

Part I Overview Information

Department of Health and Human Services

Participating Organizations

National Institutes of Health (NIH), (<http://www.nih.gov>)

Components of Participating Organizations

National Center for Research Resources (NCRR), (<http://www.ncrr.nih.gov>)

Title: Shared Instrumentation Grant Program (S10)

Announcement Type

This is a reissue of [PAR-08-036](#).

Program Announcement (PA) Number: PAR-09-028

NOTICE: Applications submitted in response to this Funding Opportunity Announcement (FOA) for Federal assistance must be submitted electronically through Grants.gov (<http://www.grants.gov>) using the SF424 Research and Related (R&R) forms and the SF424 (R&R) Application Guide.

APPLICATIONS MAY NOT BE SUBMITTED IN PAPER FORMAT.

This FOA must be read in conjunction with the application guidelines included with this announcement in [Grants.gov/Apply for Grants](#) (hereafter called Grants.gov/Apply).

A registration process is necessary before submission and applicants are highly encouraged to start the process at least four (4) weeks prior to the grant submission date. See [Section IV](#).

Apply for Grant Electronically

A compatible version of [Adobe Reader](#) is required for download. For Assistance downloading this or any Grants.gov application package, please contact Grants.gov Customer Support at <http://grants.gov/CustomerSupport>.

Catalog of Federal Domestic Assistance Number(s)

93.389

Key Dates

Release/Posted Date: November 14, 2008

Opening Date: February 23, 2009 (Earliest date an application may be submitted to Grants.gov)

Letters of Intent Receipt Date(s): Not Applicable

NOTE: On-time submission requires that applications be successfully submitted to Grants.gov no later than 5:00 p.m. local time (of the applicant institution/organization).

Application Submission/ Receipt Date(s): March 23, 2009

Peer Review Date(s): June-July, October-November

Council Review Date(s): October 2009, January 2010

Earliest Anticipated Start Date(s): April 1, 2010

Additional Information to Be Available Date (Activation Date): Not Applicable

Expiration Date: March 24, 2009

Due Dates for E.O. 12372

Not Applicable

Additional Overview Content

Executive Summary

- **Purpose.** The NCRR Shared Instrument Grant (SIG) program solicits applications from groups of NIH-supported investigators to purchase or upgrade commercially available instruments that cost at least \$100,000. The maximum award is \$500,000. Types of instruments supported include confocal and electron microscopes, biomedical imagers, mass spectrometers, DNA sequencers, biosensors, cell sorters, X-ray diffraction systems, and NMR spectrometers among others.
- **Mechanism of Support.** This funding opportunity will use the NIH S10 mechanism
- **Funds Available and Anticipated Number of Awards.** The NCRR intends to commit approximately \$43 million in FY2010 to fund approximately 125 new awards. Since the cost of the various instruments will vary, it is anticipated that the size of awards will also vary. The total amount awarded and the number of awards will depend on the funds available for the SIG program.
- **Budget and Project Period.** Awards are for one year and for direct costs only. Cost sharing is not required.
- **Eligible Institutions/Organizations.** Eligible institutions include domestic non-profit organizations, public or private institutions, such as universities, colleges and hospitals.
- **Eligible Project Directors/Principal Investigators (PDs/PIs).** Eligible principal investigators include any technically qualified research scientists. To be eligible to

apply, three or more NIH funded investigators (Principal Investigators of active P01, R01, U01, R35, R37, DP1 or DP2 research grants) who will be users of the requested instruments must be identified.

- **Number of PDs/PIs.** Multiple PDs/PIs are not allowed under the S10 mechanism.
- **Number of Applications.** There is no limit on the number of applications an institution may submit provided the applications are for different types of equipment.
- **Resubmissions** Applicants may submit a resubmission application, but such applications must include an Introduction addressing the previous peer review critique (Summary Statement).
- **Renewals.** . Renewal (formerly "competing continuation" or "Type 2") applications are not permitted.
- **Special Dates** This FOA uses non-standard due dates. See [Receipt, Review and Anticipated Start Dates](#).
- **Application Materials.** See [Section IV.1](#) for application materials.
- **General Information.** For general information on SF424 (R&R) Application and Electronic Submission, see these Web sites:
 - SF424 (R&R) Application and Electronic Submission Information: <http://grants.nih.gov/grants/funding/424/index.htm>
 - General information on Electronic Submission of Grant Applications: <http://era.nih.gov/ElectronicReceipt/>
- **Hearing Impaired.** Telecommunications for the hearing impaired are available at: TTY 301-451-5936.

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Part II - Full Text of Announcement

Section I. Funding Opportunity Description

1. Research Objectives

The purpose of this funding opportunity is to continue the competitive National Center for Research Resources (NCRR) Shared Instrumentation Grant (SIG) Program initiated in Fiscal Year 1982. Results of the most recent study, "The National Survey of Academic Research Instruments and Instrumentation," published in 1997 identified bioanalytical equipment of the type provided through this Program as the top most priority. The objective of the program is to make available to institutions expensive research instruments that can only be justified on a shared-use basis and for which meritorious research projects are described. The SIG Program provides a cost-effective mechanism for groups of NIH-supported investigators to obtain commercially-available, technologically sophisticated equipment costing more than \$100,000.

