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COLLEGE OF PHARMACY
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Special points of interest:

- *Changes to PHS398 and 2590*
- *Information on IACUC and IBC*
- *Grant Writing Workshop available*

CHANGES TO THE PROGRESS REPORT PHS2590

Progress Reports using the newly revised "U.S. Department of Health and Human Services Public Health Service Non-Competing Grant Progress Report" (PHS 2590, rev. 9/04) instructions and forms will be accepted immediately. All progress reports received on or after May 1, 2005 must use the new version.

The newly revised instructions and forms are available at <http://grants.nih.gov/grants/forms.htm>. The forms available on the website continue to be provided in two formats—MS Word and PDF-fillable using Adobe Acrobat Reader Software. Free Adobe Software may be accessed at <http://www.adobe.com/products/acrobat/readstep.html>. Grantees are strongly encouraged to access the instructions and forms via the Internet because they provide valuable links to current policy documents and allow easy navigation of the instructions. For further information, contact GrantsInfo@nih.gov.

As in the past, grantees should read the instructions carefully. The following is a list of notable changes.

Notable Changes to the PHS 2590 Instructions (rev. 9/04):

- Instructions have been revised to incorporate the new business process for centralized receipt of non-competing progress reports to all NIH Institutes/Centers. The new centralized mailing address is also included.
- The submission requirement has been changed--grantees need only submit a signed original and one signed copy.
- Information has been included promoting the use of the eSNAP system in the eRA Commons.
- SNAP Instructions have been rewritten to clarify which mechanisms are generally included in SNAP.
- The refined definition of "Key Personnel" implemented in the NIH Grants Policy Statement (rev. 12/03) has been incorporated throughout the instructions.
- The new category "Other Significant Contributors" introduced in the PHS398 (9/04 version) has been incorporated throughout the PHS2590 instructions as appropriate.
- The SNAP progress reports instructions for the first 2 SNAP questions have been modified as follows:
 - SNAP Question #1, Changes in Other Support: If there is a change in active support for key personnel, **complete** Other Support information is now to be submitted (previously only submitted the changes).
 - SNAP Question #2, Changes in level of effort: This question has been reworded to clarify its applicability so that it is clear that it only applies to the Principal Investigator and other personnel specifically named on the Notice of Grant Award.
- Key Personnel Report Format Page: The request for a Social Security Number is now limited to only to the last four digits.
- All applicable policy changes that have been implemented since the 5/01 version have been incorporated; e.g., requirement for update on data sharing plan; requirement for update on sharing model organisms; and requirement for Human Subjects Education for any new key personnel and other significant contributors involved in human subjects research.

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Revised PHS398 (9/04) now available and accepted after Dec. 1st

The newly revised "Application for a DHHS Public Health Service Grant" (PHS 398, rev. 9/04) instructions and forms are now available and will be accepted for submission/receipt dates on or after December 1, 2004. All applications received on or after May 10, 2005 **must** use the new instructions and forms. During the transition period, applications using the previous version (rev. 5/01) of the PHS 398 will be accepted through May 9, 2005. However, after this date, applications submitted using instructions and forms other than the PHS 398 (rev 9/04) will be returned to the applicant.

The newly revised instructions and forms are available at <http://grants.nih.gov/grants/forms.htm>. The forms available on the website continue to be provided in two formats—MS Word and PDF-fillable using Adobe Acrobat Reader Software. Free Adobe Software may be accessed at <http://www.adobe.com/products/acrobat/readstep.html>. Applicants are strongly encouraged to access the instructions and forms via the Internet because they provide valuable links to current policy documents and allow easy navigation of the instructions. This is particularly important with this version due to the interactive format of the instructions. For further information, contact GrantsInfo@nih.gov.

As in the past, applicants should read the instructions carefully. The following is a list of notable changes.

Notable Changes to the PHS 398 This edition of the PHS 398 has been *extensively* rewritten with a focus on clarity and special emphasis on simplicity and plain language.

Overall Format Changes

The format has been organized into three distinct, but integrally linked, parts:

- **Part I:** Instructions for Preparing the Application
- Efforts have been made to include only instructional material related to the preparation, submission and review of your application.

When applicable, instructions have been revised to incorporate appropriate policy changes. However, detailed information pertaining to policies, assurances, definitions and other information is now found in Part III: Policies, Assurances, Definitions and Other Information.

