VA ORD Grant Application Checklist

SF 424 Cover (Institutional information)

☐ Did you check that the grant status (New, Resubmission, Renewal, or Corrected) is marked correctly?

- *If resubmission, corrected, or renewal, Deputy ACOS or AO will fill in former eRA or Grants.gov identifiers as needed.*

☐ Did you enter the Title?

- *Does it match prior submission or Letter of Intent (if applicable)? Is it under 250 characters?*

☐ Did you enter Start and End dates?

- *These dates are an estimate only – the actual start date will not be determined until after you have completed all pre-award (Just-In-Time) requirements if successfully funded.*

☐ Is the PI contact information correct?

- *List your VA email address, not your University one! This is not used for contact information, and it can look bad to reviewers if you don't acknowledge your VA affiliation in your own application.*

☐ Did you enter the total funds requested and verify that request is within budget cap?

- *Enter the same total in boxes a and c (Total Federal Funds and Total Federal + Non-Federal Funds).*
- *Boxes b and d (Non-Federal Funds and Income) must be zero.*

Performance Site (Sites where work will be conducted)

☐ Did you fill in name/address/etc. for each additional location (including UMN)?

- *Research conducted <u>fully off-site</u> requires a waiver from ORD <u>before</u> submitting. Waiver <u>must</u> be included in Letters of Support.*
- *The additional performance site administrative contact and/or site PI should assist with this data. Many institutions list this info on their websites. Deputy ACOS can assist if you need help finding this information.*

Key Personnel (Explain who will do the work)

☐ Is full institutional information and title listed for each Key Person?

- *Note that PI information is not editable in this form: To change PI info, you must edit PI information on the SF-424 cover sheet – the Key Personnel file will be updated with the new information when we submit the grant*

☐ Did you enter the eRA Commons ID for <u>every person</u> in "Credential, e.g. agency login" field?

- *This is <u>required</u> for <u>all</u> Key Personnel for VA and NIH submissions. No eRA ID? Ask Research Deputy ACOS or AO to create one. Persons at an academic affiliate (e.g. non-VA Co-Is) should ask their institution to create an eRA ID.*

☐ Is VA contact information listed for all personnel with a VA affiliation?

- *For VA grants, you should list the VA contact information for anyone with a VA affiliation!*

☐ Do you have a <u>current</u> NIH Biosketch for all Key Personnel?

- *Biosketches MUST be in PDF format.*
- *Biosketches MUST use the currently accepted NIH template and cannot exceed 5 pages total.*
- *Old formats or expired biosketches will cause your grant to be rejected.*
- *URLs are allowed in Biosketches.*

☐ Is a "Current and Pending Support" document attached for all Key Personnel (excluding Consultants)?

- *This document should list <u>all</u> research support for that individual. This may include sources of research support that would not be listed in his/her Biosketch. File must be in PDF format.*

☐ Is the selected project role appropriate for all named Key Persons?

- *VA does not allow "Co-PD/PI" role; use "Co-Investigator" role instead.*

Other Project Information (Research plan and related documents)

☐ If <u>human subjects</u> are included, enter the Human Subject Assurance Number (00001480) in box 1.a.

- *Include IRB approval date or mark approval as pending, as appropriate. <u>Do no</u>t mark any work as IRB exempt.*
- *If enrolling non-Veterans, you will need approval from ORD – be sure to justify any inclusion in this section.*

☐ If <u>animal subjects</u> are included, enter the Animal Welfare Assurance Number (D16-00308) in box 2.a.

- *Include IACUC approval date or mark approval as pending, as appropriate.*

☐ Are <u>all</u> required files attached? *(Refer to list below)*

- *All attachments MUST be in PDF format.*
- *Required attachments vary by RFA. There is a table in each VA RFA that indicates whether the files below are required, and lists the page limits for each. <u>Always</u> refer to this table for definitive requirements and limits.*
- *Some files (listed in bold type below) have very specific name requirements that <u>cannot</u> be changed. Incorrect file names will cause grant rejection.*
- *ALL attachments marked with * below have specific page limits: Check the RFA for details.*
- *PI-authored pages must meet format requirements per RFA: 11 pt font, U.S. Letter format, at least 0.5" margins*

  ☐ Summary/Abstract
  - *1 page, no more than 40 lines of text*

  ☐ Narrative
  - *1 page, no more than 10 lines of text*

  ☐ Bibliography*
  - *4 pages or less. Must list at least the first 3 authors. URLs are allowed in the Bibliography.*

  ☐ Facilities statement
  - *Describe the research environment relevant to your proposal, including description of how this environment and/or space will support your proposed work. No page limit.*

  ☐ Equipment statement
  - *<u>Optional</u>. Describe any existing equipment to be used in this application. No page limit.*

  ☐ **01_VA_Intro***
  - *Required for resubmissions only. Limited to 2-3 pages. See RFA for details.*

  ☐ **02_VA_Specific_Aims***
  - *No more than 1 page.*

  ☐ **02a_VA_Research_Plan***
  - *Most commonly limited to 14 pages. Some RFAs have longer or shorter limits. See RFA for details.*

