**FAQ for 2012 Pediatric Research Center Pilot Program**

BUDGET QUESTIONS

Q: What format should I use for my budget request?

A: You must use the provided Center Pilot Budget Template and use separate budget tabs for each institution/consortium. If the PI’s home institution is Emory, select the PilotBudgetTemplate-EmoryPrime file and if the PI’s home institution is GA Tech, select the PilotBudgetTemplate-GTPrime file. If the PI’s home institution is another institution, you may use either template and modify the fringe rates according to the home institution’s rates.

Q: What is a consortium and what information do I need to provide for each?

A: If your project includes costs at more than one institution, the costs for each institution must be reflected on separate budget tabs provided on the Center Pilot Budget Template spreadsheet. In addition, a separate statement of work for each consortium site must be included in the budget justification. It is the PI’s responsibility to ensure that costs for each consortium are captured accurately and that all calculations, including fringe, are correct. Please note that Children’s Healthcare of Atlanta costs are separate from Emory University costs and should be reflected as a separate consortium budget and statement of work.

Q: How do I find out and confirm the cost for services through Children’s Healthcare of Atlanta?

A: To request help with your Children’s Healthcare of Atlanta related budget and associated costs, contact [osp@choa.org](mailto:osp@choa.org)

Q: Can budgets be used to support staff such as outreach workers and a post-doctoral fellows?

A: Yes, funds can be used to support any personnel deemed necessary to carry out the specific aims of the project, including some support of the PI.

Q: Are there any restrictions on salary requests for pilots?

A: Yes, the maximum amount that can be applied toward key personnel (faculty) salary plus fringe is $25,000

Q: If I have a graduate student working on the project, do I have to pay for the tuition?

A: Yes. If the graduate student is a GA Tech student, you have to pay tuition remission at the standard GA Tech rates. If they are an Emory student, they have to cover the student fees at the Emory rates.

Q: What fringe rate should be used?

A: Proper fringe rates for the home institution of each person proposed on your budget must be used. Please consult with your departmental business representative to ensure correct fringe rates are used. The signature on Required Letter 1 confirms that correct fringe rates have been used for all budgets associated with a proposal.

SIGNOFF & ROUTING QUESTIONS

Q: Do I have to route through OSP before submitting my application?

A: No, routing is not required at the application submission stage. Once a proposal is selected for award, then routing will be initiated.

Q: Who should sign the Required Letters and where can I find the letter templates?

A: There are two separate Required Letters that must be included in this application.

1. The first letter (“Required Letter 1”) confirms that you have used accurate salary figures and correct fringe calculations in your budget and also indicates that any cost shared (donated) effort proposed in the budget would be allowable, should the application be funded. Your departmental administrator or business manager can sign this 1st letter.
2. The second letter (“Required Letter 2”) reflects your divisional/departmental support confirming acknowledgement of the conditions of the award, including absence of institutional overhead costs if award is funded and agreement that the PI has effort available to dedicate to the research project should the proposal be funded. Acceptable signatures on this 2nd letter include your division chief, medical director or dept chair. *For applications that originate from PI’s who are faculty at GA Tech, Steve Cross is the appropriate signature on this letter.*

The application kit including all templates and forms can be found at: <http://www.pedsresearch.org/news/article/2012-center-pilot-rfa>

Q: How do I submit the Required Letters?

A: Signed and scanned versions of the Required Letters should be included in your final application PDF file.

APPLICATION QUESTIONS

Q: Who needs to sign the Face Page?

A: No signature is required on the Face Page. The only signatures that are required are on the two separate Required Letters as described above.

Q: Are proposals to be done in paper format or electronic?

A: All proposals need to be submitted electronically in one PDF file plus the separate excel Budget file, which is also submitted electronically.

Q: Should the proposal include page numbers and table of contents?

A: You can include either of these, but it is not a requirement.

Q: When is my application due? How will I know if it was received in time?

A: Applications are due Thursday March 1, 2012, before 6pm and should be submitted to the program coordinator listed for your center of interest. You will receive an e-mail confirmation from the center coordinator confirming receipt of your application.

Q: What is the difference between “Research Support” in section D of the biosketch and the separate “Other Support” document I am being asked to provide separately?

**A:** “Research Support” is the standard section D of NIH biosketches. The “Research Support” section includes all ongoing/current grant funding and past research funding that completed during the last 3 years. Person months effort and direct costs is not included in this section. “Other Support”, on the other hand, it is a list of all ongoing/current grant funding and that grant funding that is pending review. This section should include person months effort for each section and annual direct costs for each study listed. Both sections should include both federal and non-federal support.

Q: Are Letters of Support allowed?

A: Letters of Support are allowed, but must be attached to the main application file.

MISCELLANEOUS

Q: Can a post-doc be a PI?

A: No, because they cannot fulfill the requirement to submit a research proposal within the year.

Q: Can I submit applications to more than one pediatric center for consideration?

A: Yes, you may submit more than one application, and they both may be reviewed and considered for funding provided they are scientifically distinct.