How eRA Assembles Multi-project Applications

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This document reflects how applications are assembled by NIH as of April 18, 2014. For applications submitted prior to April 18, please see: http://grants.nih.gov/grants/ElectronicReceipt/files/Electronic_Multi-project_Application_Image_Assembly_Jan2014.pdf.

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.

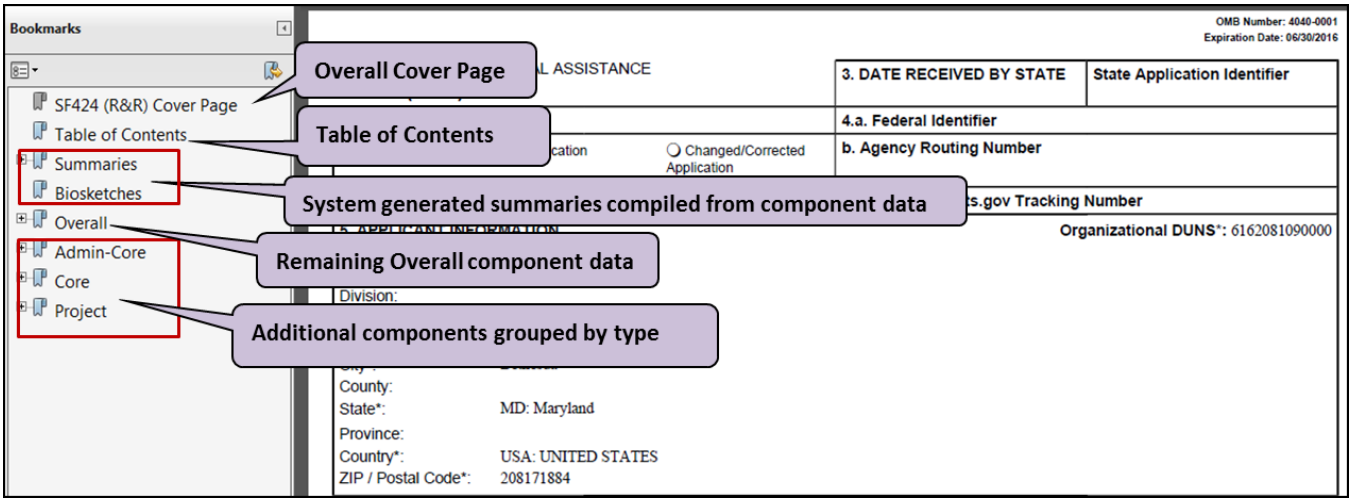
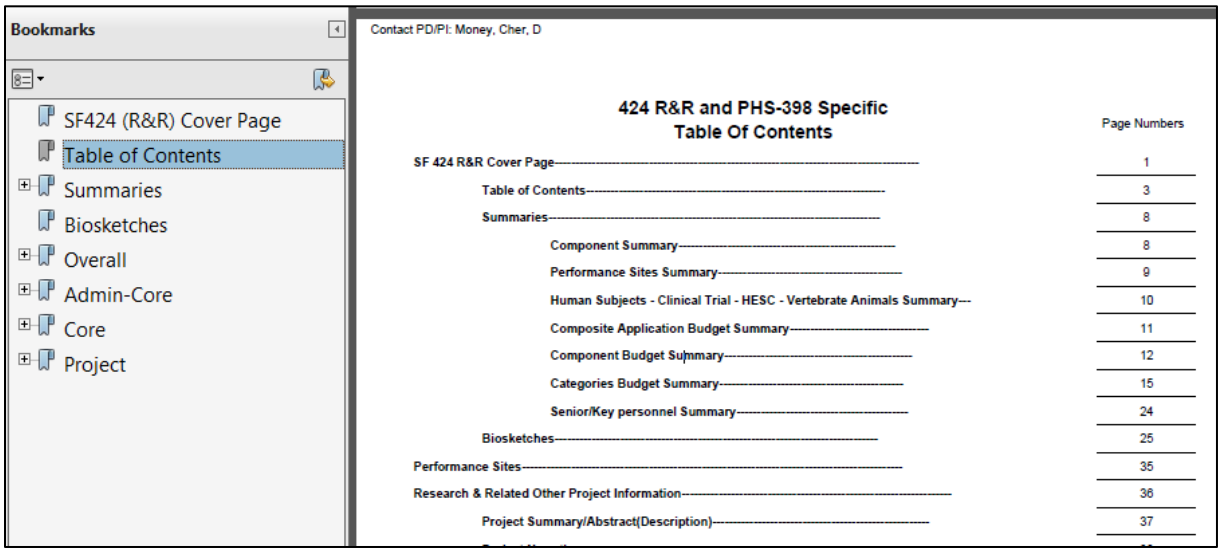
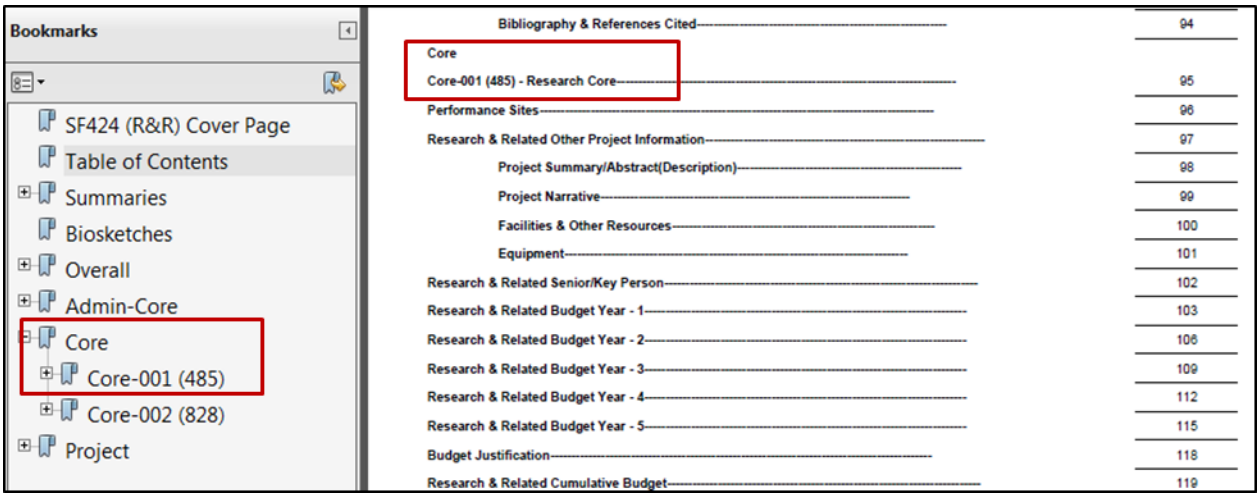