Part II: Supplemental Instructions for Preparing the Human Subjects Section of the Research Plan

- This section includes instructions for preparing the human subjects section of the research plan (Section e) and related policies related to Human Subjects Research.

This section is also organized in a question/answer format to guide application writers through the decision making process regarding the involvement of human subjects in the proposed research.

Part III: Policies, Assurances, Definitions and Other Information

- This section contains non-instructional information relating to policies and assurances, incorporates all policy changes since the last (5/01) PHS398 revision, and includes links from Part I ("Instructions") as necessary.

- Definitions have been harmonized with those used in the [NIH Grants Policy Statement](#).

This section also includes a description of various grant mechanisms that NIH uses to fund research.

Face Page:

- Title:Form field length has been increased to 81 characters.
- eRA Commons User Name field has been added. This data item is currently optional
- Human Subjects Research box has been modified to include a new data element for Clinical Trials.

The IPF option data field in block 9 has been eliminated

Form Page 2:

- Now 2 pages (Form Pg 2 & Form Pg 2-continued with 5 distinct sections—Description, Performance Sites, Key Personnel, Other Significant Contributors, and Stem Cells.
- Description/Abstract : Instructions have been added requiring the PI to succinctly (2-3 sentences) describe the relevance of the proposed research to public health. Plain language is suggested.
- Key Personnel Section : A field has been added for the eRA Commons User Name. This new data item is currently optional.
- Other Significant Contributors: This is a new field that allows the PI to identify individuals who have committed to contribute to the scientific development or execution of the project but are *not* committing any specified measurable effort. (Biographical sketches will be required for these individuals; Other Support information will not be required.)

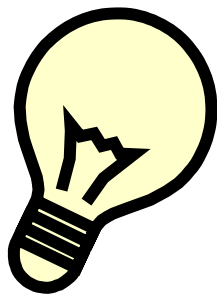
Human Embryonic Stem Cells: Previously embedded in the Description, information pertaining to projects that involve human embryonic stem cells has now been requested as a separate form field. A link to the Human Embryonic Stem Cell Registry is provided.

(continued page 3)

Toxicological Sciences Moves to Free Access

Toxicological Sciences, the official journal of SOT, now grants free public access to the journal 12 months after publication of each print issue. The SOT believes this will help it achieve its vision of being a leading global resource of toxicological information and will show its support of broad access to the scientific literature.

The Society made the decision to open access after consultation with the journal publisher, to make certain that the proceeds from the journal would not be significantly diminished and that journal proceeds would still be available to fund other SOT activities that support the SOT long-range plan. The Board of Publications will review the decision annually.



Changes to PHS 398 (continued)

Form Pages 4 and 5:

Budget pages have been modified to implement the broader application of the policy on Direct Cost Limitations (e.g., excluding consortium/contractual F&A costs when determining eligibility for any application with a direct cost limitation.) Specifically, the "Consortium/Contractual Direct Costs" budget row has been moved to above the "Subtotal Direct Costs" line. Instructions have been revised to implement the new policy.

Modular Budget Format Page :

The budget data fields have been modified to implement the new policy on Direct Cost Limitations. Specifically, users must now separate the Consortium F&A costs from the other Direct Costs. Instructions have also been revised to implement the new policy.

Biographical Sketch Format Page :

A field has been added for the eRA Commons User Name. This data item is currently optional.

Personal Data Page: Applicants are now requested to provide only the last four digits of the Social Security Number. While providing this information remains voluntary, it is hoped that by limiting the data to only the last four digits, individuals will be more receptive to providing it. This vital information continues provide the agency with accurate identification, referral, and review of applications

and for management of PHS grant programs.

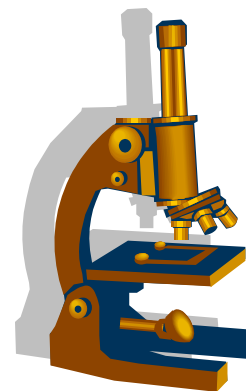
Key Personnel Report Format Page: The request for a Social Security Number is now limited to the last four digits.

Checklist Form Page:

A field has been added for "Change in Grantee Institution".

