

**RESEARCH FACILITIES IMPROVEMENT PROGRAM  
WORKSHOP:  
PERSPECTIVE FROM THE OFFICE OF REVIEW**

July 13, 2004  
Bethesda, Maryland

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Deputy Director, Office of Review  
National Center for Research Resources  
National Institutes of Health  
Department of Health and Human Services



# RECEIPT DATES

- Program Announcement (G20):
  - **Must be postmarked no later than the receipt date.**
- Program Announcement (C06):
  - **Must be postmarked no later than the receipt date.**
- Late Applications:

**No one at NIH has the authority to allow for or staffing to keep track of late applications.**

  - **Do not be late!**
  - **Do not ask for permission to be late!**



# PROGRAM BASICS

	<u>G20</u>	<u>C06</u>
<b>Most Recent Annoucement</b>	➤ PAR-03-077	➤ PAR-04-122
<b>Due Date</b>	➤ Every June 1, until 2006	➤ Sept. 14 & Dec. 15, 2004
<b>PAR Receipt Frequency</b>	➤ Annually	➤ Twice per year
<b>Application Form</b>	➤ PHS 398	➤ Standard Form 424
<b>Submission Limitations</b>	➤ One institution per year	➤ Two applications per institution per fiscal year
<b>Purpose of Program</b>	➤ Alteration-Renovation of Animal Facilities	➤ New Construction, Alteration, or Renovation of Laboratories or Animal Facilities
<b>Request Maximum</b>	➤ \$700,000 in Direct Costs	➤ \$4.0 million
<b>Request Minimum</b>	➤ None	➤ \$1.0 million
<b>Institutional Match</b>	➤ No Longer a requirement	➤ \$1 : \$1
<b>Waiver for Match</b>	➤ Not applicable	➤ NCRR Director's Discretion



# APPLICATION PAGE LIMITATIONS

	<u>G20</u>	<u>C06</u>
<b>Research Plan (G20) or Program Narrative (C06)</b>	▶ 25 pages maximum	▶ 40 pages maximum
<b>Program Overview</b>	▶ In 250 words or less state the Specific Aims and Longterm Goals.	▶ Page 4: In 250 words or less state the Specific Aims and Longterm Goals.
<b>Line Drawings</b>	▶ Not counted against the 25-page limit.	▶ Not counted against the 40-page limit.
<b>Appendix Material</b>	▶ Not a means to extend the application.	▶ Not a means to extend the application.



# APPLICATION FACE PAGE POINTERS

<u>G20</u>	<u>C06</u>
<b>Item 2</b> ▶ Check "Yes" and type in # and Title of PA	
<b>Item 5</b> ▶ Check "No". Items 5a/5b not applicable.	▶ PI Name: Dean or Equivalent
<b>Item 6</b> ▶ The initial budget is for one year.	
<b>Item 9</b>	▶ NIH
<b>Item 10</b>	▶ 93.389 NIH Construction
<b>Item 11</b>	▶ Indicate if Center of Excellence



# GENERAL REVIEW CONSIDERATIONS

- **Impact on existing and future PHS-supported biomedical and behavioral research, research training, and/or research support activities.**
- **Specific deficiencies that will be remedied, and the impact of correcting these deficiencies on the research activities.**
- **Appropriateness and suitability of the proposed facilities for the related research activities.**
- **Adequacy of the proposed administrative arrangements: Institutional commitment, and capability of the PI in administration of the facility.**



## REQUIRED TABLES-C06

- Net square feet by program and/or investigator.
- Table of gross square feet.
- Summarize use of vacated space.
- Fixed equipment items.
- Certifications- SF424D
- **Make sure the text and tables are consistent!**



# REQUIRED INFORMATION IN RESEARCH PLAN: JUSTIFICATION

- **Need:** Must be for research purposes, not teaching.
- Relate the justification to the **scientific projects** and describe how the renovation will facilitate these projects.
  - **Research support to benefit** from the proposed improvement project should be provided in a table format.
  - List current and pending research grants' direct costs.
  - Indicate the title, principal investigator, grant number, source and annual amount of funding, and **start and end dates**.
  - Identify if the support is from the PHS.
  - *List only those projects that will be active on the start date indicated on the application face page.*





# REQUIRED INFORMATION IN RESEARCH PLAN: ANIMAL FACILITIES

- A detailed description of any **biohazard** issues.
- A description of the **veterinary support**.
- The **training and continued education programs for veterinary staff**.
- A detailed **animal census**.
- A description of **animal species** to be used.
- A description of the composition and procedures of the **IACUC**.
- Issues regarding **animal care, personnel, institutional management and support plan**, including charge-back arrangements, financial support, per diems, and the **suitability of the institutional setting**.



