

Internal Review

Partners Research Management Coversheet (InfoEd PD version)

- Chief Code is 54AA
- Proposal Due Date is correct
- RFA-RFP-PA No. Included
- Project Period Dates and First/Current Period Dates match ASSIST Cover page and Budgets
- Activity Type, Agreement Type, and Proposal Type are completed
- Federal Identifier is included as appropriate for competing and resubmissions applications
- Multi-PI section is completed
- Clinical Trial? Yes or No
- Cost Share? Yes or No
- Compliance items. Yes or No matches info on SF424 Other Project Information

R&R Coverpage

- 2. Date Submitted should be left blank
- 2. Applicant Identifier should be left blank
- 4a. Include NIH assignment number on resubmissions (just the EB012345 part)
- 5. Contact person should be Maribel Dejesus, Senior Grant Administrator, Pre-award
- 5. Phone 857-282-1722
- 5. Email mdejesus@partners.org
- 6. Employer Identification Number: 1042312909A1
- 7. Type of Applicant: M: Nonprofit with 501C3 IRS Status (Other than Institution of Higher Education)
- 13. MA-007
- 14. Position Title matches title in eCommons
- 15. a and c must match
- 15. b and d Enter 0.00 for b and d – Blank will result in an Error
- 18. Disclosure of Lobbying Activities – Leave Blank if N/A
- 19. Authorized Representative - Maribel Dejesus, Senior Grant Administrator, Pre-award, ZIP, phone, and email match those in no. 5

Cover Page Supplement

- Human Subjects Clinical Trial?
- Are vertebrate animals euthanized?
- Cover page Applicant Organization Contact is Maribel Dejesus as on Cover page
- Program Income completed
- Human Embryonic Stem Cells is checked
- Inventions and Patents completed for competing renewals
- Change in PI/Institution

Other Project Information

- Human Subject Assurance No is 00000484
- Animal Welfare Assurance No. is A4752-01
- Item 5 is NO, BWH is not a designated historic place
- 7. Project Summary/Abstract 30 lines Max
- 8. Project Narrative 2-3 sentences Max

10. New Requirement – describe how the scientific environment will contribute to the success of the project. Include Resources section for each subcontract (as appropriate).

Project/Performance Site Location

- Project/Performance Site Primary Location – Populate from R&R Cover
- All performance sites included (including subKs) with 9 digit Zip and Congressional District (To locate congressional district based on 9 digit ZIP visit: <http://www.libertylounge.net/locate-your-congressional-district>)

Senior/Key Personnel

- Credential, eg, agency login eRA Commons user info is included and matches biosketch
- Degree Type and Degree Year – Enter highest academic or professional degree and year it was earned (OPTIONAL)

Biosketches.

- Five page maximum.
- Position title
- eRA Commons user name
- Current BWH appointment (matches position title?)
- Includes Personal Statement
- Up to Five Contributions to Science sections with up to Four publications per section
- Project dates on Research Support section are accurate (check them on Insight)
- Accurate NIH/Agency ID numbers are used (check via Insight)
- Appropriate support is designated as complete?

PHS 398 Research Plan

- Application type matches Cover page
- 10. Select Agent Research, 11. Multiple PI Leadership Plan, 12. Consortium/Contractual Arrangements, 13. Letters of Support, 14. Resource Sharing, 15. Authentication of Key Biological and/or Chemical Resources are completed as appropriate.

Budget (Add Optional Form Drop-down menu)

- DHHS agreement date: 02/16/2017
- Cognizant Agency: DHHS Louis Martillotti (212) 264-2069

Budget Justification

Modular

- \$25,000 modules, usually the same number of modules during each year of project
- Any variation in modules is justified
- Justify all personnel
- Calendar months are used rather than effort
- Provide the total costs for consortiums, rounded to nearest \$1,000; list organizations and their personnel

Non-Modular

Personnel

- Calendar months matches budget

- Correct hospital/Harvard title is used
- Roles on project, responsibilities defined

Fringe rates

- fringe rates for all levels (actual and proposed) are included

Consultants

- includes a description of services to be performed

- Number of days, rate of compensation, travel, per diem costs

Supplies

- itemized if over \$1,000

- Detail animal costs (number, species, etc)

Travel

- Purpose and destination of trip, number of persons

Patient Care

- # of patient days/costs per day/cost per test or treatment

- Completed RSR is attached

- Projected patient accruals

Other

- Imaging Core:

- Breakdown into categories, itemize

Consortium

- List the sum of all subK costs (DC and IDC)

Multiple Years

- Annual increase is clearly defined/stated

- Variances in any budget categories are explained and justified