How eRA Assembles Multi-project Applications

Introduction
Applicants put a lot of effort into preparing their applications. It is no surprise that some applicants experience a considerable amount of angst over allowing a computer to control how their application will be presented to agency staff for review and funding consideration. Although automated application assembly removes the ability for applicants to attempt to set their applications apart from a presentation perspective, the efficiency and consistency of electronic processes ensure all applications adhere to the same guidelines and that the proposed research contained in the application to be the true differentiator. This document provides a detailed description of how multi-project applications are systematically assembled.

Multi-project Application Image Assembly Order
Multi-project application images are automatically assembled in the following pre-defined order:
- The Overall component SF4242 (R&R) cover form
- Table of Contents
- Data summaries
  - Component Summary
  - Performance Sites Summary
  - Human Subjects – Clinical Trial – HESC – Vertebrate Animals Summary
  - Composite Application Budget Summary
  - Component Budget Summary
  - Categories Budget Summary
  - Senior/Key personal Summary followed by biosketches
- Remaining Overall component information
- Additional components
  - Additional component types are presented in alphabetical order (e.g. Cores before Projects).
  - Components of the same type are grouped together and presented in the order designated in ASSIST. If the application was submitted using a system-to-system solution other than ASSIST, then the components are presented in the order they were submitted to Grants.gov.

Cover Letter (included in Overall SF424 R&R cover form of application) and Appendix attachments (included with PHS 398 Research Plan forms in each component) are not part of the assembled application image. Applicants can find these documents in the Other Relevant Documents section of the eRA Commons detailed status screen for the application in addition to the assembled e-Application image. NIH staff and peer reviewers with appropriate access can find the assembled application and associated documents in the application’s grant folder.
Application Table of Contents, Headers and Footers
The system automatically generates bookmarks, creates a detailed Table of Contents, inserts document headers (including Contact PD/PI name), and inserts document footers (including page numbers). The bookmarking and Table of Contents facilitate easy application navigation on-line and in print.

**Bookmarks**

Bookmarks are an on-line tool that provide application readers with easy access to critical aspects of the application.

**Table of Contents**

The Table of Contents provides a more detailed listing of sections of the application and the page number for each. The Table of Contents is particularly helpful when the application is printed.
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For easy cross-reference, the component entries in the table of contents include both the component title and the system assigned identifier used in the application bookmarks.

Page Headers
Throughout the application the contact PD/PI for the entire application is included in the header. Note that the contact PD/PI may not be the lead designated for a particular component. The header also includes the name of the component to help readers quickly identify where they are in the application.
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**Page Footers**
Throughout the application the footers include page numbers.

For form pages, the footers also include the Grants.gov tracking number provided at time of submission, the submission date and time stamp and the Funding Opportunity Announcement number.

For attachment pages, the footers include the name of attachment.

**Expanding Components**
Components of the same type are grouped together (e.g., all components of type ‘Project’ will be grouped under a ‘Project’ bookmark. Clicking on the bookmark for the component type expands to show all components of that type.
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Clicking on the bookmark for the unique component identifier will expand to show the data provided for that individual component. The data for each component is displayed in a way consistent with a typical single-project application. However, since many of the SF424 R&R cover fields only apply for the Overall component, only a few fields of that form are displayed for other components.
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Component Summary
The system assigns each component a unique identifier based on the component type and a sequential number. In response to user requests, the identifier used within ASSIST is listed in parenthesis. Examples: Core-001 (485), Project-001 (847), Project-002 (687).

The Component Summary serves as a key for readers to match the component identifier assigned during application image assembly to the Component Project Title and PD/PI or Project Lead. It also provides a quick reference to determine which organization is leading each component.

Performance Sites Summary
The Performance Sites Summary lists the Overall primary site followed by a table of all additional sites in alphabetical order by organization name. Sites listed on multiple components will have multiple rows in the summary.
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Human Subjects – Clinical Trial – HESC – Vertebrate Animals Summary

This Human Subjects – Clinical Trial – HESC – Vertebrate Animals Summary provides an easy way to identify the components that include Human Subjects, Clinical Trials, HESC, or Vertebrate Animals.

<table>
<thead>
<tr>
<th>Components</th>
<th>Human Subjects</th>
<th>Clinical Trial</th>
<th>HESC Involved</th>
<th>Vertebrate Animals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>Admin-Core-001 (031)</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Core-001 (405)</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Core-002 (828)</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Project-001 (847)</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>Project-002 (917)</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
</tr>
<tr>
<td>Project-003 (927)</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
</tr>
</tbody>
</table>
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Composite Application Budget Summary

The Overall component of a multi-project application does not typically contain a dedicated budget form. The only budget information included in the Overall component is the Estimated Project Funding section of the SF424 (R&R) Cover form. The budget details are included in the components themselves.

The Composite Application Budget Summary is compiled based on component budget data. Data collected on all budget forms with the same DUNS as the applicant organization are summarized as the applicant budget. Budget data collected on forms with different DUNS than the applicant organization are included under Consortium Costs.

How the Composite Application Budget Summary is calculated:
The summary provides the following information for each budget period for all R&R Budgets included in the application where the Budget Type = Project. The DUNS included on the budget is used to determine if the budget form is for the Applicant Organization (DUNS matches the DUNS provided on the SF424 RR Cover of the Overall component).