  ☐ **02b_VA_Career_Plan***
  - *Required for Career Development Award only. 5 pages or less.*

  ☐ **02c_VA_Mentoring_Plan***
  - *Required for Career Development Award only. 3 pages or less.*

  ☐ **03_VA_Prog_Report_Pubs***
  - *Required for renewal applications.*
  - *For BLRD/CSRD, <u>always</u> required if PI has held <u>any</u> prior VA funding. Limited to 5 pages.*

  ☐ **04_VA_Human_Subjects**
  - *If human subjects included. No page limit.*

  ☐ **05_VA_Animals**
  - *If animal subjects included. No page limit.*

☐ 06_VA_Multiple_PI

- *Must be included if more than one individual is named as PI. No page limit.*
- *Some awards (e.g. CDA applications) do not allow multiple PIs. Check the RFA for details.*

☐ 07_VA_Agreements

- *Include only if existing contract/consortial agreements will apply to this grant. No page limit.*

☐ 08_VA_Director_Letter

- *Must be signed and dated within the last calendar year.*
- *Must list PI's VA position and time in 8ths.*
- *Must explicitly state where work will be conducted (Minneapolis VAHCS and any other locations including UMN).*
- *See RFA for any other specific required statements that must be included here.*
- *For multi-site proposals, a Director Letter may be required for each participating VA site.*

☐ 08a_VA_R_D_Committee_letter

- *Required for Career Scientist and equipment grants only, otherwise do not include.*

☐ 08b_VA_Letters_of_Support

- *Combine all support letters or other items required by RFA into one single PDF file.*
- *Support letter from each Key Person (dated within last calendar year) recommended but not strictly required.*
- *URLs are OK in this file if part of a letterhead or other document PI cannot change – a warning will be generated on grant submission but will not cause rejection of the grant*

☐ 09_VA_DMAP

- *ORD Data Management and Access Plan. Required template must be used.*
- *Contents of this file will not impact your grant review, but plans containing insufficient detail may result in changes required during Just-In-Time process.*

☐ 10_VA_Financial_Disclosure

- *Must detail any financial conflicts for each person named as PI.*
- *A single page containing "N/A" or "No Disclosures" should be used if there is nothing to disclose.*

☐ All required Appendices

- *Each RFA lists the required Appendices for that proposal, and the mandatory names for each.*
- *Additional Appendices must be named using the convention "##_VA_Appendix_#_Descriptor" – the grant submission system uses this name to determine the order in which files are attached.*
- *Note that underscores should NOT be used in a multi-word appendix description.*
- *Example: An appendix named "14_VA_Appendix_4_Name of Appendix" will appear in the grant Table of Contents as "Appendix 4 Name of Appendix".*
- *URLs are OK in Appendices that the PI did not create (equipment quotes, manuscript proofs, etc.) – a warning will be generated on grant submission but will not cause rejection of the grant.*

☐ Do any attachments contain URLs (web addresses or links)?

- *URLs/links are only allowed in those files specifically excepted above.*
- *Some reference manager software includes links by default. Be careful to remove any links created.*
- *Pasting content in from a website may also result in a link. Be very careful to check all files for URLs – **inclusion will cause rejection of the entire grant.***
- *ORD guidance has clarified that using the term "ClinicalTrials.gov" in a human subjects grant will not cause administrative rejection – however inserting a fully qualified URL (http://clinicaltrials.gov) WILL cause rejection. This exception is for this single mandated website only, no other exceptions are allowed.*

Budget (How much money do you need, and why)

☐ Did you fill out the Excel Summary Budget Worksheet?

- *This worksheet must list the annual totals for personnel and other expenses.*
- *You cannot add or delete lines in this file: It must remain as currently formatted.*
- *The multi-site form has separate PI, personnel, and other direct cost sections for each participating VA. If you are submitting a multi-site proposal, use the multi-site budget sheet and be careful to enter expenses into the proper section. Funds to be sent to each VA site must be separated per site, both here and in the Budget Justification.*

☐ Is contact PI salary, fringe, and effort entered for all years?

- *If no salary requested, enter 0 for salary and fringe for all years.*
- *If this is a multiple PI proposal, only list the contact PI salary/fringe/effort here. Salary/fringe/effort of any other PIs must be included in the "Hired Personnel" section.*
- *Remember that clinicians cannot request any salary or fringe in VA grants (except in CDA applications).*
- *Some RFAs include PI salary in the budget cap, while others except salary from the total cap. Be sure to verify you are not exceeding allowed totals.*

☐ Is the total annual salary, fringe, and effort entered for existing personnel for all years?

- *Add up all salary and all fringe, enter as a single total – do not enter people individually.*
- *This should include all people drawing VA pay at Minneapolis VAHCS.*
- *Don't forget to include persons drawing no salary – you must include their effort here!*
- *Do NOT include anyone here who will be paid via IPA or paid as a consultant.*
- *Remember that clinicians cannot request any salary or fringe in VA grants.*

☐ Is the total annual salary, fringe, and effort entered for "To Be Named" personnel for all years?

