Memorandum
To: All Faculty and Staff
From: Allison Gottlieb, Director of Sponsored Programs Education
Date: April 11, 2016
Subject: Documentation and Instructions: ISMMS as a Subaward on a Sponsored Project Application

Introduction
The purpose of this memo is to inform you of the required documentation you will need to provide to the prime institution and to the GCO when ISMMS is a subaward on a sponsored project application as well as the pertinent extramural and internal policies and procedures. It also includes information specific to NIH competitive applications. The memorandum is organized in the following sections:

I. Documentation
II. Checklist: ISMMS as a Subaward on a NIH Competitive Application
III. Additional Instructions
   - Statement of Intent (SOI) to Establish a Consortium Agreement
   - Statement of Work (SOW) or Confirmation of No Change
   - Budget
   - Budget Justification
   - Proposal Sections related to ISMMS’s participation or Progress Report
   - Certification of Compliance with HHS COI Policy
   - Performance Site Information
   - Resources and Facilities
   - Biosketches
   - Letters of Support
   - Multiple PD/PI Leadership Plan
   - Planned Enrollment Report Data
   - Cumulative Inclusion Enrollment Report Data
   - Data Entry on InfoEd Budget and Personnel Tabs
   - Participation as a Subaward on a Subaward
   - Links to NIH Application Instruction Guides
IV. Significant Changes to this Document from Prior Versions

The sections in this memo highlighted in yellow are instructions on placement of documentation in InfoEd.

Please contact your assigned GCO Grants Specialist for any questions you may have. For a listing, please click here:
I. Documentation

Prime Institution
Please obtain instructions regarding any documents and information the prime institution will require.

GCO requests that you upload the instructions you receive from the prime institution in your InfoEd application > Internal Documents tab.

Below are documents that the prime site may require.

1. Statement of Intent to Establish (SOI) a Consortium Agreement – ISMMS prepares and signs this statement
2. Statement of Work (SOW) for new/competitive and non-competitive applications, or Confirmation of No Change for non-competitive applications and no cost extensions
3. Budget for new/competitive and non-competitive applications
4. Budget Justification for new/competitive applications

ISMMS GCO
Any documents that the prime institution requests from you, you must also submit those to the GCO as part of your InfoEd application. GCO always requires #2 – 4 for new/competitive and non-competitive applications as specified above. GCO also requires the following documents:

5. Proposal Sections related to ISMMS’s participation or a Progress Report
   For competitive applications, you only need to include sections of the proposal related to ISMMS’ participation if the SOW does not adequately provide information on your participation. Please see the instructions in Section III. for additional information.
   For non-competitive and no cost extension applications, include a progress report.

NIH Competitive Applications
The prime institution may also request these additional documents for NIH competitive applications:
6. Certification of Compliance with HHS Federal Conflict of Interest (COI) rules and regulations effective 8/24/2012 – This COI certification is already included in ISMMS’s SOI.
7. ISMMS’ Performance Site Information
   Institution Name, Address, Country, DUNS #, Congressional District
8. Resources and Facilities page, including equipment
9. Biosketches for Key Personnel including Other Significant Contributors and Consultants
10. Letters of Support
11. Planned Enrollment Report data for projects with human subjects, if applicable
    Cumulative Inclusion Enrollment Report data for competitive renewal applications with human subjects, if applicable

II. Checklist: ISMMS as a Subaward on a NIH Competitive Application

This checklist for NIH competitive applications is a tool designed to assist the ISMMS Subaward PI and his/her research team with the following tasks:
1. Obtain the administrative and budgetary information you will need from the prime institution such as the project period dates, budget amount, funding opportunity announcement information, their deadline for submission of your materials, and the documentation the prime institution needs.

2. Submit all required information and documents to the prime institution.

The checklist entitled “NIH Competitive Subaward Checklist: ISMMS as the Subawardee” can be downloaded here.

To use, complete the appropriate sections of the checklist and forward it to your contact at the prime institution with the required documents.

Your InfoEd application is due to the GCO in COMPLETE AND FINAL form, including completed and signed Conflict of Interest and Suspension and Debarment forms as appropriate, 1 business day prior to the prime institution’s deadline for your materials.

If you opt to use the checklist, please upload it into your InfoEd Ed > Internal Documents tab.

