



SPONSORED PROJECTS OFFICE Policy Manual NIH Specific Guidance

Sponsored Projects Office
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PROPOSALS

1. Sponsor (NIH) Solicitation

All electronic submissions will be in response to a Program Announcement, or the PI will use the appropriate "Parent Announcement." The PA must be selected before beginning the electronic proposal because the Application Package is specific to the Program Announcement or Parent Announcement. If the proposal is still using the NIH paper process and is in response to a Program Announcement or other NIH solicitation, "Item No. 2" on the NIH Face Page will be flagged "YES" and the solicitation identified.

CO shall review the solicitation to ensure that LBNL meets NIH eligibility requirements and that there are no other NIH requirements identified in the solicitation which would prevent LBNL from responding

2. Proposal Submission to NIH

After Proposal review the SPO CO prepares the [NIH proposal transmittal letter](#) for non-Grants.gov proposals. The transmittal letter and proposed NIH Grant Application are then submitted to the [NIH Center for Scientific Review](#) or electronically through Grants.gov.

3. NIH Integrated Review Group (IRG) Notices

SPO CO receives [NIH Integrated Review Group Notices](#) by e-mail and then can look up the Grant assignment number in eRA Commons.

The CO updates the Sponsor in the Maintain Proposal Header in RAPID to reflect the Institute the proposal is assigned to.

The NIH Application ID is entered into the RAPID Submission Panel Sponsor Proposal ID field.

4. Peer Review

After the Proposal has been assigned to an [NIH Integrated Review Group \(IRG\)](#) the proposal is sent by [NIH for Peer Review](#).

Based on the rankings by the reviewers, the bottom 50% of the proposals will not be reviewed by the NIH IRG. A letter may be sent to the PI indicating that there will be no further review. The Status in Commons is changed to "*Unscored*".

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- The SPO CO pulls the proposal file, updates the RAPID Proposal Status to '*Not Funded.*'

After the formal IRG review, proposals are ranked and sent to the NIH Awarding Institute's advisory group which will make the final funding decision.

For those proposals that fall below the fundable range for the NIH Awarding Institute to which the proposal is assigned, the PI and SPO receive a letter indicating that funding is unlikely.

- The SPO CO pulls the proposal file, updates the RAPID Proposal Status to '*Not Funded.*'

JUST-IN-TIME - For those proposals which are above the fundable range, the PI and/or SPO will receive an e-mail with a [Just-in-Time](#) (JIT) notice requesting updates for approvals, current Other Support, and other requests (i.e. revised budget).

- At any JIT request, or when SPO is notified NIH funding is probable, the SPO contacts the NIH Grants Management Officer to update the F&A (even if a revised budget is not submitted)
- The SPO CO will work with the Division Analyst and PI to obtain the information. The Division Analyst is responsible for gathering the human and animal approvals, other support and revising the budget.
- The SPO CO will review the information and formally submit the information to the NIH Grants Management Specialist on behalf of the institution, as required by NIH.

In parallel with receiving the NIH [Just-in-Time notification](#), SPO CO reviews the proposal, updates the approvals, and prepares the proposal for submittal to DOE/BSO for approval

Fellowships: Fellowships do not require DOE review. See [10/8/1996 DOE letter](#).

Once all the requests are submitted and accepted, NIH will issue an award via e-mail to LBNLAwards@lbl.gov.

AWARDS

5. Award Notification

The SPO CO receives and reviews the NIH grant award via electronic notification by NIH email to LBNL (LBNLAwards@lbl.gov) to determine if it contains the appropriate LBNL and DOE requirements.

The SPO CO Negotiates if necessary with NIH Grants Management Specialist if the terms of the award are unacceptable. The CO's must ensure the award references the terms of the [DOE/NIH MOU](#).

6. Notice of Award to DOE

SPO CO prepares a [transmittal letter](#) for forwarding a copy of [NIH Notice of Grant Award](#) to DOE/BSO for their records.