

2010 SIP Application Guidelines

General information

- Project start date will be September 30, 2010
 - PRC funding runs on a September 30 – September 29 fiscal year
- Project periods range from 1 to 4 years
- Project funding ranges from \$125,000/year to \$750,000/year
- Some SIPs will fund more than one project
 - Emory may submit only one application per topic
 - Overall, 16 awards anticipated over 11 topics
- Specific topics have different proposal requirements (e.g., length of research plan, indirect rate, etc) – read the complete announcement and the details for your topic carefully
- Only one application per topic, per PRC is allowed
- EPRC can facilitate collaboration and will, if necessary, determine the lead if multiple investigators are interested in leading a project

Electronic submission to CDC via grants.gov

- Each PI is responsible for his/her own electronic submission
 - Coordinate with your usual department or financial contact
 - Download and use the appropriate electronic SF 424 (R&R) package for this announcement
 - Submit detailed budgets – do NOT use the modular budget format
 - Route your own proposal to OSP through EPEX (see details below)

Routing through EPEX

- Each EPEX proposal must list you as the PI, and does not need to list Dr. Michelle Kegler, RSPH-BSHE, PI/Director of the EPRC, unless she has effort on your particular project.
 - In the Comments section (#3) of EPEX, include the following note:
 - “Attached is a SIP application **for SIP # XXX** to CDC for funding through the EPRC. The PI is as listed; however, CDC issues all SIP awards to the EPRC Director, Michelle Kegler.”
 - EPRC has already agreed on this approach with OSP – this will aid in correct tracking and assignment of account numbers when awards are made
- Your application will list you as the PI in both EPEX and in grants.gov (these should match).
- When awards are made, CDC will issue all SIP awards to Michelle Kegler as EPRC PI and Director. At that time, the EPRC will work with OSP to ensure individual awards are awarded correctly to the appropriate PI, school and department. Therefore, it is imperative that the EPRC receive a final copy of your EPEX and SF 424 proposal.

Items to include

- EPRC will provide a single cover letter that can be included in each application – EPRC’s endorsement is needed to ensure applications are recognized as eligible for funding
- We strongly recommend you include the SIP topic number as part of your project title
 - E.g., “SIP 10-35: examining the impact of high school start times on health and academic performance”

Please turn page over for timeline and EPRC contact information

Complete funding announcement available at www.grants.gov
Funding Opportunity Number: **RFA-DP09-00102SUPP10**

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Timeline

- March 12: Statement of intent due to EPRC (REQUIRED)
 - Email statement of intent to EPRC contacts (as noted below)
 - Include SIP number and title, provisional descriptive project title, PI and collaborators (key personnel as well as partner institutions/consortiums)

- March 19: EPRC will submit one collective Letter of Intent to CDC
 - **Do NOT submit your own Letter of Intent to CDC**

- March 29: Draft narrative/research plan due to EPRC
 - EPRC investigators can provide valuable review and input

- April 5: EPRC will provide a cover letter to each PI to include as part of your electronic submissions

- **April 13: Complete proposals due to OSP** (EPEX routed and final proposal dropped in OSP drop box ready for review and electronic upload)

- April 20: Electronic submissions due to CDC via grants.gov
 - Provide a complete copy of the final proposal, including internal budget, to EPRC

EPRC Contacts

- Director, Michelle C Kegler, DrPH, MPH
 - mkegler@emory.edu, 404-712-9957

- Associate Director of Operations, Johanna M Hinman, MPH, CHES
 - jhinman@emory.edu, 404-712-8533

- Program Coordinator/Administrative Support, Jenifer Brents
 - Jenifer.Brents@emory.edu, 404-727-7093