

RFA # 1412220226
NYS Grants Gateway # DOH01-FELLOW-2015

**New York State Department of Health
and the
New York State Spinal Cord Injury Research Board
Request for Applications**

Individual Predoctoral and Postdoctoral Fellowships
in Spinal Cord Injury Research

RELEASE DATE:	2/5/15
LETTER OF INTENT DUE (Strongly encouraged):	2/20/15
Applicant Conference Registration Due:	3/5/15
APPLICANT CONFERENCE:	3/6/15 at 10:30 AM By telephone conference call at: 1-866-394-2346 Meeting ID # 9100872194
QUESTIONS DUE:	3/11/15
QUESTIONS, ANSWERS AND UPDATES POSTED:	3/18/15
APPLICATIONS DUE:	4/13/15 by 6:00 PM

DOH CONTACT NAME AND ADDRESS:

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Extramural Grants Administration
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I. Introduction

A. Background

Approximately 1,000 New York residents suffer a traumatic spinal cord injury (SCI) each year, joining the estimated 6 million people in the United States who are living with paralysis and other effects of SCI. The personal and economic costs to these persons, their families and to society are immense. Since 1998, the New York State Spinal Cord Injury Research Board (SCIRB) has been advising the New York State Department of Health's Spinal Cord Injury Research Program (Program) regarding research focused on cures for SCI and SCI-induced paralysis.

The SCIRB's mission is to stimulate high-quality, innovative research that will help promote treatment and cure for SCI, including methods for reversing paralysis or restoring function caused by injury, or for minimizing or preventing damage occurring during acute phases of injury. To achieve this mission, the Program offers competitive research awards to support the New York State scientists and their collaborators from a variety of biomedical disciplines in initiating and pursuing such efforts. Information about the Program and the SCIRB can be found at: <http://www.wadsworth.org/extramural/spinalcord.htm>.

B. Purpose of the Funds

The SCIRB wishes to stimulate the growth of inter-disciplinary and collaborative approaches to SCI research and to accelerate the pace with which basic (preclinical) findings are translated into clinical benefits for spinal cord-injured persons. In addition, SCIRB wishes to fill fundamental gaps in knowledge that are barriers to scientific advances in SCI research.

This Request for Applications (RFA) provides funding for individual predoctoral and postdoctoral fellowships (similar to NIH F31 and F32 awards, respectively) that will enable New York State to attract and retain the most promising and exceptionally-talented predoctoral and postdoctoral fellows. The intent of this initiative is to support the continued training of researchers with extraordinary potential for making significant contributions to the fields of SCI research.

C. Available Funds

Projects will be supported by State funds. Approximately \$4 million will be available through this RFA. The amount of funds awarded will be contingent upon the quality of applications submitted. In determining final awards, the New York State Department of Health (Department) reserves the right to allocate funds between the two funding mechanisms offered within this RFA as it deems appropriate.

Eligible organizations are invited to submit applications for the following funding mechanisms:

1. Predoctoral fellowships will be a three year award with total annual costs of up to \$45,200 per year.
2. Postdoctoral fellowships will be a three year award with total annual costs of up to \$77,350 per year.

II. Who May Apply

The applicant must be a not-for-profit or governmental organization in New York State. In addition, applicants for predoctoral fellowships must be degree-granting institutions.

Awarded organizations will be expected to monitor the use of funds, maintain individual accounts and fulfill other fiscal management criteria. Subcontracting and collaborating organizations may include public, not-for-profit and for-profit entities within or outside of New York State.

The eligible Principal Investigator (PI) will be an outstanding senior PhD or MD designated by the applicant organization who will serve as sponsor/mentor for the applicant fellow. At the time of application and award acceptance, neither the PI nor fellow may be restricted from receiving Public Health Service (PHS) funding or debarred by the United States Food and Drug Administration (FDA) or any other federal or New York State government entity.

The eligible PI/sponsor may **submit no more than one application for each of the two funding mechanisms**, regardless of the organization under which the application is submitted (i.e., no more than one predoctoral fellowship application and no more than one postdoctoral application per PI) in response to this RFA. **If a PI/sponsor submits more than one application for a Predoctoral Fellowship or more than one application for a Postdoctoral Fellowship, all applications from the PI/sponsor will be disqualified and will not be forwarded to peer review.**

Submission of an application certifies that the applicant organization and the PI meet the eligibility criteria stated herein.

III. Project Narrative/Workplan Outcomes

For those applicants that propose subcontracting, it is preferable to identify subcontracting agencies during the application process. Applicants that plan to subcontract are expected to state in the application the specific components of the scope of work to be performed through subcontracts. Applicants should note that the lead organization (contractor) will have overall responsibility for all contract activities, including those performed by subcontractors, and will be the primary contact for the Department. All subcontractors should be approved by the Department.

The purpose of these awards is to support promising applicant fellows during their mentored training and research period under the guidance of outstanding faculty sponsors. The integrated program of research and training should enhance the individual's potential to develop into a productive, independent researcher. The training plan should document the need for, and the anticipated value of, the proposed mentored training in relationship to the individual's research career goals. The training plan should also facilitate the fellow's transition to the next stage of his/her career.

It is expected that the mentored training experience will provide:

- A strong foundation in research design, methods, and analytic techniques appropriate to the proposed SCI research;
- The enhancement of the applicant's ability to conceptualize and think through research problems with increasing independence;
- Experience conducting research using appropriate, state-of-the-art methods, as well as presenting and publishing the research findings as first author;
- The opportunity to interact with members of the scientific community at appropriate scientific meetings and workshops;
- Skills needed to transition to the next stage of the applicant's research career; and

- The opportunity to enhance the applicant's understanding of SCI-related sciences and the relationship of his/her research to spinal cord health, injury and disease.

There are no citizenship restrictions on applicant fellows. Each must commit a **full time professional effort** directly associated with the fellowship research training program described in the application. Full time professional effort is expected to be 100% unless otherwise defined by organizational policies provided in the application. Additional program policies, consistent with the requirements of this RFA, are expected to be developed by the applicant organization and detailed in the application.

No salary support shall be made available to the PI/sponsor or mentor(s).

A. Individual Predoctoral Fellowships

1. Predoctoral Applicants

The predoctoral applicant must have a baccalaureate degree and be currently enrolled in a PhD or equivalent research degree program at the time of application. The predoctoral applicant must be at the dissertation research stage of training at the time of award and must show evidence of high academic performance and a commitment to a career as an independent research scientist. The applicant fellow must work with the sponsor to develop the SCI-focused mentored research and training plan included in the application.