This program is designed to provide for the acquisition or updating of expensive shared-use instrumentation not generally available through other NIH mechanisms, such as the regular research project, program project, or center grant programs. Proposals for research on advancing the design or for the development of new instrumentation will not be considered.

Types of instrumentation supported include, but are not limited to, nuclear magnetic resonance systems, electron and confocal microscopes, mass spectrometers, protein and DNA sequencers, biosensors, x-ray diffractometers and cell sorters. Support will not be provided for general purpose equipment or purely instructional equipment, personal computers, personal workstations, printers, and Ethernet interfaces. Proposals for "stand alone" computer systems will only be considered if the instrument is solely dedicated to the research needs of a broad community of NIH-supported investigators.

For purpose of eligibility, a major user group of three or more investigators must be identified. A minimum of three major users must be Principal Investigators on NIH peer reviewed research grants at the time of the application and award. For purposes of this program, research grants are defined as those grants awarded with the following activity codes: P01, R01, U01, R35, R37, DP1 and DP2.

The application should also show a clear need for the instrumentation by projects supported by multiple NIH peer review research grants (including, but not limited to those listed above) and demonstrate that these projects will require at least 75 percent of the total usage of the instrument. Major users can be individual researchers, or a group of investigators within the same department or from several departments at the applicant institution. NIH extramural awardees from other nearby institutions may also be included.

If the major user group does not require total usage of the instrument, access to the instrument should be made available to other users upon the advice of the internal advisory committee (see below). These users need not be NIH awardees, but priority should be given to NIH-supported scientists engaged in biomedical/behavioral research. To promote cost effectiveness, to encourage optimal sharing among individual investigators, research groups and departments, and to foster a collaborative multidisciplinary environment, the instrument should be integrated into a central core facility, whenever possible.

Each applicant institution must propose a Principal Investigator who can assume administrative/scientific oversight responsibility for the instrumentation requested. This person need not be an NIH grantee but must be affiliated with the applicant institution and registered on the eRA Commons. An internal advisory committee must be named to assist the Principal Investigator in administering the grant and overseeing the responsibility for the instrument. The membership of this committee should be broadly based and include members without conflicts of interest who can resolve disputes if they arise. The Principal Investigator and the advisory committee are responsible for the development of guidelines for:

- Maximum utilization of the instrument, including time allocation.
- A detailed plan for the day-to-day management and safe operation of the instrument.
- If appropriate, a plan to ensure that access to the instrument is limited to users whose projects have received approval by institutional human subjects, animal welfare or biosafety committees.
- A financial plan for the long term operation and maintenance of the instrument during the post award period.
- The relocation of the instrument within the institution if the major user group is significantly altered.
- The Principal Investigator also will be responsible for:
 - Requesting no-cost extensions of the project period, if needed.
 - Submitting a Final Progress Report, ninety days following the end of the project period, which describes the instrument purchased, a list of all users and a description of the value of the instrument to the investigators and to the institution as a whole.

See [Section VIII, Other Information - Required Federal Citations](#), for policies related to this

announcement.

Section II. Award Information

1. Mechanism of Support

This funding opportunity will use the S10 (SIG) award mechanism. As an applicant, you will be solely responsible for planning, directing, and executing the proposed project.

This funding opportunity does not use the Just-in-Time concepts. It also uses (see [Section IV.6 Other Submission Requirements](#)).

2. Funds Available

Although the financial plans of the NCCR provide support for this program, awards pursuant to this funding opportunity are contingent upon the availability of funds and the receipt of a sufficient number of meritorious applications.

The NCCR intends to commit approximately \$43 million in FY2010 to fund approximately 125 new awards. The minimum award is \$100,000; the maximum award is \$500,000. Since the cost of the various instruments will vary, it is anticipated that the size of the award also will vary. The total amount awarded and the number of awards will depend on the funds available for the SIG program. Awards are for one year only. The anticipated start date is April 1, 2010.

The SIG provides support for expensive state-of-the-art instrumentation utilized in both basic and clinical research. Applications are limited to instruments that cost at least \$100,000 per instrument or integrated instrument system. Since the nature and scope of the instruments that may be requested will vary, it is anticipated that the size of an award will vary also. There is no upper limit on the cost of the instrument, but the maximum award is \$500,000. If the amount of funds requested does not cover the total cost of the instrument, the application should describe the proposed source(s) of funding for the balance of the cost of the instrument. Documentation of the availability of the remainder of funding, signed by an appropriate institutional official, must be presented to NCCR prior to issuance of award. Awards will be made for the direct costs only. The program does not provide facilities and administrative (F&A) costs or support for construction or alterations and renovations. Matching funds are not required. However, commitment of an appropriate level of institutional support to ensure the associated infrastructure is expected (building alterations, or renovations, post-award service contracts and technical personnel). Grants will be awarded for a period of one year and are not

renewable. Supplemental applications will not be accepted.

