

**DEPARTMENT OF IMMUNOLOGY  
GRANT APPLICATION PROCESS FOR PRINCIPAL INVESTIGATORS**

If you are planning to submit a grant application, please see the Administrator in Room H546C at least one month prior to the application deadline. The Administrator will provide you with the necessary University, federal or private foundation forms. Grant and Contract Services requests that applications be routed to their office for signature 10 working days prior to the agency guidelines.

**NIH Grants:**

The application process for completing and routing new, competing and noncompeting renewal applications to NIH is detailed below. Although policies and forms will differ, this process can be applied to other agencies. All forms must be submitted to the Departmental office.

**NIH Forms** (All NIH forms are available on line; please check with Administrator regarding access to on-line forms): The Departmental office will provide you with the appropriate booklet with instructions for completing an NIH grant.

**New and Competing Renewal Applications**

**Face Page (Page 1)**

The Departmental office will complete this page after the budget is finalized.

**Abstract (Page 2)**

The Principal Investigator will provide the abstract and list of key personnel. Note: For all key personnel a biographical sketch is needed. For key personnel who are named as consultants/collaborators we will also need a letter of collaboration.

**Table of Contents (Page 3)**

Departmental office will complete prior to submission.

**Budget Preparation (Page 4-5, Budget Justification)**

The Principal Investigator will provide to the Administrator the names of personnel, percent effort on the project, itemization of supplies, equipment, travel and miscellaneous expenses. For animal care costs, identify the type of animal and the number of cages needed. Specify any variation from year-to-year so these can be incorporated into the budget (this is particularly important in determining modular budgets, where the investigator is limited to an annual amount which remains the same for the duration of the award). The Administrator will prepare a draft budget showing totals. When the budget is finalized, the departmental office will complete pages 4-5. The Principal Investigator, along with the Administrator, will prepare the budget justification (both regular and modular).

**Biographical Sketch, Other Support, and Resources and Environment:**

The departmental office will provide to the investigator the Biographical Sketch (regular or modular), Other Support, and Resources and Environment. The investigator will review and provide updates.

**Research Plan:**

The Principal Investigator completes the research plan. Please provide the Departmental office with the research plan either by email attachment or on disk. If the Principal Investigator needs help with formatting the research plan, please let the Departmental office know.

**Checklist:**

The Administrator will complete the checklist.

### **NIH Noncompeting Renewals:**

#### **Face Page (Page One)**

The Investigator will receive a preprinted face page and renewal package from Grant and Contract Services approximately two months prior to the submission date. Noncompeting renewals are due at NIH two months prior to the new budget period. Please provide the Departmental office with the preprinted page. The office will complete the form.

#### **Simplified Noncompeting Continuation Application:**

If the investigator can answer “no” to each of the following questions, then pages 2-4 and the Other Support section do not need to be completed for a noncompeting renewal. The following questions are inserted at the beginning of the Progress Report (see below):

- 1. Has there been a change in other support of key personnel since the last reporting period?**
- 2. Will there be, in the next budget period, significant rebudgeting of funds from what was approved?**
- 3. Will there be, in the next budget period, a change in the level of effort for key personnel from what was approved in this project?**
- 4. Is it anticipated that an estimated unobligated balance will be greater than 25% of the current budget period?**

Should the answer to any of these questions be “yes” the appropriate forms will need to be filled out. The Administrator will help the investigator to do this.

#### **Progress Report (Page 6)**

The investigator completes the progress report per the instructions outlined in the PHS 2590 booklet. Please provide the progress report either by email attachment or on disk to the department office. In addition, if there are publications, including manuscripts in press, accepted, or submitted, please provide one copy to the department office

#### **Personnel Report (Page 7)**

The Administrator will provide to the Principal Investigator a draft of this page with a list of individuals paid in the past year from the this grant. Please check for accuracy and update.

### **UNIVERSITY OF WASHINGTON FORMS**

The following forms are required for the submission of all new, noncompeting renewal, competing renewal and postdoctoral fellowship applications.

#### **GC-1 Form/Addendum**

The departmental office will provide a draft of the GC-1 to the investigator. The investigator is responsible for reviewing, changing and completing the form. The departmental office will complete the final form.

The following forms are completed only if the project involves animals, biohazards, recombinant DNA or human subjects.

Animal Care Project Review Form

If the proposed project uses animals, all funding agencies require an acknowledgment that the University of Washington adheres to humane animal practices. If the investigator does not have a current animal protocol that is appropriate to the application being submitted, a new project review form will have to be filled out and submitted as part of the internal review process. If the investigator does have a current protocol and new personnel are being added or they will be adding additional research to the protocol, New Personnel and/or Significant Change forms will need to be filled out and submitted at the time of review. Forms can be downloaded from the University home page (address: [www.hscer.washington.edu/iacuc/](http://www.hscer.washington.edu/iacuc/)).

Research Project Hazard Assessment Form

The investigator completes for all new and competing renewal applications. Forms can be downloaded from the University of Washington home page (address: [www.ehs.washington.edu/forms/hazardid.pdf](http://www.ehs.washington.edu/forms/hazardid.pdf)).

Human Subjects

The investigator completes either the Human Subjects Review Committee Application or the Certificate of Exemption for all new/competing renewals for projects involving human subjects. Forms can be downloaded from the University of Washington home page (address: <http://depts.washington.edu/hsd/>).

**SIGNATURE ROUTING**

When all external and internal University forms are completed, the departmental office will route the forms for signature. After the application is signed by Grant and Contract Services, the departmental office will copy and mail the application.

The departmental office will provide a copy of the grant application to the investigator and a copy will be on file in the Administrator's office.