PRE-AWARD TOPICS
APRIL 15, 2025

AGENDA

Introduction

Reading Funding Opportunities

Budgets

Kuali/ Internal Routing

Application Submission

Final Tips & Takeaways

INTRODUCTION TO PRE-AWARD

WHAT IS CONSIDERED PRE-AWARD?

Any task you complete for a research project/grant application that occurs prior to submission to a sponsor is considered pre-award:

- Pre-Application/Letter of Intent

- New Application

- Resubmission

- Renewal

- Subaward with Application

- Supplements

Just in Time (JIT) activities are usually considered pre-award even though it occurs after submission. JITs can include but are not limited to:
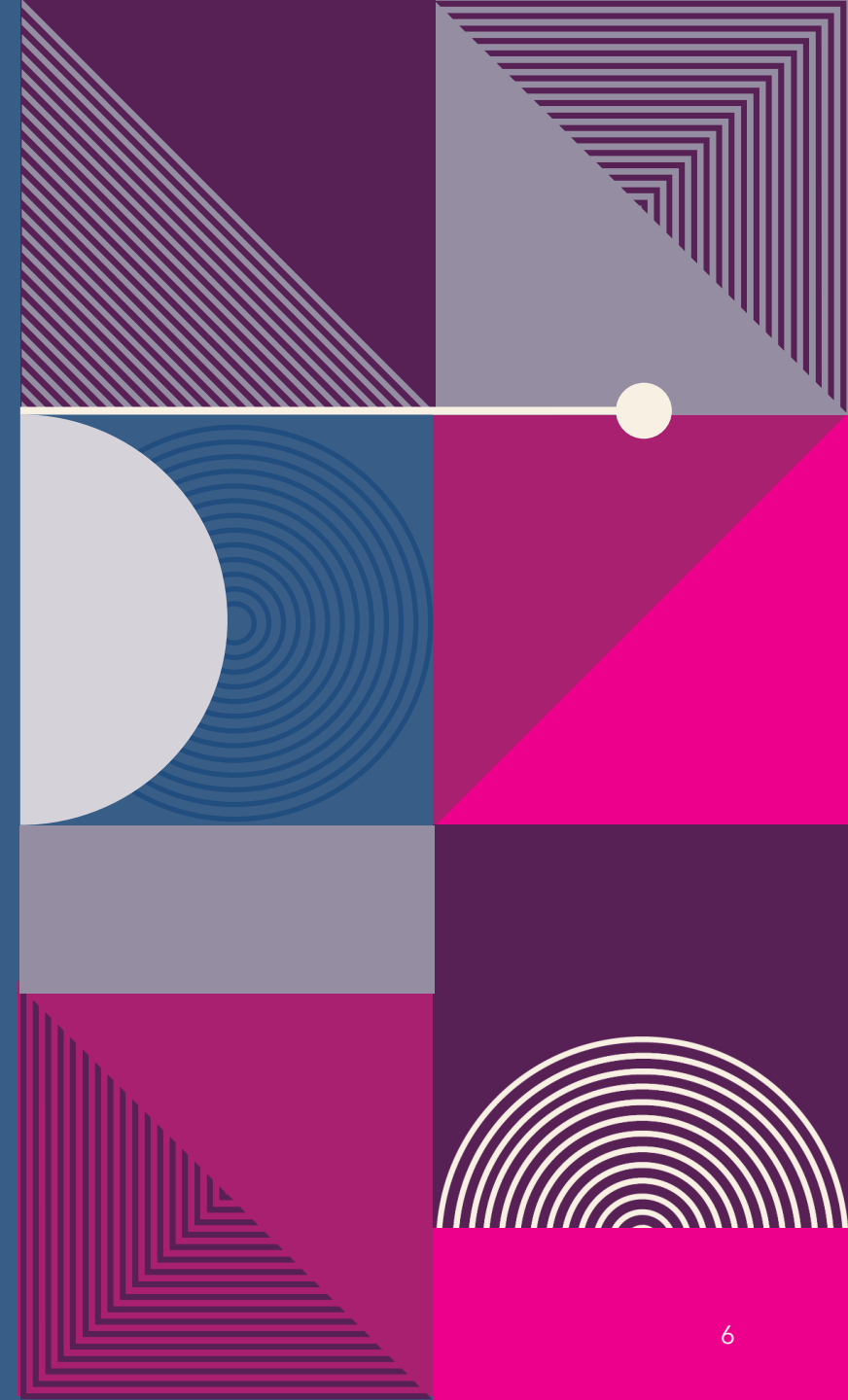
- Other Support

- Regulatory Information (IRB, IACUC)

- Updates to personnel and other application items

READING FUNDING OPPORTUNITIES

FUNDING OPPORTUNITIES ARE THE APPLICATION ROADMAP

- Read the funding opportunity a couple of times to get an idea of everything required

- Always go through any bolded information included

- Confirm eligibility

- Confirm due dates

FUNDING OPPORTUNITY ITEMS TO LOOK OUT FOR

- Make sure the funding opportunity is open and accepting applications

Posted Date	January 13, 2025
Open Date (Earliest Submission Date)	January 20, 2025
Letter of Intent Due Date(s)	Not Applicable

Expiration Date	November 19, 2026
Due Dates for E.O. 12372	Not Applicable

FUNDING OPPORTUNITY ITEMS TO LOOK OUT FOR

- NIH provides a table with due dates, review dates, and earliest start date. Use the earliest start date to create your budget.