2. Sponsor and Mentor(s)

The predoctoral applicant will identify a sponsor with the appropriate background and experience to support the research and mentored training plan described in the application. The sponsor should have a track record of funded research related to the selected SCI research topic and experience as a supervisor and mentor. To encourage new or cross-disciplinary approaches to curative SCI research, the sponsor need not be a well-established neurologist or neuroscientist in a non-rehabilitative SCI field, although s/he should be highly qualified to supervise the proposed project.

The predoctoral applicant may choose more than one mentor to enhance the training experience, but a primary sponsor of record must be established as the PI for the application. As part of the application, the sponsor will provide an outline of the individualized training that will be provided to the fellow and include the amount of time that the PI will devote to working with the fellow. The sponsor should have sufficient research support to cover the costs of the proposed research project that are in excess of the allowable costs of this award.

An advisory committee may be formed to assist with the development of a program of study or to monitor the postdoctoral applicant's progress through the career development program. The mentor(s) will demonstrate a commitment to training, mentorship and career development of the postdoctoral applicant.

B. Individual Postdoctoral Fellowships

1. Postdoctoral Applicants

The postdoctoral applicant must have earned a doctoral-level degree at the time of application and may have no more than two years of prior postdoctoral training under the current sponsor's supervision by the expected start date of the award. Candidates with

more than three years total fellowship experience under any mentor(s) by the expected start date of the award will not be considered. The applicant fellow must work with the sponsor to develop the SCI-focused mentored research and training plan included in the application. The postdoctoral applicant must focus on a specific well-defined SCI research project.

2. Sponsor and Mentor(s)

The postdoctoral applicant will identify a sponsor with the appropriate background and experience to support the research and mentored career development plan described in the application. The sponsor should have a track record of funded research related to the selected SCI research topic and experience as a supervisor and mentor. To encourage new or cross-disciplinary approaches to curative SCI research, the sponsor need not be a well-established neurologist or neuroscientist in a non-rehabilitative SCI field, although s/he should be highly qualified to supervise the proposed project.

The postdoctoral applicant may choose more than one mentor to enhance the training experience, but a primary sponsor of record must be established as the PI for the application. As part of the application, the sponsor will provide an outline of the individualized training that will be provided to the fellow and include the amount of time that the PI will devote to working with the fellow. The sponsor should have sufficient research support to cover the costs of the proposed research project that are in excess of the allowable costs of this award.

An advisory committee may be formed to assist with the development of a program of study or to monitor the postdoctoral applicant's progress through the career development program. The mentor(s) will demonstrate a commitment to training, mentorship and career development of the postdoctoral applicant.

IV. Administrative Requirements

A. Issuing Agency

This RFA is issued by the New York State Department of Health (Department), Wadsworth Center, Spinal Cord Injury Research Program. The Department is responsible for the requirements specified herein and for the evaluation of all applications.

B. Question and Answer Phase

All substantive questions must be submitted in writing to:

Charles Burns
Extramural Grants Administration
scirb@health.ny.gov

To the degree possible, each inquiry should cite the RFA section and paragraph to which it refers. Written questions will be accepted until the date posted on the cover of this RFA.

Questions of a technical nature can be addressed in writing or via telephone by calling Charles Burns at (518) 474-7002. **Questions are of a technical nature if they are limited to how to prepare the application (e.g., formatting) rather than relating to the substance of the application.**

Some helpful links for questions of a technical nature are below. Questions regarding specific opportunities or applications should be directed to the DOH contact listed on the cover of this RFA.

- www.grantsreform.ny.gov/grantees
- Grants Reform Videos (includes a document vault tutorial and an application tutorial) on YouTube: <http://www.youtube.com/channel/UCYnWskVc7B3ajjOVfOHL6UA>
- Agate Technical Support Help Desk
Phone: 1-800-820-1890
Hours: Monday thru Friday 8am to 8pm
Email: helpdesk@agatesoftware.com
(Technical questions)
- Grants Team Email: Grantsreform@budget.ny.gov
Prospective applicants should note that all clarifications and exceptions, including those relating to the terms and conditions of the contract, are to be raised prior to the submission of an application.

This RFA has been posted on the Department of Health's public website at <http://www.health.ny.gov/funding> and the NYS Grants Gateway website at: https://www.grantsgateway.ny.gov/IntelliGrants_NYSGG/module/nysgg/goportal.aspx. Questions and answers, as well as any updates and/or modifications, will also be posted on these websites. All such updates will be posted by the date identified on the cover sheet of this RFA.

C. Letter of Intent

The prospective applicant institution is **strongly encouraged** to complete and submit a Letter of Intent (see Attachment 1). This form will be used to develop the review panel in a timely manner. Letters of Intent should be submitted via the Grants Gateway in the Pre-Submission Uploads section of the online application. The file name should include applicant organization and PI names. A copy should also be emailed to scirb@health.ny.gov. Please ensure that the RFA number is noted in the e-mail subject line. Submit the Letter of Intent via both formats by the date posted on the cover of the RFA.

Submission of a Letter of Intent is not a requirement or obligation upon the applicant to submit an application in response to this RFA. Applications may be submitted without first having submitted a Letter of Intent.

D. Applicant Conference

An applicant conference will be held to give potential applicants the opportunity to receive an overview of the RFA and ask specific questions. The conference will be held via telephone conference call only on the date and time posted on the cover of this RFA. The Department requests that potential applicants register for this conference by calling (518) 474-7002 to ensure a sufficient number of conference phone lines. The deadline for reservations is posted on the cover page of this RFA. Failure to attend the applicant conference will not preclude the submission of an application.

E. How to Complete and File an Application

Applications must be submitted online via the Grants Gateway by the date and time posted on the cover of this RFA. Tutorials (training videos) for use of the Grants Gateway are available at the following web address (and upon user log in):

https://www.grantsgateway.ny.gov/IntelliGrants_NYSGG/module/nysgg/goportal.aspx .

To apply, log into the Grants Gateway and click on the View Opportunities button under View Available Opportunities. To get started, in the Search Criteria, enter the Grant Opportunity name listed on the cover page and select the Department of Health as the Funding Agency and hit the Search button. Click on the name of the Grant Opportunity from the search results grid and then click on the APPLY FOR GRANT OPPORTUNITY button located bottom left of the Main page of the Grant Opportunity.

In order to access the online application and other required documents such as the attachments, you **MUST** be registered and logged into the NYS Grants Gateway system in the user role of either a “Grantee” or a “Grantee Contract Signatory”.