### III. Additional Instructions

1. **Statement of Intent (SOI) to Establish a Consortium Agreement**

   This Statement of Intent is also commonly referred to as “Subcontracting Letter of Agreement,” “Consortium Letter of Intent,” and “Letter of Commitment or Intent Signed by the Consortium Participant” among other variations. The SOI is the official letter signed by your designated GCO Authorizing Organization Official (AOR) attesting that ISMMS is aware of all applicable Federal regulations and policies and will establish a subaward agreement. **Failure to obtain a signed SOI may result in the prime institution removing ISMMS from the project.** GCO only issues the SOI after review and approval of your InfoEd application so please be sure to submit your application.

   Also, please note that the actual signing of the subaward agreement by the Prime Institution and ISMMS will occur at a later date if the project is funded. This statement does not take the place of the agreement.

   Although standard practice is for the GCO to prepare and sign this form, some PIs/Departments opt to complete and include it in the InfoEd application for ISMMS AOR signature. The template is available online at: [http://icahn.mssm.edu/research/resources/grants-and-contract-office/application-information](http://icahn.mssm.edu/research/resources/grants-and-contract-office/application-information)

   Then go to > Forms > “Subaward Statement of Intent Template: ISMMS as the Sub-Awardee Institution”

   This template is only used for NIH sponsored projects and other HHS agencies, such as AHRQ, CDC, FDA, HRSA, SAMHSA, which are listed on the Federal Demonstration Partnership (FDP) website and abide by the Federal COI policy revised 8/24/12.

   If you opt to complete the SOI form for GCO AOR signature, please include it in your InfoEd application > Internal Documents tab. Choose the “Subaward Statement of Intent to Establish a Consortium Agreement” category.
2. **Statement of Work (SOW) or Confirmation of No Change**

For competitive applications, include a SOW.

For non-competitive and no cost extension applications, include a SOW or confirmation statement from the ISMMS Subaward PI that there is no change.

The confirmation document can be a memo or a sentence in the Progress Report from the ISMMS Subaward PI stating, “I confirm there is no change to the Statement of Work.”

A Statement of Work is a description of the work the sub-awardee institution will perform. The SOW will be part of the legally binding subaward agreement if the project is funded. There is no template since it is project specific. The document at a minimum should include the objective or purpose of ISMMS’ participation and a general description of the actions to be performed by ISMMS and the expected results.

Please include the SOW or confirmation in your InfoEd application > Internal Documents tab. Choose the “Subaward Statement of Work” category.

If the confirmation is part of your progress report, please upload your progress report in your InfoEd application > Progress Report tab.

3. **Budget**

GCO requires as much budget information and documentation as the prime institution requests. Also please consult with your department’s administration for other internal requirements and procedures.

**Fringe and Indirect Cost Rates**

When you are preparing a budget, you must find out the funding source from the prime institution. It is the funding source that determines whether you use ISMMS’ federal or non-federal fringe benefit rate and ISMMS’s federal, non-federal (non-profit), or industry indirect cost rates.

For example, if you are working with an academic medical center on a clinical research project and the medical center will receive funding from a pharmaceutical company, you would use the non-federal fringe rate and the industry sponsored clinical trial indirect cost rate on your budget. If you are working with an academic medical center on a clinical research project and the medical center is applying for a Department of Defense grant, you would use the federal fringe and indirect cost rates on your budget.

For a list of ISMMS’ fringe and indirect cost rates and additional budgeting instructions, please click [here](#).

**Application Types**

a. **Competitive Applications**

As stated above, GCO requires as much budget information and documentation as the prime institution requests. In the case of NIH modular grants, at a minimum, the InfoEd budget must
include all personnel, other direct costs, F&A, and total costs for the initial and entire proposed period of support.

b. Non-Competitive Applications
The GCO requires the budget for the upcoming budget period only. If this was originally an NIH modular grant, you will need an InfoEd budget that a minimum includes all key personnel, other direct costs, F&A, and total costs.

c. No Cost Extensions
Only in the case where the prime site requires a budget endorsed by an authorizing organization representative (AOR), does the GCO also require the budget. Please consult with the prime institution for additional information. If the prime institution requests that the budget is endorsed by an AOR, please send the request with the appropriate budget forms to your designated GCO Grants Specialist.

a. – c. above:
In addition to data entering the budget into the InfoEd budget tab, when the budget form is part the funding agency application (e.g., new private foundation grant application that has a budget form) or requested by the Prime Institution, upload it in InfoEd > Research or Program Plan tab for new projects and the InfoEd > Progress Report tab for all others. Alternative: Upload in InfoEd > Internal Documents tab

When the budget form is not part the funding agency application forms (e.g., NIH R01 NCC,) the InfoEd budget by itself is sufficient.