Applicants proposing purchase of an instrument that the institution is planning to lease prior to award are urged to consult with their institutional sponsored projects office regarding applicable NIH policy prior to executing the leasing agreement. If the leasing agreement was executed more than one year prior to submission of the SIG application, the applicant must provide strong justification for the requested Federal funds. Further, the instrument must be considered state-of-the-art at the time of submission of the SIG application. Award adjustments may be necessary. Execution of a purchase order or agreement, making a down payment or other formal commitment to purchase the equipment prior to award must be in compliance with NIH policy regarding pre-award cost authority (see most current version of the NIH Grants Policy Statement). Non-compliance with this policy automatically eliminates an applicant from eligibility for an award.

Section III. Eligibility Information

1. Eligible Applicants

1.A. Eligible Institutions

You may submit an application(s) if your institution/organization has any of the following characteristics:

- Public/State Controlled Institution of Higher Education
- Private Institution of Higher Education
- Nonprofit with 501(c)(3) IRS Status (Other than Institution of Higher Education)
- Nonprofit without 501(c)(3) IRS Status (Other than Institution of Higher Education)

Under the general research support authority of Section 301(a) (3) of the Public Health Service Act, Shared Instrumentation Grant awards are made to public and non-profit domestic institutions only. These institutions include health professional schools, other academic institutions, hospitals, health departments, and research organizations. Note that Federal institutions, foreign institutions, and for-profit institutions are not eligible to apply. A Federal institution is defined by the NIH as a Cabinet-level department or independent agency of the executive branch of the Federal Government or any component organization of such a department or agency.

1.B. Eligible Individuals

Any individual(s) with the skills, knowledge, and resources necessary to carry out the proposed research as the Project Director/Principal Investigator (PD/PI) is invited to work with his/her organization to develop an application for support. Individuals from underrepresented racial and ethnic groups as well as individuals with disabilities are always encouraged to apply for NIH support.

2. Cost Sharing or Matching

This program does not require cost sharing as defined in the current [NIH Grants Policy Statement](#).

3. Other-Special Eligibility Criteria

For purpose of eligibility, a major user group of three or more investigators must be identified. A minimum of three major users must be Principal Investigators on NIH peer reviewed research grants at the time of the application and award. For purposes of this program, research grants are defined as those grants awarded with the following activity codes: P01, R01, U01, R35, R37, DP1 and DP2.

Applications will be accepted that request a single, commercially-available instrument or integrated instrument system which costs at least \$100,000. There is no restriction on the number of applications an institution can submit to the SIG program each year provided the applications request different types of equipment. However, if two or more applications are submitted for similar equipment (for example, two 600 MHz NMR spectrometers) from the same institution, documentation from a high level institutional official must be provided stating that this is not an unintended duplication, but part of a campus wide institutional plan. A single application requesting more than one type of instrumentation (for example, a mass spectrometer and a confocal microscope) will not be considered responsive to this FOA and will not be reviewed.

Section IV. Application and Submission Information

To download a SF424 (R&R) Application Package and SF424 (R&R) Application Guide for completing the SF424 (R&R) forms for this FOA, use the "Apply for Grant Electronically" button in this FOA or link to <http://www.grants.gov/Apply/> and follow the directions provided on that Web site.

A one-time registration is required for institutions/organizations at both:

- Grants.gov (http://www.grants.gov/applicants/get_registered.jsp) and
- eRA Commons (<http://era.nih.gov/ElectronicReceipt/preparing.htm>)

PDs/PIs should work with their institutions/organizations to make sure they are registered in the NIH eRA Commons.

Several additional separate actions are required before an applicant can submit an electronic application, as follows:

1) Organizational/Institutional Registration in [Grants.gov/Get Registered](#)

- Your organization will need to obtain a [Data Universal Number System \(DUNS\) number](#) and register with the [Central Contractor Registration \(CCR\)](#) as part of the Grants.gov registration process.
- If your organization does not have a Taxpayer Identification Number (TIN) or Employer Identification Number (EIN), allow for extra time. A valid TIN or EIN is necessary for CCR registration.
- The CCR also validates the EIN against Internal Revenue Service records, a step that will take an additional one to two business days.
- Direct questions regarding Grants.gov registration to:
[Grants.gov Customer Support](#)
Contact Center Phone: 800-518-4726
Business Hours: M-F 7:00 a.m. - 9:00 p.m. Eastern Time
Email support@grants.gov

2) [Organizational/Institutional Registration in the eRA Commons](#)

- To find out if an organization is already Commons-registered, see the "[List of Grantee Organizations Registered in NIH eRA Commons.](#)"
- Direct questions regarding the Commons registration to:
eRA Commons Help Desk
Phone: 301-402-7469 or 866-504-9552 (Toll Free)
TTY: 301-451-5939
Business hours M-F 7:00 a.m. – 8:00 p.m. Eastern Time
Email commons@od.nih.gov

3) Project Director/Principal Investigator (PD/PI) Registration in the NIH eRA Commons: Refer

to the [NIH eRA Commons System \(COM\) Users Guide](#).