The following table provides a snapshot of which roles are allowed to Initiate, Complete, and Submit the Grant Application(s) in the Grants Gateway.

Role	Create and Maintain User Roles	Initiate Application	Complete Application	Submit Application	Only View the Application
Delegated Admin	X				
Grantee		X	X		
Grantee Contract Signatory		X	X	X	
Grantee Payment Signatory		X	X		
Grantee System Administrator		X	X	X	
Grantee View Only					X

For further information on how to apply, please access the Grantee Quick Start Guide under the Pre-Submission Upload Properties for this opportunity.

Reference materials and videos are available for Grantees applying to funding opportunities on the NYS Grants Gateway. Please visit the Grants Reform website at the following web address: <http://grantsreform.ny.gov/Grantees> and select the “Grantee Quick Start Guide” from the menu. There is also a more detailed “Grantee User Guide” available on this page as well.

Applicants should submit their applications, **at a minimum**, one (1) hour prior to the submission deadline. The system will perform an application error check and all identified issues must be resolved before the application is successfully submitted. Failure to leave adequate time to address issues identified during this process may jeopardize an applicant’s ability to submit their application. The Grants Gateway will notify applicants of successful submission.

Late applications will not be accepted. **Applications will not be accepted via fax, e-mail, hard copy or hand delivery.**

F. Department of Health Reserved Rights

The Department of Health reserves the right to:

1. Reject any or all applications received in response to this RFA.
2. Withdraw the RFA at any time, at the Department's sole discretion.
3. Make an award under the RFA in whole or in part.
4. Disqualify any applicant whose conduct and/or proposal fails to conform to the requirements of the RFA.
5. Seek clarifications and revisions of applications.
6. Use application information obtained through site visits, management interviews and the state's investigation of an applicant's qualifications, experience, ability or financial standing, and any material or information submitted by the applicant in response to the agency's request for clarifying information in the course of evaluation and/or selection under the RFA.
7. Prior to application opening, amend the RFA specifications to correct errors or oversights, or to supply additional information, as it becomes available.
8. Prior to application opening, direct applicants to submit proposal modifications addressing subsequent RFA amendments.
9. Change any of the scheduled dates.
10. Waive any requirements that are not material.
11. Award more than one contract resulting from this RFA.
12. Conduct contract negotiations with the next responsible applicant, should the Department be unsuccessful in negotiating with the selected applicant.
13. Utilize any and all ideas submitted with the applications received.
14. Unless otherwise specified in the RFA, every offer is firm and not revocable for a period of 60 days from the bid opening.
15. Waive or modify minor irregularities in applications received after prior notification to the applicant.
16. Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an offerer's application and/or to determine an offerer's compliance with the requirements of the RFA.
17. Negotiate with successful applicants within the scope of the RFA in the best interests of the State.
18. Eliminate any mandatory, non-material specifications that cannot be complied with by all applicants.

19. Award grants based on geographic or regional considerations to serve the best interests of the State.

G. Term of Contract

Any contract(s) resulting from this RFA will be effective only upon approval by the New York State Office of the State Comptroller.

It is expected that contracts resulting from this RFA will begin on January 1, 2016 for a term of up to three years. Contracts will not be renewable.

Continued funding throughout this period is contingent upon availability of funding and state budget appropriations. The Department also reserves the right to revise the award amount as necessary due to changes in the availability of funding.

H. Payment and Reporting Requirements

1. No advances will be allowed for contracts resulting from this procurement.
2. The grant contractor will be required to submit quarterly invoices and required reports of expenditures through the Grants Gateway to the State's designated payment office:

New York State Department of Health
Wadsworth Center
Extramural Grants Administration
Empire State Plaza, Room C345
PO Box 509
Albany, NY 12201-0509

Grant contractors must provide complete and accurate billing invoices to the Department's designated payment office in order to receive payment. Billing invoices submitted to the Department must contain all information and supporting documentation required by the Contract, the Department and the Office of the State Comptroller (OSC). Payment for invoices submitted by the CONTRACTOR shall only be rendered electronically unless payment by paper check is expressly authorized by the Commissioner, in the Commissioner's sole discretion, due to extenuating circumstances. Such electronic payment shall be made in accordance with OSC's procedures and practices. The CONTRACTOR shall comply with the State Comptroller's procedures to authorize electronic payments. Authorization forms are available at OSC's website at: <http://www.osc.state.ny.us/epay/index.htm>, by email at: epayments@osc.state.ny.us or by telephone at 855-233-8363. CONTRACTOR acknowledges that it will not receive payment on any claims for reimbursement submitted under this contract if it does not comply with OSC's electronic payment procedures, except where the Commissioner has expressly authorized payment by paper as set forth above.

Payment of such claims for reimbursement by the State (NYS Department of Health) shall be made in accordance with Article XI-A of the New York State Finance Law.

Payment terms will be:

- The contractor will be reimbursed for actual expenses incurred as allowed in the Contract Budget and Workplan.

- All claims for payment submitted by the contractor pursuant to this agreement shall be submitted to the State no later than 30 days after the end of the quarter for which reimbursement is being claimed.
 - Quarterly claims for payment will not be paid until all required progress reports for that period are submitted and deemed acceptable by Spinal Cord Injury Research Program staff.
 - The final claim for payment will be paid following the acceptance and approval of the final progress report.
 - In no event shall the amount received by the contractor exceed the amount approved by the State.
3. The grant contractor will be required to submit the following progress reports:
- Written progress reports in accordance with the forms and formats provided by the Program, no later than 30 days after the end of each reporting period.
 - A final cumulative progress report in accordance with the forms and formats provided by the Program, no later than 60 days after the end of the contract term.

All payment and reporting requirements will be detailed in Attachment D of the final NYS Master Grant Contract.

I. Minority & Woman-Owned Business Enterprise Requirements

Pursuant to New York State Executive Law Article 15-A, the New York State Department of Health (“DOH”) recognizes its obligation to promote opportunities for maximum feasible participation of certified minority- and women-owned business enterprises and the employment of minority group members and women in the performance of DOH contracts.

In 2006, the State of New York commissioned a disparity study to evaluate whether minority and women-owned business enterprises had a full and fair opportunity to participate in state contracting. The findings of the study were published on April 29, 2010, under the title "The State of Minority and Women-Owned Business Enterprises: Evidence from New York" (“Disparity Study”). The report found evidence of statistically significant disparities between the level of participation of minority- and women-owned business enterprises in state procurement contracting versus the number of minority- and women-owned business enterprises that were ready, willing and able to participate in state procurements. As a result of these findings, the Disparity Study made recommendations concerning the implementation and operation of the statewide certified minority- and women-owned business enterprises program. The recommendations from the Disparity Study culminated in the enactment and the implementation of New York State Executive Law Article 15-A, which requires, among other things, that DOH establish goals for maximum feasible participation of New York State Certified minority- and women-owned business enterprises (“MWBE”) and the employment of minority groups members and women in the performance of New York State contracts.

