One Pager Guides

What am I doing?

Why do I need this?

Where can I find the information required?

What are the steps I need to do in order to complete the process?

Can I get Help?

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Stanford MEDICINE | Department of Pediatrics

Proposal Intake Form (PIF)

What is a PIF?

The proposal intake form (**PIF**) is part of *SeRA,* a system used to track research projects at Stanford. A PIF is an electronic form used to communicate upcoming grant submission to the RMG.

Why?

The PIF initiates the interaction with the assigned RPM within RMG.

Who?

Anyone with an active SUNet ID can initiate a PIF.

When?

Completion of the PIF is required at least 30 days in advance of the grant's due date.

Help?

User guide for staff:
https://stanford.app.box.com/s/ym0zja8fr2fg4klgtb3azvtnd145n78n

Short video tutorial:
https://doresearch.stanford.edu/node/3154937

Information to include in the PIF:

PI & Department	Proposal Information	Draft Budget	Project Questions
• Stanford PI name • Department /Division • Location of the project	• Proposal type (New, renewal, resubmission) • Proposal title • Sponsor (funding agency) i.e., NIH • Funding opportunity: # and URL • Due date • Duration (start & end dates) • Subaward contact information	• Names of personnel (first & last name) • Roles of personnel (PI, co-investigator, postdoc, etc.) • Level of effort percentage from personnel (in %) • Other costs (supplies, user fees, travel, shipping, etc.) • Subaward budget (total cost/year)	• Animal Subjects (APLAC) • Human Subjects (IRB) • Human Stem Cells (SCRO) • Research Risks

How to initiate a PIF:

Log https://sera.stanford.edu/* → **Click** Start School of Medicine Proposal → **Click** *SoM* Proposal Intake Form → Insert all the information according to information gathered above

Next steps:

PIF is completed → PI completes the *COI* disclosure and certification → RMG reviews the PIF → RPM is assigned to the PI

Glossary

COI- Conflict of interest
PI- Principal investigator
PIF- Proposal Intake Form
RMG- Research management group
RPM- Research process manager
SeRA- Stanford Electronic Research Administration System
SoM- School of Medicine

* PIs (generally postdocs) in the School of Medicine that are submitting Fellowships (e.g., NIH F32) should go to https://sera.stanford.edu/; Click on Start Proposal, then SOM Post-Doc Fellowship, and then follow directions. For industry-sponsored clinical trials, complete the Study Activation Form: https://med.stanford.edu/rmg/clinical-trials/study-set-up/study-activation-form.html

Navigating the NIH ASSIT when preparing NIH Proposals

What is NIH's ASSIST? A web portal used to prepare and submit research proposals electronically to the NIH.

U.S. Department of Health & Human Services

ASSIST
Sponsored by the National Institutes

Login

User Name

Password

Login   Cancel

Forgot Password/Unlock Account?

To Initiate an application:

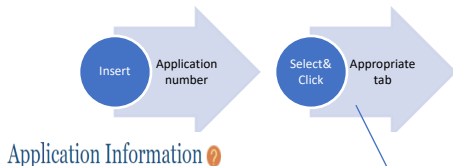1. **Go to**
   https://public.era.nih.gov/assist/public/login.era?TARGET=https%3A%2F%2Fpublic.era.nih.gov%2Fassist%2F

2. **Log in**

If you have an eRA Commons user name and password sign in.
If you don't have an eRA Commons user name, email your RPM the application identifier (a 6 digit number, ask the PI) for access.

To navigate through the application in ASSIST, select any of the buttons in the **Actions** section

Actions

MANAGE ACCESS

DISPLAY COMPONENT STATUS

VIEW STATUS HISTORY

ADD NEW COMPONENT

COPY APPLICATION

CHANGE COMPONENT ORDER

PREVIEW APPLICATION

VALIDATE APPLICATION

SUBMIT APPLICATION

UPDATE SUBMISSION STATUS

Insert Application number → Select & Click Appropriate tab

Application Information

Tip:
• Some actions (e.g., Preview Application) are only available from this screen. The Return to Application action can be used to return to this screen.

| Summary | R&R Cover | Cover Page Supplement | Other Project Information | Sites | Sr/Key Person Profile | R&R Budget | Research Plan | Human Subjects and Clinical Trials | Assignment Request Form |

Important!
Validate Application allows you to see if there are any errors or warnings in the application

