

Medical College of Georgia Intramural Grant Program

Frequently Asked Questions

General

- **Who is eligible to apply to the Intramural Grants Program (IGP)?**

Individuals with regular faculty appointments are eligible to apply. However, new faculty who have >\$100,000 in a research startup package are not eligible to apply for a STP, PSRP or IRP in the first 2 years of their appointment. If you have a voluntary ("clinical" or "adjunct") appointment at MCG you are not eligible. See page one of the guidelines or contact Wanda Prince or Betty Aldridge if additional clarification is needed.
- **Is a current MCG adjunct or clinical faculty member (i.e. non-paid) who will be a full time paid MCG faculty member by the time the award is implemented eligible to apply for the STP and/or the PSRP?**

Yes. The respective Dean will be required to write a supporting letter verifying that this individual will be a full time paid faculty member at the time of the award and throughout the duration of the award.
- **If I currently have an active intramural grant, am I eligible to apply for another grant?**

An applicant who has previously received and completed an IGP award may submit a new proposal on a separate topic, but *must* provide evidence of extramural funding or application for extramural funding resulting from the previous IGP award.
- **How many awards are made in each cycle?**

This depends upon the cycle and the availability of funds. Much of our intramural grants program is supported from MCGRI, RI dollars and various other sources, and the number of projects will vary from year to year, cycle to cycle.
- **When are the deadlines and when will the funding become available?**

<u>Program</u>	<u>Deadline</u>	<u>Earliest Funds are Available</u>
PSRP (Pilot Study Research Program)	April 15	July
STP (Scientist Training Program)	October 15	January
IRP (Interdisciplinary Research Program)	October 15	January
- **How long does the funding last?**

PSRP and IRP program grants are issued for one year. A second year of funding is possible but requires submission of a new application that is competitively reviewed.

STP program grants are also issued for one year of funding with the possibility of receiving two additional years of funding based upon progress made during the previous year of support and the availability of funds.
- **Can a faculty member apply for funding from more than one program?**

Investigators may apply simultaneously to the PSRP and IRP but must show that there is no budgetary and/or scientific overlap between the two projects.

STP Trainees can only apply to the STP.

STP Mentors may serve as mentor on up to two STPs, and may apply to the PSRP and/or IRP. However, it must be clearly shown that there is no budgetary and/or scientific overlap between the projects.
- **Is there a limit to the number of new proposals a faculty member can submit per cycle?**

Yes. A faculty member can only submit one PSRP or STP proposal per cycle.

- **How many new IRP proposals can I submit as a Co-PI per cycle?**
A faculty member can submit a maximum of two proposals to the IRP but must show that there is no budgetary and/or scientific overlap between the two projects.
- **If an investigator is working as a Collaborator/Co-Investigator on a STP proposal, can the investigator submit a proposal as PI to the PSRP and/or IRP?**
An investigator who provides ancillary collaborative support to an STP project may submit to the IRP and/or the PSRP provided there is clear demonstration that the projects do not overlap scientifically or budgetarily.
- **My extramural funding has diminished. Can I seek bridge funding support through this mechanism?**
No. However, MCG has established a Bridge Funding Program just for this purpose. Here's a link to the guidelines: <http://www.mcg.edu/SPA/documents/bridgefundingprogram-announcement.pdf>.
- **Can I submit a revised proposal?**
Yes. A revised proposal *must* be identified on the Face Page, and *must* incorporate earlier concerns in text and the steps taken to address them.
- **How many resubmissions are allowed?**
No more than 2 resubmissions of a previous IGP application are allowed. This will be in keeping with the NIH standard (i.e. 3 total submissions allowed).
- **Is significant preliminary data required to apply?**
Since these are intramural grants, significant data is not required. However, if one has preliminary data it usually is beneficial as it establishes some progress in an area, provides a foundation for the hypothesis and demonstrates active collaborations.
- **In order to submit an IRP proposal, is involvement of human subjects material required?**
Yes. Research projects must involve human subject's material and intend to enhance the diagnosis, prevention or treatment of a clinically relevant disorder.
- **Am I eligible to apply to the STP Program if I already have an AHA Scientist Development Award?**
No. The STP program's goal is for the faculty trainee to become a PI on an external grant award such as an NIH K Award, R21, R01, etc; or a scientist development award from a national/international association, foundation, etc.
- **If I am currently a PI on a K01 Award am I eligible to apply to the STP?**
No. Based on the guidelines, you are not eligible to apply to the STP because you are already a recipient of an NIH award. However, you are eligible to apply for the IRP or the PSRP if the projects are distinct (i.e. no scientific or budgetary overlap).
- **If I received an R03 award, am I eligible to apply to the STP?**
No. Based on the guidelines, you are not eligible to apply to the STP because you are already a recipient of an NIH award. However, you are eligible to apply for the IRP or the PSRP if the projects are distinct (i.e. no scientific or budgetary overlap).
- **What are the eligibility requirements to become an STP Mentor?**
1) An individual who is currently a PI on one or more NIH grants, and 2) A seasoned researcher with an established record of extramural funding.
- **What are the eligibility requirements to become an IRP Co-PI?**
1) An individual must have an established track record of extramural funding, preferably via the NIH (i.e., at least 2 previous and/or current extramural awards), and 2) identify other Co-PIs as well who have research in a different discipline and who also meet the first criteria.