<table>
<thead>
<tr>
<th>Categories</th>
<th>Budget Period 1</th>
<th>Budget Period 2</th>
<th>Budget Period 3</th>
<th>Budget Period 4</th>
<th>Budget Period 5</th>
<th>TOTALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary, Wages and Fringe Benefits</td>
<td>414,312</td>
<td>414,312</td>
<td>414,312</td>
<td>414,312</td>
<td>414,312</td>
<td>2,071,565</td>
</tr>
<tr>
<td>Equipment</td>
<td>50,000</td>
<td>50,000</td>
<td>50,000</td>
<td>50,000</td>
<td>50,000</td>
<td>250,000</td>
</tr>
<tr>
<td>Total</td>
<td>464,312</td>
<td>464,312</td>
<td>464,312</td>
<td>464,312</td>
<td>464,312</td>
<td>2,321,565</td>
</tr>
<tr>
<td>Participant/Trainee Support Costs</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other Direct Costs (excluding Consortium)</td>
<td>97,900</td>
<td>97,900</td>
<td>97,900</td>
<td>97,900</td>
<td>97,900</td>
<td>484,500</td>
</tr>
<tr>
<td>Consortium Costs</td>
<td>3,560,753</td>
<td>3,560,753</td>
<td>3,560,753</td>
<td>3,560,753</td>
<td>3,560,753</td>
<td>17,803,775</td>
</tr>
<tr>
<td>Direct Costs</td>
<td>2,145,066</td>
<td>1,873,066</td>
<td>1,873,066</td>
<td>1,873,066</td>
<td>1,873,066</td>
<td>9,365,330</td>
</tr>
<tr>
<td>Indirect Costs</td>
<td>250,000</td>
<td>250,000</td>
<td>250,000</td>
<td>250,000</td>
<td>250,000</td>
<td>1,250,000</td>
</tr>
<tr>
<td>Total Direct Costs less Consortium F&amp;A</td>
<td>3,395,066</td>
<td>3,123,066</td>
<td>3,123,066</td>
<td>3,123,066</td>
<td>3,123,066</td>
<td>16,649,680</td>
</tr>
</tbody>
</table>

How the Composite Application Budget Summary is calculated:
The summary provides the following information for each budget period for all R&R Budgets included in the application where the Budget Type = Project. The DUNS included on the budget is used to determine if the budget form is for the Applicant Organization (DUNS matches the DUNS provided on the SF424 RR Cover of the Overall component).

- **Salary, Wages and Fringe Benefits** = Sum of the ‘Total Salary, Wages and Benefits (A+B)’ line item for all component budgets from Applicant Organization
- **Equipment** = Sum of the ‘Total Equipment’ line item for all component budgets from Applicant Organization
- **Travel** = Sum of the ‘Total Travel Cost’ line item for all component budgets from Applicant Organization
- **Participant/Trainee Support Costs** = Sum of the ‘Total Participant/Trainee Support Costs’ line item for all component budgets from Applicant Organization
- **Other Direct Costs (excluding Consortium)** = Sum of the ‘Total Other Direct Costs’ line item for all component budgets from Applicant Organization, minus the ‘F5. Subawards/Consortium/Contractual Costs’ line item contained in the same budgets
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- **Consortium** = Sum of the ‘FS. Subawards/Consortium/Contractual Costs’ line item for all component budgets from Applicant Organization, plus the sum of the ‘Total Direct and Indirect Institutional Costs (G + H)’ line item for all other component budgets.

- **Direct Costs** = Sum of the ‘Total Direct Costs’ line item (G) for all component budgets from Applicant Organization, plus the sum of the ‘Total Direct and Indirect Institutional Costs (G + H)’ line item for all other component budgets.

Note: This calculation should not be used for the purposes of determining if an application falls within any direct cost limit designated in a Funding Opportunity Announcement, since it includes all direct costs including consortium/contractual F&A costs.

- **Indirect Costs** = Sum of the ‘Total Indirect Costs’ line item for all component budgets from Applicant Organization.

Note: Applications with at least one component led by an organization other than the applicant organization may include the following message:

*This application includes at least one component led by an organization that has a DUNS different than the Applicant Organization. The indirect cost calculation for the applicant organization may not include all allowed Indirect Costs for the first $25K of requested consortium costs and, therefore, may appear less than expected. No action is required from the applicant; NIH will make any appropriate corrections to the budget calculations administratively. The application review will not be affected.*

- **Total Direct and Indirect Costs** = Sum of the ‘Total Indirect Costs’ line item for all component budgets from Applicant Organization.

**Total Direct Costs Less Consortium F&A Table**

NIH continues to support the policy established in 2004 regarding applications that involve consortium/contractual F&A costs (see NOT-OD-05-004). This policy allows applicants to exclude consortium/contractual F&A costs when determining if an application falls at or beneath any applicable direct cost limit.

To determine if an application falls at or beneath a direct cost limit, the following calculation must be done for each budget period:

- Take the Direct Cost amount from the Composite Application Budget Summary and subtract the Indirect Costs from the main budget of any component not led by the applicant organization. Then subtract the Indirect Costs from all subaward budget forms associated with components led by the applicant organization.

This cumbersome calculation is done by the system and presented in the table. Note that the table appears in all multi-project application images even when in response to FOAs without direct cost limits.
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Component Budget Summary

In the Component Budget Summary, all major budget categories defined on the budget forms are summarized for each component.

Categories Budget Summary

In the Categories Budget Summary, each budget category is summarized across components.
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Senior/Key Personnel Summary

The Senior/Key Personnel Summary lists the Contact PD/PI and any other multi-PD/Pis for the entire application as specified on the Overall component followed by an alphabetical listing of all other SR/Key personnel contained in the application. Personnel that participate in multiple components will have multiple rows in the summary each listing the component and their role within that component.

Biosketches

Biosketches for the Sr/Key personnel are listed in the same order as they appear in the Senior/Key Personnel Summary. However, NIH only allows a single biosketch for each senior/key person listed within the application. Consequently, even if a person is shown in multiple rows on the Senior/Key Personnel Summary only one biosketch will appear. Biosketches are not repeated within the individual component sections of the application image.