July 5th Proposal Deadline: Lessons Learned

Summary of the deadline statistics, lessons learned and departmental spotlight

Shortly after each major NIH deadline (February, March, June, July, October and November), the Office of Grant and Contract Administration (GCA) will publish a Lessons Learned G&CAAlert. This Alert will include information about:

- Submission Metrics
  - How many proposals were submitted and when GCA received the proposals
- Lessons Learned
  - What was learned and how can the process of preparing and submitting grants be improved
- Departmental Spotlight
  - The opportunity to highlight departments who were particularly successful during the last deadline

Submission Metrics
- 64 total proposals were submitted for the July 5th deadline (since July 5th fell on a weekend, the actual deadline was July 7th.)

Lessons Learned

Review your final application in the NIH Commons!
An issue was discovered during this deadline where the budget justification did not display properly in the Commons, affecting about half of all submissions. Thanks to the PIs who reviewed the final application in the Commons, we quickly realized that this was a widespread issue and required the intervention of our software vendor and special consideration from the NIH for the proposals to be recreated and resubmitted after 5PM.

Lesson learned: PIs should always check the final application in the Commons to ensure it rendered properly and alert your GCA Proposal Manager immediately if something does not look correct.
Lessons Learned (continued)

Make sure all compliance requirements are in place prior to routing the proposal

Ensuring that all compliance requirements are completed and fulfilled will prevent delays when submitting a proposal. As a reminder, the following compliance requirements must be completed at the time of proposal submission:

- Introduction to Sponsored Projects Administration for Faculty (all PIs, multiple PIs and Co-PIs)
- Current Conflict of Interest disclosures must exist for all individuals identified by the PI as responsible for the design, conduct or reporting of the research.
- Patent Policy Acknowledgement and Agreement form (required for all personnel)
- Current VA Memorandum of Understanding (MOU) (all individuals who have a joint Yale/VA appointment)

Provide a strong budget justification for all F&A type costs included in a federal proposal

Lesson learned: Strong justifications that are approved by both GCA and GCFA at the proposal stage will prevent the need for approval after an award is made. Excellent training is offered which will assist in understanding what constitutes a strong justification.

Departmental Spotlight

In order to fairly evaluate success, departments were divided into two broad categories (3 or fewer proposal submissions and more than 3 proposal submissions).

Highest percentage of proposals submitted to GCA at least 2 days in advance of the deadline:

3 or fewer submissions: Emergency Medicine – 100%
OBGYN – 100%
Psychology – 100%
Yale Child Study Center – 100%

More than 3 submissions: Yale School of Public Health – 100%
Internal Medicine (excluding Cardiology) – 86%
FRMS – 70%

Thank you all for your support.