



SPONSORED PROGRAM SERVICES



TO: *Business Managers
NIH Project Directors (Awards and Proposals)
Deans, Directors
Department Heads*

DATE: August 18, 2000

SUBJECT: NIH Modular Grant Information Communication

Effective September 1, 2000, NIH has made certain modifications to the format of NIH Modular grants. The modular proposal format was introduced by NIH in late 1998, and requires funding be requested in increments of \$25,000 direct costs up to \$250,000 per year and limited budgetary information. All NIH research project grants (R01), small grants (R03), and exploratory/developmental grants (R21) proposals for funding of less than \$250,000 per year are to be submitted in modular format unless indicated otherwise by program announcement. Other grant proposals will be prepared using the traditional budget format. NIH has indicated that the requirements will be strictly enforced. The NIH changes regarding modular grant applications are as follows:

1. Applicant must provide a budget narrative justification for ALL PERSONNEL by position, role, and level of effort. This includes any consultants or “to be appointed” positions. Previously, NIH required the justification for key personnel only. Due to inconsistencies in the definition of “key personnel”, this has been changed to require the information for all personnel.
2. Grant applications, which do not comply with modular format, will be returned to the applicant institution by NIH.

Following is a summary of the submission format requirements for NIH modular grants:

- The direct costs must be requested in modules of \$25,000 for all years of support for requests up to \$250,000 per year. If the direct cost budget is not in \$25,000 modules for all years of support, the application will be considered non-compliant and returned.
- When modular format is used a detailed budget is not to be provided. If a detailed categorical budget is provided the proposal will be considered non-compliant and returned to the applicant.

- The budget narrative justification page must include detail on personnel and consortium/contractual costs **only**. Personnel data is to be provided as indicated in (1) above. Consortium and contractual costs should be provided with an estimate of Total Costs (Direct plus F&A) rounded to the nearest \$1,000. Variations in the number of modules requested in different years should be described and justified. If a budget justification page includes an itemized justification for one or more of the following: equipment, supplies, travel, other expenses, etc. but the number of modules (amount) requested in each year is the same or the justifications is not intended to explain the difference in number of modules requested in one or more years then the application will be considered non-compliant and will be returned.
- “Other support” information must be included in the Biographical Sketch section entitled “Research Projects Ongoing or Completed During the Last Three Years” per instructions. If “Other Support” pages are supplied rather than including the information in the Biographical Sketch the proposal will be considered non-compliant and returned.
- “Current and Pending Support” is not to be included in the proposal. The Biographical Sketch is not to include “Current and Pending Support”. If the Biographical Sketch lists “Current and Pending” instead of or in addition to the required information the application will be considered non-compliant and be returned. Up to date information regarding other support may be requested by NIH for applicants being considered for awards.

General Reminders

1. Proposals that are submitted to SPS at least 24 hours prior to the sponsor submission deadline will be reviewed by SPS to assure that modular format requirements are met. A proposal which is received in SPS on the day it is due out may not receive this review due to time constraints.
2. The website containing information regarding Modular Applications can be found at:

http://grants.nih.gov/grants/funding/modular/modular_t.htm
3. On the Checklist, Facility and Administrative costs for each year should be calculated using the current negotiated F&A rate.
4. The Budget Narrative Justification page is not a form page at this time. Use a blank sheet to prepare.
5. Biographical Sketches should be submitted for KEY personnel, including consultants.

6. Follow application guidelines included in the PHS 398 instructions regarding page limitations and font size. See website for specifics.
7. Any Request for Proposal (RFA) Or Program Announcement (PA) issued since 12/1/98 that requires a modular application will state that fact.

Please contact Diane Troyer by phone at 41052 or e-mail dtroyer@purdue.edu or Dee Doherty by phone at 41066 or e-mail dohertyd@purdue.edu if you have questions regarding NIH Modular Grants.

M. R. Ludwig
Associate Director
Sponsored Program Administration