Table of Contents

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.

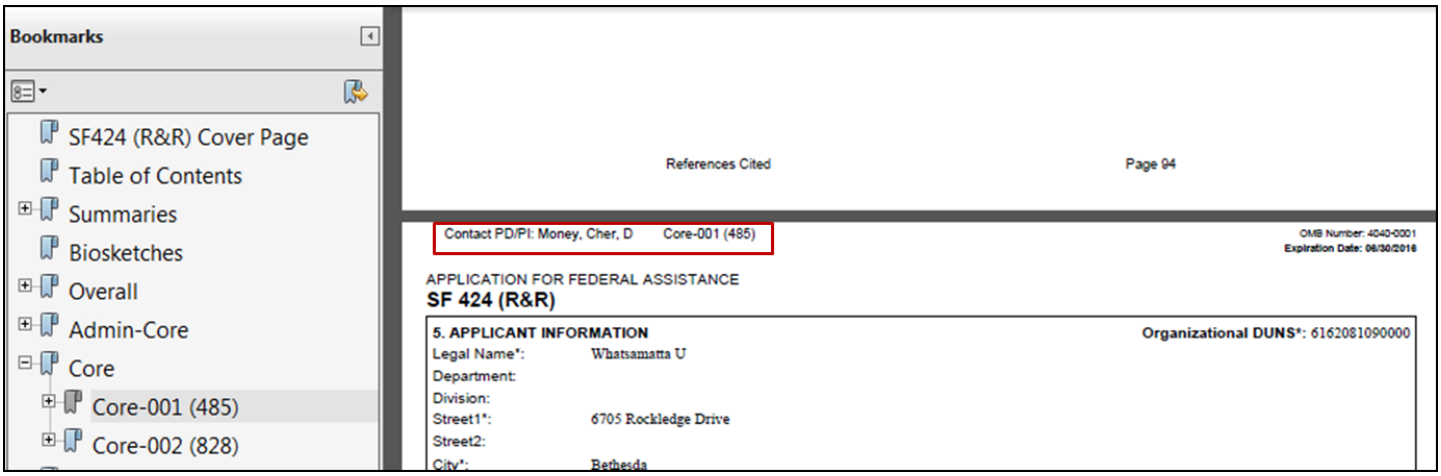


For easy cross-reference, the component entries in the table of contents include both the component title and the system assigned identifier used in the application bookmarks.



