

Preparing for a Grant Submission

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Preparation

- Start early
- Contact Office of Grant Support
- Find you funding opportunity
- Understand the requirements and eligibility
- Speak with your program officer
- Understand Cayuse
- Get your eRA Commons and ORCID IDs
- Start working with your mentor and develop your project
- Start developing a budget
- Understand and prepare for animal or human subjects requirements
- Work with a consultant or editor
- Submit the application

What is Office of Grant Support?

- **Pre-Award Department:** The Office of Grant Support (OGS) is comprised of four individuals who provide pre-award administrative assistance to the entire Einstein community.
- Our goal is to enable faculty and scholars to submit grant proposals and to manage subsequent non-financial responsibilities of the award, resubmission, and renewal processes
- <https://www.einstein.yu.edu/administration/grant-support/>
- [OGS: Staff Roles and Responsibilities](#)
- Check out all our workshop/seminar presentations under the “Quick Links” at the above link



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What Does OGS DO?

- Provides resources, one to one consultation, for funding and grant development
- Interprets proposal guidelines, policy & procedure, eligibility & requirements
- Grantsmanship: Assists with team-building, writing, editing, proposal reviewing, critiquing, for creating more competitive proposals
- Administers pre-submission regulatory requirements and electronic registrations
- Develops and/or review proposal budgets
- Manages award committee nominations for "Limited Submissions"
- Negotiates award budgets and related terms and conditions of with sponsors
- Creates and manages electronic grant submissions (via [Cayuse 424](#))



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OGS: Finding Funding and Grant Development

- Intranet funding lists for upcoming federal and foundation funding
 - Please go to Einstein Intranet and sign in at <https://www.einstein.yu.edu/auth/login/intranet/>
 - Click on “Administrative Services”
 - Select “Grant Support” department
 - Click on the tab “Federal Funding” or “Foundation Funding”
 - Click on “Grant Title” links for details of the funding mechanism
 - Use the “Search Funding” tool to find suitable funding announcements
 - Use “Keywords” if needed
- One to one consultation: Contact at anindidta.mukherjee@einstein.yu.edu



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Build Relationship: Communicate with the Program Officer

- Email stating who you are and the reason for your writing
- A possible project title
- Short description of your project and why it is so important (impact)
- A draft aim and objectives (short)
- Ask for a date and time to speak and your expectations
- Your contact information

Cayuse: Application Development and Submission

- **Cayuse** (424) is a Web application portal created to simplify the creation, review, routing, approval, and electronic submission of grant proposals, i.e., S2S (system-to-system) submission of proposals.

What can Cayuse do?

- **Downloads** funding opportunities (i.e., forms)
- **Stores data and files** (i.e., contact information, bio-sketches, budgets – auto calculates most items)
- **Enables users** to easily prepare applications
- **Checks for errors and warnings** (including validations)
- **Routes** applications and documents for internal approvals
- **Electronically submits** proposals to Grants.gov
- **Can prepare reports** about submissions

Pre-requisites for Developing and Submitting Application Using Cayuse

- Contact **Cynthia Cardillo** (cynthia.cardillo@einstein.yu.edu) to add PI status to your existing eRA Commons account
- Contact your **departmental administrator** for Cayuse account registration and setting up the application process.
- If needed, contact Regina Janicki at (718) 430-3643 or Regina.janicki@einstein.yu.edu



How to Develop an Application in Cayuse

- Contact your departmental administrator.
- Log into Cayuse and create proposal: Most FOAs are already in the Cayuse system. If a particular FOA number does not appear on the pop-up list after clicking "Create Proposal," go into the Opportunities tab, and click on Download Opportunity button and add it. If it cannot be added, please contact Regina Janicki (ext. 3643; preaward@einstein.yu.edu) for help.
- Upload different sections of your application (checklist) as PDF files through Cayuse.
- Click on the Error/Warning icon at the bottom of Cayuse page, if corrections are needed.

Internal Routing using Cayuse

- Begin [Internal Routing](#) at least 8 -10 business days before deadline
- Once your application is completed, with mandatory forms filled out and included in the documents section, routing should begin ASAP for internal review and approval.
- Once the routing chain has begun, the grant is "locked down" to editing. However, non-budget attachments, e.g. bio-sketches and scientific attachments can be added post-approval and prior to submission.
- In case, you need to edit a field that has been locked down, while the grant is still moving through departments, contact [OGS](#) for "write" permissions.
- Monitor routing-progress, in case of email failure/departmental delay. The appropriate departments should be contacted if something is taking longer than expected.

