



Health Colleges Research Services

News and Announcements

OCTOBER 30, 2020

CONTENTS

[Congrats, Lu!](#)

Lu Liu received Research Administrator Award.

[Personnel Materials](#)

New resource describing proposal requirements for key personnel.

[Assignment Requests](#)

Reminder regarding assignment request forms for NIH proposals.

[Continuous Submission](#)

Continuous submission applications due December 10.

LU LIU RECEIVES RESEARCH ADMINISTRATOR AWARD

Lu Liu received the Unit Research Administrator Spotlight Award this month, a very-much-deserved recognition of her consistently excellent work! This award is provided by Sponsored Programs Administration, Office of Sponsored Programs, and Contract and Grant Administration (SPA/OSP/CGA) based on nominations and committee review.

Read the full article about this award [here](#). Congratulations, Lu!

COLLABORATOR ROLES & REQUIREMENTS

By Theresa Couch

Does a consultant need to provide a biographical sketch for an NIH proposal? Do you need to request a Conflict of Interest disclosure from a colleague named as an Other Significant Contributor?

The personnel-related documents required for an NIH proposal can be confusing! We created the chart below to help you identify the required personnel materials in order to pass NIH submission validations and maintain compliance with federal and University policies.

The chart is available on our [website](#) and by [PDF download](#). The HCRS team is available to answer any questions you have about key personnel specific to your proposal.

	Principal Investigator	Co-Investigator	Subaward PI/ Co-Investigator	Other Significant Contributor	Consultant	Consultant
Senior/Key Personnel	Yes	Yes	Yes	Yes	Yes A consultant could be key personnel if s/he is providing expertise integral to the design, conduct, or reporting of the research	No A consultant is not key personnel if s/he is providing a service and is not responsible for the design, conduct, or reporting of the research

Personnel Materials:

Biosketch	Yes	Yes	Yes	Yes	Yes	No
Letter of Support	N/A	N/A	Optional	Optional	Yes The letter should describe the person's role in the project and include the consulting rate	Optional
COI	Yes	Yes	Yes	No	Yes	No

NIH SUBMISSIONS: FUNDING OPPORTUNITY ANNOUNCEMENTS AND COMPLETING THE ASSIGNMENT REQUEST FORM

By Erin Gorman

During recent NIH deadlines, the HCRS team encountered several situations where a PI provided an Institute or Center (IC) on the [NIH Assignment Request Form](#) that did not participate in the Funding Opportunity Announcement (FOA) provided on the [HCRS proposal request form](#). If an application is received at the Center for Scientific Review (CSR), and there is not an active FOA for that Institute or Center, it will be returned without review. Before notifying HCRS of a proposal submission, please confirm that the IC to which you would like your application directed is listed in the "Component of Participating Organizations" section of the FOA.

Additionally, not all ICs participate in every Parent Announcement (PA). For example, National Institute on Drug Abuse (NIDA) participates in all current R01 and R21 Parent Announcements, but National Heart, Lung, and Blood Institute (NHLBI) participates in only 2 out of 3 R01 PAs and none of the R21 PAs. Participating Institutes and Centers can also change over time.

As a reminder, the assignment request form is an optional form. If you do not include the form with your application, the CSR will assign your proposal to the I/C and Study Section they deem most appropriate.

CONTINUOUS SUBMISSION

By Theresa Couch

For proposals submitted under the continuous submission policy, **applications are due by December 10, 2020** for the May 2021 Advisory Council cycle. The continuous submission policy applies to those investigators who serve on NIH review and Advisory Groups submitting a R01, R21, or R34 proposal. Read the full policy in [NOT-OD-20-060](#) and review the resources on the NIH Continuous Submission [webpage](#).

As always, please complete the HCRS [proposal request form](#) and a team member will assist with your proposal.

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