- The individual(s) designated as PDs/PIs on the application must be registered also in the NIH eRA Commons. In the case of multiple PDs/PIs, all PDs/PIs must be registered **and be assigned the PI role** in the eRA Commons prior to the submission of the application.
- Each PD/PI must hold a PD/PI account in the Commons. Applicants should not share a Commons account for both an Authorized Organization Representative/Signing Official (AOR/SO) role and a PD/PI role; however, if they have both a PD/PI role and an Internet Assisted Review (IAR) role, both roles should exist under one Commons account.
- When multiple PDs/PIs are proposed, all PDs/PIs at the applicant organization must be affiliated with that organization. PDs/PIs located at another institution need not be affiliated with the applicant organization, but must be affiliated with their own organization to be able to access the Commons.
- This registration/affiliation must be done by the AOR/SO or his/her designee who is already registered in the Commons.

Both the PD(s)/PI(s) and AOR/SO need separate accounts in the NIH eRA Commons since both are authorized to view the application image.

Note that if a PD/PI is also an NIH peer-reviewer with an Individual DUNS and CCR registration, that particular DUNS number and CCR registration are for the individual reviewer only. These are different than any DUNS number and CCR registration used by an applicant organization. Individual DUNS and CCR registration should be used only for the purposes of personal reimbursement and should not be used on any grant applications submitted to the Federal Government.

Several of the steps of the registration process could take four weeks or more. Therefore, applicants should immediately check with their business official to determine whether their organization/institution is already registered in both [Grants.gov](#) and the [Commons](#). The NIH will accept electronic applications only from organizations that have completed all necessary registrations.

1. Request Application Information

Applicants must download the SF424 (R&R) application forms and the SF424 (R&R) Application Guide for this FOA through [Grants.gov/Apply](#).

Note: Only the forms package directly attached to a specific FOA can be used. You will not be

able to use any other SF424 (R&R) forms (e.g., sample forms, forms from another FOA), although some of the "Attachment" files may be useable for more than one FOA.

For further assistance, contact GrantsInfo -- Telephone 301-435-0714, Email: GrantsInfo@nih.gov.

Telecommunications for the hearing impaired: TTY 301-451-5936.

2. Content and Form of Application Submission

Prepare all applications using the SF424 (R&R) application forms and in accordance with the SF424 (R&R) Application Guide for this FOA through Grants.gov/Apply.

The SF424 (R&R) Application Guide is critical to submitting a complete and accurate application to NIH. Some fields within the SF424 (R&R) application components, although not marked as mandatory, are required by NIH (e.g., the "Credential" log-in field of the "Research & Related Senior/Key Person Profile" component must contain the PD/PI's assigned eRA Commons User ID). Agency-specific instructions for such fields are clearly identified in the Application Guide. For additional information, see "Frequently Asked Questions – Application Guide, [Electronic Submission of Grant Applications](#)."

The SF424 (R&R) application has several components. Some components are required, others are optional. The forms package associated with this FOA in Grants.gov/APPLY includes all applicable components, required and optional. A completed application in response to this FOA includes the data in the following components:

Required Components:

- SF424 (R&R) (Cover component)
- Research & Related Project/Performance Site Locations
- Research & Related Other Project Information
- Research & Related Senior/Key Person
- PHS398 Cover Page Supplement
- PHS398 Checklist

Optional Components:

- PHS398 Cover Letter File

SPECIAL INSTRUCTIONS

Applicants are advised to follow carefully the instructions given for electronic submission and the use of the SF424 (R&R) form at <http://era.nih.gov/ElectronicReceipt/>. Below are special instructions for this FOA describing the information that must be included in the required components mentioned above. Incomplete and non-compliant applications will be withdrawn and will not be reviewed.

Please note that the research plan from previous PARS, which included Justification of Need, Research Projects, Summary Tables, Technical Expertise, Organizational/Management Plan, Institutional Commitment, and Overall Benefit, has been renamed "Instrumentation Plan" and must be uploaded under "11 Other Attachments."

SF424 (R&R) Cover Component

11. Descriptive Title of the Applicant's Project. Enter the type of instrument requested.

13. Proposed Project. Enter start date of 04/01/2010 and end date of 03/31/2011.

16. Estimated Project Funding. Enter the total Federal funds for the requested instrument in line a. This will be the total cost since the award period for the SIG program is one year. If the cost of the instrument is more than \$500,000, enter \$500,000 on this line, since this is the maximum award under the SIG program. In line b, enter the total cost of the instrument from the quote. If lines a and b are not the same, explain the difference in section 10 Equipment in the Other Project Information component (see below). Enter zero for line c.