Application Submission

- Once routing is completed and approved by an AOR, submit your application via Cayuse. Cayuse will make a System-to-System transfer to NIH/eRA Commons via Grants.Gov.
- Please submit well before deadline, to allow for correction of unforeseen errors. Post-deadline corrections may result in a rejected application, withdrawn without review.
- Make sure a grant tracking number is obtained at the time of submission (it appears in the pop-up window a short time after the 'submit' button is pressed).



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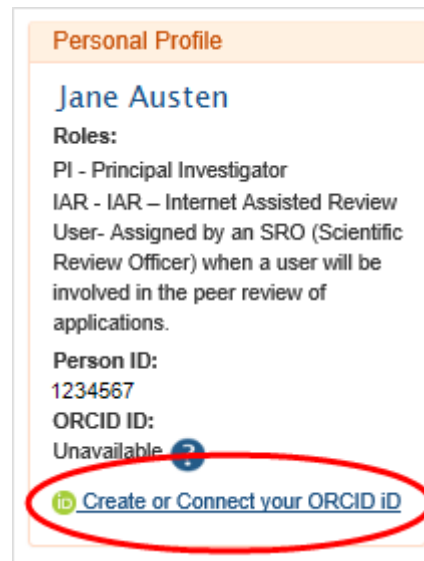
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ORCID (Open Researcher and Contributor Identifiers) ID Requirements

- ORCID IDs will be required for Individuals Supported by NIH, AHRQ, and CDC Research Training, Fellowship, Research Education, and Career Development Awards Beginning in 2020.
- <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-19-109.html>
- To create an ORCID profile please use this link.
<https://orcid.org/register>

ORCID ID Needs to be linked with eRA Commons ID

You will be able to associate your ORCID ID from the eRA Commons [Personal Profile](#) module. Log in to your eRA Commons account and click on Personal Profile



https://era.nih.gov/erahelp/ppf/default.htm#PPF_Help/8_2_orcid.htm%3FTocPath%3D 13

