NORTHERN NEW ENGLAND
CLINICAL & TRANSLATIONAL
RESEARCH NETWORK

NNE-CTR Pilot Projects

Frequently Asked Questions (FAQs) for Pilot Project Proposals of NNE-CTR

Who signs my cover page?
The Institutional official of the Project Lead's home institution signs the cover page. The home institution information should go on the cover page. Often, the institutional official works in the Sponsored Programs office.

What if my project has more than one site?
The Project Co-Leads at the collaborating sites must have each of their institutional officials sign an "Assurance" page. Each site will develop its own budget which should be approved by that institution's sponsored program or equivalent office. Each institution will have its own federal indirect cost rate.

What is my Unique Entity Identifier (UEI) number? This number is used by NIH and other federal agencies to identify institutions receiving grants. The MaineHealth UEI is MAYKB1LWD5U9. This UEI is used for all sites/member providers of the MaineHealth system. The UVM number is Z94KLERAG5V9, Institutions outside of MH and UVM will need to get their number from their grants or sponsored program office.

Who approves my budget? Generally, the sponsored research office of your institution approves your budget, but this office can be called different names at different institutions. If you are a MaineHealth investigator, Elena Odlin (elena.odlin@mainehealth.org) of the grant accounting office must approve your budget. If you are a UVM investigator, please contact your department budget administrator. Investigators from other institutions should work with their sponsored program office or its equivalent.

What about multi-site projects and budgets: If there is more than one institution involved, then each institution will need to develop its own budget, with the appropriate institutional budget staff, and get sign off from their institutional official, as described above. The lead investigator should collect all the budgets and fill out the "cumulative' budget page, which will total all the direct costs and indirect costs of all sites. The lead investigator should ensure that the total direct costs of all sites do not exceed the direct cost limit per the guidelines, currently $40,000. Each institution will have its own federally negotiated indirect rate. If an institution does not have a federally negotiated rate, it may use the 10% de minimus rate.

What is my indirect rate? You should check with your sponsored research office, as they will approve your budget, but at time of this writing, indirect rates are as follows:
MaineHealth: 72%
UVM: 56% (for UVM and Medical Center; other schools may have different rates; check with your budget contact)
UMaine (including USM): 47.5%
UNE: 42%
Dartmouth-Hitchcock Medical Center: 53%

Note that each indirect rate agreement is different, so it is important to consult with your sponsored program office to ensure the indirect rates are calculated correctly in accordance with the rate agreement.

If your institution is small and has not had much federal funding, it is possible that your institution does not have a federal rate. If this is the case, you may ask up to 10% indirect costs.

Who should be listed as Senior/Key in my proposal? The Pilot Project Lead is senior/key, as are the Co-Leads at collaborating sites. Mentors, collaborators or additional co-investigators who are not giving measurable time are NOT senior/key, and should be listed as "Other Significant Contributors." Project staff such as data analysts, technicians, research coordinators, and research assistants, are not senior key or significant contributors. They are listed and described in the budget and budget justification.

Who do I contact for help with:

General questions: NNE-CTR Administrative Managers, Meredith Oestreicher Meredith.Oestreicher@Mainehealth.org and Sheila Clifford-Bova Sheila.Clifford-Bova@med.uvm.edu

Proposal development including scientific questions, data analysis questions, etc. Make sure to request the services of a Research Navigator when you begin your proposal. To request navigation services, click http://www.med.uvm.edu/nne-ctr/resources/navigation

For **general scientific** questions you may also contact the Pilot Project Program Leads, Rob Koza Robert.Koza@mainehealth.org and/or Janet Stein Janet.Stein@med.uvm.edu.

***Human Subjects Section and Questions*:** Contact your assigned research navigator (or the IRB directly if you have questions about IRB exemption status, etc.)

Budget Development: As mentioned above, please work with your sponsored program representative on budget development. There are detailed guidelines for budgets in the instructions. Important to note: if your project includes clinical procedures (such as blood draws, MRIs, or other CPT coded procedures) you will need to consult with your clinical trials office for the proper budgeting amounts.

What if I am not doing human subjects but I am using human specimens? This is an important question. There are situations in which NIH considered the use of human specimens to NOT be human subjects research. Please read the human subjects instructions carefully to determine if your research falls in this category. If so, you need to write a paragraph explaining why your research is NOT human subjects according to the federal criteria. If in doubt, it is best to consult your IRB on this question.

What documents do I need to submit: Please see the "checklist" which lists all required sections of your proposal application. This checklist itself is a required upload to ensure your application is complete.