

APRIL 4, 2023

# Department of Pediatrics

Grants and Contracts  
Pre Award



Affiliated with  
Department of Pediatrics  
SCHOOL OF MEDICINE  
UNIVERSITY OF COLORADO **ANSCHUTZ MEDICAL CAMPUS**

# Grants & Contracts Organizational Chart

as of April 2023

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Alphabetical within areas

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GASTROENTEROLOGY  
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Affiliated with



# Proposal to Award Training Topics

- PEDS Preaward vs OGC Preaward
- Process to Submit a Proposal
- Budget Development and Examples
- Subcontracts and Consultants
- Supporting Documents
- Submission Timeline
- Resources & Help
- Points of Contact
- FAQ's
- Questions?



# PEDS Preaward vs. OGC Preaward

## Peds Preaward

- PEDS Preaward is the point of contact for all PEDS Principal Investigators (PI's) and their teams, for all proposal grant applications, and general questions ([pedspreaward@ucdenver.edu](mailto:pedspreaward@ucdenver.edu))
- Reviews sponsor guidance to ensure a complete application submission
- Creates all aspects of budget (including CHCO service related expenses, if applicable)
- Accumulates required supporting information and documents for proposals
- Creates proposal applications for eSubmissions and manual submission
- Monitors all InfoEd routing of proposals
- Communicates with PI and their support team members, CHCO, other departments on campus, and sponsors
- Communicate with subcontractors/consultants

# PEDS Preaward vs. OGC Preaward

## OGC Preaward and Contracting Sections (summary, not inclusive list)

- Provides institutional reviews, approvals and e-submissions on all grants proposal
- Proposal reviews include: budget, justification, LOI's, sponsor requirements
- Provides UCD policy (i.e. Facilities & Administration Rates (IDC); proposal fringe rates)
- Maintains identification numbers (i.e. Unique Entity Identifier, Colorado Congressional District, Federal Tax ID)
- Reviews and requests Conflict of Interest for all proposals (Annual UCD requirement)
  - Annual COI is done through InfoEd; each personnel included on budget can complete this training.
- Peds Preaward will contact OGC Preaward with all of the PI and their teams' questions, during the Preaward Process. This helps expedite all requests and maintain full disclosure to all parties involved in the proposal process.

# Process to Submit a Proposal

- All New, Renewal, Resubmissions and Supplements
- Proposals that are required to route through University of Colorado Denver (per the Affiliation Agreement between the University and CHCO) are:
  - Federal
  - State
  - Foundations
  - Flow-through from the above funding sources\*

\*Federal, State, or Foundation awards that are awarded to another institution, a portion of which is to be sub-awarded to University of Colorado Denver.

## Process to Submit a Proposal (continued)

- As soon as the PI (Faculty or Fellow & Mentor) decide to submit a proposal:
  - Initiate proposal request by completing the Preaward Intake Form in the below link:
  - <https://app.smartsheet.com/b/form/15cf30705471445ab25fbb5cef8fcfbf>
  - The more notice we have, the better service we can provide to the PI and their team

At a minimum, please provide: draft budget details, funding opportunity/sponsor guidance and basic intake routing information

- After submission, the system will notify our PEDS Preaward email address, and the assigned PEDS Preaward Grant Specialist will confirm receipt of proposal request within 48 hours.

## Process to Submit a Proposal (continued)

- Peds Preaward Grants Specialist will provide guidance, based on the specific Funding Opportunity Number/sponsor requirements.
  - NIH Requirement Checklist provided (when applicable)
- For all non-federal proposals, sponsor guidance will be used to determine the required routing documents.
- We will always need a budget, budget justification, and summary of science (Example - SOW, Project Narrative) for proposals.



# Budget Development

- Peds Preaward will work with the PI to collect all costs and create the internal budget
- If there are CHCO service expenses involved in a proposal:
  - The PEDS Preaward Grants Specialist will need a specific breakdown of expenses, based on the categories outlined in the CHCO Work Order Budget template, as they apply to the project.
  - Items needed include:
    - Email from CHCO contacts that includes costs breakdown of Labs, Procedures, Pharmacy costs, In-patient room charges, Informatics.