Specific Changes of Note to the PHS398 Instructions

- The Foreword now contains general information about the NIH Extramural Research and Research Training Programs, including useful "Quick References", contacts within HHS and guidance for "whom to contact when."
- **Font Size Requirement: NIH now requires the use of Arial-11 or Helvetica-11 point font.**
- NIH Peer Review Criteria have been updated to better accommodate interdisciplinary, translational, and clinical projects.
- Instructions for Modular and Non-Modular Budgets and have been revised to implement the new policy on Direct Cost Limitations; e.g., excluding consortium/contractual F&A costs when determining eligibility for any application with a direct cost limitation.
- Research Plan instructions now include a distinct section on Resource Sharing.
- Institutional Training Grant Instructions: Added clarifying instructions for completing sections of Form Pg 2.



Tara Jenkins, graduate student at the College of Pharmacy, is the current president of the OUHS Graduate Student Association 2004-2005. Thank you, Tara, for the way you represent our college!

More News You Can Use Regarding Grants & Contracts

SHARING OF MODEL ORGANISMS

NIH has created a web page for its policy on the sharing of model organisms for biomedical research. The policy is effective for proposals submitted on or after October 1, 2004. Included on the website are sample sharing plans and a list of frequently asked questions. The web address for the policy page is (http://grants.nih.gov/grants/policy/model_organism/index.htm).

NIH REMINDS GRANTEEES ABOUT RECOMBINANT DNA GUIDELINES

NIH reminds the research community that institutions and investigators are required to comply with the NIH "Guidelines for Research Involving Recombinant DNA Molecules" if the institution receives any NIH support for recombinant DNA research (RDNA). Significant in its reminder is the fact that the guidelines apply to all research using RDNA, regardless of sponsorship (i.e., federal or private). In accepting federal funds for RDNA research, institutions are required to bring all such research under the policies governing the operation of human gene transfer trials and institutional biosafety committees. The NIH guidelines are posted at <http://www4.od.nih.gov/oba/rac/guidelines/guidelines.html>; the announcement is posted at <http://grants.nih.gov/grants/guide/index.html>.

2005 SOT ANNUAL MEETING

The Society of Toxicology (SOT) 2005 annual meeting is scheduled for March 6-10 in New Orleans. This meeting is the largest toxicology meeting and exhibition in the world, attracting approximately 6,000 scientists from industry, academia, and government. The program includes a plenary session and other special lectures, symposia, workshops, roundtable discussions, and platform and poster presentations. You can get more information through the SOT website (www.toxicology.org).

IACUC AND IBC INFORMATION

The Institutional Animal Care and Use Committee (IACUC) and the Institutional Biosafety Committee (IBC) of the University of Oklahoma Health Sciences Center are excited to announce the reconstruction of their respective webpages. The IACUC webpage can be found at <http://www.ouhsc.edu/iacuc/> and the IBC webpage can be found at <http://www.ouhsc.edu/ibc/>.

These webpages will contain the latest news, forms, submission deadlines, and other information needed when conducting business with these committees.

The IACUC and IBC have recently revised their respective submission forms. As in the past, these forms will continue to be updated and revised as needed to comply with ever-changing regulations. IACUC's current form is in a format that can be downloaded to your computer, filled out, and submitted electronically. At this time, IBC's form is in a fill-in-the-blank Adobe form that may be completed on-line, but must be printed and signed prior to submission.

In order to ensure that you are using the most recent version of the submission forms, you should go to the appropriate website and download the applicable form each time you are preparing to submit an application. Outdated forms will not be accepted. Please remember that all IACUC and IBC submissions are to be sent to Melissa Pinkston in the BMSB, Room 207 (melissapinkston@ouhsc.edu). If you have any questions please do not hesitate to call Melissa at 271-7381.

GRANTS 101: PROFESSIONAL GRANT PROPOSAL WRITING WORKSHOP

Oklahoma State University OKC Campus/Student Ctr Conference South

Nov. 29 - Dec. 1, 2004 8 am til 5 pm

This is an intensive and detailed introduction to the process, structure and skill of professional proposal writing. The course is characterized by its ability to act as a thorough overview, introduction, and refresher at the same time. In this course, participants will learn the entire proposal writing process and complete the course with a solid understanding of not only the ideal proposal structure, but a holistic understanding of the essential factors, which determine whether or not a program gets funded.

Registration can be done online through www.thegrantinstitute.com. You can also place a toll-free call (888-824-4424) or e-mail your questions to info@thegrantinstitute.com