Business Participation Opportunities for MWBEs

For purposes of this solicitation, the New York State Department of Health hereby establishes a goal of **20%** on any subcontracted labor or services, equipment, materials, or any combined purchase of the foregoing greater than \$25,000 under a contract awarded from this solicitation. The goal on the eligible portion of this contract will be **10%** for Minority-Owned Business

Enterprises (“MBE”) participation and **10%** for Women-Owned Business Enterprises (“WBE”) participation (based on the current availability of qualified MBEs and WBEs and outreach efforts to certified MWBE firms). A contractor (“Contractor”) on the subject contract (“Contract”) must document good faith efforts to provide meaningful participation by MWBEs as subcontractors or suppliers in the performance of the Contract and Contractor agrees that DOH may withhold payment pending receipt of the required MWBE documentation. For guidance on how DOH will determine “good faith efforts,” refer to 5 NYCRR §142.8.

The directory of New York State Certified MWBEs can be viewed at: <https://ny.newnycontracts.com>. The directory is found in the upper right hand side of the webpage under “Search for Certified Firms” and accessed by clicking on the link entitled “MWBE Directory”. Engaging with firms found in the directory with like product(s) and/or service(s) is strongly encouraged and all communication efforts and responses should be well documented.

By submitting an application, a grantee agrees to complete an MWBE Utilization plan as directed in **Attachment 7** of this RFA. DOH will review the submitted MWBE Utilization Plan. If the plan is not accepted, DOH may issue a notice of deficiency. If a notice of deficiency is issued, Grantee agrees that it shall respond to the notice of deficiency within seven (7) business days of receipt. DOH may disqualify a Grantee as being non-responsive under the following circumstances:

- a) If a Grantee fails to submit a MWBE Utilization Plan;
- b) If a Grantee fails to submit a written remedy to a notice of deficiency;
- c) If a Grantee fails to submit a request for waiver (if applicable); or
- d) If DOH determines that the Grantee has failed to document good-faith efforts to meet the established DOH MWBE participation goals for the procurement.

In addition, successful awardees will be required to certify they have an acceptable Equal Employment Opportunity policy statement.

J. Limits on Administrative Expenses and Executive Compensation

On July 1, 2013, limitations on administrative expenses and executive compensation contained within Governor Cuomo’s Executive Order #38 and related regulations published by the Department (Part 1002 to 10 NYCRR – Limits on Administrative Expenses and Executive Compensation) went into effect. Applicants agree that all state funds dispersed under this procurement will, if applicable to them, be bound by the terms, conditions, obligations and regulations promulgated by the Department. To provide assistance with compliance regarding Executive Order #38 and the related regulations, please refer to the Executive Order #38 website at: <http://executiveorder38.ny.gov>.

K. Vendor Identification Number

Effective January 1, 2012, in order to do business with New York State, you must have a vendor identification number. As part of the Statewide Financial System (SFS), the Office of the State Comptroller’s Bureau of State Expenditures has created a centralized vendor repository called the New York State Vendor File. In the event of an award and in order to initiate a contract with the New York State Department of Health, vendors must be registered in the New York State Vendor File and have a valid New York State Vendor ID.

If already enrolled in the Vendor File, please include the Vendor Identification number on the application cover sheet. If not enrolled, to request assignment of a Vendor Identification number, please submit a New York State Office of the State Comptroller Substitute Form W-9,

which can be found on-line at:

http://www.osc.state.ny.us/vendor_management/issues_guidance.htm.

Additional information concerning the New York State Vendor File can be obtained on-line at: http://www.osc.state.ny.us/vendor_management/index.htm, by contacting the SFS Help Desk at 855-233-8363 or by emailing at helpdesk@sfs.ny.gov.

L. Vendor Responsibility Questionnaire

The New York State Department of Health recommends that vendors file the required Vendor Responsibility Questionnaire online via the New York State VendRep System. To enroll in and use the New York State VendRep System, see the VendRep System Instructions available at http://www.osc.state.ny.us/vendrep/vendor_index.htm or go directly to the VendRep system online at <https://portal.osc.state.ny.us>.

Vendors must provide their New York State Vendor Identification Number when enrolling. To request assignment of a Vendor ID or for VendRep System assistance, contact the Office of the State Comptroller's Help Desk at 866-370-4672 or 518-408-4672 or by email at ciohelpdesk@osc.state.ny.us.

Vendors opting to complete and submit a paper questionnaire can obtain the appropriate questionnaire from the VendRep website at: http://www.osc.state.ny.us/vendrep/forms_vendor.htm or may contact the Office of the State Comptroller's Help Desk for a copy of the paper form.

Applicants should complete and submit the Vendor Responsibility Attestation (Attachment 4).

M. Vendor Prequalification for Not-for-Profits

All not-for-profit vendors subject to prequalification are required to prequalify prior to grant application and execution of contracts.

Pursuant to the New York State Division of Budget Bulletin H-1032, dated June 7, 2013, New York State has instituted key reform initiatives to the grant contract process which requires not-for-profits to register in the Grants Gateway and complete the Vendor Prequalification process in order for applications to be evaluated. Information on these initiatives can be found on the [Grants Reform Website](#).

Applications received from not-for-profit applicants that have not Registered and are not Prequalified in the Grants Gateway on the application due date listed on the cover of this RFA cannot be evaluated. Such applications will be disqualified from further consideration.

Below is a summary of the steps that must be completed to meet registration and prequalification requirements. The [Vendor Prequalification Manual](#) on the Grants Reform Website details the requirements and an [online tutorial](#) are available to walk users through the process.

1) Register for the Grants Gateway

- On the Grants Reform Website, download a copy of the [Registration Form for Administrator](#). A signed, notarized original form must be sent to the Division of Budget

at the address provided in the instructions. You will be provided with a Username and Password allowing you to access the Grants Gateway.

If you have previously registered and do not know your Username, please email grantsreform@budget.ny.gov. If you do not know your Password, please click the [Forgot Password](#) link from the main log in page and follow the prompts.