## Budget Development (continued)

- Additional items needed for CHCO service expenses:
  - CHCO Personnel: Need full name  
Peds Preaward will email [Eric.Brewington@childrenscolorado.org](mailto:Eric.Brewington@childrenscolorado.org) to verify hourly rates of each CHCO employee in the budget
  - If CHCO personnel are To-Be-Determined:  
Peds Preaward will use the CHCO standardized rates
    - The rates are associated with positions at CHCO.
  - GreenPhire & Local Public Transportation costs are provided by the PI

## Budget Development (continued)

- Non-Industry clinical trial budgets need to be converted and incorporated into the University and CHCO Work Order budget templates.
  - Peds Preaward will assist with this request
  - A zoom meeting may be needed between the PI or support staff and Peds Preaward Grants Specialist to review and assign each cost item as personnel effort, labs, procedures, pharmacy, patient remuneration, and any other costs reflected in the clinical trial budget.
- When the sponsor has their own budget format, Peds Preaward will populate that format, with the budget cost, once finalized.

## Budget Development (continued)

- The University/Department of Pediatrics does not authorize Cost Sharing, unless specifically required by the sponsor's funding guidance.
- Terms: Facilities and Administrative cost (F&A) and Indirect Costs (IDC) are used interchangeably
- There are different Indirect Costs (IDC) based on FOA/sponsor requirements, and performance location.
- Most FOA's and other funding announcements will state their IDC rate.
  - If no sponsor specified IDC rate, UCD will use either the on-campus rate (55.5%), Off-Campus rate (26%), or (10%) if foundation with no sponsor policy exists
  - The University will accept sponsor IDC rates if they are published (example - sponsor website)

# Subcontracts and Consultants

- External Subcontract Requirements (must be done before the route through InfoEd can be completed). Items needed include:
  - Site Budget/Budget Justification
  - Scope of Work
  - Executed Letter of Intent
  - Biosketch for all Key Personnel (if applicable to sponsor proposal)
  - Any other required documents/per sponsor guidance
  - The PEDS Preaward Grants Specialist will facilitate obtaining these documents from the subcontract sites
- Subcontract to CHCO exception (Department of PEDS Preaward will facilitate process):
  - Use if the PI is submitting a CDPHE proposal with CHCO costs
  - CHCO and CDPHE have an Indirect Cost negotiated rate; requires UCD to subcontract with CHCO

# Subcontracts and Consultants

- Subcontract to CHCO exception (continued)
  - Peds Preaward will compile the below documents from the PI, obtain approval from CHCO, and include them in route through InfoEd:
    - Completed Site Budget; Budget Justification, Scope of Work
    - Completed Letter of Intent/with signatures from [researchagreements@childrenscolorado.org](mailto:researchagreements@childrenscolorado.org)
    - Contact for CDPHE Flow-through to CHCO ([eric.brewington@childrenscolorado.org](mailto:eric.brewington@childrenscolorado.org) )
- Consultants
  - Must be from on outside agency (Example: LLC company)
  - Need signed quote from consultant with hrs./item price and totals

# Supporting Documents

- Biosketch for Key Personnel/Mentors
  - Follow the FOA/Sponsor requirement for Biosketchs
  - NIH Biosketch Format (currently used for most submissions)  
<https://grants.nih.gov/grants/forms/biosketch.htm>
  - Use new format on or after Jan 25, 2022
- NIH Other Current and Pending Support (as applicable)
  - <https://grants.nih.gov/grants/forms/othersupport.htm>
  - Use new format on or after Jan 25, 2022
- NIH Data Management and Sharing Plan
  - <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-21-013.html>.
  - Use new format on or after 1/25/2023
- Any Specified Documents from the FOA/Sponsor Guidance
  - PEDS Preaward is required to provide all sponsor documents, including screen prints from individual sponsor website applications, to OGC for review.

