

# Tips & Reminders

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## **General Reminders:**

- **FOA:** Make sure to enter the FOA # in the General Info A tab of the PDS document. Also, keep in mind that this field only allows for a limited number of characters so you will need to use an abbreviated #, for example “OD09-056”.
- **COI:** For NIH and NSF submissions, COI needs to be current *prior to submission* (agency requirement) so please verify that COI is current for **all** Key Personnel.

## **PC Form Reminders:**

- ***Wait until the PDS doc is approved before printing it.*** If you need to print the PC form prior to the PDS document being fully approved, make sure that the data (dollars, etc.) are still correct prior to obtaining the signatures and forwarding to the Office of Sponsored Research Services (OSRS) Danforth Campus.
- **PC form:** Remove Other Significant Contributors (OSC) from Key personnel, or mark that they are “OSC”s (NIH S2S ONLY).
- **Human Subjects section:** If the research does not involve human subjects, all 3 sections of the Human Subjects still need to be completed. For example, check “None of the above” in Section 1, and “This project does not include...” in Section 2.
- **Export Controls section:** Complete prior to obtaining signatures and forwarding to the OSRS-Danforth Campus.
- Please do not send duplicate copies. If a faxed PC form or e-mailed PC form has been received by OSRS-Danforth Campus, it is not necessary to send an original.

## **Submitting an S2S (System to System) Application:**

- **PHS 398 Checklist questions and RR Other Project Information questions:** Only answer the questions that are applicable to your application. For example, ONLY answer the “Inventions and Patents” question if your application is a RENEWAL.
- **R&R Key Person:** Enter the G.gov Role in Senior Key Detail for all personnel listed in this tab.

Remember to enter the PI Credentials (=eRA Login) for the PD/PI (and all PD/PIs if multiple PI submission).

### **Modular Grants:**

- **Dollar off issue!** If you are detailing personnel costs, remember to check the “dollar off” issue in the G.gov budget summary tab to make sure that your Direct Costs are still in modules of \$25,000 increments.
- **If there are Consortium Costs,** the line “Direct Costs minus Consortium F&A” needs to be in modular format (not the “Total Direct Costs” line). When in the Direct Cost Summary Tab, click on “Consortium FA” to view the line “Direct Costs minus Consortium F&A”.

### **Detailed Budgets:**

- Use Projections for personnel costs and other Direct Costs whenever possible for the out year(s).
  - **Dollar off Issue!** This issue is still applicable for detailed budgets if you are trying to reach a specific dollar amount. Please verify dollars in the G.gov budget summary tab for all years.
  - Remember to enter **Equipment Groups!** (to avoid an eRA error)
  - **Other Significant Contributors (no effort):**
    - List them directly in the Senior Key Detail tab NOT in the personnel category (to avoid an eRA error).
    - You can remove the academic and summer months manually each year for all personnel (to avoid the many eRA warnings)
  - **BuOb:** For the Other Expenses to show on a different line than “Materials and Supplies”, the BuOb for Other Expenses should be changed from 35 to XX01. Then the “other 1” line can be renamed in the G.gov Budget Summary tab. In the same manner to use the “Other 2” line, BuOb XX02 should be used. Use BuOb XX03 if you want to use the “Other 3” line.
  - **Budget justification:**
    - Do not forget the Salary cap blurb, if applicable.
    - Per the SF424 guide, salaries and fringes for Graduate Students and Postdoc Research Associates should be detailed in the budget justification.
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