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| **PI’s Name:**  **Study Title:**  **NIH Research Project Grant** (i.e. Parent R01):  **NIH Submission Due Date:**  **SPO Due date** (generally 5 days before submission due date): | | |
| **BRAIN** | | |
| **Item Needed** | **Person Responsible**  PI will provide information; Admin will review and input in BRAIN | **Timeline** |
| Grant Announcement-RFA/PA | PI identify | 5 weeks prior to SPO deadline |
| Project Title | PI | 4 weeks prior to SPO deadline |
| Abstract/Specific Aims | PI | 4 weeks prior to SPO deadline |
| Key Personnel/Effort | PI/Admin | 4 weeks prior to SPO deadline |
| Purpose of Proposal (i.e. Basic or Clinical Research, Clinical Trials, etc.) | Admin | 4 weeks prior to SPO deadline |
| Subawards/Consortium Institutions | PI | 4 weeks prior to SPO deadline |
| BCM Budget (Worksheet/Excel) | Admin | 4 weeks prior to SPO deadline |
| BCM Budget Justification | Admin | 4 weeks prior to SPO deadline |
| MPI Approval Letter (if MPI) | Admin/Subaward Admin | 2 weeks prior to SPO deadline |
| IRB/IACUC Protocol | PI | Part of Just-In-Time (JIT) |
| Key Personnel Biosketches (BCM) | Admin | 2 weeks prior to SPO deadline-Not needed in BRAIN proposal |
| Request from Consortium Institution(s):   * Budget & Budget Justification * Facilities, Performance Site, & Equipment Documents * Biosketches from all Key Personnel * Signed LOI * Scope of Work * Letter of Support * F&A Rate Agreement * Consortium letter | Admin/PI/Subaward Admin | Request 4 weeks prior to SPO deadline-Due date 2 weeks before SPO deadline  \*Subaward budget/budget justification uploaded to BRAIN, all other documents are not needed for BRAIN proposal  \*no letter of support is needed if Co-Investigators list their contribution in their biosketches |
| PDF of Assistant Application | Admin | 3 days before submission to SPO |
| RCOI | PI | 2 weeks prior to SPO deadline |
| BCM-VA MOU (if applicable) | Admin/PI | 4 weeks prior to SPO deadline |

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| **Assist Application** | | |
| **Item Needed** | **Person Responsible**  PI will provide information; Admin will review and input in ASSIST | **Timeline** |
| Delegation Access for Admin to Assist Application | PI | 4 weeks prior to SPO deadline |
| Project Title | Admin | 4 weeks prior to SPO deadline |
| Project Dates/Project Funding | Admin | 4 weeks prior to SPO deadline |
| Project Summary/Abstract | Admin | 4 weeks prior to SPO deadline |
| Project Narrative | Admin | 2 weeks prior to SPO deadline |
| Key Personnel Biosketches (BCM & Subs) | Admin | 2 weeks prior to SPO deadline |
| BCM Budget (R&R) | Admin | 4 weeks prior to SPO deadline |
| BCM Budget Justification | Admin | 4 weeks prior to SPO deadline |
| Subaward Budget (R&R) | Admin | 2 weeks prior to SPO deadline |
| Subaward Budget Justification | Admin | 2 weeks prior to SPO deadline |
| **Research Plan**  (1) Introduction to Application (1 page)  (2) Specific Aims (1 page)  (3) Research Strategy (12 pages)  (4) Progress Report Publication List  (5) Vertebrate Animals  (6) Select Agent Research  (7) Multiple PD/PI Leadership Plan  (8) Consortium/ Contractual Agreements  (9) Letters of Support  (10) Resource Sharing Plan  (11) Other Plan(s)- Data Management and Sharing Plan  (12) Authentication of Key Biological and/or Chemical Resources  (13) Appendix | PI/Admin | 2 weeks prior to SPO deadline |
| Use of Human Specimens and/or Data | Admin | 2 weeks prior to SPO deadline |
| Use of Hazardous Chemical | Admin | 2 weeks prior to SPO deadline |
| Facilities & Other Resources | Admin | 2 weeks prior to SPO deadline |
| Equipment | Admin | 2 weeks prior to SPO deadline |
| Performance Sites | Admin | 2 weeks prior to SPO deadline |

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| **Chronological Timeline** | |
| PI identifies grant announcement-RFA | 5 weeks prior to SPO deadline |
| PI gives admin access to eRA Commons/Assist | 4 weeks prior to SPO deadline |
| Admin starts BRAIN Proposal | 4 weeks prior to SPO deadline |
| Admin starts ASSIST application | 4 weeks prior to SPO deadline |
| Admin requests documents/information from consortium institution(s) | 4 weeks prior to SPO deadline |
| All documents added into ASSIST/BRAIN | 1-2 weeks prior to SPO deadline |
| Admin submits BRAIN proposal | 1 week prior to SPO deadline |
| Admin will email SPO to start reviewing ASSIST/BRAIN applications | 1 week prior to SPO deadline |
| SPO will submit ASSIST application | 1 week prior to NIH deadline |

**Tips:**

DOs

* Start the BRAIN proposal early, even if you don’t submit it until a week before SPO deadline
* Add subaward key personnel to Brain DOI tool.
* Put reminders on your calendar to follow up with subaward institutions on items needed.
* Read the grant announcement word for word to ensure you have everything needed for submission.
* Add the cognizant federal agency information in the R&R budget for (section H).  It is: Arif Kaim, DHHS, 214-767-3261.
* If requesting travel funds, in the travel section be sure to add the number of travelers and the length of the trip (more detail).
* Include this blurb in the budget justification under the F&A rates
  + On February 7, 2025, NIH issued Notice No. NOT-OD-25-068 (the “Notice”), setting indirect rates at 15% for new awards. The Notice was challenged in federal district court on February 10, 2025 and a temporary restraining order was issued that day that temporarily prohibits NIH from implementing, applying, or enforcing the Notice nationwide. Baylor College of Medicine therefore submits this application based upon NIH’s use of Baylor College of Medicine’s negotiated indirect rates, and reserves the right to amend or withdraw its application in the event the Notice is eventually implemented.
* Include in the MPI leadership plan a section explaining the procedures for resolving conflicts.
* Ensure the Data Management and Sharing Plan addresses each of the 6 elements in the NIH template.
* Do include up to 3 awarding institutes (NIDCR, NCI, etc).

DONTs:

* Do not reach or go over the max budget but stay as close to max as possible (i.e. if the max is $500,000, the allocated budget should be $499,999).
* On the ASSIST application, do not put the BRAIN proposal number in box #3 (State Application Identifier). The BRAIN proposal number should go in box #2.
* Do not include foreign subawards for FY 25 or FY 26.