# Proposal Submission

- Once the PI has approved the budget, and provides all required documents and information (per sponsor guidance), PEDS Preaward will route through InfoEd (electronic routing system within UCD)
  - single route for manual proposals
  - Initial route & Final upload/review for eSubmission (NIH, DOD, AHA, etc..)
- InfoEd routings are a UCD requirement prior to submission to the sponsor.



# Proposal Submission

- Peds Preaward requirements for final documents in system-to-system proposal submissions (i.e. NIH Grants.gov and DOD eBRAP system),
  - All final documents in PDF format and as a single PDF per category. Example:
    - Research Strategy as its own combined PDF
    - References as its own combined PDF
  - Follow Sponsor formatting requirements (example: Ariel, font 11)
    - Peds Preaward Grants Specialist will verify the format in PDF document
  - Adhere to page limit restrictions within the sponsor guidance
    - Peds Preaward Grants Specialist will check for maximum page limits where applicable. If the PDF document is under the page limit, the Grants Specialist will ask the PI to verify if the PDF is correct.
  - Require an email from the PI and any MPI's, with the statement "Approval to submit", for all final electronic application submissions.



# CHCO Budget Work Order Template page 1 of 3

Children's Hospital Colorado Budget Template					
[Insert sponsor name, award mechanism, etc]					
[Insert name of PI]					
for the period of					
[Insert Project dates]					
<i>University agrees to pay Contractor in accordance with the terms of the Research Services Master Services Agreement, dated as of July 1, 2017, by and between University and Contractor, and the related fee schedule as it may be amended from time to time.</i>					
					<b>Total Budget</b>
<b>Leased Personnel Services</b>					
<b>Personnel</b>	<b>Hourly Rate</b>	<b>Hours</b>	<b>Total Salary</b>	<b>Total Fringe</b>	
CRC	\$ 35.000	250	\$ 8,750.00	\$ 2,703.75	\$ 11,454
	\$ -	0	\$ -	\$ -	\$ -
<b>Total Personnel</b>					<b>\$ 11,454</b>
<b>Purchased Services</b>					
	<b>\$ amount per visit</b>	<b>Number of Patients</b>	<b>Number of Visits Per Patient</b>		
<b>GreenPhire</b>					
<b>Participant Stipends</b>					
Greenphire	\$ 100.00	25	2		\$ 5,000
	\$ -				\$ -
<b>Local Public Transportation (Mileage/Bus/Light Rail/Taxi Vouchers)</b>					
	\$ -				\$ -
<b>Total GreenPhire</b>					<b>\$ 5,000</b>
<b>Purchased Services</b>					
<b>Labs</b>	<b>Cost per lab</b>	<b>Number of patients</b>	<b>Number of Visits per patient</b>		
Lab1	\$ 35.00	25	1		\$ 875
Lab2	\$ 55.00	25	1		\$ 1,375
	\$ -	0	0		\$ -
<b>Total Labs</b>					<b>\$ 2,250</b>

## CHCO Budget Work Order Template page 2 of 3

Purchased Services					
Procedures	Cost per procedure	Number of patients	Number of visits per patient		
Procedure 1	\$ 250.00	25	2		\$ 12,500
Procedure 2	\$ 60.00	25	1		\$ 1,500
	\$ -	0	0		\$ -
	\$ -	0	0		\$ -
<b>Total Procedures</b>					\$ 14,000
Purchased Services					
Pharmacy	Cost/Fee	Number of patients	Number of visits	Number of	
Start-Up fee	\$ 200.00	0	0	0	\$ 200
Dispensing fee	\$ 40.00	25	1	0	\$ 1,000
Maintenance fee	\$ 100.00	1	1	0	\$ 100
Disposal fee	\$ 60.00	1	1	0	\$ 60
Close-out fee	\$ 100.00	0	0	0	\$ 100
<b>Total Pharmacy</b>					\$ 1,460
Purchased Services					
In-Patient Room Charges	Cost per room	Number of patients	Number of visits per patient		
	\$ -				\$ -
	\$ -				\$ -
<b>Total In-Patient Room Charges</b>					\$ -