4. Budget Justification
GCO requires as much budget information and documentation as the prime institution requests. For NIH modular grants, provide a budget narrative for all Personnel (e.g., subaward PI, TBN post doc, consultants). For NIH non-modular grants, provide a detailed budget justification. Please refer to the agency instructions for all other applications.

If the budget justification is part of the documents requested by the funding agency, upload into the “Research or Program Plan” tab for new projects and the “Progress Report” tab for all others.

5. Proposal Sections related to ISMMS’s participation or a Progress Report
For competitive applications, you only need to include sections of the proposal related to ISMMS’ participation if the SOW does not adequately provide information on your participation. If your SOW provides sufficient detail of your participation on the project, you do not have to submit any additional proposal sections. For example, if you are participating in aims 2 and 3 of the proposal and the SOW refers to these aims but provides no further information, then please do provide aims 2 and 3 of the proposal.

For non-competitive and no cost extension applications, include a progress report. A progress report includes these sections as follows:
a. Concisely summarize progress during the past year and/or life of the protocol. Include a list of abstracts and publications not previously reported.

b. Clearly describe any revisions in the SOW for the next year including:
   i. Additions or deletions (indicate differences from original protocol)
   ii. Rationale for changes, or
   iii. A statement that the continuation protocol is not different from the original protocol.

Upload the proposal sections into the “Research or Program Plan” tab for new projects and the progress report in the “Progress Report” tab for all others.

**NIH Competitive Applications: Additional Documentation**

Numbers 6 – 12 below are additional instructions for NIH competitive applications.

6. **Certification of Compliance with HHS Federal Conflict of Interest (COI) rules and regulations effective 8/24/2012**

The appropriate statement attesting to ISMMS’ compliance is included in the SOI the GCO signs.

7. **Performance Site Information**

The prime institution will need to enter ISMMS’ name, address, country, DUNS number, and congressional district number on the NIH Application. The “Checklist” in section II above includes this information.

8. **Resources and Facilities page**

The NIH instructions state, “If there are multiple performance sites, describe the resources available at each site.” Provide an additional equipment statement, if applicable. “List major items of equipment already available for this project and, if appropriate identify location and pertinent capabilities.”

Upload the Resources and Facilities page in InfoEd> Research or Program Plan tab.

9. **Biosketches for Key Personnel including Other Significant Contributors and Consultants**

As per the NIH instructions, please provide a biosketch for senior/key personnel and other significant contributors.

Upload the Biosketches in InfoEd> Research or Program Plan tab, Personnel tab, or Internal Documents tab.

10. **Letters of Support**

As per the NIH instructions, “Obtain appropriate letters of support, including any letters necessary to demonstrate the support of consortium participants and collaborators such as Senior/Key Personnel and Other Significant Contributors included in the grant application. Letters are not required for personnel (such as research assistants) not contributing in a substantive, measurable way to the scientific development or execution of the project. Letters should stipulate expectations for co-authorship, and whether cell lines, samples or other resources promised in the letter are freely available to other investigators in the scientific community or will be provided to the particular investigators only. For consultants, letters should include rate/charge for consulting services and level of effort/number of hours per year anticipated. In addition, letters ensuring access to core facilities and resources should stipulate whether access will be provided as a fee-for-service.”

Upload the Letters of Support in InfoEd> Research or Program Plan tab or Internal Documents tab.
11. **Multiple PI (MPI) Plan**
If this is a multiple PI grant and the ISMMS Subaward PI is one of the MPIs, please include the MPI plan with your InfoEd application.

Upload the MPI plan in InfoEd> Research or Program Plan tab or Internal Documents tab.

12. **Planned Enrollment Report Data for projects with human subjects, if applicable**

   **Competitive Renewal Applications, Cumulative Inclusion Enrollment Report data, if applicable**

See the NIH Supplement Application Guide for further information. For applications with due dates of May 25, 2016 and after, the NIH replaced the “Planned Enrollment Report” form and the “Cumulative Inclusion Enrollment Report” form with the “Inclusion Enrollment” form.

