

## ARRA FAQs

1. I'd like to submit for ARRA funding. What's the first thing I should do?

First, you should review all the available ARRA funding opportunities for which you may be eligible for. All available ARRA funding opportunities appropriate for Columbia University faculty are listed on our special ARRA website, <http://evpr.columbia.edu/content/stimulus-arra>. The listings are grouped by funding agency.

The next thing you should do is talk with your SPA Project Officer. The Project Officers are assigned by campus and department. A listing of Project Officers is available on the SPA website here:

<http://spa.columbia.edu/about-us/department-assignments>

Informing your Project Officer of your intent to apply for ARRA funding is very important. Due to the volume of proposals expected to be submitted for ARRA funding, informing your Project Officer helps them prepare and plan ahead for deadlines to better manage this increased volume. They are also able to advise you on how to assemble and prepare for the submission of your application, whether submitted electronically or prepared on paper.

2. I'm not sure how to answer some of these additional requirements for the ARRA application. For example, I am asked to provide evidence of successful Technology Transfer and Innovation at Columbia University. How can I obtain assistance with these questions?

The Office of the Executive Vice President for Research (EVPR) has created a template to assist you with addressing additional subjects beyond the normal requirements for evidence of innovative research objectives and good scholarship. You can find this template on the ARRA website here:

[http://evpr.columbia.edu/files\\_sponsoredprojectprocedures/imce\\_shared/ARRA\\_template\\_material\\_042409\\_GC.pdf](http://evpr.columbia.edu/files_sponsoredprojectprocedures/imce_shared/ARRA_template_material_042409_GC.pdf)

3. If my ARRA grant application requires a letter of support, what should I do?

You should obtain a letter from the Chairman of your department, or the Dean of your school clearly stating their institutional support for the grant. The letter should also include the total dollar amounts being requested.

4. If I am awarded ARRA funds, will there be special terms and conditions?

Yes! ARRA funds must be accounted separately from any other funding sources. If you should be awarded a grant with ARRA funds, SPA will ensure a separate account is created for spending.

Should you apply for or receive NIH ARRA funds, you should read the full announcement (NOT-OD-09-080) published by NIH on 4/3/2009:  
<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-09-080.html>

Sponsors may differ slightly on their reporting requirements. A good place to start becoming familiar with some of the general special terms and conditions and reporting requirements is to review the “Accountability & Reporting Requirements” posted on our website here:  
<http://evpr.columbia.edu/content/accountability-reporting-requirements>

5. How can I be immediately informed of new ARRA funding opportunities?

EVPR publishes a weekly update via a listserv that outlines new funding opportunities, policy updates and the latest ARRA news. If you are not receiving these weekly emails, contact Greg Culler in the Office of Research Initiatives at [gcc19@columbia.edu](mailto:gcc19@columbia.edu).

In addition, you can see the weekly University communications on our website here:  
<http://evpr.columbia.edu/content/university-communications-0>

6. Where can I find the latest ARRA funding opportunities on NIH, NSF and DOE?

All of the latest opportunities are broken down by funding agency on our website:  
<http://evpr.columbia.edu/content/funding-opportunities>

EVPR has attempted to provide funding summaries for each funding agency. In addition, you can go to Grants.gov:  
<http://grants.gov/applicants/recovery.jsp>

7. I’m interested in applying for an ARRA funding opportunity that states only one application per institution will be accepted. How will I know I am eligible?

Anytime a sponsor restricts the number of applications to be submitted by an institution is considered a *limited submission*. The Office of Research Initiatives (RI) is responsible for administering the nomination process for limited submission funding opportunities. RI will provide the application requirements and deadlines for the internal competition and ad hoc committees are appointed to review applications and assist in the selection of the University's nominees.

Limitations on the number of applications per institution are divided by the Morningside Campus and Medical Center. Each campus is considered its own institution. There are several ways the campuses are identified separately. Depending on the sponsor’s requirements, they may ask for any of the following:

CAMPUS	EIN	IPF #	DUNS #
Morningside	135598093A1	1833202	049179401
CUMC	135598093A7	1833205	621889815

Research Initiatives will ensure that applications for nomination consideration are divided by campus accordingly.