2) Complete your Prequalification Application

- Log in to the [Grants Gateway](#). **If this is your first time logging in**, you will be prompted to change your password at the bottom of your Profile page. Enter a new password and click SAVE.
- Click the *Organization(s)* link at the top of the page and complete the required fields including selecting the State agency you have the most grants with. This page should be completed in its entirety before you SAVE. A *Document Vault* link will become available near the top of the page. Click this link to access the main Document Vault page.
- Answer the questions in the *Required Forms* and upload *Required Documents*. This constitutes your Prequalification Application. Optional Documents are not required unless specified in this Request for Application.
- Specific questions about the prequalification process should be referred to your agency representative or to the Grants Reform Team at grantsreform@budget.ny.gov.

3) Submit Your Prequalification Application

- After completing your Prequalification Application, click the **Submit Document Vault Link** located below the Required Documents section to submit your Prequalification Application for State agency review. Once submitted the status of the Document Vault will change to *In Review*.
- If your Prequalification reviewer has questions or requests changes you will receive email notification from the Gateway system.
- Once your Prequalification Application has been approved, you will receive a Gateway notification that you are now prequalified to do business with New York State.

Vendors are strongly encouraged to begin the process as soon as possible in order to participate in this opportunity.

N. General Specifications

1. By submitting the "Application Form" each applicant attests to its express authority to sign on behalf of the applicant.
2. Contractors will possess, at no cost to the State, all qualifications, licenses and permits to engage in the required business as may be required within the jurisdiction where the work specified is to be performed. Workers to be employed in the performance of this contract will possess the qualifications, training, licenses and permits as may be required within such jurisdiction.

3. Submission of an application indicates the applicant's acceptance of all conditions and terms contained in this RFA, including the terms and conditions of the contract. Any exceptions allowed by the Department during the Question and Answer Phase (Section IV.B.) must be clearly noted in a cover letter attached to the application.
4. An applicant may be disqualified from receiving awards if such applicant or any subsidiary, affiliate, partner, officer, agent or principal thereof, or anyone in its employ, has previously failed to perform satisfactorily in connection with public bidding or contracts.
5. Provisions Upon Default
 - a. The services to be performed by the Applicant shall be at all times subject to the direction and control of the Department as to all matters arising in connection with or relating to the contract resulting from this RFA.
 - b. In the event that the Applicant, through any cause, fails to perform any of the terms, covenants or promises of any contract resulting from this RFA, the Department acting for and on behalf of the State, shall thereupon have the right to terminate the contract by giving notice in writing of the fact and date of such termination to the Applicant.
 - c. If, in the judgment of the Department, the Applicant acts in such a way which is likely to or does impair or prejudice the interests of the State, the Department acting on behalf of the State, shall thereupon have the right to terminate any contract resulting from this RFA by giving notice in writing of the fact and date of such termination to the Contractor. In such case the Contractor shall receive equitable compensation for such services as shall, in the judgment of the State Comptroller, have been satisfactorily performed by the Contractor up to the date of the termination of this agreement, which such compensation shall not exceed the total cost incurred for the work which the Contractor was engaged in at the time of such termination, subject to audit by the State Comptroller.

V. Application Review and Award Process

A. Application Acceptance

Applications will first be examined against mandatory Pass/Fail requirements by Program staff **(see RFA Attachment 2)**. Applications that do not meet the mandatory requirements will not be considered for review, and the applicant organization and PI will be notified.

B. Freedom of Information Law

All applications may be disclosed or used by DOH to the extent permitted by law. DOH may disclose an application to any person for the purpose of assisting in evaluating the application or for any other lawful purpose. All applications will become State agency records, which will be available to the public in accordance with the Freedom of Information Law. **Any portion of the application that an applicant believes constitutes proprietary information entitled to confidential handling, as an exception to the Freedom of Information Law, must be clearly and specifically designated in the application.** If DOH agrees with the proprietary claim, the designated portion of the application will be withheld from public disclosure. Blanket assertions of proprietary material will not be accepted, and failure to specifically designate

proprietary material may be deemed a waiver of any right to confidential handling of such material.

C. Review and Scoring

The Department contracts with an independent peer review organization to develop and coordinate the review and scoring of applications. Each eligible application will be evaluated by an Independent Peer Review Panel (the Review Panel) assigned by the Peer Review Contractor. The Review Panel members will be selected from among non-New York State experts in the fields appropriate to the nature of the applications received. The Peer Review Contractor has established a standing Review Panel to which expertise is added to evaluate the merit of actual applications submitted in response to the RFA.

Applications will be reviewed based on the criteria specified in Section V.E. The Review Panel will use an established combination of processes to evaluate each application:

1. pre-meeting review with adjectival scoring (see table below)
2. on-line conferral among assigned reviewers
3. triage based on adjectival scores of assigned reviewers for one criterion (see Section V.E. below)
4. panel meeting discussion via teleconference, videoconference or in-person (review method chosen at the discretion of the Department) with numerical scoring (see table below).

Applications that are not triaged prior to panel meeting discussion will receive numerical scores from each participating panel member for each evaluation criterion using an integer scale that equates to adjectival scores, where 1 equates to highest merit and 9 equates to lowest merit. The numerical score given each criterion will be multiplied by that criterion's weight. Each panel member's weighted scores for each criterion will be added together to give their individual total score. Review Panel members' individual total scores will be added together and divided by the number of Review Panel members who scored the application to give an overall panel score for the application.

Numerical Score	Adjectival Score
1	Exceptional
2	Outstanding
3	Excellent
4	Very Good
5	Good
6	Satisfactory
7	Fair
8	Marginal
9	Poor

Applications that are triaged (receive an adjectival score of Very Good or worse from each assigned reviewer for the criterion identified in Section V.E) will receive only the adjectival scores of the assigned reviewers. No integers or weighting will be applied, and the application will not be further reviewed for compliance penalties.

The Review Panel will comment on the responsiveness of the application to the funding mechanism as described in Section III above. The Review Panel will identify potential overlap with other resources. Additionally, the Review Panel will comment on the application with regard to the Contract Policy Statements and Conditions (NYS Master Grant Contract Attachment A-1 Part B). The Review Panel may recommend administrative review and resolution prior to contract execution. In addition, award recommendations made by the SCIRB may be contingent upon the applicant's acceptance of required revisions.

The primary reviewer will prepare a written overall evaluation of each assigned application that is discussed by the Review Panel. Each assigned reviewer will provide a written critique of the application based on the established evaluation criteria.