## CHCO Budget Work Order Template page 3 of 3

Purchased Services					
*IT Services (Informatics, CAS, Security)	Rate	Hours			
Inforamatics Personnel	\$ 70.00	30			\$ 2,100
	\$ -	0			\$ -
<b>Total IT Services</b>					<b>\$ 2,100</b>
*Contact <a href="mailto:Researchinformatics@childrenscolorado.org">Researchinformatics@childrenscolorado.org</a> for confirmation of services prior to including on budget					
<b>Total Costs</b>					<b>\$ 37,704</b>
<i>In the event CHCO updates the fee schedule for both personnel and purchased services, the fees associated with the work order budget may increase.</i>					



## **Ruth L. Kirschstein National Research Service Award (NRSA) Fellowship Series Applications--Fiscal Year 2023**

### **Stipends**

- Kirschstein-NRSA awards provide stipends as a subsistence allowance to help defray living expenses during the research and clinical training experiences. See <https://researchtraining.nih.gov/programs/fellowships>.

### **Tuition and Fees**

- Fellowship awards will contribute to the **combined cost of tuition and fees** at the rate in place at the time of award. See <https://researchtraining.nih.gov/programs/fellowships>.

### **Institutional Allowance**



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## **Ruth L. Kirschstein National Research Service Award (NRSA) Fellowship Series Applications--Fiscal Year 2023 (continued)**

- The application should request a Kirschstein-NRSA **institutional allowance** to help defray the cost of fellowship expenses such as health insurance, research supplies, equipment, books, and travel to scientific meetings. See <https://researchtraining.nih.gov/programs/fellowships>.

### Indirect Costs

- Fellowship awards do not include a separate reimbursement for **indirect costs** (also known as Facilities & Administrative [F&A] Costs). Instead, costs for administering fellowships are covered by the Institutional Allowance. See <https://researchtraining.nih.gov/programs/fellowships>



# Ruth L. Kirschstein National Research Service Award (NRSA) Fiscal Year 2023 F31 Budget Example

Example - Predoctoral Fellow, NIH F31												
Project Begin Date:	10/01/23	Non-Personnel Inflation Rate:	3%									
Project End Date:	09/30/26	Patient Care Inflation Rate:	7%			yes	yes	yes				
Number of years:	3	NIH Salary Cap:	212,100			YEAR 1	YEAR 2	YEAR 3	TOTAL			
<b>PERSONNEL</b>												
Name	Title	Inst. Base	% effort	Cal Months	Requested Salary	Fringe Rate	Fringe	Inflate Factor				
Pre-Doctoral	PI	27,144	100.00%	12.00	27,144	0.00%	-	0%	\$ 27,144	\$ 27,144	\$ 27,144	\$ 81,432.00
		0	0.00%	0.00	-	0.00%	-	0%	\$ -	\$ -	\$ -	\$ -
<b>PERSONNEL SUBTOTAL</b>									<b>27,144</b>	<b>27,144</b>	<b>27,144</b>	<b>\$ 81,432</b>
<b>OTHER EXPENSES</b>												
Institutional Allowance (rates allowed for YR 2023)									4,550	4,550	4,550	13,650
									-	-	-	-
									-	-	-	-
<b>Tuition:</b>												39,455
Actual tuition for PI = \$5,790, fees = \$335, Insurance=\$6640 - expect 3% increase each year									12,765	13,148	13,542	
									-	-	-	
<b>OTHER EXPENSES SUBTOTAL</b>									<b>17,315</b>	<b>17,698</b>	<b>18,092</b>	<b>53,105</b>
<b>TOTALS</b>												<b>TOTAL</b>
TOTAL DIRECT COSTS EXCLUDING SUBCONTRACT F&A									44,459	44,842	45,236	134,537
TOTAL DIRECT COSTS									44,459	44,842	45,236	134,537
MTDC									-	-	-	-
INDIRECT COSTS									0	0	0	-
TOTAL REQUESTED									44,459	44,842	45,236	134,537
INDIRECT COST RATE									0.00%	0.00%	0.00%	
Pre-doc Yr2023 NIH NRSA Stipends: \$27,144 per year, plus, \$4,550 Institutional Allowance per year.					Predoctoral fellow tuition = 60% of actual tuition, up to\$16K/YR IDC not allowed on NIH Fellowship proposals							

