Proposal Submission Deadlines at Rutgers

Meeting the proposal deadline is critical. Internal deadlines are in place and must be met. If you are planning to submit a proposal, please contact the Office of Sponsored Research at least 30 days in advance of the submission deadline date.

Please remember that a completed and approved funding proposal (endorsement) is needed by the Office of Sponsored Research 5 days prior to the submission deadline. In addition to the funding proposal (endorsement), the following documents are required for the submission of a proposal 12 pm noon on the 5 and 2 business day deadlines:

- Completed Proposal Documents Due by 12 pm noon on the Five (5) Business Day Deadline
  - Sponsor’s guidelines
  - Final proposal excluding final science
  - Final budget with budget justification
  - subaward documents (if applicable):
    - Rutgers Budget Template
    - Budget Justification
    - Statement of Work
    - Statement of Intent
    - Subrecipient Commitment Form

Completed Proposal Documents Due by 12 pm noon on the Two (2) Business Day Deadline
- Final Science, which may include:
  - Project Summary/Abstract
  - Project Narrative
  - Bibliography & References

* Completed and approved RAPSS Funding Proposal with the working project title

Please plan to submit several days in advance of the submission due date. This will provide adequate time to address any technical and content issues. (Issues can occur.)

If you need assistance, please contact the Office of Sponsored Research.

More information regarding proposal submission deadlines is available at [http://orsp.rutgers.edu/proposal-deadlines](http://orsp.rutgers.edu/proposal-deadlines).

Cited
- Facilities & Other Resources
- Specific Aims
- Research Strategy
- Resource Sharing Plan(s)
* Completed eCOI Disclosure for research related applications
Single IRB at Rutgers

The single IRB (sIRB) mandate is a set of complementary federal policies that require certain types of federally-funded studies that involve multiple institutions to use a single IRB to accomplish IRB review and approval for all of the institutions.

There are two policies that require the use of a Single IRB NIH Single IRB Policy and The Revised Common Rule.

The NIH Policy, Effective January 25, 2018

• Applies to: Domestic sites of NIH funded studies ONLY where each site will conduct the same protocol involving non-exempt human subjects' research, whether supported by grants, cooperative agreements contracts or the NIH Intramural Research Program. It does not apply to Foreign Sites, research training (T).
• Exceptions: VA sites; international sites; sites involving tribal nations.
• Please see the NIH FAQ's on the Single IRB Policy for Multi-Site Research

• NIH policy required All competing NIH grant applications (new, renewal, revision or re-submission) for multi-site studies involving the identical IRB protocol with NIH receipt dates on or after January 25, 2018 must include a plan describing the use of a sIRB for the study.

The revised Common Rule, effective January 20, 2020

• Applies to: All sites in the United States participating in a federally funded cooperative research study (involves more than one site). The revised Common Rule applies to NIH and other federal sponsors. The applicability of the Rule must be defined at the early stages of the proposal by checking the proposal guidelines, as well as the Federal Sponsor's general terms and conditions.
• Exceptions: Cooperative research for which more than single IRB review is required by law (including tribal law passed by the official governing body of an American Indian or Alaska Native tribe); or Research for which any Federal department of agency supporting or conducting the research determines and documents that the use of a single IRB is not appropriate.

The Rutgers IRB Office created a pre-consultation process as part of the IRB’s support of the Single IRB mandate. It is recommended that you contact the Rutgers IRB Office at least 5-6 weeks prior to the grant application’s due date to discuss options for IRB review of a multi-site or collaborative study in which Rutgers will serve as the lead or participating site and how to properly include IRB fees in the proposal budget. Please complete the IRB consultation checklist and forward to IRBRelianceAdmin@ored.rutgers.edu.

A member of the Rutgers Reliance team will review all pre-consultation requests within 2-3 days following receipt of the completed form. The Rutgers IRB will determine the appropriateness for the institution to serve as the IRB of Record or if the study should cede review to an External IRB. If it is determined that an External IRB will serve as the IRB of Record for all sites, the Reliance team will provide the investigator with the appropriate letter of support to include with the grant proposal. You may contact IRBRelianceAdmin@ored.rutgers.edu for any additional questions.

For more information regarding Single IRB at Rutgers go to https://orra.rutgers.edu/authorizationagreements.
National Science Foundation’s Proposal & Award Policies & Procedures Guide

Principal Investigators planning to submit a proposal to the National Science Foundation (NSF) should review the NSF Proposal & Award Policies & Procedures Guide (PAPPG). Here is the link to the new PAPPG, June 2020—https://www.nsf.gov/pubs/policydocs/pappg20_1/index.jsp. The new NSF PAPPG is effective June 1, 2020. Significant changes and clarifications to the PAPPG are available here—https://www.nsf.gov/pubs/policydocs/pappg20_1/sigchanges.jsp.

Unless noted otherwise in the program announcement, it is always imperative to follow the instructions provided in the PAPPG.

Here are some highlights of the significant changes to the NSF PAPPG (see the full list of changes at https://www.nsf.gov/pubs/policydocs/pappg20_1/sigchanges.jsp):

- NSF will require use of an NSF-approved format in submission of the biographical sketch and current and pending support documents, once the PAPPG (NSF 20-1) becomes effective;
  - NSF is partnering with the National Institutes of Health (NIH) to use SciENcv: Science Experts Network Curriculum Vitae as an NSF-approved format for preparation of both documents.
  - Use of an NSF-approved format will not be required until implementation of PAPPG 20-1 on June 1, 2020.
  - To assist the community, NSF has developed websites with additional information for the preparation of the biographical sketch and current and pending support.

- Project Description, has been revised to remove the requirement for the Project Description to contain, as a separate section with the narrative, a section labeled “Intellectual Merit”. In addition, another example has been added to the list of societally relevant outcomes in the broader impacts paragraph. The list is not meant to be either comprehensive or prescriptive; proposers may include appropriate outcomes not covered by the examples.
  - New requirement for providing e-mail documentation of Program Officer approval for the submission of RAPID and EAGER proposals.
  - Clarifications to current and pending support coverage as well as other changes throughout the document.

While this version of the PAPPG becomes effective on June 1, 2020, in the interim, the guidelines contained in the current PAPPG (NSF 19-1) continue to apply.
NEH Grants Workshop at Temple University

Temple University will host a National Endowment for the Humanities (NEH) Grants workshop by Dr. Christopher Thornton, Director of the Research Division, NEH. This event will be Monday, February 24th at 8:30 am—4:00 pm and is free and open to the public.

Faculty and graduate students interested in seeking NEH funding for their work are encouraged to attend.

In addition to learning about various NEH grant programs and the review process, this event is an opportunity for humanities scholars to network and pursue collaborations with colleagues across departments, colleges/schools, and the region.

Workshop Schedule
8:30-9:30am — Meet & Greet, Continental Breakfast
9:30am - 12:00pm — NEH grants overview with Dr. Christopher Thornton
12:00-2:00pm — Lunch
Lunch is not provided, a number of lunch options can be found on Temple University Campus or in center city Philadelphia (easy access by the Broad Street Line, Regional Rail, or taxi)
2:00-4:00pm — Mock Grant Review Panel & Question/

Answer Session
Again, this event is free and open to the public, but registration is required to plan for light refreshments. Please direct any questions to chat@temple.edu.

Temple University will host a National Endowment for the Humanities (NEH) Grants workshop by Dr. Christopher Thornton, Director of the Research Division, NEH. This event will be Monday, February 24th at 8:30 am—4:00 pm and is free and open to the public.

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