OGS: Grant Advisory Service

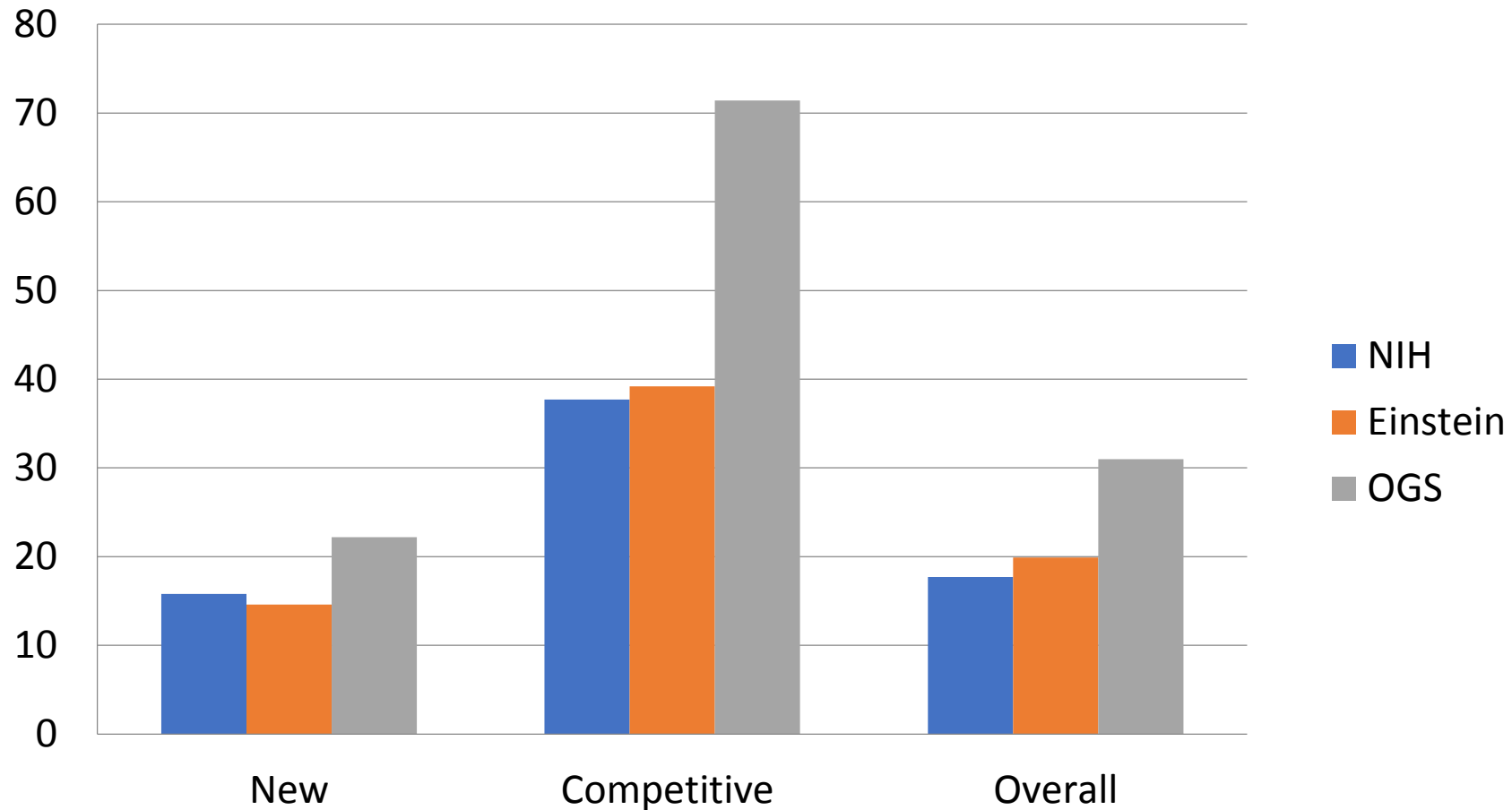
- We provide Grant Advisory Service that includes assistance with editing, proof-reading, reviewing and critiquing grant proposals. Please see our [Grant Advisory Service](#) page.
- We also provide assistance/help with manuscript writing, editing, proof-reading, reviewing and critiquing to enhance publications. Please contact [OGS](#) at (718) 430-3642.



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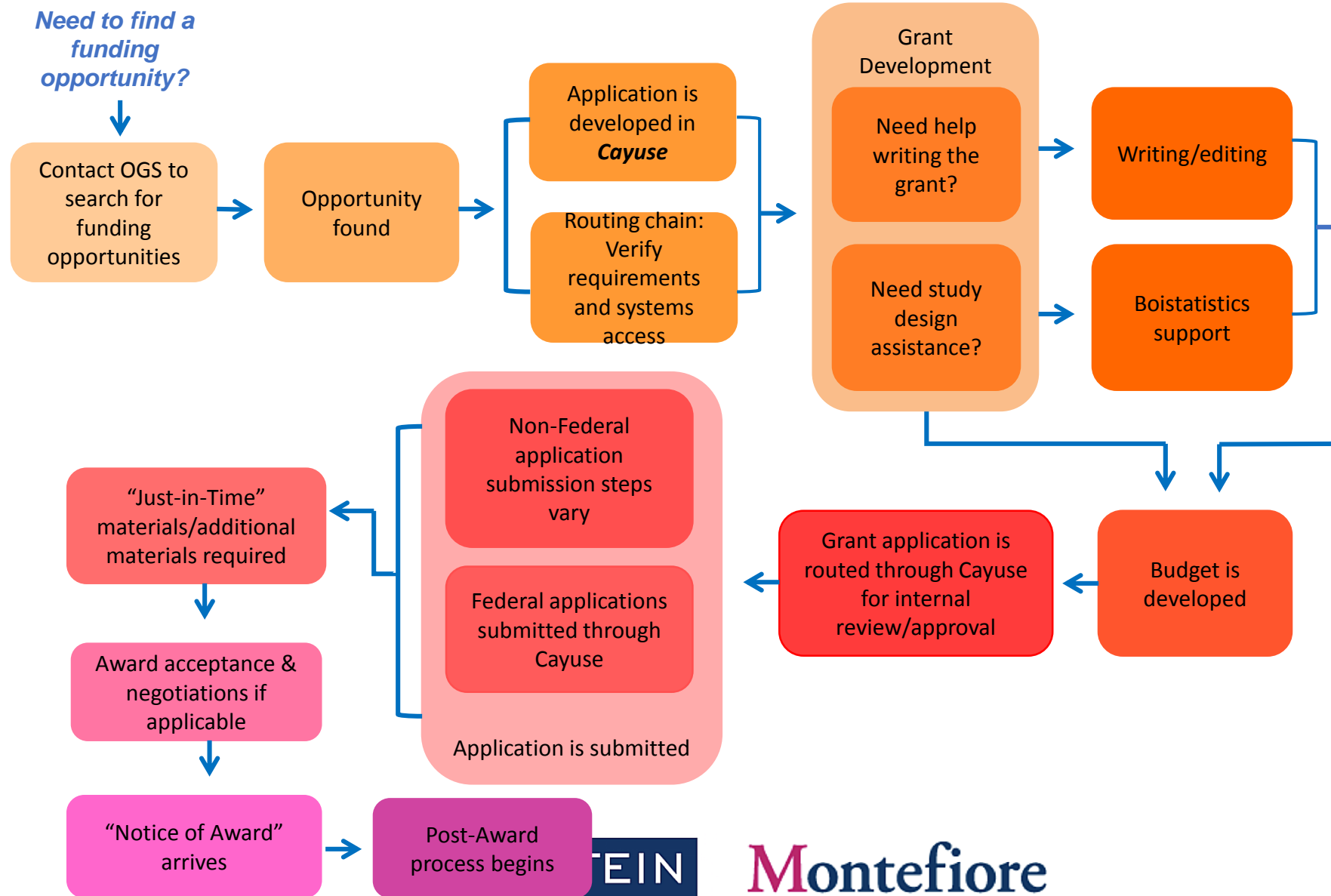
Success Rate of R01 Applications Using OGS's Grant Development/Writing Services