Page Headers

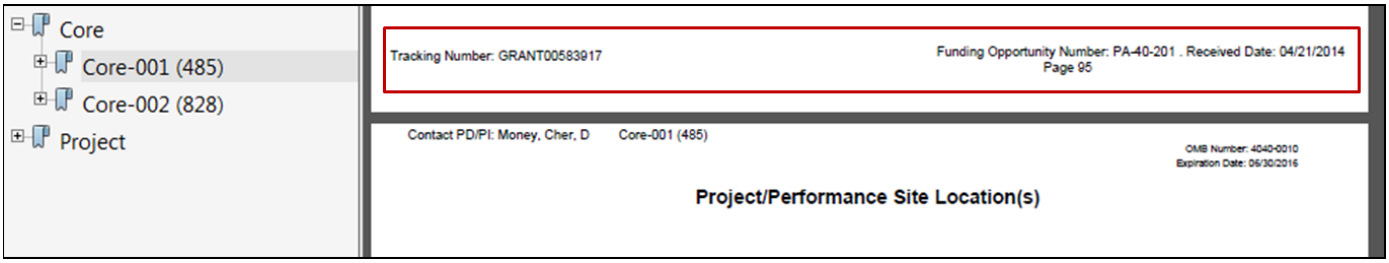
Throughout the application the contact PD/PI for the entire application is included in the header. Note that the contact PD/PI may not be the lead designated for a particular component. The header also includes the name of the component to help readers quickly identify where they are in the application.



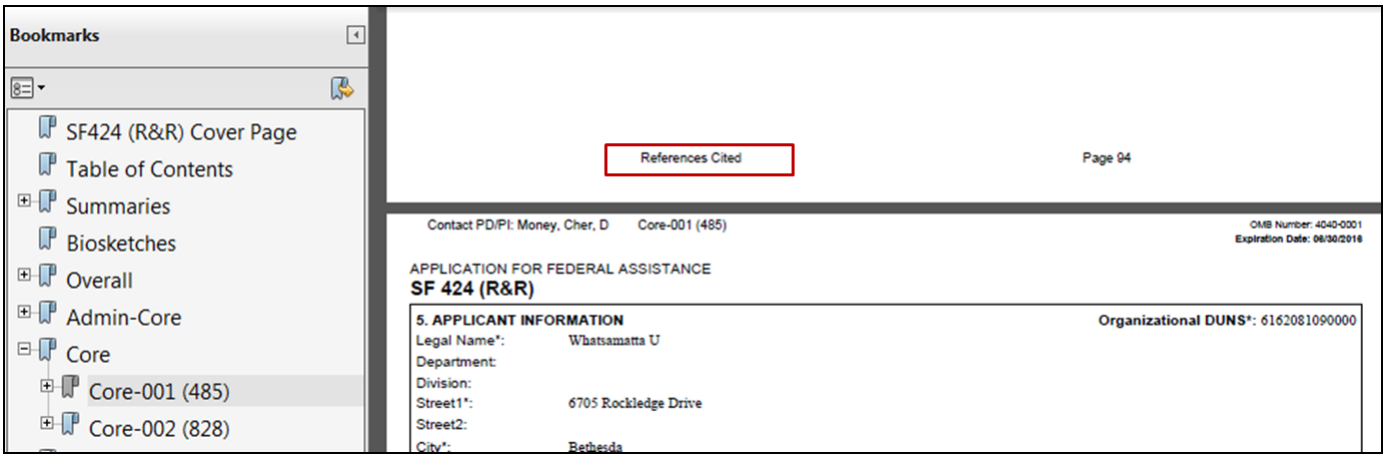
Page Footers

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.

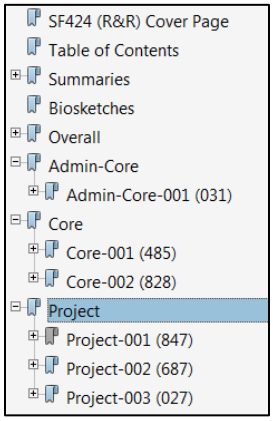


For attachment pages, the footers include the name of attachment.

