Departmental Resources for Research Development

Beverly Collins
Amber Nestor
Erin Schubert
Kathleen Thomas
TOPICS

Beverly Collins: Grant preparation and submission

Amber Nestor: Budget development

Erin Schubert: Protocol development

Kathleen Thomas: Research resources
Putting together a grant

- I can help with:
  - Funding sources
  - Biographical sketch
  - Resources descriptions
  - Collecting letters, signatures
  - Information
  - Noodge, go-between
  - Proofreading
Third mint, 17th/Spring Garden

Produced 100 pennies/minute
≈600M coins in a year

Now Community College of Philadelphia
Fourth mint, 1969
Independence Mall

1 of 4 in country, 1 of 2 that allows tours

1M coins in 30 mins
Where to get money?

- Penn sources
- Professional Societies (RSNA, RRS, ASNR, etc.)
- Foundations (ACS, AHA, Komen, etc.)
- Government: NIH, DOD, CDMRP, etc.
- Corporate sponsors
Submitting a Proposal

- 2 ways a grant may be submitted
  1. P.I. submits the grant directly to the funding agency.
  2. A representative of Penn submits the grant to the funding agency.

- Funding agency designates which
Submitting a Proposal

- RSNA’s application is submitted by the P.I. online through their website.

- But....
Penn’s review process

- EVERY external-funding proposal must be entered into Penn’s online grant application system (PennERA/PD)
Penn’s review process

- If the grant is administered by Penn, it does NOT need to go through PennERA.
  - ITMAT
  - Cancer Center
  - University Research Foundation
  - McCabe Faculty Award

- Pre-proposals also usually do not go into PennERA, unless they include a budget or institutional signature.

- Everything else does
In-house review process

- The proposal’s budget must undergo review by various offices in the University.
  - Radiology Grants Administration
  - Chair of Radiology
  - Med School Grants Office (ORSS)
  - University Office of Research Services (ORS)
In-house review process

- This is all to protect you and the institution from legal issues
- The grant, and the responsibility, falls on the institution
- They will basically review the budget, not the science
- However, reviewers may notice other errors, omissions, etc.
- This record will also be used in administering the grant post-award
PD (Proposal Development)

![Image of a webpage from a proposal development system](https://www.pennera.upenn.edu/Proposal/pdfSetup.asp?ProjID=7728823CE9E05E07E53402714AC7255)

- **Gender-differences of intracranial arterial wall changes using vessel wall MRI**
  - **Jae W. Song** - 4452 - RA Radiology (RSNA RES & EDUC FDN)

**Setup Questions**

- **Important**: If this is a non-S2S Child Submission record, change screen template to **UPENN - Non-Competing UPENN - Supplemental (non-S2S) Template** and let screen refresh before answering any questions on this tab.

- **If this is an S2S submission, do NOT change the default screen template without first contacting PennERAhelp@lists.upenn.edu.**

Each proposal is broken down into several sections based upon what the sponsor and your institution require. Once each section is completed, indicate so by checking the Complete checkbox in the upper right corner of that section. When all sections have been completed, you will be able to produce the final copy of your proposal.

**Submission Mechanism/Form Information**

- **Proposal Sponsor**: RSNA RES & EDUC FDN
- **Is this a Flow Through Project?**: No
- **Please select a Submission Mechanism/Screen Template**: UPENN - Generic Template
- **Is this a US federal sponsored project?**: No
- **Will this be a proposal to PHS, NIH or one of the branches of NIH?**: No

**Deadline Information**

- **Deadline Type**: Electronic Receipt
- **Deadline Date**: 15-Jan-2019
Penn’s review process

- For non-NIH proposals, use the application provided by the funding agency and upload to PD for institution review and approval.

- The funding agency will indicate whether the application is to be submitted by an institutional official.
Penn’s review process

- NIH proposals are created from the PD record; you DO NOT use the NIH application package.

- Upload all the pieces into PD: biosketch, resources, bibliography, research plan, etc.

- NIH proposals are submitted by the Office of Research Services, not the P.I.
Penn’s review process

- I can help you set up the proposal in PD.

- You don’t need to enter the budget info into PD. We have people to do that for you.

- Amber Nestor handles all RSNA grants and many junior faculty submissions. Or you may be directed to another member of the department’s Research Administration.

- Ask me or Amber or Bill D’Arcy who you should work with on your budget.
Timeline

- The administrative (i.e. budget) part of the proposal should be submitted for Penn review 2 weeks before deadline.

- NIH grants should be FINALIZED by at least 3 days before the deadline.
RSNA Proposals

- RSNA deadline: Jan 15, 2019
  (Education grants due Jan 10)
  - Research Scholar Grant (1 nomination per institution: one-page abstract to me by Nov 28 for consideration)
    [https://www.rsna.org/research/funding-opportunities/research-grants/research-scholar-grant](https://www.rsna.org/research/funding-opportunities/research-grants/research-scholar-grant)

- ASNR deadline: Jan 21, 2019
RSNA Signature page

- You will enter names of signatories to RSNA application site, then download the signature page.
- You, your advisor, and the chair sign, then upload to PD.
- When budget is approved, Penn rep will sign, and you can download completed page from PD and upload it to RSNA site.
Take-home points

- Grant-writing takes time and has a lot of pieces
- There is a Penn review process before submitting to sponsor
- There are people here to help
- Let me know as soon as you decide to apply for a grant
Speaking of budgets...

- The First Bank of the United States

128 South 3rd Street

GREEK REVIVAL
The Second Bank

420 Chestnut Street

Open to the public free of charge, housing a large collection of portraits of prominent early Americans painted by Charles Willson Peale and many others.
Budget

Amber Nestor
Grant Manager
Budget

- Contact – 6-8 weeks prior to due date
- Send guidelines/funding announcements for review
- Budget must be finalized 10-14 business days prior to due date
What should be included?

- Personnel: % effort for each investigator
- Imaging: how many of what kinds of scans
- Supplies, equipment, animals, etc.
- Travel, for presenting results
- I can help with this if you are unsure!!
What else do you need to do?

- **Budget justifications** – if these are required, they must have detailed information about what you’re asking for! I can send samples of justifications if you are lost!

- **Pay close attention to due dates for grants** – specifically NIH grants!
Congrats! You’re funded... now what?

- All funds come through Radiology
- No pre-award costs are allowed, unless noted in the NOGA or award letter
- Spending cannot occur prior to start date of grant
- Account numbers are issued once the grant is awarded.
Finally....

- Please DO NOT submit grants on your own!! Every grant that you apply for must have institutional review.
- Some sponsors require signature pages
- NIH requires submission be done by an authorized University official!