Upload the document with the information in InfoEd> Research or Program Plan tab or Internal Documents tab.

13. **Data Entry on InfoEd Budget and Personnel tabs**

   Enter the budget in InfoEd > Budget tab and the personnel in InfoEd > Personnel tab.

You can data enter the budget and personnel in its entirety or follow the shortcut instructions in the table below.

<table>
<thead>
<tr>
<th>Data Entry on InfoEd Budget and Personnel tabs</th>
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<tbody>
<tr>
<td><strong>Budget Tab Instructions</strong></td>
</tr>
<tr>
<td>Enter the following budget information in “Budget Items”:</td>
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<tr>
<td>1. All personnel <strong>with % effort, fringe and salary $s requested</strong></td>
</tr>
<tr>
<td>2. When the funding source is federal, you must itemize the following costs and choose the appropriate “Budget/Charge category”:</td>
</tr>
<tr>
<td>a. Equipment (defined as equal to or greater than $1,500)</td>
</tr>
<tr>
<td>b. Equipment Software (defined as equal to or greater than $1,500 and non-renewable)</td>
</tr>
<tr>
<td>c. Patient Care Costs (choose outpatient or inpatient)</td>
</tr>
<tr>
<td>d. Tuition &amp; Fees</td>
</tr>
<tr>
<td>e. Other Costs&gt;<strong>Genomic Arrays</strong></td>
</tr>
<tr>
<td>f. Graduate Student Direct Compensation</td>
</tr>
<tr>
<td>g. Graduate Student Health Insurance</td>
</tr>
<tr>
<td>3. Cumulative Direct Cost (DC) - Enter one cumulative amount combining all Other than Personnel Costs into “Other Costs.”</td>
</tr>
<tr>
<td>4. Upcoming year’s budget only</td>
</tr>
<tr>
<td><strong>Personnel Tab Instructions</strong></td>
</tr>
<tr>
<td>Enter the names of the following personnel:</td>
</tr>
<tr>
<td>1. All personnel including TBN positions and paid consultants.</td>
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</table>
Costs 2 a. – e. above are excluded from overhead on federally sponsored projects. They must be itemized as specified above for the InfoEd program to correctly calculate F&A. For federal projects with genomic arrays, you will need to manually enter the F&A.

Regarding costs 2 f. and g., do not enter salary and fringe amounts for graduate students participating on your project. Do enter costs as noted above. Please remember that you still need to enter the graduate student’s name in the Personnel tab of InfoEd.

14. **Participation as a Subaward on a Subaward**
The GCO discourages Mount Sinai’s participation as a subaward on a subaward. This occurs when the prime institution submitting the application issues a subaward to a sub-awardee institution, who then in turn, issues a subaward to a third tier institution. Mount Sinai’s participation either as: 1) a third tier institution, or 2) as a second tier institution that issues a subaward, will add unnecessary bureaucratic burdens as well as administrative and financial delays to your project. The GCO understands that the desire to use subawards on subawards is often driven by scientific reporting lines. These scientific reporting lines can be preserved without adding extraneous institutional financial and administrative reporting lines. The direct subaward arrangement between the prime institution and Mount Sinai expedites both the research project as well as the receipt of funds. Please contact your designated **Grants Specialist** if you have any questions.

15. **NIH Application Instruction Guides**
The SF424 Application Guide and Supplementary Application Instructions, which includes information on the Planned Enrollment and Cumulative Enrollment forms for projects with human subjects, can be downloaded from this site: [http://grants.nih.gov/grants/funding/424/index.htm](http://grants.nih.gov/grants/funding/424/index.htm)

IV. **Significant Changes to this Document from Prior Versions**

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<th>Date</th>
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<tr>
<td>4/11/16</td>
<td>Added information about “PHS 398 Inclusion Enrollment” form for applications with dues dates 5/25/16 and later in Section III.12.</td>
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<tr>
<td>4/11/16</td>
<td>Updated the equipment and equipment software threshold from $500 to $1,500 in section III.13</td>
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<tr>
<td>4/11/16</td>
<td>Added Participation as a Subaward on a Subaward section III.14</td>
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