GRANT APPLICATION GUIDE

Proposals require review and cooperation with as many as EIGHT organizations and departments:

1. Funding sponsor
2. UofL Office of Sponsored Programs Administration (OSPA)
3. Kent School Administration
4. Subawardee or subcontracted organizations
5. OSPA Negotiation/UofL Legal
6. OSPA Non-Financial Agreements Core
7. UofL Development Office
8. Other UofL Departments (for non-Kent personnel)

This guide is intended to help navigate these organizational requirements in order to meet OSPA and sponsor deadlines in a timely manner.

If you have questions, see our FAQ or contact us.

BASIC APPLICATION PROCEDURES AND INFORMATION

Notify the Research Office as early as possible with your intent to apply for a grant or contract. Send an e-mail to the Associate Dean for Research and the Kent Grants Manager. Include the Funding Opportunity Announcement (FOA), Research Funding Proposal (RFP), or a link to the instructions.

Complete the Kent Proposal Information form. Submit completed form via e-mail. This information is required by OSPA, but it can be changed later in the application process.

Review the FOA instructions. Let research office staff know if anything is unclear or if you have any questions.

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Review your Application Checklist. You will receive an application checklist from our office. Let us know if you have any questions.

Make note of your application Deadlines. We need your application materials a minimum of 10 days before the sponsor’s deadline in order to meet the OSPA deadline of 6 full business days before the sponsor’s deadline.

Read and understand OSPA’s Subaward Guidelines. UofL PI’s have considerable responsibility for oversight and compliance when there is a subaward in a project proposal. OSPA requires a signed Subrecipient Commitment form from all subawardees. Subawardees may also require documentation from UofL, so plan accordingly to meet all deadline requirements.

Signed ADF/COI forms required for everyone on grant. This is the first item checked by OSPA and will stop review until everyone is current.

Submit proposal to IRB through iRIS. Proposals will be submitted by the Kent Grants Manager via IRIS until Cayuse transition is completed.

PROPOSAL RESOURCES AVAILABLE FOR KENT FACULTY IN CARDBOX

- Budget templates and worksheets for 1-5 year periods
- Effort conversion calculator for FTE
- Common forms required for applications
- Institutional information and text samples for narratives
- Guides and Tutorials
- Sample text for common attachments
When Kent faculty or staff are included in proposals submitted by other UofL departments, the department submitting the proposal should provide to Kent School Research Office the following documentation to receive Kent approval:

1. Detailed Budget showing Kent Personnel line
2. Budget Justification narrative for Kent Personnel
3. Scope of Work Statement for Kent Personnel
4. PCF - additional signature signed by included Kent personnel, Research Dean, Kent Dean

Note: When other UofL Department personnel are included in a Kent proposal, their departments will require the same documentation submitted to their research office.
Can I apply to a program that requires cost sharing?
If the sponsor requires cost share, contact the Associate Dean for Research to discuss allowable types and what could potentially be accommodated prior to preparing an application.

What is required for a Non-Compete Continuing (NCC) proposal?
Kent Business Services Center submits NCC proposals (contact your assigned Business staff). Generally, the same documentation is required as for a new proposal.

What should I do about Indirect Costs/Facilities and Administration (F&A)?
For federal grants, UofL has negotiated rates for overhead that is supposed to be covered by Indirect Costs (also known as F&A). We are required to request the full amount of the negotiated rate from all sponsors unless the sponsor has a written policy that they do not allow any indirect costs or only allow a lower rate than the UofL negotiated rate. Be aware that if you ask for less and do not have written instructions from the sponsor stating a lower rate, there is a waiver form that must be submitted 10 days prior to submitting the proposal to OSPA. The EVPRI is very reluctant to approve this and may disallow accumulation of RIF/DRIF if a reduced indirect rate is agreed upon.

Can I include other Kent faculty and staff in my proposal?
If PIs would like to include other Kent faculty or staff effort on the proposal, they should first contact them to ensure they are interested and to negotiate a level of effort to which they are able and willing to commit.

What is the difference between UofL and ULRF?
For 99% of Kent School proposals the University of Louisville Research Foundation, Inc. (ULRF) is the official applicant. On very rare occasions UofL may be the applicant (example: the sponsor requires the applicant be a degree issuing organization for a training grant).

What if the sponsor requires IRB approval?
If the sponsor requires approval at the application stage, contact the HSPPO office as early as possible in the proposal process. That office can also provide a form indicating the IRB will review and approve the protocol if awarded. When submitting IRB applications, be sure to select the option for the Kent ADR to serve as the scientific reviewer and department chair combined so the protocol is appropriately routed for review and approval.

OSPA Definition of Off-Campus for F&A Indirect Cost Rate determination:
For all activities performed in facilities not owned by the institution and to which rent is directly allocated to the project(s), the off-campus rate will apply. Sponsored agreements may not be subject to more than one F&A cost rate. If more than 50% of a project is performed off-campus (exclusive of any subcontract performance sites), the off-campus rate will apply to the entire project. (Note: When receiving a sub-award for evaluation of an off-campus activity, the Co-Investigator may use the ON-CAMPUS rate when receiving a sub-award for evaluation activities because it is presumed the UofL Co-Investigators and Evaluators are working from UofL resources, however many proposals can justify use of the off-campus rate due to the nature of evaluation activities.

Definition of Modified Total Direct Costs base for F&A indirect costs calculation:
Consists of salaries and wages, applicable fringe benefits, materials, supplies, services, consultants, travel and up to the first $25,000 of each subaward (regardless of the period of performance of the subaward under the award). MTDC excludes equipment ($5,000 or greater per item), capital expenditures, charges for patient care, tuition remission, participant support costs, rental costs, scholarships and fellowships, as well as the portion of each subaward in excess of $25,000 (excess of $25,000 over the aggregate for all years of the entire project period).
Salary Calculations (for Faculty and GRAs)
- for 10-month contracts: Course buy-out = $6,000
- for 10-month contracts: Summer salary = 22% of institutional base salary (2 months)
- GRA: Kent uses minimum salary of $20,000, but more can be requested
- 9-month versus 10-month academic years (A&S uses 9 month academic year)
- NIH requires effort % in months (there is an effort conversion calculator in the resources!)

Fringe Benefits
Use exact rates if known or use OSPA estimate of 28.5% for full-time staff.

<table>
<thead>
<tr>
<th>Rate</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>28.5%</td>
<td>OSPA recommended rate for estimating FTE fringe costs</td>
</tr>
<tr>
<td>7.65%</td>
<td>Temporary staff and Student workers (to cover FICA taxes)</td>
</tr>
<tr>
<td>28.5%</td>
<td>Post Docs</td>
</tr>
<tr>
<td>7.65%</td>
<td>Institutionally approved additional pay (Xpay)</td>
</tr>
<tr>
<td>28.5%</td>
<td>Institutionally approved supplemental pay (Sup)</td>
</tr>
<tr>
<td>15%</td>
<td>GRA cost for insurance, Workman’s Comp, &amp; Unemployment ($220.17 per month)</td>
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</tbody>
</table>

File Naming Conventions for Application Packages
To keep them readily identifiable, files are submitted to OSPA with the purpose named first, then PI name, then the project or sponsor name. Examples:

- budget_Smith_ProjectName.xls
- ScopeofWork_Smith_ProjectName.pdf

LINKS
- NIH BioSketch and Bibliography Requirements
- grants.gov
- HRSA Electronic Handbook
- Federal Demonstration Partnership (FDP)
- System for Award Management (SAM)
- grantsolutions.gov
- Proposal Central
- ORCID
- NIH Grants Hub