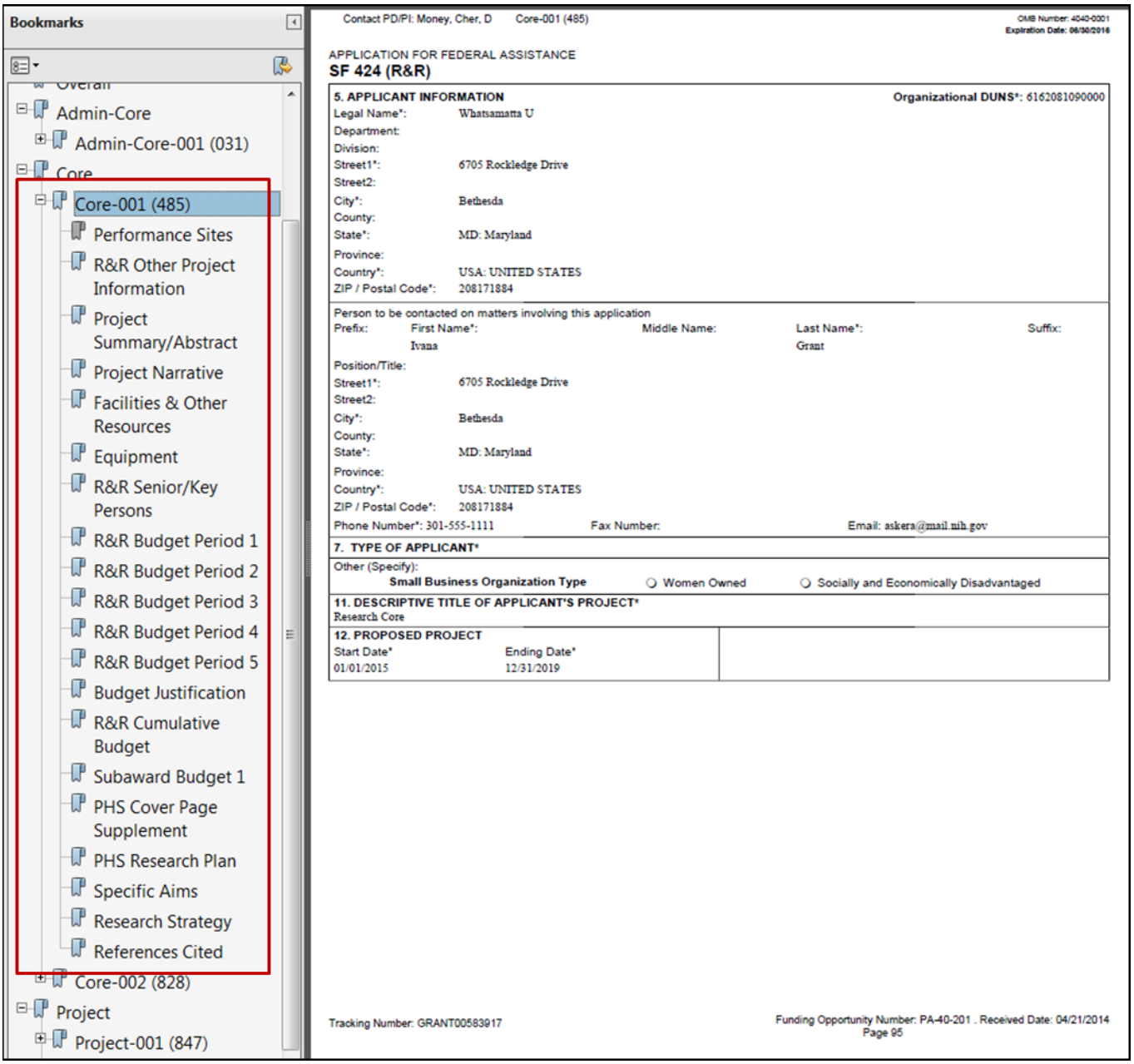


Expanding Components

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.



Clicking on the bookmark for the unique component identifier will expand to show the data provided for that 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.



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.