D. Application Penalties and Summary Statements

It is the applicant's responsibility to ensure that all materials to be included in the application have been properly prepared and submitted. ALL APPLICATIONS SHOULD CONFORM TO THE FORMAT/CONTENT PRESCRIBED IN RFA **ATTACHMENT 2**. The Peer Review Contractor will assess a penalty of 0.1 point for any application that is not triaged, scores between 1.0 and 3.9 and deviates from the instructions (**see Checklist, RFA Attachment 2**).

The Peer Review Contractor will calculate final scores and compile a Summary Statement for each application for SCIRB. The Summary Statements will document the merit evaluation and serve as the primary basis for the panel recommendation for the applications.

E. Review Criteria

Four evaluation criteria are considered by the Review Panel:

Applicant and Development Plan (30%) – triage criterion

Applicant Fellow:

- What is the applicant fellow's record of research productivity, including the quality of peer-reviewed scientific publications?
- What is the quality of the applicant fellow's pre- and/or postdoctoral research training experience, including expertise gained?
- Based on the applicant fellow's experience, track record and prior research training, what is his/her potential to become an outstanding, successful independent investigator who will contribute significantly to SCI research?
- To what extent does the application provide evidence to suggest that the applicant fellow has the potential to develop a creative, independent SCI research program?
- Does the sponsor's letter provide strong evidence that the applicant fellow has a high potential to become an independent investigator and an important contributor to the field?

Training/Career Development Plan:

- Are the content and duration of the proposed didactic and research components of the training/career development plan appropriate for the applicant fellow's current stage of scientific and professional development and proposed research career goals?
- To what extent does the plan fulfill the NIH requirements for instruction in the Responsible Conduct of Research (RCR)?
- Predocctoral applicants: Is the proposed training/career development plan likely to contribute substantially to the scientific and professional development of the applicant fellow?

- Postdoctoral applicants: Is the proposed career development plan likely to contribute substantially to the scientific and professional development of the applicant fellow, including his/her successful transition to independence?
- To what extent is the training/career development plan well-integrated with the research plan?
- To what extent are the plans for evaluating the fellow's progress adequate and appropriate for guiding the fellow toward a successful transition to independence?

Work Plan (25%)

- Is the proposed research significant?
- Are the scientific and technical merits of the research question, experimental design and methodology appropriate for the applicant fellow's level of training, an appropriate vehicle for developing the research skills described in the career development plan and appropriate for developing a highly successful independent research program?
- Are the proposed research plan aims/objectives feasible to complete during the two year award?
- Evaluate the innovation and creativity of the proposed research (i.e., does the project address an innovative hypothesis or challenge existing paradigms)?
- Does the project develop or employ novel concepts, approaches, methodologies, tools or technologies?
- To what extent is the proposed research likely to contribute significantly to understanding of SCI and treatment?
- Postdoctoral applicants: Is the proposed research project sufficiently distinct from the sponsor's funded research for the applicant fellow to forge independence?

PI/Sponsor, Mentor(s) and Environment (25%)

PI/Sponsor, Mentor(s), Consultant(s), Collaborator(s):

- Does the PI/sponsor have a strong track record in training future independent researchers?
- Are the PI/sponsor and mentor(s) research qualifications and experience, scientific stature and mentoring track record appropriate for the applicant fellow's training/career development needs?
- Does PI/sponsor's letter adequately address the above review criteria including the applicant fellow's potential as well as his/her strengths and areas needing improvement?
- Evaluate the nature and extent of the proposed supervision that will occur during the award (i.e., is it adequate, and is the commitment of the mentor(s) to the applicant's continued training/career development appropriate)?
- Is there evidence of adequate research funds to support the applicant fellow's research training for the duration of the fellowship?
- Does the PI/sponsor present a comprehensive plan to support the proposed training/career development and research plans?
- If applicable, are the consultants'/collaborators' research and/or mentoring qualifications appropriate for their roles on the award?

Environment and Institutional Commitment to the PI:

- To what extent does the institution provide a high quality environment for the applicant fellow's development?
- To what extent are the research facilities and educational opportunities, including collaborating faculty, adequate and appropriate for the applicant fellow's research and training/career development goals?
- What evidence is provided that the sponsoring institution is strongly committed to fostering the applicant fellow's development and transition to independence?

- Is there adequate assurance that the required effort of the applicant fellow will be devoted directly to the research training/career development and research activities described in the proposed training/career development and research plans?

Budget (20%)

- Are the items for each budget line explained?
- Are budget line items adequately justified as necessary for completion of the project?
- Are the budgeted amounts reasonable, cost effective and appropriate to accomplish the training program?
- Are there specific excessive or unnecessary budget items?
- Does the budget reflect understanding of the human, material and financial resources needed, and the timeframes in which they are needed, for successful completion of the project within the contract term?

Note: The entire Review Panel will review and comment on the Budget section. Numeric scores for the Budget criterion will be provided only by the assigned reviewers).

F. Spinal Cord Injury Research Board Review

The SCIRB will consider applications that receive a final score (after penalties are assessed) of 1.0 through 3.9. The SCIRB will not consider applications that receive a final score of 4.0 to 9.

The SCIRB will discuss the application strengths and weaknesses, administrative and budget recommendations. When making funding recommendations, the SCIRB will consider responsiveness to the mission of the SCIRB, responsiveness to the RFA, programmatic balance and availability of funds. The SCIRB is not obligated to recommend funding for any application. Scoring ties will be resolved on the basis of the above and with consideration of the score for ‘Applicant and Development Plan’ among those applications involved in the tie.

The SCIRB will vote on each application that scores 3.9 or better until available funds are exhausted and in compliance with SCIRB bylaws as well as applicable laws and regulations. If an application for which there are available funds is not recommended for funding, the SCIRB will fully justify in writing why the application was not approved.

The SCIRB may elect, at its discretion, to continue making recommendations for possible funding of proposals beyond what is available for the funding mechanism and the RFA. These applications will be given the status “Approved but not funded.” “Approved but not funded” applications may be funded should additional funds become available.

The SCIRB will make recommendations for funding to the Commissioner of Health.

G. Award Decisions and Pre-Funding Requirements

Following the Commissioner’s approval of awards, PIs and their applicant organizations will receive formal notification in writing.

Prior to contract execution, program administrators will require resolution/submission/confirmation of the following items, as relevant to each application:

- Revisions to Workplan, project duration or budget
- Overlap

- Areas of possible concern with regard to Contract Policy Statements and Conditions (NYS Master Grant Contract Attachment A-1 Part B)
- Approved Facilities and Administrative Cost Rate

Once an award has been made, applicants may request a debriefing of their application. Please note the debriefing will be limited only to the strengths and weaknesses of the subject application and will not include any discussion of other applications. Requests must be received no later than ten (10) business days from date of award or non-award announcement.