Help?
NIH Application Guide https://grants.nih.gov/grants/how-to-apply-application-guide.html
ASSIST user guide
https://era.nih.gov/files/ASSIST_user_guide.pdf
Short video -ASSIST preparing submitting tracking your NIH application
https://www.youtube.com/watch?v=SDNqvv1wXJY

NIH formatting

Font	Type density	Paper size and margins	Page formatting	Page numbering	Figures, graphs, and tables	Page limits
Ariel, Helvetica, Palatino, Linotype, or Georgia typeface, 11 point (or larger) recommended black font	No more than 6 lines per inch (single space between lines of type)	8.5"X11" paper size is required with a minimum of 0.5" margins on top, bottom, left and right	Only "single column" format without headers and or footers	Not required	Figure legends, table descriptions, and text within graphs and chart may be smaller than 11 points but needs to be readable.	https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/page-limits.htm

Information for the ASSIST	What is it?	Where to find?
Institutional	Information about Stanford's legal name and organizational DUNS	*do research* website https://doresearch.stanford.edu/research-administration/proposal-and-award-lifecycle/institutional-facts
People	Key people involved in the proposal (academic titles and addresses)	*Stanford who* website https://uit.stanford.edu/service/stanfordwho
Documents	Documents to upload (PDF form)	Cover letter/Project Summary/Project narrative/ Specific aims/Research Strategy/Bibliography & References Cited/ Facilities & Other Resources/ Equipment/Budget/Budget justification/Biosketch of S/key persons/Letters of Support (as one document)

For each tab	What information you will need?	Where can you find this information?	
Summary	Application identifier, title, name of PI, legal name of Stanford, time period of the proposal	Budget, proposal, PI Websites: *do research* and *Stanford who*	
R&R Cover	Legal names of: Stanford, the PI, and the RPM in RMG	Proposal, PI Websites: *do research* and *Stanford who*	
Cover page supplement	Vertebrate Animals, Program Income, Human Embryonic Stem Cells	Ask PI	
Other project information	Human subjects, animals, IRB	Ask PI	Project Summary/abstract (30 lines) Project Narrative (2-3 lines) Bibliography & references sited Facilities and other resources Equipment
Sites	Legal name of Stanford, DUNS, PI's address, Subcontract addresses	Websites: *do research* and *Stanford who*	
Senior/key person	Key people involved and their specific order/rank (ask PI)	Website: *Sandford Who,* ask PI and key persons	Biosketch (5 pages)
Research Plan	Proposal Letters of support	Ask PI	Specific aims (1 page) Research Strategy (12 pages) Letters of support(s)
Human Subjects and clinical trials	Select **"No"** if the research does not involve human specimens and/or data. PI must provide explanation/justification	Select **"Yes"** if specimens and/or data are involved, explanation why this study does not involve human subjects	**More information?** Pages 98-106 on user guide
Assignment request form	**Choose Awarding Component** https://grants.nih.gov/grants/phs_assignment_information.htm#AwardingComponents	**Choose Study** Section https://grants.nih.gov/grants/phs_assignment_information.htm#StudySection	**Recommended** Identify scientific areas of expertise needed to review your application

Important deadlines*

Administrative sections
- Due 5 days in advance of the sponsors due date
  - Cover page supplement, Senior/key person profile & biosketch, Project performance site locations, budget

Technical sections
- Due 3 days in advance of the sponsors due date
  - Specific aims, Research Strategy, Letters of support(s), Project Summary/abstract, Project Narrative, Bibliography & references sited, Facilities and other resources, Equipment

* Based on https://med.stanford.edu/content/dam/sm/rmg/documents/PDF/SoM_Internal_Deadline_Sample_R01_02_04_2015-2.pdf

PI Waiver

If a **"PI" or "Co-PI"** is not a member of the Academic Staff, or of the University's Academic Council or MCL faculty, to be eligible to submit a research proposal a PI waiver will be required.

5 step process to complete a PI waiver:

1) Identify PI eligibility

2) Find appropriate PI waiver

3) Download and complete waiver templates

4) Attach additional documents

5) Submit PI waiver to RMG

Step 1:

Identify your PI eligibility according to your position

Who is eligible for a PI waiver?