	Application Due Dates			Review and Award Cycles		
New	Renewal / Resubmission / Revision (as allowed)	AIDS - New/Renewal/Resubmission/Revision, as allowed	Scientific Merit Review	Advisory Council Review	Earliest Start Date
February 20, 2025	March 19, 2025	Not Applicable	July 2025	October 2025	December 2025
June 17, 2025	July 18, 2025	Not Applicable	November 2025	January 2026	April 2026
October 20, 2025	November 18, 2025	Not Applicable	March 2026	May 2026	July 2026
February 19, 2026	March 18, 2026	Not Applicable	July 2026	October 2026	December 2026
June 18, 2026	July 20, 2026	Not Applicable	November 2026	January 2027	April 2027
October 20, 2026	November 18, 2026	Not Applicable	March 2027	May 2027	July 2027

FUNDING OPPORTUNITY ITEMS TO LOOK OUT FOR

- Other items to look out for:
  - What kind of application are they accepting?
  - Budget Limits
  - Project Period

Application Types Allowed	New Resubmission

Funds Available and Anticipated Number of Awards	The number of awards is contingent upon NIH appropriations and the submission of a sufficient number of meritorious applications.
Award Budget	Application budgets are limited to a combined total of no more than $275,000 in direct costs for the two or three-year project period with no more than $200,000 in direct costs in a single year. Budgets should include costs required to implement the proposed Data Management and Sharing Plan and the proposed Resource Sharing Plan.
Award Project Period	The scope of the proposed project should determine the project period. The maximum project period is 3 years.

FUNDING OPPORTUNITY ITEMS TO LOOK OUT FOR

- Required Registrations: Responsibility of Central Administration https://www.lsuhsc.edu/administration/academic/ors/gco/gco_info_instructions.aspx

- eRA Commons Accounts or Research.Gov accounts: Contact Office of Research Services

FUNDING OPPORTUNITY ITEMS TO LOOK OUT FOR

- Cost Sharing

  2. Cost Sharing

  This NOFO does not require cost sharing as defined in the NIH Grants Policy Statement Section 1.2 Definition of Terms.

- Intergovernmental Review: If required, contact Single Point of Contact (SPOC) https://obamawhitehouse.archives.gov/omb/grants_spoc

  5. Intergovernmental Review (E.O. 12372)

  This initiative is not subject to intergovernmental review.

FUNDING OPPORTUNITY ITEMS TO LOOK OUT FOR

- Limited Submissions: If there is a limit on the number of applications an institution can submit, the proposal must be reviewed ahead of time by the Vice Chancellor for Academic Affairs.

- An abstract is usually requested but more information may be needed to make a determination on who can move forward with an application.

3. Additional Information on Eligibility

Number of Applications

Applicant organizations may submit more than one application, provided that each application is scientifically distinct.

The NIH will not accept duplicate or highly overlapping applications under review at the same time, per NIH Grants Policy Statement Section 2.3.7.4 Submission of Resubmission Application. This means that the NIH will not accept:

- A new (A0) application that is submitted before issuance of the summary statement from the review of an overlapping new (A0) or resubmission (A1) application.
- A resubmission (A1) application that is submitted before issuance of the summary statement from the review of the previous new (A0) application.
- An application that has substantial overlap with another application pending appeal of initial peer review (see NIH Grants Policy Statement 2.3.9.4 Similar, Essentially Identical, or Identical Applications).

BUDGETS

- Must be justified and make sense to the project being proposed

- Federal budgets are always going to follow Uniform Guidance

- If Non-Federal, confirm with the sponsor the requirements and allowable costs in a budget if not listed in the funding opportunity.

ALLOWABLE/UNALLOWABLE COSTS

- Typical Allowable Costs

  - Personnel (Salary and Fringe)

  - Scientific Materials/ Supplies

  - Consultants

  - Equipment

  - Travel

  - Subawards

  - Indirect Costs

- Typical Unallowable Costs

  - Entertainment: Food, Beverage, Alcohol

  - Lobbying Costs

  - Office Supplies (Indirect Costs)

  - Gifts

  - Marketing Items/Giveaways

MODIFIED TOTAL DIRECT COSTS

- We follow the Modified Total Direct Costs formula.

