**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, 2017  May 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 |
| **Budget** | | * Instrument must cost at least $50,000, max budget is $600,000. * Cost sharing is not required. |
| **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. |
| **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 | |

| **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. |  |
| **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. |  |
| **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. |  |
| **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. |  |
| **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) |  |
| **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. |  |
| **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 |  |
| **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. |  |
| **Budget Forms**  **(includes Budget, Budget Justification)** |  | * Instrument must cost at least $50,000, max budget is $600,000. * Cost sharing is not required. |  |
| **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> |  |
| **PHS Assignment Request Form** | Optional | * May be used to communicate specific assignment and review requests, see Section |  |