation Clearance Request Form and email it to rosenbra@ohsu.edu at the OHSU Foundation prior to submitting your application to RDA. The OHSU Foundation clearance process allows the university to ensure the expectations and limited submission policies of foundations are upheld.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

11. Which of the following [University Shared Resources](#) has been included in your research plan? (please select all that apply)

<input type="checkbox"/> Advanced Computing - Dir. Gliessman	<input type="checkbox"/> DNA Services - Dir. Keller	<input type="checkbox"/> Transgenic Mouse Models - Dir. Fedorov
<input type="checkbox"/> Advanced Light Microscopy - Dir. Kaech Petrie	<input type="checkbox"/> Electronic and Instrumentation Design - Dir. Hunt	<input type="checkbox"/> None of the above
<input type="checkbox"/> Affymetrix Microarray - Dir. Harrington	<input type="checkbox"/> Flow Cytometry (main campus) - Dir. Streeter	
<input type="checkbox"/> Bioanalytical/Pharmacokinetics - Dir. Koop	<input type="checkbox"/> Histopathology - Dir. Corless	
<input type="checkbox"/> Biostatistics - Dir. Mori	<input type="checkbox"/> Illumina Microarray - Dir. Searles	
<input type="checkbox"/> Biomedical Informatics - Dir. Logan	<input type="checkbox"/> Proteomics - Dir. David	

APPROVALS & CERTIFICATIONS

All signatures below are required prior to institutional approval of the proposal.

As the PI of this project, I certify that the information submitted within the application is true, complete, and accurate to the best of my knowledge. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. I agree to accept responsibility for the scientific conduct of the project and, if a grant or contract is awarded as a result of this proposal, to comply with the terms and conditions of the award, including providing required progress reports. I understand that I am responsible for ensuring that the project is conducted in full observance of the financial, compliance, and administrative requirements described in the [OHSU Roles and Responsibilities in Research document](#)

 PI / Project Director, Date
 Name: _____

The signatures of the Division Head, Department Chair and Unit Dean/Director indicate that:

- the proposed scientific work is appropriate;
- space and/or resources are, or will be, available;
- budgeted salaries and effort levels are appropriate for the personnel named in the application;
- the budget proposed is sufficient to cover the costs incurred in the study,
- and that roles and responsibilities assigned to the Division Head, Department Chair and Unit Dean/Director as described in the [OHSU Roles and Responsibilities in Research](#) document will be carried out or appropriate ly delegated.
- If the project involves resources (faculty, staff, equipment, space) from more than one OHSU Department/School/Unit, each Department Chair/Dean/Director should review the proposal and approve it by signing below.

The signature of the VA Research Service does not represent institutional approval. It simply indicates that the VA Research Service is aware of the proposal and the VA review process has commenced. The work cannot begin at the PVAMC without a notification letter from the Associate Chief of Staff of Research stating that the work can begin.

Note: All staff with direct involvement in the design and/or conduct of the project (including, but not limited to, the principal investigator, co-investigators, research assistants/coordinators, and collaborators) must:

- Complete [OHSU's Responsible Conduct of Research \(RCR\) Education](#)
- Have a current [OHSU Conflict of Interest in Research Disclosure](#) form on file
- See [Requirements for Investigators Outside OHSU](#)

 Division Head, Date
 Name: _____

 Department Chair, Date
 Name: _____

 Dean / Director, Date
 Name: _____

 Division Head, Date
 Name: _____
(if appropriate)

 Department Chair, Date
 Name: _____
(if appropriate)

 Dean / Director, Date
 Name: _____
(if appropriate)

 VA ACOS/R&D, Date
 Name: _____

 SON Advisor, Date
 Name: _____
(if PI is SON student)

Other: _____