SF424 Research & Related Other Project Information

1. Are Human Subjects Involved? Check no.

2. Are Vertebrate Animals Used? Check no.

6. Project Summary/Abstract.

The Project Summary/Abstract is meant to serve as a succinct and accurate description of the proposed work when separated from the application. State the application's broad, long-term objectives and specific aims, making reference to the health relatedness of the project. Describe concisely the research design and methods for achieving the stated goals. This section should be informative to other persons working in the same or related fields and, insofar as possible, should be understandable to a scientifically or technically literate reader.

The Project Summary/Abstract must be no longer than 30 lines of text.

7. Project Narrative.

Using no more than two or three sentences, describe the relevance of this research to public health. In this section be succinct and use plain language that can be understood by a general, lay audience.

8. Bibliography & References Cited: If possible, each major user should list only those publications that demonstrate the user's expertise in using the requested instrumentation.

9. Facilities & Other Resources. Not applicable. Do not include an attachment here.

10. Equipment. Describe the instrument requested including manufacturer and model number. The model chosen should be justified by comparing its performance with other available instruments where appropriate. Specific features and any accessories should be justified, both in this section and in the description of research projects. Provide a detailed budget breakdown of the main equipment and accessories requested including tax and import duties, if applicable. An itemized quote from a vendor should be included. The quote must be scanned and combined in a single attachment with the equipment description as part of the item 10 upload. If human or infectious materials, which could create a potential biohazard, are to be analyzed, funds for accessory containment equipment for the instrument may be requested in the budget. In this case, a signed letter from the institutional biosafety committee stating that they have reviewed the proposed containment plan and that the plan adheres to documented biosafety regulations is required in the application. This letter must be scanned and uploaded in the Other Attachments section (line 11).

11. Other Attachments.

Instrumentation Plan:

Introduction: If you are submitting a resubmission (Cover Page Item 8) then you should include an Introduction describing the changes that have been made in response to comments in the previous review. This Introduction may not exceed three pages.

Divide the Instrumentation Plan into the following sections that follow the review criteria.

A) Justification of Need

Describe the instrument requested. Inventory similar instruments existing at the applicant institution, neighboring research institutions, or otherwise accessible; describe why they are unavailable or inappropriate for the proposed research. Provide a clear justification why new or updated equipment, including accessories, are needed. Include specific documentation on the current usage and downtime of existing instruments and a realistic estimate of the projected usage for the requested instrument. Such documentation should be expressed as hours of use, setup time, etc., per day or week, not simply as percentage of available time. Be specific and quantitative.

B) Research Projects

Give a brief description of the major users projects. Since the projects have been previously peer reviewed, the project descriptions should be concise and focus on the benefit of the instrument to the research objectives of each user. Sufficient technical detail (preliminary data and/or supplemental information) should be included to evaluate whether the instrument is appropriate, would be effectively employed, and would provide advantages over other methods. The need for special features and accessories must be justified. Individual projects that require a specific option or upgrade (e.g., a UV laser) should describe the specific studies that utilize this option. If the number of projects is large and broadly diversified, select out a smaller representative group. For minor users, only include a very brief (one-paragraph) summary of the research related to the need for the instruments. Although there is no overall page limitation, the research projects should be informative and succinct (recommend three pages or less per major user).

C) Summary Table(s)

Use a table to list the names of the users from section B, brief titles of the projects, the NIH grant numbers and the estimated percentage of use. Make a separate table to indicate the users needs for the requested accessories.

D) Technical Expertise

Describe the technical expertise present at the institution to set up, run and maintain the instrument. Specify who will operate the instrument, train new users, ensure that it is operated safely and appropriately maintained.

E) Organizational / Management Plan

Describe the organizational plan to administer the grant. Include how the instrument will be utilized, how requests are made, how time will be allocated among major and minor users and

plans for attracting new users. List the names and titles of the members of the local advisory committee. Describe a plan for managing access to the instrument if users projects involve human subjects, animals or human of infectious materials.

Submit a specific financial plan for long-term operation and maintenance of the instrument. Explain how the costs to place the instrument in operational order as well as the maintenance, support personnel, and service costs associated with effective use of the instrument will be met.

F) Institutional Commitment

Describe the institutional infrastructure available to support the instrumentation. Provide documentation (e.g., separate letters signed by appropriate institutional officials) specifically describing the required institutional commitment (in dollars) in support of the proposed plan. Those letters must be named "Letters of Support" and uploaded as a separate file in the Other Attachments section (line 11).

G) Overall Benefit

Explain how the instrument will impact NIH funded research and contribute to the institution's long-range biomedical research goals.

The entire Instrumentation Plan (Section A-G) must be saved as a single file (named Instrumentation Plan)) and attached as Item 11 "Other Attachments." Although there is no overall page limit, applicants are reminded to be informative yet succinct.

- Letters of Support: Both letters from appropriate institutional officials (mentioned in F Institutional Commitment) and letters from the biosafety committee (line 10), if needed, should be attached here. These letters should be combined in a single file, named "Letters of Support" and uploaded under Item 11.
- Appendices should be uploaded under item 11.