- *Add up all salary and all fringe for anyone who will be hired, and enter as a single total – do not enter people individually.*
- *Don't forget to include persons drawing no salary – you must count them and include their effort here!*
- *Do NOT include anyone here who will be paid via IPA or paid as a consultant.*

☐ Did you enter Equipment and/or Travel costs for all years?

- *Some RFAs include equipment/startup costs and others do not. If adding costs here, be sure to verify whether these expenses are allowed or limited by budget caps.*
- *Individual RFAs may limit costs for travel – be sure to verify you have not exceeded maximums*

☐ Did you enter IPAs and Consultants as needed in Other Direct Costs for all years?

- *Remember to include total salary + fringe, total number of persons, and total effort for IPAs. Consultant line does not need to list effort, just total persons.*
- *If no persons on IPA and/or no consultants, enter 0 for all years. Do not delete or alter these lines.*

☐ Did you enter all other expenses as needed in Other Direct Costs for all years?

- *This section is limited to four editable lines, and one "Other Direct Costs" line. List only major categories (e.g. those that total $5000 or more annually) in the four editable lines. All other costs should be grouped in the "Other Direct Cost" line.*
- *Common entries include "Participant reimbursement"; "Animal per diems"; "Supplies and consumables".*
- *Your costs should be broken down in the Budget Justification using the same categories as listed here, to make it easy for reviewers to see where you obtained the numbers.*

☐ For Multi-VA site applications only, verify that all of the below are true for each additional site:

- *Is Site PI salary, fringe, and effort entered for all years?*
- *Are salary, fringe, and effort for all Hired and To-Be-Named VA personnel listed for all years?*
- *Are additional site expenses (travel, supplies, etc.) listed for all years?*

☐ **Is the Budget Justification attached?**

- *You must specifically explain details of all amounts in the Excel worksheet – how did you obtain the totals? Break down any categories listed in the Excel sheet.*
- *All named Key Personnel must be individually listed and all effort justified in this document. If individual will not be paid, list effort only and state "No salary requested". For all personnel who are paid, you must list their effort, base pay, and fringe rates. Persons on IPA must specifically state IPA in the justification.*

    ☐ **Is the completed Summary Budget Worksheet inserted as first page of this document?**

    - *Save both files as a PDF then combine, do not copy and paste the table into the Word document! (Deputy ACOS can assist if needed.)*

☐ **Is the SF-424 Budget Form complete?**

- *This form should list totals only; subcategories are listed in the Excel Summary Budget Worksheet, and details for each are listed in the Budget Justification.*

    ☐ **Are start and end dates entered for each budget period?**

    - *Note that start date for Period 1 is not editable: This will automatically be filled in using the start date you enter on the SF-424 cover sheet when we submit the grant.*

    ☐ **For EACH budget period, fill out <u>PI info</u> in section A, <u>one line</u> in section B, and <u>one line</u> in Section F:**

    - *Refer to the yellow boxes in the Excel Summary Budget Worksheet – these are the only entries to include!*
    - *You should only be filling out these three lines in each budget period. If you are entering more than three lines, you need to re-read the instructions.*

        ☐ **Enter the annual salary, fringe, and effort for the contact PI (*"VA PI ONLY"* entry) in Section A "Senior Key Person" line of the SF-424 Budget form.**

        - *No other persons should be listed in Section A, even if this is a multi-PI proposal.*

        ☐ **Enter the total number of people, total salary, total fringe, and total effort (*"Total Other VA Personnel"* entry) into the first blank line in Section B "Other Personnel" of the SF-424 Budget form. Label this line "Other VA Personnel".**

        - *Use a single line only, do not enter anyone individually.*
        - *Number of persons listed must match the number listed in the Summary Budget Worksheet.*
        - *Effort should be total combined effort for hired and to-be-named VA personnel, including persons contributing time but receiving salary, and must match the Summary Budget Worksheet.*
        - *Note that persons at other VA facilities, consultants, and anyone on an IPA will not be included in this total.*

        ☐ **Enter all other expenses (*"Subtotal Non-Personnel"* entry) into line 8 of Section F "Other Direct Costs" in the SF-424 Budget form. Label this line "Subtotal Other Costs".**

        - *This will include all costs from other VA sites, all IPA personnel, and all consultants.*

        ☐ **Are all other lines in the budget form (sections C, D, E, H, and J) blank?**

        - *Details requested in these sections are included in the Excel sheet only, NOT in the SF-424 form.*

    ☐ **Does the total cumulative budget match the total listed in the Summary Budget Worksheet?**

    - *Amount listed in SF-424 cover page, Budget form, and Summary Budget Worksheet must be identical.*

    ☐ **Does the budget exceed any maximum or annual budget caps?**

    - *A waiver from ORD is required to exceed budget caps, and must be included in your Letters of Support.*
    - *Some RFAs allow you to exceed annual limits so long as total budget is not over total allowed limit.*
    - *The Excel worksheet provided by the Research Office should flag any instances of exceeding caps. Please double check on your own using caps listed in RFA.*