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Grant Submission Process



Grant Life Cycle

Stages 5, 6 and 7 are supported by Research Finance (Suzanne Locke)



Stages 2, 3 and 4 are supported by the Office of Grant Support (Dhanonjoy Saha)

Communication with Sponsor (Dhanonjoy Saha)

Post-submission Process

- Post-submission monitoring of application progress: NIH sends out several email notifications, in quick succession. If they are not received, this may be a sign of a potential problem. Contact [OGS](#) for assistance.
- Track your submission in Grant.Gov and eRA Commons.
- View your assembled application image at eRA Commons to verify that it correctly reflects your submitted application. If you cannot *view* it, NIH cannot *review* it.
- Be aware of policy updates from NIH ([Notices of NIH Policy Changes](#))



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Review and Award

- Status: Your eRA Commons account indicates the “status” of application
- Center for Scientific Review (CSR) Checking: 7-10 days post-submission, checks your application for administrative requirements
- Peer Review: Your application is assigned for [Peer Review](#) to an IC and Initial Review Group (IRG) or “in house” review group managed by Scientific Review Officer (SRO)
- Review Group Meetings: eRA Commons will indicate it in “Status History”
- Scoring: NIH usually uses a 9 point rating scale or some ICs use percentile score (comparative); your score will appear in eRA Commons
- Summary Statement: It will show the reviewers’ critiques (in a few weeks); you might contact your Program Officer (PO) at this point
- Notice of Award (NOA): If funded, OGS will receive NOA (terms & conditions, start & end dates, budget *etc.*)
- Contact NIH: [Points to discuss at post-submission stage](#)



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Office of Grant Support Contacts

- General information, please contact the Office of Grant Support at (718) 430-3643 or preaward@einstein.yu.edu
- Funding Opportunity and Grant Development– Anindita Mukherjee, PhD at (718) 430-3367 anindita.mukherjee@einstein.yu.edu
- Budget - Gerard McMorrow at (718) 430 3580 or gerard.mcmorrow@einstein.yu.edu
- Cayuse, eRA Commons and any other help - Regina Janicki at (718) 430-3643 or regina.janicki@einstein.yu.edu
- [Grant Advisory Service](#), Tanya Dragic, PhD - (914) 262-5441 or tanya.dragic@einstein.yu.edu
- Study design, Mimi Kim, PhD - (718) 430-2017 or mimi.kim@einstein.yu.edu
- For any other help - D. C. Saha, DVM, PhD at (718) 430-3642 or dhanonjoy.saha@einstein.yu.edu