# REQUIRED INFORMATION IN RESEARCH PLAN: ARCHITECTURAL COMPONENTS

- **Size (dimensions) and square footage** of each component (room, alcove, cubicle) that will be directly affected by the renovation project.
- **Engineering criteria applicable to each component (mechanical, electrical, and utilities).** Include information such as the number of air changes per hour, electrical power, light levels, hot and cold water, steam.
- **Architectural criteria** (such as width of corridors and doors, surface finishes).



# REQUIRED INFORMATION IN RESEARCH PLAN: LINE DRAWINGS, Part 1 of 2

- Submit on 8-1/2" x 11" paper only.
- **Do not submit blueprints!**
- **Location** of the proposed renovation area in the building and the campus location of the building.
- **Label all spaces**, indicate investigator who will use a given space and where the support staff will work and/or sit.
- Include the **as-built drawings** of the proposed renovation area and indicate any areas that will be demolished.



# REQUIRED INFORMATION IN RESEARCH PLAN: LINE DRAWINGS, Part 2 of 2

- Provide **legible floor plans**, with the scale clearly indicated.
- Indicate **size (dimensions), function, and net and gross square feet of space for each room**. List total, net, and gross sq. ft.
- Clearly describe any **changes or additions to existing mechanical and electrical systems** directly on the plan or attached to the plan.
- Type(s) of new **finishes** to be applied to room surfaces.
- Indicate all **fixed and movable (G20 only) equipment** items requested for the renovated area. **Label each item and its placement** on the plans.



# **REQUIRED INFORMATION IN RESEARCH PLAN:**

## **SAFETY ELEMENTS, Part 1 of 2**

- Biological Safety Level Category.
- List of containment devices in each room.
- Traffic pattern (users, material, animal, patients).
- Hazardous waste management.
- Waste management.
- Pest management control.
- Proposed fire protection barriers.
- Proposed sprinkler system.
- Proposed fire alarm system.



# **REQUIRED INFORMATION IN RESEARCH PLAN SECTION – SAFETY ELEMENTS, Part 2 of 2**

- Conformance to National Electrical Code.
- Proposed electrical distribution system (normal, emergency, UPS).
- Proposed security system.
- Proposed telephone/data/LAN distribution system.
- Proposed equipment monitoring system.



# INCLUSIONS

- Indicate **timetable** for the project.
- Include **Biographical Sketches** only for those investigators who will benefit from this proposal.
- Provide an **organizational chart** of the institution that defines administrative authority specifically in relation to the proposal.



# KEYS TO A SUCCESSFUL APPLICATION

- Well justified need.
- Details demonstrating adequate PHS-supported research that would benefit from improved facilities and/or equipment.
- Well organized application.
- Detailed, clear, and complete line drawings.
- Well described animal welfare program (if applicable).
- Biosafety issues are covered.





# APPLICATION FAILINGS

- Lack of PHS supported investigators and/or lack of current or future grants that would benefit. Show start and end dates for each grant.
- Need not clearly articulated.
- Safety issues not addressed.
- Plans unreadable and/or major equipment placement not detailed in line drawings.
- Traffic patterns not described.
- Inappropriate uses described, including teaching or conferences rather than research.
- Failure to include required information or follow grant formatting requirements.
- Unrealistic timeline or cost estimates.



# REQUIRED BUDGET INFORMATION

- Justify the construction cost estimate, and provide vendor estimates and bids where possible.
- List and justify all fixed equipment items requested for the renovated area.
- List and justify all movable equipment items requested for the renovated area (allowed in G20 only).



# SCIENTIFIC and TECHNICAL REVIEW BOARD (STRB)

- **15 Standing Members**
- **Committee is always supplemented with additional members due to workload.**
- **Architects** familiar with biomedical construction and renovation.
- **Veterinarian Scientists** for animal facility design and proper use for intended purpose.
- **Non-veterinarian Scientists:** M.D.s, Ph.D.s, and others as needed to understand the scientific context of the proposal.



## OFFICE OF REVIEW STAFF: STRB

These administrators are your points of contact while your application is under review or at anytime you have review-related questions. Program staff will help you with issues outside this purview.

***Barbara Nelson, Ph.D.***

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