

All,

This email provides information specific to NIH Challenge Grant (RC1) submissions due April 27, 2009.

Due to the unprecedented number of proposals for this deadline, we are modifying our normal practices as detailed below.

OSP Deadline

An RC1 proposal will be considered 'on time' if it leaves the department by 9 a.m. on Tuesday April 21. Any RC1 proposal that has not begun routing outside of the department at that time will be considered late and will not be reviewed. OSP cannot grant a waiver for late proposals.

Grants.gov Outage

Grants.gov will be unavailable Saturday and Sunday, April 18 and 19 for a system upgrade, which means you will not be able to link Coeus proposals to Grants.gov opportunities during this time. If you have a Grants.gov proposal that you intend to work on during this weekend, please be certain to select your Funding Opportunity and link to Grants.gov before close of business Friday April 17. This will allow you to select appropriate attachment types and run all validations on your proposal during the outage.

Proposal Preparation Reminders

The following items have been problematic in the proposals we've seen thus far– please review.

Start Date Be sure to use 9/30/09-9/29/2011 as the period of performance for these submissions if you wish to apply for the full 2 years of funding available under the program. If the requested start date is after the start of the federal fiscal year (10/1/09), the award will only be made for one year.

Health Relevance Statement Don't forget the 2-3 sentences highlighting how the research impacts public health. Upload as Narrative attachment.

Conflict of Interest Disclosure All PIs and MIT key persons including consultants (if they are also a key person) must complete a proposal COI disclosure through Coeus Lite. <http://coeus.mit.edu/coeus> Paper disclosure forms may be used for consultants to MIT, as they will not be able to log into Coeus Lite.

DLC Review Process

These tools are being provided to provide early warnings of common errors on proposals prior to submitting them to OSP, which will significantly speed up the entire proposal review and submission process.

New RC1-specific Coeus Validations We have programmed ~20 RC1-specific validations in Coeus to identify items or issues that will cause a proposal to error at Grants.gov or NIH eRA Commons. When the proposal is 'validated' at the department prior to submission, a detailed warning(s) will appear. Please address the warnings prior to routing your proposal.

Proposal Review Checklist: http://web.mit.edu/osp/www/RC1_Checklist.pdf

OSP Review Process

1. OSP review will be concurrent with the Dean's Office review. This is a policy change for OSP, and applies only to the RC1 program.
2. OSP staff will make minor modifications and work with DLC staff to address modifications without rejecting the proposal back to the DLC if possible
3. If OSP review identifies changes that must be made by the DLC administrator, one set of comments will be sent.
The new re-routing process which was just announced will allow for quicker routing in most cases <http://web.mit.edu/osp/www/Osp%20proposal%20routing.pdf>
4. OSP will re-review only those changes that were requested.
5. When all corrections have been made, the proposal will be submitted to Grants.gov.

Staffing and Submission Strategy:

In anticipation of complications with Grants.gov due to the unprecedented volume predicted across the country for this deadline, OSP staff will be working in shifts to maximize the number of proposals submitted in the early morning and late evening hours. If during the course of the day we encounter system slowdowns, we will continue reviewing proposals and queuing them up to submit in the 'off hours' to avoid system 'timeouts' and unnecessary errors.

Additional details and resources have just been posted to our Challenge Grant website page. In order to allow you to see where your proposal is relative to others, we have posted a report that details all Coeus proposals that are currently routing. This report will be updated regularly.

http://web.mit.edu/osp/www/challenge_grant.html

Finally, OSP will be focusing on the submission of these applications; therefore, all other non-proposal work in progress will be subordinate. After the deadline, we will work to clear the backlog and catch up on missed business as soon as possible.