In the event unsuccessful applicants wish to protest the award(s) resulting from this RFA, applicants should follow the protest procedures established by the Office of the State Comptroller (OSC). These procedures can be found on the OSC website at <http://www.osc.state.ny.us/agencies/guide/MyWebHelp>.

H. Award Announcements

SCIRB makes public in press releases and annual reports to the Governor and Legislature, the project title, the PI(s), the name of the organization, total projects costs and duration. The project abstract and progress report abstracts may also be edited and made public.

VI. Attachments

Please note that attachments can be accessed in the “Pre-Submission Uploads” section of an online application. In order to access the online application and other required documents such as the attachments, prospective applicants must be registered and logged into the NYS Grants Gateway in the user role of either a “Grantee” or a “Grantee Contract Signatory”.

Attachment 1: Letter of Intent

Attachment 2: Application Checklist and Instructions

Attachment 3: Application Forms 1, 1-S and 2-5

Attachment 4: Application Form 6

Attachment 5: Application Forms 7-13

Attachment 6: Vendor Responsibility Attestation

Attachment 7: Minority & Women-Owned Business Enterprise Requirement Forms

**RFA # 141222026
NYS Grants Gateway # DOH01-FELLOW-2015**

**New York State Department of Health
and the
New York State Spinal Cord Injury Research Board**

Individual Predoctoral and Postdoctoral Fellowships in Spinal Cord Injury Research

QUESTIONS AND ANSWERS

**February 5 – March 11, 2015
Including an applicant conference on March 6, 2015**

Letter of Intent and Pre-application

1. When is the Letter of Intent due?
 - A. The Letter of Intent (LOI) form (Attachment 1) is not mandatory but is strongly encouraged; its receipt will assist in timely development of the peer review panel. The original due date for the LOI was February 20, 2015. See Section IV.C. of the RFA for submission instructions. Letters of Intent will still be accepted after the deadline.
2. To what extent does the Letter of Intent commit us to the title and research proposed in the application?
 - A. There is no commitment inferred by the submission of a Letter of Intent.
3. What is the purpose of the applicant conference? Do I have to attend if I plan to submit an application?
 - A. The applicant conference is described in Section IV.D of the RFA. It is an opportunity to receive an overview of the RFA and ask specific questions that might facilitate completion of the application forms or the competitiveness of the application itself. Prospective applicants do not have to attend in order to apply but it is recommended.
4. Does our institution have an “SFS Vendor Identification Number?”
 - A. Your grants administration or fiscal office should know your organization’s SFS Vendor Identification Number. If it does not exist, the organization must submit a New York State Office of the State Comptroller Substitute Form W-9, which can be found at: http://www.osc.state.ny.us/vendrep/vendor_index.htm and take the appropriate steps to pre-qualify the organization prior to application submission. Refer to RFA Sections IV.K. and IV.M.
5. Do sub-applicants/subcontractors need to be registered in the Gateway, be pre-qualified and have an SFS Vendor ID number?

- A. Sub-applicants are not required to do so. However, at time of award, the State may require the applicant/sub-applicant to provide information the State needs to determine whether a proposed subcontractor is a responsible vendor. See the NYS Master Grant Contract Section IV.B.

Eligibility (Section II of the RFA)

- 6. Can a Sponsor/PI be on a predoctoral and postdoctoral application?
 - A. Yes, as long as there are separate projects.
- 7. Can I be a Sponsor/PI on one application and a mentor on a different application(s)?
 - A. Yes.
- 8. I am a business owner. Can my company apply for funding under this RFA?
 - A. No, not directly. Eligible institutions are not-for-profit or governmental organizations in New York State. In addition, applicants for predoctoral fellowships must be a degree-granting institution. A for-profit organization may be a subcontractor in collaboration with an eligible organization.
- 9. At our institution, graduate students' full time professional effort is defined as 50% because they are students the other 50% of the time. Can graduate students with a 50% full time professional effort be funded through this RFA?
 - A. Yes, but you must include official documentation of that policy in the application appendices.
- 10. I was rushed through my doctorate and immediately continued my research as a postdoctoral fellow for three years, then obtained a new postdoctoral fellowship position where I have been working for several months. I believe the three years I worked as a postdoc should be considered as the ending of my Ph.D. studies. Would it be possible to make an exception for my particular situation and allow me to apply for a postdoctoral fellowship award?
 - A. No exceptions can be made to the specifications stated in the RFA. This funding is intended for candidates with no more than three years fellowship experience under any mentor(s) by the expected date of the award (January 1, 2016).

Fellows, Sponsors/PIs and Mentors

- 11. What's the difference between a Sponsor/PI and a Mentor?
 - A. The Sponsor/PI is the point of contact for all aspects of the contract and will supervise and provide mentorship to the fellow. Additional mentors may be chosen to enhance the training experience and may assist with the development of a program of study.

12. I have more than one Co-PI from my institution. How do I list all Co-PI's on the application?

- A. Application Form 1 – Applicant Face Page – allows only one Co-PI to be listed. The program does not officially recognize “multi-PI” configurations. Use the work plan narrative to designate the other Co-PI's. NOTE: Application Form 2 – Staff, Collaborators, Consultants and Contributors – requires all investigators to be listed and does not provide a selection for PI or Co-PI., instead select Research Scientist.

13. Will participating in more than one application impact the score of an application?

- A. It could. The peer review panel is charged with identifying potential overlap (see RFA Section V.C). If scientific, budgetary or time commitment overlap among the pending and active awards is of potential concern, the applicant should clearly delineate the differences among the projects using Application Form 9 – Other Support.

14. Do we need to specify who the fellow will be?

- A. Yes. Without knowing who the proposed fellow is, the Sponsor/PI and Applicant Fellow cannot prepare the fellow's individualized Training/Career Development Plan as required by the RFA in Attachment 2, Application Checklist and Instructions.

15. Do we need to submit the predoctoral fellows' GRE scores, transcripts, etc.?

- A. These documents are not required but are not prohibited. They may be included in various sections, as appropriate. Among those sections might be biographical sketch, appendices, and Training/Career Development Plan.

16. Our doctoral students have a Ph.D. committee that meets regularly with the student. Should I provide supporting documentation of the committee because they are monitoring the progress of the student? Should I provide biographical sketches of the committee members?

- A. Yes. These individuals would be considered Mentors who play a specific role in the fellow's development.

