

SFY18 – NJACE Grant Application – reposted-Frequently Asked Questions

General:

Q. Does involvement in the NJ Autism Center of Excellence (NJACE) preclude receiving or participating in any other Council funded grants?

A. NJACE personnel may receive and/or participate in other Council funded grants.

Q. When will research grants be offered again?

A. We anticipate offering fellowship and clinical research grants in SFY19 with applications available in June 2018.

Q. As a public university of higher education and entity of the State of NJ, we have tax exempt status (other than 501(c)3). Our Foundation also has a 501(c)3 tax exempt status. Is the 501(c)3 status the only non-profit status acceptable for this submission, or can we use our other tax exempt status?

A. Typically when a public institution of higher education applies for a grant they would simply upload a word document stating that they are a public entity of the State of New Jersey instead of the 501(c)3 as the application cannot be submitted without a justification uploaded in this spot.

Staff:

Q. Do NJACE leadership need to be in New Jersey and be employed by the NJ applicant organization or may they have an affiliation with the applicant NJ institution to perform the duties of the NJACE (and be primarily located in a different state/ work for an out-of-state entity)?

A. The Principal Investigator (PI) must be an employee of the NJ institution awarded the grant. The Scientific Director (SD) and Clinical Liaison (CL) could be subcontractors from a NJ institution.

Q. Can there be more than one PI? Can the Scientific Director or Clinical Liaison also be the Co-PI or the Co-I?

A. There can be only one Principal Investigator (PI). The PI is responsible for the

execution of the project.

Q. Does the PI have to be employed by the lead institution?

A. Yes, the PI must be employed by the lead institution.

Q. Can sub awardees be for-profit (as opposed to non-profit) entities?

A. Yes, sub-grants can be to for-profit entities.

Q. Can you clarify the difference between your definition of 'Professional Training programs' and 'Continuing Education programs' for physicians and allied health professionals in goal 3 of the RFA?

A. For purposes of this RFA, the difference between professional training programs and continuing education programs depends on the expected outcome(s). Professional training programs are those resulting in increasing proficiency in specific skill(s) upon successful completion of a structured program with goals, objectives and activities. The evaluation of outcome(s) will include measurements of what skills participants learned and what skills they transferred to the job. The NJACE may offer stipends for health care professionals enrolled in the training programs. Continuing education programs are those providing information through a variety of formats resulting in increasing participants' knowledge of topic(s). Although a continuing education program includes learning objectives, the evaluation of outcomes is at a more basic level with participants rating content, speaker(s), format etc. and self-evaluation of what they learned and how (or if) they will use the information. Continuing education programs can take many different forms ranging from the NJACE sponsoring visiting professors and grand rounds at institutions throughout the state to lectures, webcasts, webinars, and videoconferencing, as examples.

Q: Are there any guidelines in terms of % effort for the various positions?

A: The RFA does not include specific requirements regarding the percent effort of the leadership and other staff members to allow flexibility in the organization of the team. The final proposal will depend on the specific goals of the program and the capability of

the staff members. The specifics of the budget can be revised during the project period based on the evolving needs. The NJACE should have highly-accomplished and nationally known people to perform the three leadership roles. Considering the responsibilities of the Program Director/PI and the Scientific Director, one or both positions could be full time.

Q. Can you provide any guidance or detail on the criteria for the ‘nationally recognized autism researcher’ that is cited in the RFA?

A. The NJACE Program Director/PI is known at a national level for his/her accomplishments in autism research through publications in peer reviewed journals, invitations to present at national autism conferences and awards/recognition by organizations such as Autism Speaks and other leading ASD organizations. Equally important is the Program Director/PI’s background that demonstrates strong administrative and academic leadership.

Q. Can the Clinical Liaison also have the role of PI?

A. The Clinical Liaison cannot serve as the PI. The skills, experience and responsibilities of the Program Director/PI differ significantly from those of the Clinical Liaison. The Clinical Liaison reports to the Program Director/PI.

Budget:

In general, there are no specific budgetary caps or restrictions, except that all requests must be necessary and justified for the grant. The SAGE application contains links to relevant Department of Health (DOH) policies.

Q. Is there a cap on Principal Investigator’s (PI) Salary?

A. There are no specific budgetary caps or restrictions regarding the salaries of the leadership and other staff members to allow flexibility in the organization of the team. The specifics of the budget can be revised during the project period based on the evolving needs.

Q. Is there a cap on Travel each year?

A. There is no cap. Travel also must be justified.

Q. Are there restrictions on supplies/equipment such as computers, printers, etc.?

A. Supplies and equipment can be included only if they are necessary for the project. Applicants proposing to purchase equipment which will be used across multiple grants/programs should pro-rate the costs of the equipment across programs and show the calculation of this pro-ration in their justification. If an irregularity is found where equipment is being used by other programs without reimbursement, funding will be reduced accordingly.

Q. Are there restrictions on staff (i.e., administrative staff, students, and postdocs)?

A. Administrative staff that will support the project can be included in the application. Students or postdocs would similarly need to be specifically working on the project. Note: Upon acceptance of a grant award, the applicant's organization assumes legal and fiscal responsibility for awarded funds and the conduct of supported activities. It is the responsibility of the applicant's institution and principal investigator to assure the accuracy and validity of all fiscal, programmatic and administrative information pertaining to the awarded grant. Failure to comply with these terms may result in grant termination.

Q. Can we divide the \$4M unevenly between the five years with justification?

A. The budget can be no more than \$800,000/year so you would have to budget evenly. If you don't use the \$800,000 the first year it will roll over to the second year and so on assuming Council approves continuation funding based on your progress reports. Funds will continue to roll over annually if Council approves continuation funding. If the \$4M is not spent by the end of year 5 you can request a no cost extension.

Q. I did not see a section for budget justification in the RFA.

A. The justification for the first-year budget is part of Schedules A-C in SAGE. As you complete each schedule you will need to complete the corresponding justification page(s). Applicants should prepare for expenditures for five years. The budgets for the remaining years can be submitted without the corresponding narrative justification if general descriptions of how funding will be used in years two through five is included in the narrative as part of the program plan.

The first-year budget request should include, at a minimum, with corresponding narrative justification, (1) salary and justification for the Principal Investigator and other staff needed to meet the first-year responsibilities; (2) information about any subawards; (3) expenses related to communications, trainings, consultants, supplies, equipment; (4) travel funds for key personnel to attend ASD-related professional meetings. Indirect costs cannot exceed 15% annually and are included in the maximum funding.

Q. Can the grant award be used to provide fellowship support to residents or researchers?

A. Residents or researchers would need to be specifically working on the project.

Q. How about using part of the Center award for a pilot grant funding program to support autism research projects of PIs at Rutgers?

A. The NJACE grant does not fund autism research projects.

Q. If we include sub-awards in our project, can each sub-award charge 15% indirect costs, and then us as the lead charge 15% indirect costs on the total project costs on top of that? Please advise how to apply indirect costs in the case of a project with sub-awards.

A. Your sub-grant/contract can charge the 15% indirect, but the Council does not pay indirect on any flow through funds.

Institutional Support:

Q. Where is the statement about providing a letter from an institutional official indicating that there was support and space for the proposed work, such as a Department Chair, or a Dean of research?

A. The statement is included as a note at the end of Organization Information. "Please attach a letter of support from a president, dean or other authority, as evidence of institutional support, labeled and attached as "Miscellaneous Attachments" in SAGE.