2002 NCRR CONSTRUCTION GRANTS AWARD WORKSHOP

OFFICE OF REVIEW

July 18, 2003

ADMINISTRATIVE CHECKLIST ITEMS FOR C06

- **Face Page:**

  Item 5: Name of PI, Dean/Equivalent

  - Item 9: NIH
  - Item 10: 93.389 NIH Construction
  - Item 11: Center for Excellence (C.O.E.) If funded in
    - Previous Year
    - PAR-03-040, Extramular Research
    - Facilities Construction

ADMINISTRATIVE CHECKLIST ITEMS FOR C06

- **Item 13: 9/30/04 through 9/29/05**
- **Item 15: It should match line 17 of budget**
  - Minimum= 1.0 million
  - Maximum= 4.0 million
  - For C.O.E. Maximum = 4.0 million
  - Item 15 g should match line 16 column of a budget page

ADMINISTRATIVE CHECKLIST ITEMS FOR C06

- **Budget:**
- **Line 10: Fixed equipment total cost (no movable equip)**
- **Line 11: Misc.**
- **Line 13: 2% contingency**
- **Line 17: Federal Share**

ADMINISTRATIVE CHECKLIST ITEMS FOR C06

- Program narrative - 40 pgs maximum

- Table of Research Support
- Current and pending for new facility
  - Grant # and agency - PI - Direct cost-
  - Project Period, beginning and ending
  - dates
- Timetable for construction
- Certification of use of 20 years

ADMINISTRATIVE CHECKLIST ITEMS FOR C06

- Table of Contents
- Program Overview
  - Page 4: Concise (250 words or less) overview description
  - Long-term objectives
  - Specific. Aims

ADMINISTRATIVE CHECKLIST ITEMS FOR C06

- Page 5:

  A. Item 15b costs

  (1) Authorized but not sold bonds

  (2) Net cash available

  (3) Cash value of pledges with bank letter

  (4) Contingent gifts and bequests

  (5) Other financing methods

ADMINISTRATIVE CHECKLIST ITEMS FOR C06

- B: Itemized list of Misc. Cost from line 11
- C: Mailing address of PI
- D: Mailing address of institutional official

ADMINISTRATIVE CHECKLIST ITEMS FOR C06

- **Description of Facility**
- **Line drawings or schematic drawings of the space layout (not blue prints)**
  - **Location on campus**
  - **Layout of laboratories and offices and**
  - **animal rooms**
  - **Location of fixed equipment**
  - **Use of space by investigator or area of**
  - **research**
  - **Scales for all drawings**

ADMINISTRATIVE CHECKLIST ITEMS FOR C06

- Table of net square feet by program/PI
- Table of gross square feet
- Table - Summary of use of vacated space
  Tabulation of space by room type
- Tabulation of fixed equipment items
- Certifications - SF424D form
- Biographical Sketches - Only of investigators whose research will be affected by this improvement. Starting with alphabetical
- listing (Two to Four pages)

ADMINISTRATIVE CHECKLIST ITEMS FOR C06

- Scientist reviewers:
- Will PHS-supported science be advanced? Explain in detail how the science is advanced.
- Is the facility appropriate for science and improvements requested to justify the needs of science being conducted.
- The application must make the case that the new facility will advance specific projects and specific planned expended research.

ADMINISTRATIVE CHECKLIST ITEMS FOR C06

Engineer reviewers :

Facility Design

- Ensure that safety aspects are incorporated in the application
- Evaluate physical location of facility
- Describe in detail how the vacated space will be utilized

ADMINISTRATIVE CHECKLIST ITEMS FOR C06

Examples of frequent problems :

- Plans are too crowded to identify routes and relations between rooms.
- Highly specialized facilities including support areas are not shown (Such as shower, gowning rooms and/or rest rooms)
- Location of major equipment missing - relationship to safety cannot be determined

ADMINISTRATIVE CHECKLIST ITEMS FOR C06

Veterinarian:

- **Will look at design of animal facilities**
- **Will also look for appropriate procedures to ensure that the physical facility will be used as it is intended.**

ADMINISTRATIVE CHECKLIST ITEMS FOR C06

Reviewers will consider the following factors:

- The impact of the proposed construction on existing and future PHS-supported biomedical and behavioral research, research training and/or research support activities.
- The impact of the proposed construction on the planned advancement or expansion of the research and research training activities at institutions with limited PHS support.

ADMINISTRATIVE CHECKLIST ITEMS FOR C06

- Appropriateness and suitability of the proposed facilities, including safety and biohazard aspects, for the research to be conducted and/or research support and training to be provided.
- Specific deficiencies in the existing research facilities that would be remedied and the impact of the proposed project on current and future research activities.

ADMINISTRATIVE CHECKLIST ITEMS FOR C06

- The appropriateness of the proposed physical location and layout of the new facility and the reasonableness of the proposed time-course, cost and sequence for the construction.
- Adequacy of the proposed. administrative arrangements with respect to institutional commitment to use the space for biomedical and behavioral research, research training and/or research support and the capabilities of the Principal Investigator and staff for scientific and fiscal administration of the facility.

Additional Review Criterion

- Provide an organizational chart of the institution. It should define administrative authority and insure the integrity of the program vis-a-vis the established programs and their program leader.
- Fully justify cost of the construction.
- Justify for need of the space for support staff
- Explain in detail benefits to science; if collaborative efforts then describe exactly how it is beneficial to the scientific staff.

Additional Review Criterion

- Clearly define and justify for new equipment and renovations.
- Clearly describe impact on PHS-funded research for both existing and future research projects.
- Demonstrate that impact of the improvement is for research activities only and not for teaching purposes.
- Check that there is no disparity between text and tables.

Additional Review Criterion

For Animal Facility:

- Describe in detail any biohazard issues
- Describe veterinary support
- Give details of training and education of veterinary staff.

Additional Review Criterion

- Give detailed animal census.
- Describe which animals are used for each project.
- Describe the composition and procedures of the INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (IACUC).
- Describe who will look at design of animal facilities and who will look for appropriate procedures to ensure that the physical facility will be used as it is intended.

Characteristics of Excellent Application

- ADEQUATE PHS-FUNDING
- COLLABORATIVE RESEARCH
- WELL-ORGANIZED PLAN
- CENTRALIZED FACILITY
- CLEAR LINE DRAWINGS

Characteristics of Excellent Application

- BIOSAFETY ADDRESSED
- STRONG INSTITUTIONAL COMMITMENT
- WELL-QUALIFIED STAFF
- LIMITED BUT ADEQUATE APPENDIX
- NEED WELL JUSTIFIED