- SF424 (R&R) Cover Page
- Table of Contents
- 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 personnel Summary
- Biosketches

Component Summary

Components	Component Project Title	Organization Name	Contact PD/PI Name or Project Lead Name
Overall	Research Center to Cure the Diseases of the World	Whatsamatta U	Money, Cher D
Admin-Core-001 (031)	Administrative Core	Whatsamatta U	Knight, Jed I
Core-001 (485)	Research Core	Whatsamatta U	Round, Ben A
Core-002 (828)	Communications Core	Better Now	Lead, Abel Tu
Project-001 (847)	Fabulous Research Project Focus 1	Whatsamatta U	Money, Cher D
Project-002 (687)	Fabulous Research Project Focus 2	Better Now	Sential, Quin T
Project-003 (027)	Fabulous Research Project Focus 3	Cures R Us	Doer, Ima

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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- Overall

Project/Performance Site Location(s) Summary

Applicant Organization	City	State/Province	Country
Whatsamatta U	Bethesda	MD	UNITED STATES

Organization Name	City	State/Province	Country	Component
Better Now	Bethesda	MD	UNITED STATES	Core-002 (828)
Better Now	Bethesda	MD	UNITED STATES	Project-002 (687)
Cures R Us	Curesville	MD	UNITED STATES	Project-003 (027)
Whatsamatta U	Bethesda	MD	UNITED STATES	Admin-Core-001 (031)
Whatsamatta U	Bethesda	MD	UNITED STATES	Core-001 (485)
Whatsamatta U	Bethesda	MD	UNITED STATES	Overall
Whatsamatta U	Bethesda	MD	UNITED STATES	Project-001 (847)

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.

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Human Subjects
Clinical Trial
Human Embryonic Stem Cells
Vertebrate Animals
Summary

Components	Human Subjects	Clinical Trial	HESC Involved	Vertebrate Animals
Overall	Y	N	N	Y
Admin-Core-001 (031)	N	N	N	N
Core-001 (485)	N	N	N	N
Core-002 (828)	N	N	N	N
Project-001 (847)	Y	N	N	N
Project-002 (687)	N	N	N	Y
Project-003 (027)	N	N	N	N

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.

- Summaries
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Composite Application Budget Summary

Categories	Budget Period 1	Budget Period 2	Budget Period 3	Budget Period 4	Budget Period 5	TOTALS
Salary, Wages and Fringe Benefits	414,313	414,313	414,313	414,313	414,313	2,071,565
Equipment	58,000	6,000	6,000	6,000	6,000	82,000
Travel	5,000	5,000	5,000	5,000	5,000	25,000
Participant/Trainee Support Costs	0	0	0	0	0	0
Other Direct Costs (excluding Consortium)	87,500	87,500	87,500	87,500	87,500	437,500
Consortium Costs	1,580,755	1,360,755	1,360,755	1,360,755	1,360,755	7,023,775
Direct Costs	2,145,568	1,873,568	1,873,568	1,873,568	1,873,568	9,639,840
Indirect Costs	250,000	250,000	250,000	250,000	250,000	1,250,000
Total Direct and Indirect Costs	2,395,568	2,123,568	2,123,568	2,123,568	2,123,568	10,889,840

Total Direct Costs less Consortium F&A

Category	Budget Period 1	Budget Period 2	Budget Period 3	Budget Period 4	Budget Period 5	TOTALS
Total Direct Costs less Consortium F&A	1,665,568	1,393,568	1,393,568	1,393,568	1,393,568	7,239,840

*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.

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

- **Consortium** = Sum of the 'F5. 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.

Component Budget Summary

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

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- Admin-Core
- Core
- Project

Component Budget Summary

Components	Categories	Budget Period 1	Budget Period 2	Budget Period 3	Budget Period 4	Budget Period 5	TOTALS
Admin-Core-001 (031)	Salary, Wages and Fringe Benefits	91,000	91,000	91,000	91,000	91,000	455,000
	Equipment	6,000	6,000	6,000	6,000	6,000	30,000
	Travel	1,000	1,000	1,000	1,000	1,000	5,000
	Participant/Trainee Support Costs	0	0	0	0	0	0
	Other Direct Costs (excluding Consortium)	56,500	56,500	56,500	56,500	56,500	282,500
	Consortium Costs	0	0	0	0	0	0
	Direct Costs	154,500	154,500	154,500	154,500	154,500	772,500
	Indirect Costs	75,000	75,000	75,000	75,000	75,000	375,000
TOTALS	Total Direct and Indirect Costs	229,500	229,500	229,500	229,500	229,500	1,147,500
Core-001 (485)	Salary, Wages and Fringe Benefits	171,333	171,333	171,333	171,333	171,333	856,665
	Equipment	0	0	0	0	0	0
	Travel	2,000	2,000	2,000	2,000	2,000	10,000
	Participant/Trainee Support Costs	0	0	0	0	0	0
	Other Direct Costs (excluding Consortium)	9,000	9,000	9,000	9,000	9,000	45,000
	Consortium Costs	3,000	3,000	3,000	3,000	3,000	15,000
	Direct Costs	185,333	185,333	185,333	185,333	185,333	926,665
	Indirect Costs	75,000	75,000	75,000	75,000	75,000	375,000
TOTALS	Total Direct and Indirect Costs	260,333	260,333	260,333	260,333	260,333	1,301,665

Categories Budget Summary

In the Categories Budget Summary, each budget category is summarized across components.