- In order to calculate how much to ask for in Indirect Costs, you must figure out what is allowable to be charged Indirect Costs.

- Exclude Equipment ($5,000/$10,000), Student Stipends/Tuition, Patient Care, Alterations/Renovations, Rental Costs, Participant Support Costs, and Subawards over $25,000/$50,000

MODIFIED TOTAL DIRECT COSTS

- Budget Example
  - Personnel **$50,000**
  - Supplies **$25,000**
  - Travel **$10,000**
  - Equipment **$6,500**
  - Subaward **$35,000**

- Total Direct Costs: **$126,500**

- Modified Total Direct Costs: **$110,000**

- Indirect Costs at 50%: **$55,000**

- Total Budget Request: **$181,500**

KUALI/ INTERNAL ROUTING

What is Needed for Internal Approval

- Abstract/Project Summary

- Budget Worksheet

- Budget Justification

- Any documents to establish a consortium (if applicable)

- Data Management and Sharing Plan (if applicable)

- Indirect Cost Waiver (if applicable)

Kuali Proposals should be submitted for review Ten (10) Business Days before the sponsor deadline.

Full applications, if required to be submitted by the Authorized Official, are due to Office of Research Services Five (5) Business Days before the sponsor deadline.

KUALI TIPS

- Make sure to add the sponsor information in the correct place.

| Sponsor: * | 100671 | 🔍 | Pennington Biomedical Research Center | 🔍 |
| Prime Sponsor Code: | 100604 | 🔍 | NIH - NIDDK (National Institute of Diabetes and Digestive and Kidney Diseases) | 🔍 |

- Attachments go on the Internal Tab. You can use the Notes Tab to provide additional information to the Office of Research Services.

Attachments

| Proposal (0) | Personnel (0) | Abstracts (0) | Internal (4) | Notes (0) |

KUALI TIPS-BUDGET

- Adjusting inflation on personnel and non-personnel

Faculty & Staff - PI   Details & Rates

- To have the amounts increase by 3% or to remove it, you need to check the Apply Inflation button.

Apply Inflation: ☐

Submit cost sharing: ☑

On Campus: ☑

KUALI TIPS-BUDGET

- Easily change F&A Rate on the Rates Tab

- Once a budget is marked complete, the Budget Line will turn Green.

APPLICATION SUBMISSION

- Once approved in Kuali, you are approved to submit the full application to the sponsor.

- All items should be uploaded to the respective application portal and validated for errors before sending to the Authorized Official for submission.

- Confirm all attachments are included and match the requirements for the type of project being proposed. For example, if the project studies Human Subjects, a Human Subjects Narrative needs to be included.

APPLICATION SUBMISSION

- Sections of Application
  - Cover Page (SF 424)
  - Project/Performance Site Locations
  - Senior/Key Personnel Forms and Biographical Sketches
  - Other Project Information
    - Facilities and Other Resources Narrative
    - Equipment Narrative
    - References
    - Project Summary
    - Project Narrative (lay description of project)

APPLICATION SUBMISSION

- Sections of Application (continued)
  - Budget (424 form)
  - Budget Justification
  - Research Plan
    - Specific Aims
    - Research Strategy
    - Resource Sharing Plan
    - Data Management and Sharing Plan
    - Human and/or Animal Subjects Plan
    - Letters of Support
    - Multiple PI Plan (if applicable)

FOREIGN COMPONENT

- If there is a foreign component included in the proposal, confirm that everything is attached to the proposal that is required for this.

6. Does this project involve activities outside of the United States or partnerships with international collaborators?

This field is required.

Indicate whether this project involves activities outside of the United States or partnerships with international collaborators. Check "Yes" or "No."

Applicants to NIH and other PHS agencies must check "Yes" if the applicant organization is a foreign institution or if the project includes a foreign component. See NIH Glossary for a definition of a foreign component.

If you have checked "Yes" to Question 6, you must include a "Foreign Justification" attachment in Field 12, Other Attachments. Describe special resources or characteristics of the research project (e.g., human subjects, animals, disease, equipment, and techniques), including the reasons why the facilities or other aspects of the proposed project are more appropriate than a domestic setting. In the body of the text, begin the section with a heading indicating "Foreign Justification" and name the file "Foreign Justification."

FINAL TIPS AND TAKEAWAYS

- START AS EARLY AS YOU CAN-THE MORE COMPONENTS THE LONGER IT TAKES TO PUT TOGETHER.

- BE REALISTIC THAT ITEMS CAN BE COMPLETED IN THE TIME PROVIDED.

- WHEN IN DOUBT, ROUTE!

THANK YOU

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