Submitting the Application

17. On Form 2, there is no PI or Co-PI role in the dropdown. What do I do?

- A. Form 2 is primarily used to screen for conflicts of interest among potential peer reviewers. Please use Research Scientist for those roles (their information will also be included on Form 1 and Forms 1-S).

18. The template file for "Form 11 - Workplan" contains some empty lines that are Arial 11pt and some empty lines that are Arial 12pt.

- A. Please use 11 point font unless you prefer to use 12. Using either font does not affect application submission.

19. If an application does not include a sub-applicant, can we omit Form 1-S from the application?
- A. You may delete the blank pages from the PDF.
20. Where do I put my sub-applicant's Year 1 budget and justification?
- A. The sub-applicant's total budget (including F&A) should appear in Contractual Services as one lump sum. The detailed justification for each sub-applicant budget item should also appear in the Year 1 budget justification. The space is limited; if the full justification for you and your sub-applicants won't fit, make a notation in the justification to "see PDF upload." Then create a Word document that contains Year 1 Budget Justifications for the applicant AND sub-applicant organizations. Save it and convert it to PDF. Create the Excel budgets and justifications for Years 2 & 3 for the applicant and each sub-applicant. Save the file and convert it to PDF. "Merge" the Year 1 justifications to the "front" of the out-year budget PDF (before page 1 of the spreadsheet PDF) and upload that file for Program Specific Question #5.
21. I need two Forms 1-S but I can't add them to the forms template.
- A. Please include one completed Form 1-S in the Word template. When you create the PDF version of this upload, include all completed sub-applicant Forms 1-S in that PDF. You may delete blank pages from the PDF. Also note that all participants from your organization are part of the applicant organization for purposes of Form 1, Budget, Facilities and Resources, and that the program does not recognize "multi-PI" configurations.
22. Are there instructions about how to complete the online portions of the application, workplan and budget?
- A. Yes. See the Grantee User Guide, videos and training materials on the Grants Reform website at: www.grantsreform.ny.gov.
23. What is the application due date and time?
- A. The application must be successfully uploaded, found to be error-free and accepted through the New York State Grants Gateway by 6pm on April 13, 2015.
24. What is to be submitted by the application due date?
- A. Refer to RFA Section IV.E. How to Complete and File an Application, as well as RFA Attachment 2, Application Checklist and Instructions. An application in response to this RFA may only be submitted through the NYS Grants Gateway; no paper, facsimile or any other type of electronic submissions will be accepted.
25. If there are multiple errors uploading completed application forms to the NYS Grants Gateway, will the applicant be notified of all errors at once, or only one at a time?
- A. A single list of global errors will be produced. Questions about how the NYS Grants Gateway functions should be directed to the Gateway Help Desk which can be reached Monday-Friday from 8am – 8pm at 1-800-820-1890 or helpdesk@agatesoftware.com. Applicants should

also refer to the Grants Reform website at: www.grantsreform.ny.gov. There are several user guides, videos, trainings, etc. to assist with application completion.

26. Who can submit an application in the NYS Grants Gateway?

- A. Only individuals with a designated role of “Grantee Contract Signatory” or “Grantee System Administrator” can submit an application in the Gateway. Roles are assigned by the Grants Gateway Delegated Administrator within your organization. There is a role reference table in Section IV.E. of the RFA. We strongly encourage everyone to watch the training videos provided on the NYS Grants Gateway web site.

27. The upload time for forms and documents can be lengthy. How could this impact a timely submission of my application?

- A. Applicants are strongly encouraged to start completing an application in the NYS Grants Gateway no less than seven days before the due date. The application should be submitted more than an hour before it is due in case there are technical problems or global errors with the submission.

28. Why is spell check turned off on some of the application forms and why can't we cut and paste into them?

- A. Forms 1-5 are set up as protected fillable forms so the data can be exported to databases used to facilitate peer review and award processes. Spell checking is disabled in the fillable form fields. You must type or cut and paste inside the gray boxes on these forms. The other application forms are not protected; spell check will work on these forms.

29. Are Minority and Woman-Owned Business Enterprise Requirement forms required to be submitted with the application?

- A. Though these forms are not mandatory (Pass/Fail), they are required to be submitted. A completed Form 1 and/or Form 2 must be included in the application submission. See RFA Section IV.I. and Attachment 7.

30. I am a postdoctoral student and I am focused only on two components of the application: the research work and the vertebrate animal plans. Most of the other information that must be submitted in the application is being completed by the PI and our Grants Office. How will I know if this application will be completed on time?

- A. To ensure that all parts of the application are being completed in a timely manner, start early and be sure that all persons involved in the grant writing and submission process communicate frequently with each other and understand each other's role(s) in the process.

31. If my grants officer is having trouble, who should they contact?

- A. As stated in the RFA, technical questions about the application should be directed to Charles Burns at SCIRB@HEALTH.NY.GOV. Problems with the New York State Grants Gateway should be directed to their help desk: 1-800-820-1890 (Monday-Friday 8:00 am to 8:00 pm).

Workplans

32. Why are there two workplans in the application?

- A. The Workplan Narrative – Form 11, will be used by the peer reviewers to understand the full context and details of the application. Page limits are established for sections a-d of this document. The NYS Grants Gateway Online Workplan will be included in the system-generated contract using this standardized format. The content of both Workplans must be identical. See the Application Completion Instructions in Attachment 2 of the RFA.

Budgeting

33. Can we budget for travel/registration for meetings?

- A. Yes, with sufficient justification. Please plan to attend annual SCIRB-sponsored meetings to be held in either New York City or Albany. Travel that is not specified and approved at the time of contract must be requested in advance. Funding for travel will come from the institutional allowance.

34. Do we have to submit a budget for the first year or all years? Do we need to have budgets for sub-applicants?

- A. Detailed line item budgets and justifications for applicants and sub-applicants must be submitted for the entire length of the contract. Year 1 is entered directly into the NYS Grants Gateway and subsequent years are entered to an Excel file that also must be saved as a PDF file. Also see Submitting the Application, above. Excel file is located under Pre-Submission Uploads-Attachment 4; Completed Excel file should be uploaded under Program Specific Question #3.

35. How much budget justification is necessary?

- A. Justify the budget lines for each year. For each budget line, provide sufficient detail to demonstrate that specific uses and amounts of funding have been carefully considered.

36. Please confirm that predoctoral fellows will receive a stipend and that Institutional costs are included Facilities and Administrative Costs.

- A. Predoctoral students will receive a stipend (see page 7 of Attachment 2) and Institutional Allowance are included Facilities and Administrative Costs (See page 8 of Attachment 2). Tuition and fees are separate.

There are no modifications to this RFA.