Senior/Key Person Profile(s) Component

Include profiles for the Principal Investigator, the Major Users, and for the technical person(s) responsible for the maintenance and operation of the instrument. For the Major Users, select "Other" under Project Role. Then complete the Other Project Role Category by inserting Major User. For technical person(s), select "Technician" for Project Role field. Follow the instructions in the Application Guide for Additional Senior/Key Person Profile(s) if there are more than 8

major users.

11. Current and Pending Support. This FOA requires current and pending support for the Principal Investigator, each major user and/or technician at the time of application submission. Follow the format provided in Other Support section of the Application Guide (Part III. Section I.H. Other Support).

3. Submission Dates and Times

See [Section IV.3.A.](#) for details.

3.A. Submission, Review, and Anticipated Start Dates

Opening Date: February 23, 2009 (Earliest date an application may be submitted to Grants.gov)

Application Submission/Receipt Date(s): March 23, 2009

Peer Review Date(s): June-July, October-November

Council Review Date(s): October 2009, January 2010

Earliest Anticipated Start Date(s): April 1, 2010

3.A.1. Letter of Intent

A letter of intent is not required for the funding opportunity.

3.B. Submitting an Application Electronically to the NIH

To submit an application in response to this FOA, applicants should access this FOA via <http://www.grants.gov/Apply> and follow Steps 1-4. Note: Applications must only be submitted electronically. **PAPER APPLICATIONS WILL NOT BE ACCEPTED.**

3.C. Application Processing

Applications **may** be submitted on or after the opening date and **must** be successfully received by Grants.gov no later than **5:00 p.m. local time** (of the applicant institution/organization) on the application due date(s). (See [Section IV.3.A.](#) for all dates.) If an application is not submitted by the due date(s) and time, the application may be delayed in the review process or not reviewed.

Once an application package has been successfully submitted through Grants.gov, any errors have been addressed, and the assembled application has been created in the eRA Commons, the PD/PI and the Authorized Organization Representative/Signing Official (AOR/SO) have two

weekdays (Monday – Friday, excluding Federal holidays) to view the application image to determine if any further action is necessary.

- If everything is acceptable, no further action is necessary. The application will automatically move forward to the Division of Receipt and Referral in the Center for Scientific Review for processing after two weekdays, excluding Federal holidays.
- Prior to the submission deadline, the AOR/SO can "Reject" the assembled application and submit a changed/corrected application within the two-day viewing window. This option should be used if it is determined that some part of the application was lost or did not transfer correctly during the submission process, the AOR/SO will have the option to "Reject" the application and submit a Changed/Corrected application. In these cases, please contact the eRA Help Desk to ensure that the issues are addressed and corrected. Once rejected, applicants should follow the instructions for correcting errors in Section 2.12, including the requirement for cover letters on late applications. The "Reject" feature should also be used if you determine that warnings are applicable to your application and need to be addressed now. Remember, warnings do not stop further application processing. If an application submission results in warnings (but no errors), it will automatically move forward after two weekdays if no action is taken. Some warnings may need to be addressed later in the process.
- If the two-day window falls after the submission deadline, the AOR/SO will have the option to "Reject" the application if, due to an eRA Commons or Grants.gov system issue, the application does not correctly reflect the submitted application package (e.g., some part of the application was lost or didn't transfer correctly during the submission process). The AOR/SO should first contact the [eRA Commons Helpdesk](#) to confirm the system error, document the issue, and determine the best course of action. NIH will not penalize the applicant for an eRA Commons or Grants.gov system issue.
- If the AOR/SO chooses to "Reject" the image after the submission deadline for a reason other than an eRA Commons or Grants.gov system failure, a changed/corrected application still can be submitted, but it will be subject to the [NIH late policy](#) guidelines and may not be accepted. The reason for this delay should be explained in the cover letter attachment.
- Both the AOR/SO and PD/PI will receive e-mail notifications when the application is rejected or the application automatically moves forward in the process after two days.

Upon receipt, applications will be evaluated for completeness by the Center for Scientific Review, NIH. Incomplete applications will not be reviewed.

There will be an acknowledgement of receipt of applications from Grants.gov and the [Commons](#). The submitting AOR/SO receives the Grants.gov acknowledgments. The AOR/SO and the PI receive Commons acknowledgments. Information related to the assignment of an

application to a Scientific Review Group is also in the Commons.

Note: Since email can be unreliable, it is the responsibility of the applicant to check periodically on their application status in the Commons.

The NIH will not accept any application in response to this FOA that is essentially the same as one currently pending initial merit review unless the applicant withdraws the pending application. The NIH will not accept any application that is essentially the same as one already reviewed. This does not preclude the submission of an application already reviewed with substantial changes, but such application must include an introduction addressing the previous critique. Note such an application is considered a resubmission for the SF424 (R&R).

4. Intergovernmental Review

This initiative is not subject to [intergovernmental review](#).

5. Funding Restrictions

All NIH awards are subject to the terms and conditions, cost principles, and other considerations described in the *NIH Grants Policy Statement*.