- Clinical/Medical Fellows & Clinical Instructors (CE)
- Clinical Educator (CE) faculty
- Academic Staff-Researcher (Research Associates, Senior Research Scientists, Senior Research Scholars)
- Faculty w/future appointment
- Postdoctoral Fellows & Clinical Scholars
- Instructors

Step 2: Find the waiver you qualify for

Download and complete waiver templates (see link below) from the RMG website: http://med.stanford.edu/rmg/grants/proposal-preparation---submission/pi-eligibility---waivers.html

Position	Available PI Waivers
Clinical/Medical Fellows & Clinical Instructors (CE)	Career Development
Instructors	Expanded Career Development Career Development
Postdoctoral Fellows & Clinical Scholars	Career Development Conferences or Workshops Inter-disciplinary projects Expanded Career Development
Clinical Educator (CE) faculty	Career Development (only CE Assistant faculty) Clinician Educator - Only clinical research allowed
Academic Staff-Researcher (Research Associates, Senior Research Scientists, Senior Research Scholars)	Career Development Conferences or Workshops Inter-disciplinary Projects
Faculty w/future appointment	Early PI-ship

Step 3:
Obtain Division Chief and Department Chair signatures
Department of Pediatrics affiliates complete the Pediatrics PI Waiver Request Form (https://med.stanford.edu/pediatrics/research/waivers.html)

Step 4:
Attach additional documents listed in the PI template waiver:

For all positions	Additional attachments according to the specific waiver
Biosketch https://grants.nih.gov/grants/forms/biosketch.htm	Program description, Scope of work and Protocol or Project description

Step 5:
Submit PI waiver documents to your RPM in RMG for Harry B Greenberg signature
https://med.stanford.edu/rmg/contact/departmental-contacts.html

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Performance of
work outside of
Stanford*
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An organization          Subaward          Other              Stanford pays for
(not Stanford) has                          procurement        service (technology,
substantive role in                         (fee for service) product) from another
the research                                                   organization
```
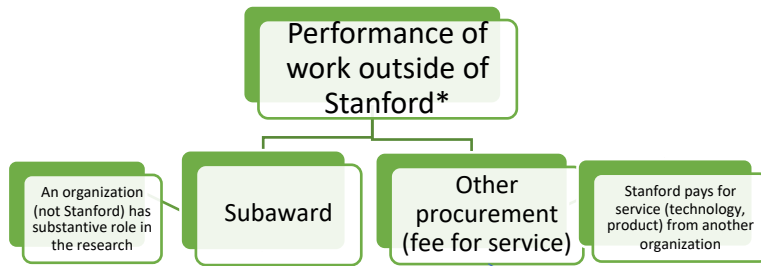
Stanford will issue a subaward when*:	Stanford will use other procurement actions when the entity*:
Subrecipient's work must corollate with projects aims	Provides services within normal business hours
Subrecipient is a decision-maker in the project	Provides similar services to different purchasers
Subrecipient is responsible for understanding the projects requirements	Operates in a competitive environment
Subrecipient uses funds to carry out its part of the project	Is not a decision-maker on the project

* https://doresearch.stanford.edu/policies/research-policy-handbook/subawards/definitions-and-classifications#anchor-1119

Subaward

A subaward is a formal written agreement made between Stanford and a **Subrecipient** to perform a portion of a **Statement of Work** under a Stanford sponsored project. In other words, it enables Stanford to collaborate with other organizations on grant-supported research.

When to initiate a subaward?

30 days in advance

Who initiates a subaward?

The PI

Definitions

✓ **Statement of work (SOW)**- a document providing a clear description of the work to be performed, the proposed timelines, and deliverables.

✓ **Subrecipient**-a non-Stanford entity that expends awards received from Stanford to carry out a portion of Stanford's programmatic effort under a sponsored project. The Subrecipient performs its part using its own personnel, facilities and resources.

Responsibilities

```
PI provides         RMG emails          OSR 33              →  RMG collects
subaward            subrecipient
contact                                 Statement of work   →  RMG provides guidelines and checks documents. Should
information                                                    be delivered 5 business days before submission
in the PIF                              Total Cost (Direct +   deadline
                                        IDC) budget

                                        Budget & budget
                    PI collects to      justification
                    include within
                    the proposal        Biosketch for
                                        Subreceipient's PI
                                        and key personnel

                                        Letter of support
                                        from Subrecipient's
                                        PI

                                        Subrecipient's
                                        Facilities and other
                                        resources,
                                        equipment
```