CLEAR Webinar
April 15, 2021
Hosted by Sponsored Research
Today’s Agenda

• Announcements
• Research Navigator Demo
• Proposal Review
• Other Support [Topic moved to special session]
Announcements
Sponsored Research Staffing

• **Award Management**
  – Awards Management Associate (posting soon)

• **Contracts & Negotiations**
  – Senior Associate Director (active recruitment)
  – Assistant Director (offer accepted)
  – Contracts & Negotiations Manager (active recruitment)

• **Proposals & Award Acceptance**
  – Assistant Director (active recruitment)
InfoEd Configuration Change

• Standardizing configuration in InfoEd across all units when filling out SF424
• “Person to be contacted” will auto-populate (with Andrea’s info) after you enter your department; no longer manually selecting your Grants Officer
eRA Internet Explorer Phase Out

• NIH eRA will phase out the use of Microsoft Internet Explorer (IE) for eRA all modules by **July 19, 2021**.
• What does this mean? eRA systems will no longer be available when using the IE browser.
• If you use IE, switch to other supported browsers when using eRA systems:
  – Mozilla Firefox
  – Google Chrome
  – Safari
  – Microsoft Edge (once IE is phased out)
• Switching away from IE is a best practice in general because Microsoft is discontinuing support of IE for Microsoft 365 applications and services.
# Upcoming Cycle II NIH Due Dates

<table>
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<tr>
<th>Due Date</th>
<th>Description</th>
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<tr>
<td>May 25</td>
<td>All - new, renewal, resubmission, revision</td>
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<td></td>
<td>• Program Project Grants and Center Grants (P-series)</td>
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<td>• Research Demonstration Edu. Projects (R18, U18, R25)</td>
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<td>• <em>Institutional</em> National Research Service Awards (T-Series)</td>
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<td>• Multiple other activity codes (C, D, G, S, U)</td>
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<td>June 5* (Saturday)</td>
<td>• R01 (new)</td>
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<td></td>
<td>• U01 (new)</td>
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<td>June 12* (Saturday)</td>
<td>• Research Career Development (new) K-series</td>
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<td>June 16</td>
<td>• Other Research Grants and Cooperative Agreements (new) R03, R21, R33, R21/R33, R34, R36, U34, UH2, UH3, UH2/UH3</td>
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discover information about your research projects in one place

https://researchnavigator.northwestern.edu/
Proposal Review
Overview

• The proposal review process is intended follow streamlined routing and review to facilitate efficiency between SR and the departments.

• Proposal preparation, review, and submission is a partnership between the research administrator and the grants officer to assist the faculty member in a successful, complete, and compliant proposal.

• Key terms
  – Administrative Review
  – Final Review
  – Review comments
  – Submission
Administrative Review

- Minimum required documentation (all proposals)
  - Final budget in sponsor format
  - Final budget justification
  - Project summary/statement of work
  - Solicitation (if not a standard FOA – e.g. R01)
  - Completed Proposal Routing Form

- Required documentation (as applicable)
  - PI eligibility or F&A waiver approvals
  - Finalized cost share documentation

- Accurate deadline dates
  - ACTUAL deadline, not PI’s preferred submission date
Final Review

• When an application is routed to SR in final review, that is a system indicator that all comments have been addressed and the application is ready to be submitted.

• Applications should not be routed in final review if there are still proposal elements being completed or updated.
What can go wrong (the short list)?

- Organizational COI requirements
- Export control and foreign national restrictions/reporting, publication restrictions
- Award terms
- Unexpected system issues that delay submission
Best Practices

• Recommended submission deadlines
  – 5 days prior to deadline for administrative review
  – 2 days prior to deadline for final review and submission

• Start early!
• Communication is key
• Read the entire solicitation
Resources

• Updated *Proposal Development and Submission* SPOT course in MyHRLearn
  – Look for announcement early next week!

• SR web pages
  – *Proposal Preparation* Includes info on PI Eligibility
  – *Proposal Review & Submission*

• Job aids
  – *Administrative Review Criteria*
  – *Administrative Review Process*
  – *Additional job aids* (under menu item for “Administrative Proposal Review”)
Questions
Join us for the next CLEAR webinar:

Tuesday, June 8, 10:00am