Pre-award costs are allowable. A grantee may, at its own risk and without NIH prior approval, incur obligations and expenditures to cover costs up to 90 days before the beginning date of the initial budget period of a new or renewal award if such costs: 1) are necessary to conduct the project, and 2) would be allowable under the grant, if awarded, without NIH prior approval. If specific expenditures would otherwise require prior approval, the grantee must obtain NIH approval before incurring the cost. NIH prior approval is required for any costs to be incurred more than 90 days before the beginning date of the initial budget period of a new or renewal award.

The incurrence of pre-award costs in anticipation of a competing or non-competing award imposes no obligation on NIH either to make the award or to increase the amount of the approved budget if an award is made for less than the amount anticipated and is inadequate to cover the pre-award costs incurred. NIH expects the grantee to be fully aware that pre-award costs result in borrowing against future support and that such borrowing must not impair the grantee's ability to accomplish the project objectives in the approved time frame or in any way adversely affect the conduct of the project. See NIH Grants Policy Statement http://grants.nih.gov/grants/policy/nihgps_2003/NIHGPS_Part6.htm.

6. Other Submission Requirements and Information.

PD/PI Credential (e.g., Agency Login)

The NIH requires the PD(s)/PI(s) to fill in his/her Commons User ID in the "PROFILE – Project Director/Principal Investigator" section, "Credential" log-in field of the "Research & Related Senior/Key Person Profile" component.

Organizational DUNS

The applicant organization must include its DUNS number in its Organization Profile in the eRA Commons. This DUNS number must match the DUNS number provided at CCR registration with Grants.gov. For additional information, see "Frequently Asked Questions – Application Guide, [Electronic Submission of Grant Applications](#)."

Warning: Please be sure that you observe the direct costs, project period and page number limitation specified above for this FOA. Application processing may be delayed or the application may be rejected if it does not comply with these requirements.

Plan for Sharing Research Data

Not applicable.

Sharing Research Resources

Not applicable.

Section V. Application Review Information

1. Criteria (**Update:** Enhanced review criteria have been issued for the evaluation of research applications received for potential FY2010 funding and thereafter - see [NOT-OD-09-025](#))

Only the review criteria described below will be considered in the review process.

2. Review and Selection Process

Applications that are complete will be evaluated for scientific and technical merit by specially convened initial review groups of the CSR in accordance with the review criteria stated below.

As part of the initial merit review, all applications will:

- Undergo a selection process in which only those applications deemed to have the highest scientific merit, generally the top half of applications under review, will be discussed and assigned a priority score
- Receive a written critique
- Receive a second level review by the National Advisory Research Resources Council (NARRC).

In making funding decisions, the NCRR will give consideration to the following:

- scientific merit of the proposed project as determined by peer review
- availability of funds
- relevance of program priorities
- program balance among various types of instruments supported and geographic distribution of awards

Review Criteria:

The review committee will consider the following criteria:

- Justification of Need:

Is the need for the instrument clearly and adequately justified? Is the equipment essential and appropriate?

- Technical Expertise:

Does the institution have the technical expertise to make effective use of the requested equipment? How well qualified are the participating investigators or other assigned personnel to operate and maintain the instrument, conduct the projects, and evaluate the research results? How will new users be trained?

How will biosafety procedures be implemented?

- Research Projects:

Will research with the requested instrument advance the knowledge and understanding of the proposed projects? How would the research project of each major user be enhanced?

- Administration:

Is the plan for the management and maintenance of the requested instrument appropriate? Is the membership of the advisory committee broadly based to oversee the use of the instrument for a wide range of biomedical investigators? How will research time be allocated among the projects? Are the sharing arrangements equitable? If needed, are the policies to manage human subject, animal or biohazardous materials projects adequate? Is the financial plan for long-term operation and maintenance of the instrument reasonable?

- Institutional Commitment:

What is the evidence of institutional commitment for continued support of the utilization and maintenance of the instrument? Is there appropriate documentation (letters from institutional officials)?

- Overall Benefit:

Will the instrument requested benefit the overall research community and have a significant impact on NIH-funded research?

2.A. Additional Review Criteria

Resubmission Applications (formerly “revised/amended” applications): Are the responses to comments from the previous scientific review group adequate? Are the improvements in the resubmission application appropriate?

2.B. Additional Review Considerations

Budget and Period of Support: The reasonableness of the proposed budget and the appropriateness of the requested period of support in relation to the proposed research may be assessed by the reviewers. The priority score should not be affected by the evaluation of the budget.

2.C. Resource Sharing Plan(s)

Not Applicable

3. Anticipated Announcement and Award Dates

Not Applicable

Section VI. Award Administration Information

1. Award Notices

After the peer review of the application is completed, the PD/PI will be able to access his or her Summary Statement (written critique) via the NIH eRA [Commons](#).

Just-in-time information will not be requested for S10 applications.

A formal notification in the form of a Notice of Award (NoA) will be provided to the applicant organization. The NoA signed by the grants management officer is the authorizing document. Once all administrative and programmatic issues have been resolved, the NoA will be generated via email notification from the awarding component to the grantee business official.

