HS SPPO & Dept of Obstetrics, Gynecology and Reproductive Sciences
May 25, 2022

Anastasia Hendry, Grant Analyst
Rachel Cook, Senior Grant Analyst, Supervisor
HS SPPO exists to provide exceptional customer service, guidance, and training to faculty, postdoctoral scholars, trainees, and staff to ensure they submit superior quality proposals that maximize extramural funding for the Health Sciences community, as well as further their personal and professional advancement.
Who Are We?

Stella Gatdula, Evelyn Olaes, Roxanne Knight, Anastasia Hendry, Thanhdu Rich, Rachel Cook, Erika Wilson, Nicole Ketchum, with Gene Hasegawa
What Do We Do?

Review and submit almost 2,000 NIH / AHRQ grant applications and NIH, AHRQ, flow-thru subaward applications per year.

Review and submit NIH fellowship F30 dual degree and F32 postdoc applications, accept and set-up F30 and F32 awards, and confirm LRP applications as IBO.

UCOP Delegation of Authority = Specific expertise required for 2nd level of review, with delegated authority to submit up to $2.5 to $5 million direct costs.

Review and submit all Just-in-Time (JIT) materials for NIH, AHRQ, and flow-thru subawards as well as all post-submission materials.

HS SPPO
New Policy Interpretation & Implementation

Work with UC San Diego central campus offices and/or sister UC campuses to evaluate the impact of new policy

- Foreign Influence & Involvement
- Updates to Biosketches & Other Support

Implement best practices for needed changes

- Human Fetal Tissue from Elective Abortions
- Changes to IRB Congruency Review
- Submission Timelines 15/4/2

Interpret policy as needed for faculty or leadership

- Foreign Collaboration & Involvement
- Updates to Biosketches & Other Support
- Human Fetal Tissue from Elective Abortions
Special Review on Specific Items

- PI Eligibility
  - Health Sciences PIs on ALL HS SPPO, OCGA, and SIO-OCGA proposals

- PI Salary/Effort Requirements

- Cost Share

- Foreign Involvement and Collaboration
  - Other Support & Foreign Documentation
  - Biosketches & Foreign Appointments
  - Foreign Collaborations in ASSIST Applications & RPPRs

- IRB Protocol & GDS Review

- Human Fetal Tissue from Elective Abortions

- VA/UC Split Appointments
Submission Timelines - 14/5/2

The Vice-Chancellors for Health Sciences, Academic Affairs, Marine Sciences, and Research, and the Executive Vice Chancellor Academic Affairs have endorsed these timelines, and are committed to monitoring progress toward compliance through a real-time dashboard: Proposal Submission Timelines 14/5/2 Dashboard

- 14 business days before the submission deadline, the Principal Investigator (PI) must notify their research administrator of their intent to submit a proposal and provide the required information for the administrator to create a Proposal Development (PD) record in the Kuali Research

- 5 business days before the deadline, the completed PD record (including a draft of the Research Plan) must be routed to the SPO Officer for review in Kuali Research with the required information

- 2 business days or earlier, the final version of the PD record including the final draft of the Research Plan must be uploaded to Kuali Research, with the final version of the Research Plan due at 8 am the day of the deadline
<table>
<thead>
<tr>
<th>Review Types</th>
<th>Full Review</th>
<th>Cursory Review</th>
<th>As-Is (Submitted with NO review)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>14-3 Business Days Before Deadline Due Date. Must be received by 4:30 PM.</strong></td>
<td>2-1 Business Days Before Deadline Due Date. Must be received by 4:30 PM.</td>
<td>Day of Deadline Due Date. Must be received by 4:30 PM.</td>
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<tr>
<td>Note: Anything received after 4:30 PM on the 3rd Business Day prior to the deadline due date will fall into the Cursory category.</td>
<td>Note: Anything received after 4:30 PM on the 1st Business Day prior to the deadline due date will fall into the As-Is category.</td>
<td>Note: As-Is Submissions do not receive a review.</td>
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<tr>
<td>Note, if received for the first time less than 6 hours prior to the deadline, there is NO GUARANTEE the application will be submitted to the sponsor on the date received if a soft deadline.</td>
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# Minimum Requirements for Review

<table>
<thead>
<tr>
<th>NIH or AHRQ (UC San Diego is the lead)</th>
<th>New, Resubmission, Renewal, or Supplement</th>
<th>Non-SNAP Progress Report (RPPR)</th>
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<tbody>
<tr>
<td>Create &amp; route a new PD Record</td>
<td>Include the ASSIST # and FOA #. If applicable, include the NIH Grant # and previous IP #. If applicable, include the IRB and/or IACUC #s.</td>
<td>Include the previous IP# and the NIH Grant #. If applicable, include the IRB and/or IACUC #s.</td>
</tr>
<tr>
<td>Attachments in PD Record</td>
<td>Internal Budget (Excel) If applicable: • UC/VA Salary Worksheet • Salary Waiver • PI Exception • Subaward Packet(s) • Cost Share Documentation</td>
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<tr>
<td>Additional Items</td>
<td>If applicable, PI Email Attestation on IRB Protocol</td>
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<tr>
<td>Application/Progress Report</td>
<td>Draft or Final PDFs for review</td>
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</tr>
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Current & Past Outreach Activities

- HS Contact & Department Representative Meetings
- Comprehensive Website
- Quarterly Newsletter
- A-Z & Campus-Wide Training for Research Administration
- Co-Host NIH Loan Repayment Program (LRP) Director
- Departmental & One-on-One Training
- NCLAM: Research Components
- Funding Fest: Post Doc Fellowship 101
- NIH Nuts & Bolts (1 or 4 session programs)
- HS SPPO Orientation & Refresher
- Brown Bags
- Other Topic-Specific Trainings
HS SPPO Contact Information

HS SPPO Website: hssppo.ucsd.edu
HS SPPO Grant Analyst: Anastasia Hendry
• Email & Teams Message: ahendry@health.ucsd.edu
PLEASE COMPLETE THE SURF EVALUATION

We want to hear from you!