

- **Common First-time PI Grant Questions:**

- Can I list someone as non-key personnel with no effort but still include their biosketch in the proposal?

No, biosketches are only included for senior/key personnel.

You can have an “Other Significant Contributor” who is senior/key but has no measureable effort commitment to the project.

- How do I decide whether someone should be a consultant or a subcontractor? Ask yourself “Where will the work be done? Will any of their employer’s resources be used when they perform their work on the project?”
- What type of expenses are excluded from indirect (F&A costs)?
 - ❖ Equipment (\$5K or over single unit purchase price, usable lifespan of at least 2 years)
 - ❖ Construction/alterations & renovations (only allowable for specific funding calls)
 - ❖ patient care costs (clinical services provided for research, not same as research cores)
 - ❖ animal care/housing (*not purchase*)
 - ❖ subcontracts after the first \$25K
 - ❖ tuition remission for graduate students (rare at MGH but allowable)
 - ❖ rental costs of offsite facilities (only allowable if you have a lease for off-site space, not currently applicable for any Gordon Center PIs)
- What is the difference between a modular budget and a detailed budget? When do I use each type?

Modular limit is project total of \$250,000 Direct Costs (Less Consortium F&A). Requested in modules of \$25,000 each. Only certain mechanisms (R01, R21, R03, R15, R34 and if the RFA/PA specifies)
- Does MGH/Partners take indirects on subcontracts?

Partners takes indirect cost (IDC, F&A, overhead) on the first \$25K of a subcontract, regardless of the duration of the subcontract. (Not on 1st \$25K per year, 1st \$25K over full duration)

InfoEd Record Routing

- The Info Ed system is designed to have a Draft route of the record to our Research Management pre-award grant administrator and then a Final route of the record. *Once the Final route has been initiated, no changes should be made to the record. The version in the Final route is what Research Management will upload to the NIH.*

InfoEd Draft Routing

The DRAFT route is configured with the following approval steps once a Department Administrator initiates the routing:

- **Step 1: Department Administrator** (anyone the department has identified as being able to take responsibility for the dept proposals)
- **Step 2: PI**
- **Step 3: Chief/Delegate**
- **Step 4: Pre-Award Administrator**

Based on the chief code that has been designated in the InfoEd record, the system will automatically assign the correct people for each step included in the route. If there are multiple people associated to the role for a department they will all receive the email requesting they approve the record routing. However, only one person in the step must actually sign off for the route to move on to the next step.

InfoEd Final Routing

- When the Research Management pre-award grant administrator has finished their review of the draft record, they will route the record back to the department. He/she will usually send their comments by email to the Department Administrator (DA).
- Once the DA has uploaded all of the final documents to InfoEd, they will initiate the FINAL routing and the record **will be routed directly to the Research Management pre-award grant administrator.** While the PI is notified that Final routing has been initiated, they aren't asked to approve the Final routing and do not have an opportunity to make any additional changes to the record.

From: PHS Research eSubmissions

Sent: Tuesday, September 05, 2017 1:14 PM

To: Shambaugh, Christina A. <CSHAMBAUGH@mgh.harvard.edu>; PHS Research eSubmissions <ESUBMISSIONS@PARTNERS.ORG>

Subject: DRAFT Proposal Approval Required:El Fakhri, Generic R01, Deadline: 05-Oct-2017

Your approval is required to submit the following proposal to Research Management for review:

PI: Georges El Fakhri

Proposal Number: 2017D006650

Title: Generic R01

Sponsor: NIH-National Institutes of Health

Department: GCMI 54GA - MGH

Proposal Deadline Date: 05-Oct-2017

Project Start Date: 01-Jul-2018

Project End Date: 30-Jun-2023

This proposal is in **DRAFT** mode. The current review step is: **Principal Investigator**.

Your approval is required for the above InfoEd proposal. Please follow the instructions below to approve this proposal. Your proposal will not be routed to Research Management for review until you complete this process.

NOTE: This link to the Reviewer Dashboard is specific to your email address and will not be valid if forwarded to another person.

Steps to complete approval:

1. Open the proposal via the following link: [Reviewer Dashboard](#). If you are not logged into InfoEd, you will be prompted to enter your username and password.
2. Review all information listed under "Item(s) for Review".
 - a. Click the Open Folder icon to review each attachment and Partners Coversheet Tab.
3. Add any comments by clicking the expand button.
4. Select a decision and click the Submit Decision button.
 - a. This will be the final action required for your approval of this DRAFT proposal.
 - b. If you are the PI, you must attest to the PI Assurance Statement included on the dashboard.

For further instructions on reviewing proposals please use the [Online Manuals](#)

Questions regarding the content of the proposal should be directed to the PI, Dept Admin, or Pre-Award GA as appropriate. Questions about the InfoEd software application can be sent to: esubmissions@partners.org.

Please note this message has been sent to both your InfoEd and Partners Email Inbox.

Routing Form URL:

<https://infoed.partners.org/messaging/ReviewItem.asp?ShowLogoff=1&RoutedStepID=0E4D36D7-E683-4B97-8562-69F5F634ABA6>