# Ruth L. Kirschstein National Research Service Award (NRSA) Fiscal Year 2023 F32 Budget Example

Example: Postdoctoral Fellow, NIH F32										
Project Begin Date:	11/01/23	Non-Personnel Inflation Rate:	3%							
Project End Date:	10/31/26	Patient Care Inflation Rate:	7%		yes	yes	yes	no	no	
Number of years:	3	NIH Salary Cap:	203,700		YEAR 1	YEAR 2	YEAR 3	YEAR 4	yes	
<b>PERSONNEL</b>										
Name	Title	Inst. Base	% effort	Cal Months	Requested Salary	Fringe Rate	Fringe	Inflate Factor		
Post Doc (LVL 2)	PI	57,300	100.00%	12.00	57,300	0.00%	-	0%	\$ 57,300	
Post Doc (LVL 3)		59,592	100.00%	12.00	59,592	0.00%	-	0%	\$ 59,592	
Post Doc (LVL 4)		61,574	100.00%	12.00	61,574	0.00%	-	0%	\$ 61,574	
		0	0.00%	0.00	-	0.00%	-	0%	\$ -	
<b>PERSONNEL SUBTOTAL</b>									\$ 178,466	
<b>OTHER EXPENSES</b>										
Institutional Allowances									36,600	
No Tuition Requested									-	
<b>OTHER EXPENSES SUBTOTAL</b>									36,600	
<b>TOTALS</b>									<b>TOTAL</b>	
<b>TOTAL DIRECT COSTS EXCLUDING SUBCONTRACT F&amp;A</b>									215,066	
<b>TOTAL DIRECT COSTS</b>									215,066	
<b>MTDC</b>									-	
<b>INDIRECT COSTS</b>									-	
<b>TOTAL REQUESTED</b>									215,066	
<b>INDIRECT COST RATE</b>									0.00%	
NRSA PostDoc Stipends determined by Post Doc Level of Training				PostDoc fellow tuition = 60% of actual tuition, up to \$16K/YR. Tuition does not need to be requested.				IDC not allowed on NIH Fellowship proposals		

## Career Development Grants-Mentors are Important

- **Work closely with your mentors**
  - Which funding mechanism and component is the best fit for your science project
  - Discuss eligibility for application
  - Research cost allowances; what costs should be included in the budget to best support the application
  - Timeliness; do you have enough time to prepare a strong application for funding



## Career Development Grants-Funding Opportunity/Components

- Mentored Clinical Scientist Research Development Award (Note: Read the entire FOA for Guidance) Make sure your component participates in the FOA:

(NHLBI)(NHGRI)(NIAAA)(NIAMS)(NIBIB)(NICHD)(NIDA), etc.

- **Example:** National Heart, Lung, and Blood Institute (NHLBI) NHLBI has a 8 year limit of cumulative support on institutional and mentored Ks (e.g., K01, K08).

**Salary Support:** Up to \$100,000 plus fringe benefits per year.

**Research Support:** Up to \$25,000 per year.

- Please see <https://grants.nih.gov/grants/guide/contacts/parent-K08-CT-not-allowed.html>.