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Categories Budget Summary

Categories	Components	Budget Period 1	Budget Period 2	Budget Period 3	Budget Period 4	Budget Period 5	TOTALS
R&R Budget - Senior/Key Person Funds Requested	Admin-Core-001 (031)	47,000	47,000	47,000	47,000	47,000	235,000
	Core-001 (485)	101,333	101,333	101,333	101,333	101,333	506,665
	Core-002 (828)	97,000	97,000	97,000	97,000	97,000	485,000
	Project-001 (847)	90,833	90,833	90,833	90,833	90,833	454,165
	Project-002 (687)	150,000	150,000	150,000	150,000	150,000	750,000
	Project-003 (027)	143,050	143,050	143,050	143,050	143,050	715,250
TOTALS		629,216	629,216	629,216	629,216	629,216	3,146,080
R&R Budget - Other Personnel Funds Requested	Admin-Core-001 (031)	44,000	44,000	44,000	44,000	44,000	220,000
	Core-001 (485)	70,000	70,000	70,000	70,000	70,000	350,000
	Core-002 (828)	21,000	21,000	21,000	21,000	21,000	105,000
	Project-001 (847)	61,147	61,147	61,147	61,147	61,147	305,735
	Project-002 (687)	116,505	116,505	116,505	116,505	116,505	582,525
	Project-003 (027)	81,200	81,200	81,200	81,200	81,200	406,000
TOTALS		393,852	393,852	393,852	393,852	393,852	1,969,260
R&R Budget - Section A & B. Total Salary, Wages and Fringe Benefits (A+B)	Admin-Core-001 (031)	91,000	91,000	91,000	91,000	91,000	455,000
	Core-001 (485)	171,333	171,333	171,333	171,333	171,333	856,665
	Core-002 (828)	118,000	118,000	118,000	118,000	118,000	590,000
	Project-001 (847)	151,980	151,980	151,980	151,980	151,980	759,900

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.

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Senior/Key Personnel Summary

Name	Organization	Role on Project	Components
Money, Cher D	Whatsamatta U	PD/PI(Contact)	Overall
Round, Ben A	Whatsamatta U	PD/PI(MPI)	Overall
Dish, Pete Ree	Whatsamatta U	Faculty	Project-001 (847)
Doer, Ima	Cures R Us	Other: Project Lead	Project-003 (027)
Dote, Ann T	Cures R Us	Post Doctoral Scholar	Project-003 (027)
Knight, Jed I	Whatsamatta U	Other: Project Lead	Admin-Core-001 (031)
Kur, Bea	Better Now	Faculty	Project-002 (687)
Lead, Abel Tu	Better Now	Other: Project Lead	Core-002 (828)
Lead, Abel Tu	Better Now	Faculty	Project-002 (687)
Money, Cher D	Whatsamatta U	Other: Project Lead	Project-001 (847)
Round, Ben A	Whatsamatta U	Other: Project Lead	Core-001 (485)
Sential, Quin T	Better Now	Other: Project Lead	Project-002 (687)
Sumthin, Tellum	Better Now	Faculty	Core-002 (828)

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.

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OMB No. 0925-0001/0002 (Rev. 08/12 Approved Through 8/31/2015)

BIOGRAPHICAL SKETCH

Provide the following information for the Senior/key personnel and other significant contributors.
Follow this format for each person. **DO NOT EXCEED FOUR PAGES.**

NAME: Money, Cher D

POSITION TITLE: Associate Professor of Psychology

eRA COMMONS USER NAME (credential, e.g., agency login): CherDMoney4

EDUCATION/TRAINING. *(Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable.)*

INSTITUTION AND LOCATION	DEGREE *(if applicable)*	MM/YY	FIELD OF STUDY
University of California, Berkeley	B.S.	05/90	Psychology
University of Vermont	Ph.D.	05/96	Experimental Psychology
University of California, Berkeley	Postdoctoral	08/98	Public Health and Epidemiology

A. Personal Statement

The goal of the proposed research is to investigate the interaction between drug abuse and normal aging processes. Specifically, we plan to measure changes in cognitive ability and mental and physical health across a five-year period in a group of older drug users and matched controls. I have the expertise, leadership