Budget

➤ **What expenses are not allowed?**

PSRP (Pilot Study Research Program)

- Faculty salary
- Travel expenses
- Purchase of single items of equipment that exceed \$25k

STP (Scientist Training Program)

- Travel expenses that exceed \$3k
- Mentor travel expenses
- Purchase of single items of equipment that exceed \$25k

IRP (Interdisciplinary Research Program)

- Travel expenses that exceed \$3k
- Purchase of single items of equipment that exceed \$25k

➤ **What are the maximum amounts I can request from the intramural programs?**

<u>Program</u>	<u>Maximum Award</u>
PSRP (Pilot Study Research Program)	\$25,000/yr
IRP (Interdisciplinary Research Program)	\$50,000/yr
STP (Scientist Training Program)	\$80,000/yr

➤ **Is cost sharing required?**

Yes. All costs (faculty and staff salaries, supplies, and travel) associated with the grant that are not directly charged to the grant must be cost shared by the department. It's very important that all cost sharing issues be resolved up front.

If you need more space than the cost sharing block provided on the front of the routing form, then it is acceptable to insert an additional page (insert behind page 1) and include all other cost sharing approvals and amounts.

It is preferable that all cost sharing amounts and signatures are obtained before the proposal is xeroxed so that all signatures and amounts are included in all six copies.

➤ **Do I calculate F&A costs when preparing my budget?**

No. F&A costs are not allowed on intramural grant proposals.

➤ **On my budget request, what is the maximum amount allowed for equipment?**

A maximum request of \$25k is allowable with strong justification. Equipment over that amount must be purchased from other resources.

The justification should include a statement indicating why "start-up" or other funds (departmental) could not be used for such an expenditure and should clearly delineate why/how the piece of equipment is essential for conducting the studies proposed in the application.

➤ **Is a specific amount of effort commitment required on these intramural grants?**

Only for the STP is a specific amount of effort required. The STP Trainee and Mentor must commit a minimum of 50% and 5% effort respectively. For the IRP and PSRP programs, the PI determines how much effort he/she will need to complete the work.

➤ **I have listed two mentors in my proposal instead of one. Will each member be required to commit 5% effort individually or collectively?**

Each mentor listed on the grant must commit individually 5% effort.

➤ **If my proposed mentor has a 9-month faculty contract, can he/she be allowed to commit less than the required 5% effort?**

No. The faculty member with the 9-month contract must commit 5% effort during the months their contract is active.

Submission Process

➤ **When are the program deadlines?**

<u>Program</u>	<u>Deadline</u>
PSRP (Pilot Study Research Program)	April 15
STP (Scientist Training Program)	October 15
IRP (Interdisciplinary Research Program)	October 15

➤ **What time is the proposal due on the deadline date?**

The completed proposals (Xeroxed with signatures) are due in the Sponsored Program Administration Office by 5 p.m. on the advertised deadline date.

➤ **How many copies of the proposal should be submitted?**

One original and five copies of the completed proposals, six copies total.

➤ **Whose signatures are needed on the routing sheet?**

The PI's, Co-PI's and Co-Investigator's Chair, Center Institute/Director, and Dean signatures are needed at submission.

It is preferable that all the required signatures are obtained before the proposal is xeroxed so that all signatures are included on all six copies.

➤ **Are there page limitations to the Research Plan?**

Yes. The overall length of the research plan, sections A-G, should not exceed 13 pages.

➤ **Is a Biographical Sketch required for all Key Personnel (listed in the budget) on this project?**

No. Biographical sketches are ONLY needed for the PIs and Co-Is.

➤ **When is MCGHI /OCIS Review approvals needed?**

If you answered Yes on your routing sheet that MCGHI resources (which includes patients, facilities, equipment, personnel, and medical records) will be involved, then your proposal must be submitted to OCIS Review Office for review. They will confirm if MCGHI approval is needed. If MCGHI approval is needed, the OCIS Review Office will obtain that approval for you.

NOTE: All School of Medicine faculty are required to obtain OCIS Review Office approval if their proposal involves human subjects.

For more information about the OCIS Review Office services go to their website at:

<http://www.mcg.edu/OCIS/review.htm>.

➤ **When is MCGHI approval due?**

All signature approvals are due at submission. However, in lieu of this additional approval process, we will accept the MCGHI approval no later than ten days after the program deadline. Please note that you must have submitted your fully signed proposal (with copies) to DSPA by the deadline. Please allow a minimum of 8 business days to obtain OCIS and MCGHI approvals.

➤ **Is cost sharing approval needed at submission?**

Yes. The cost sharing approval for all individuals, whose salaries will not be covered by the grant, should be included in your completed proposal. If you need more space than the cost sharing block provided on the front of the routing form then it is acceptable to insert an additional page (behind page 1) and include all other cost sharing approvals and amounts. It's very important that all cost sharing issues be resolved up front.

It is preferable that all cost sharing amounts and signatures are obtained before the proposal is xeroxed so that all signatures and amounts are included on all six copies.

Post Award

➤ **Are there restrictions on spending?**

Yes. You must spend your funds in accordance with your approved budget.

➤ **Is rebudgeting allowed?**

Yes. If it becomes necessary to rebudget your account, submit a budget amendment form with appropriate justification to Wanda Prince, CJ-3301, for processing. All rebudgeting must be completed before an expenditure is made.

➤ **Are no-cost extensions possible?**

No. Unspent funds will not carry forward beyond the project end date. Thus, it is imperative that awardees monitor their budgets carefully throughout the year. The Intramural Grants Program management team will provide monthly feedback to awardees to keep all apprized of balances.

➤ **What if I leave the University?**

You may request approval to nominate another individual who meets eligibility requirements to continue work on the project. If this cannot be arranged, all unspent funds will revert back to their original source.

➤ **Is a final progress report expected?**

Yes. Actually, progress reports will be due every six months. The report will note what milestones have or have not been accomplished based on previously submitted milestones. About one month before the progress report is due the applicant will receive a progress report form to complete from us via e-mail.

Failure to submit your progress report within two weeks of the deadline will result in a freezing of the account until the report is received.