## Career Development Grants-Funding Opportunity/Components (continued)

- Candidate required to have full time appointment and must commit 75% effort  
(9 calendar months) annually
- Candidates actual base salary @75% effort, plus fringe is shown in budget. Component will award their authorized amount for salary plus fringe.
- Research costs have set amounts per component and include:
  - Technical and Statistical Personnel, Supplies, Equipment, Tuition and Fees, and Travel
  - Detailed explanation of all Research Costs is required
- NIH F&A is set at 8% for career development proposals

# K08 Budget Example: Mentored Clinical Scientist Research Career Development Award (Parent K08 Independent Clinical Trial Not Allowed)

NHLBI: Authorize \$100,000 PI salary, plus fringe/per year.  
Always show actual base salary (no inflation). NIH will award the component amount

Project Begin Date:	04/01/23	Non-Personnel Inflation Rate:	3%												
Project End Date:	03/31/28	Patient Care Inflation Rate:	7%		yes	yes	yes	yes	yes						
Number of years:	5	NIH Salary Cap:	212,100		YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL					
<b>PERSONNEL</b>															
Name	Title	Inst. Base	% effort	Cal Months	Requested Salary	Fringe Rate	Fringe	Inflate Factor							
Dr. Tank	PI	191,205	75.00%	9.00	143,404	25.83%	37,041	0%	\$ 180,445	\$ 180,445	\$ 180,445	\$ 180,445	\$ 180,445	\$ 180,445	\$ 902,225.00
TBD	Research Services Profesional	47,414	15.00%	1.80	7,112	38.67%	2,750	0%	\$ 9,862	\$ 9,862	\$ 9,862	\$ 9,862	\$ 9,862	\$ 9,862	\$ 49,310
		0	0.00%	0.00	-	0.00%	-	3%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>PERSONNEL SUBTOTAL</b>									<b>190,307</b>	<b>190,307</b>	<b>190,307</b>	<b>190,307</b>	<b>190,307</b>	<b>190,307</b>	<b>\$ 951,535</b>
<b>SUPPLIES</b>															
Recurring Supplies:	Lab-PCR supplies, western blot supplies, immunofluorescence supplies, chemicals								6138	7138	4229	5502	9783	32790	
															0
<b>SUPPLIES SUBTOTAL</b>									<b>6,138</b>	<b>7,138</b>	<b>4,229</b>	<b>5,502</b>	<b>9,783</b>	<b>32,790</b>	
<b>TRAVEL</b>															
<b>TRAVEL COSTS</b>									<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>5,000</b>	
<b>OTHER EXPENSES</b>															
<b>Histology core expenses</b>										1,000	1,000	2,000	2,000	6,000	
<b>scRNA sequencing</b>									8,000	-	-	-	-	8,000	
<b>Animal Costs</b>									-	6,000	8,909	6,636	2,355		
									8,000	7,000	9,909	8,636	4,355	37,900	
<b>TOTALS</b>															
<b>TOTAL DIRECT COSTS</b>									<b>205,445</b>	<b>205,445</b>	<b>205,445</b>	<b>205,445</b>	<b>205,445</b>	<b>1,027,225</b>	
<b>INDIRECT COSTS</b>									<b>16,436</b>	<b>16,436</b>	<b>16,436</b>	<b>16,436</b>	<b>16,436</b>	<b>82,178</b>	
<b>TOTAL REQUESTED</b>									<b>221,881</b>	<b>221,881</b>	<b>221,881</b>	<b>221,881</b>	<b>221,881</b>	<b>1,109,403</b>	
<b>INDIRECT COST RATE</b>									<b>8.00%</b>	<b>8.00%</b>	<b>8.00%</b>	<b>8.00%</b>	<b>8.00%</b>		
NHLBI: Allows \$25K/year for Research Support Costs-includes support personnel, supplies, travel, other expenses															

## Submission Timelines

Below is a summary of the timelines:

	<u>OGC</u>	<u>DOP</u>	<u>Total</u>
eSubmissions w/o sub	12 business days	6 business days	18 business days
eSubmissions w/sub	12 business days	11 business days	23 business days
Manual Submissions w/o sub	5 business days	6 business days	11 business days
Manual Submissions w/sub	5 business days	11 business days	16 business days

## Important Resources & OGC Contact

- General NIH Guidance <https://grants.nih.gov/grants/how-to-apply-application-guide.html>
- InfoEd eRA Commons
  - PEDS Preaward will provide the form and initiate or request a UCD affiliation of a PI's NIH eRA Commons ID.
- NIH eRA Commons <https://public.era.nih.gov/commons>
- UCD Office of Grants and Contracts FAQ sections <https://research.cuanschutz.edu/ogc/home/frequently-asked-questions>
- NIH Data Management and Sharing plan <https://sharing.nih.gov/data-management-and-sharing-policy/about-data-management-and-sharing-policies/data-management-and-sharing-policy-overview>



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## Who can help you with PEDS Preaward questions?

- Pre-Award Grant Specialist, Department of Pediatrics
- [PEDS\\_Preaward@ucdenver.edu](mailto:PEDS_Preaward@ucdenver.edu) please always use this email address.
  - Tammy Miller  
(720) 777-3076, EXT: 73076
  - Jacob Collier  
(720) 777-6623, EXT: 76623
  - Julie Moon  
(720) 777-6818, EXT: 76818
  - Victoria Wells  
(720) 777-3404, EXT: 73404

# CHRE Key Contacts

[Child Health Research Enterprise Child Health Research Key Contacts \(sharepoint.com\)](#)

## CHCO Pricing and Budget Inquiries

CHCO Financial Analyst as applicable

Eric Brewington, Director, Research Business Services

## CHCO Research Informatics and Data Science

Sara Deakyne Davis, Director, Research Informatics & Data Science

## Regulatory Services

Aaron Mobley, Director, Research Operations and Administration



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## Q & A FAQ's

- I have a sponsor proposal application to submit. What is the next step?
  - Complete the Peds Preaward Intake Form link and provide the funding mechanism or website link.
  - <https://app.smartsheet.com/b/form/15cf30705471445ab25fbb5cef8fcfbf>
  - A PEDS Preaward Grants Specialist will be assigned and will reach out with more instructions.
- What Indirect cost rate do I use for my application?
  - Use the rate designated by the sponsor guidance. If the UCD Federal Negotiated Rate is applicable, then use the On-campus or off-campus rates
    - Work performed at CHCO is considered off-campus (exception: Kempe Center is considered on-campus)
    - All University buildings are considered on-campus
    - Work performed at schools/districts are considered off-campus

## Q & A FAQ's (continued)

- If work is performed at CHCO and UCD, how do I determine the correct IDC Rate?
  - The rule is: Choose the rate where 50% or more of the work will be done
  - Example: 50% or more of the work will be done at CHCO (using CHCO Facilities), then use the off-campus rate of 26%
- Is “Working Remotely” an allowable Place of Performance? **No**
  - The UCD Office of Grants and Contracts does not recognize “Working remotely” as a Place of Performance”.
  - If PI is doing work remotely, that normally would have been done on campus in a campus office, than it is still considered on-campus.
- **What fringe rate can I use in my proposal budget?**
  - UCD as a published standard proposal fringe rate for Faculty, University Staff, Post Docs, Student Faculty. These rates must be used in proposals. Actual fringe rates are not authorized. <https://research.cuanschutz.edu/ogc/home/ogc-teams/post-award/fringe-benefits-rates>

## Q & A FAQ's (continued)

- Do internal proposals within University of Colorado Denver, Anschutz Medical Campus, need to be routed through Pediatric Preaward?
  - Most internal proposals at University of Colorado Denver, Anschutz Medical Campus do not need to be routed through PEDS Preaward, but we recommend emailing [Pedspreaward@ucdenver.edu](mailto:Pedspreaward@ucdenver.edu), and providing the proposal link, so we can make the correct determination.



# Questions

