**NIH S10 Shared Instrumentation Grant Program**

*This document was created by the Tufts University Office of Research Development (ORD) to serve as a project management tool. It does NOT replace the detailed information available within the relevant funding opportunity announcement, the funding agency’s forms, instructions, and review criteria.* ***For any questions, please refer to the funding opportunity announcement (FOA) or contact the program officer.***

*The Tufts Office of Research Administration (ORA) five-day policy states that your application must be completed at least five business days prior to the deadline; project descriptions may be submitted 48 hours prior to the deadline. Please see* [*ORD website*](http://viceprovost.tufts.edu/researchdevelopment/) *for additional details.*

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| **Principal Investigator:** |  |
| **RFA:** | https://grants.nih.gov/grants/guide/pa-files/PAR-17-074.html |
| **Internal Due Date:** **Application Due Date:** | May 24th, 2017May 31st, 2017, by 5:00 PM  |
| **Senior Personnel:** |  |
| **NIH Grant Application Guide** | <https://grants.nih.gov/grants/how-to-apply-application-guide.htm>  |
| **PHS 398 Fillable Forms:** | <http://grants.nih.gov/grants/funding/phs398/phs398.html>  |
| **ORA Contact:** |  |
| **Submission Type** **(new, resubmission, renewal):** |  |

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| **Fine Print** |
| **Key Points**  | * See RFA for restrictions on allowable equipment.
* Suggest integrating equipment into a core facility, to maximize use.
* Must include a both PI and an Advisory Committee
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| **Budget** | * Instrument must cost at least $50,000, max budget is $600,000.
* Cost sharing is not required.
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| **PI** | * Must have technical expertise relating to chosen instrument (outlined in biosketch).
* Does not need NIH funding, can be tenured or untenured.
 |
| **Major Users** | * Three Major Users who have substantial need for the instrument must be identified. Must meet eligibility requirements at time of submission **and** time of award.
* Each Major User must be a PD/PI on at least one distinct active NIH research award in an area of basic, translational, or clinical research. An award given to multiple PDs/PIs is counted only once towards the fulfillment of this requirement.
* Additional users with active research awards from NIH or other sources may be added as Major or Minor Users. Major users can come from nearby institutions in addition to Tufts.
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| **Facilities and Resources** | Not applicable, do not include. |
| **Font Guidelines** | * <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-17-030.html>
 |
| **Tufts Internal Requirements** |
| **ORA forms** | * Financial disclosure
* Internal Sponsored Coordination Form
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| **Components of Proposal** | **Elements to Complete** | **Notes**(Application Research Forms D section number) | **Person Responsible** |
| --- | --- | --- | --- |
| **NIH Data Entry** | Required –Data Entry and Attachment | **See RFA for specific information on title and start and end dates.** |  |
| **Project Summary / Abstract**  | Required –No longer than 30 lines of text | * State the application's broad, long-term objectives
* Concisely describe how access to the instrument will enhance the health-related goals of the research projects.
* NOTE: The Project Summary/Abstract must be no longer than 30 lines of text.
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| **Project Narrative** | Required –2-3 sentences  | * Describe the relevance of this research to public health.
* Use plain language that can be understood by a general, lay audience.
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| **Bibliography & References Cited** |  | * List only publications that demonstrate the researchers' expertise in operation and usage of the requested instrument or are relevant to research projects, which will be supported by the instrument.
* References of the Research Projects Section may appear in this section or may be listed at the end of individual research subsections.
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| **Equipment** |  | * Describe the requested instrument by stating its manufacturer, model number, specific features, and accessories.
* Provide a detailed budget breakdown of the main instrument and requested accessories, including tax and import duties, if applicable. An itemized quote, with any appropriate discount, from a vendor is required. The quote must be scanned and combined in a single attachment with the equipment description as part of this upload.
* Include an explanation of Total Non-Federal Funds in this section (if applicable).
* If human, animal, or infectious materials, which could create a potential biohazard, are to be analyzed, funds for accessory containment equipment for the instrument may be requested in the budget.
* Do not describe the need for the instrument or accessories in this section.
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| **Instrumentation Plan** |  | * Save section as a single PDF named Instrumentation Plan, attach to other attachments section
* Includes sections through Overall Benefit (see Outline for suggested page limits and instructions)
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| **Letters of Support** |  | * All letters of support should be combined in a single file named Letters of Support and uploaded as a separate attachment via Other Attachments.
* This combined file should include, as applicable:
	+ Letters from institutional officials
	+ Institutional back-up for the proposed financial plan
	+ Letters about inventory of instruments at the institution which are unavailable to the PD/PI
	+ If applicable, a signed letter from the institutional biosafety officer stating the proposed containment plan was reviewed and adheres to documented biosafety regulations. If relevant, this letter is required in the application.
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| **Table of Previous S10 Performance** |  | * Include in LoS attachment in other attachments (Check placement with program officer).
* Include in a table information about performance of all previous S10-awarded instruments within the past five years; that is, FY 2011 - 2016.
* See RFA for required columns
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| **Biographical Sketch and Current and Pending Support** |  | * Include key person profile for the PD/PI only, and upload this biosketch into the Senior/Key Person Profile Section. Also include current and pending support
* Biosketches: Include biosketches (in the standard NIH format) of Major Users, Minor Users, and technical personnel, as applicable. Biosketches don't count towards the page limitation. Upload these biosketches as Other Attachment.
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| **Budget Forms** **(includes Budget, Budget Justification)** |   | * Instrument must cost at least $50,000, max budget is $600,000.
* Cost sharing is not required.
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| **Human Subjects, and Vertebrate Animals Sections** | If applicable | * Generally not applicable
 |  |
| **Appendix** | If applicable | * Note <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-16-129.html>
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| **PHS Assignment Request Form** | Optional | * May be used to communicate specific assignment and review requests, see Section
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