Selection of an application for award is not an authorization to begin performance. Any costs incurred before receipt of the NoA are at the recipient's risk. These costs may be reimbursed only to the extent considered allowable pre-award costs. See [Section IV.5.](#), "Funding Restrictions."

2. Administrative and National Policy Requirements

All NIH grant and cooperative agreement awards include the *NIH Grants Policy Statement* as part of the NoA. For these terms of award, see the [NIH Grants Policy Statement Part II: Terms and Conditions of NIH Grant Awards, Subpart A: General](#) and [Part II: Terms and Conditions of NIH Grant Awards, Subpart B: Terms and Conditions for Specific Types of Grants, Grantees, and Activities](#).

3. Reporting

Ninety days following the end of the project period, a Final Progress report is required that describes the instrument purchased, and a list of all users and description of the value of the instrument to the investigators and to the institution as a whole. The Final Progress Report instructions are available at <http://www.ncrr.nih.gov/biotech/btforms.asp>. The Final Progress Report can be submitted electronically through the Closeout feature in the eRA Commons.

Section VII. Agency Contacts

We encourage your inquiries concerning this funding opportunity and welcome the opportunity to answer questions from potential applicants. Inquiries may fall into three areas: scientific/research (program), peer review, and financial or grants management issues:

1. Scientific/Research Contact(s):

Marjorie A. Tingle, PhD
Shared Instrumentation Grant Program
National Center for Research Resources
6701 Democracy Blvd, Bldg 1, Room 958 MSC 4874
Bethesda, MD 20892-4874 (courier service 20817)
Telephone: (301) 435-0772
Fax: (301) 480-3659
Email: SIG@mail.nih.gov

2. Peer Review Contact(s):

Not Applicable

3. Financial/Grants Management Contact(s):

Ms. Jenelle D. Wiggins
Office of Grants Management
National Center for Research Resources
6701 Democracy Blvd. Bldg 1, Room 1038
MSC 4874
Bethesda, MD 20892-4874
Telephone: (301) 435-0843
Fax: (301) 480-3777
Email: JWiggins@mail.nih.gov

Section VIII. Other Information

Required Federal Citations

NIH Public Access Policy Requirement:

In accordance with the NIH Public Access Policy, *investigators funded by the NIH must submit or have submitted for them to the National Library of Medicine's PubMed Central (see <http://www.pubmedcentral.nih.gov/>), an electronic version of their final, peer-reviewed manuscripts upon acceptance for publication, to be made publicly available no later than 12 months after the official date of publication.* The NIH Public Access Policy is available at (<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-08-033.html>). For more information, see the Public Access webpage at <http://publicaccess.nih.gov/>.

URLs in NIH Grant Applications or Appendices:

All applications and proposals for NIH funding must be self-contained within specified page limitations. For publications listed in the appendix and/or Progress report, Internet addresses (URLs) or PubMed Central (PMC) submission identification numbers must be used for publicly accessible on-line journal articles. Publicly accessible on-line journal articles or PMC articles/manuscripts accepted for publication that are directly relevant to the project may be included **only** as **URLs** or **PMC submission identification numbers** accompanying the full reference in either the Bibliography & References Cited section, the Progress Report Publication List section, or the Biographical Sketch section of the NIH grant application. A URL or PMC submission identification number citation may be repeated in each of these sections as appropriate. There is no limit to the number of URLs or PMC submission identification numbers that can be cited.

Healthy People 2010:

The Public Health Service (PHS) is committed to achieving the health promotion and disease prevention objectives of "Healthy People 2010," a PHS-led national activity for setting priority areas. This FOA is related to one or more of the priority areas. Potential applicants may obtain a copy of "Healthy People 2010" at <http://www.health.gov/healthypeople>.

Authority and Regulations:

This program is described in the Catalog of Federal Domestic Assistance at <http://www.cfda.gov/> and is not subject to the intergovernmental review requirements of Executive Order 12372. Awards are made under the authorization of Sections 301 and 405 of the Public Health Service Act as amended (42 USC 241 and 284) and under Federal Regulations 42 CFR Part 52 and 45 CFR Parts 74 and 92. All awards are subject to the terms and conditions, cost principles, and other considerations described in the [NIH Grants Policy Statement](#).

The PHS strongly encourages all grant recipients to provide a smoke-free workplace and discourage the use of all tobacco products. In addition, Public Law 103-227, the Pro-Children Act of 1994, prohibits smoking in certain facilities (or in some cases, any portion of a facility) in

which regular or routine education, library, day care, health care, or early childhood development services are provided to children. This is consistent with the PHS mission to protect and advance the physical and mental health of the American people.

[Weekly TOC for this Announcement](#)
[NIH Funding Opportunities and Notices](#)



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Maryland
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of Health
and Human
Services
(HHS)



Note: For help accessing PDF, RTF, MS Word, Excel, PowerPoint, RealPlayer, Video or Flash files, see [Help Downloading Files](#).