For questions concerning the internal nomination process, please contact the Office of Research Initiatives at [researchinitiatives@columbia.edu](mailto:researchinitiatives@columbia.edu).

#### 8. How do ARRA funds have to be obligated?

The duration of spending varies by sponsoring agency. In general, most agencies state funds must be obligated by 9/30/2010. The following copy of the major sponsoring agencies' published spending guidelines:

NIH - All ARRA funds must be obligated by NIH no later than September 30, 2010. In general, this will mean ARRA project period end dates will be no later than September 29, 2011. However, all ARRA awards are subject to the standard terms of award as indicated in the NIH Grants Policy Statement, including the authority to extend the final budget period of a previously approved project period for up to 12 months without additional funds.

NSF - Given the goals of the Recovery Act, awardees will be informed that they are expected to expend funds in a timely manner on allowable award costs and that NSF will be monitoring awards for expenditures. If, after 12 months, no allowable expenditures have taken place, NSF may consider reducing or terminating the award and reallocating the funds.

#### 9. What is the difference between a "Limited Competition" and a "Limited Submission"?

Many of the ARRA notices published by NIH state the funding is a "Recovery Act Limited Competition." This means that the announcement is a one-time-only solicitation, and resubmissions are not permitted.

A "Limited Submission" is when a sponsor restricts the number of applications to be submitted for a funding opportunity by an institution. The Office of Research Initiatives (RI) is responsible for administering the nomination process for limited submission funding opportunities. RI will provide the application requirements and deadlines for the internal competition and ad hoc committees are appointed to review applications and assist in the selection of the University's nominees.

See more on limited submissions here. [add link to RI].

10. I am applying for an ARRA opportunity that requires a Letter of Intent. What should I do?

Read the instructions carefully of the funding announcement on how to submit your letter of intent, and what to include in the letter. The announcement will provide a contact name and address in order to submit your letter. Please also cc your SPA Project Officer on the letter

11. I'm not sure whether to use the PHS 398 paper application forms, or prepare an electronic application using the SF 424 forms. What should I do?

### **NIH**

Currently, only the ARRA NIH Administrative Supplements, [NOT-OD-09-056](#) and [NOT-OD-09-060](#), and the NIH Supporting New Faculty Recruitment to Enhance Research Resources through Biomedical Research Core Centers (P30), [RFA-OD-09-005](#), allow for requests to be submitted on the paper PHS 398 forms. Each NIH Institute has special application instructions.

For the NIH administrative supplements, many of announcements ask to email the application to specific designated individuals within each Institute/Center (IC). It is very important to review the specific IC's web site for instructions on submitting administrative supplements at [http://grants.nih.gov/recovery/ic\\_supp.html](http://grants.nih.gov/recovery/ic_supp.html). If you need assistance with identifying the appropriate application instructions, please contact your SPA Project Officer.

All other NIH notices, so far, must be submitted electronically. Applicants have the option of using Adobe or InfoEd to create and submit their applications to Grants.gov. For assistance, please contact your SPA Project Officer, or the [infoedhelpdesk@columbia.edu](mailto:infoedhelpdesk@columbia.edu).

### **Other Sponsors**

As the sponsors announce their opportunities, each opportunity will have its own set of submission instructions. While submitted through Grants.gov is the norm, some agencies were given the option to accept applications via alternative means due to the high volume of applications being submitted to Grants.gov. You must read the specific application instructions. For example, some of the DOE opportunities may be required to be submitted through Grants.gov, while others may not.

12. Are indirect costs (IC/F&A/Overhead) allowed to be requested on the NIH Supporting New Faculty Recruitment to Enhance Research Resources through Biomedical Research Core Centers (P30), [RFA-OD-09-005](#)?

Yes, all of the NIH Institutes & Centers allow indirect costs on the P30 grant opportunity ([NOT-OD-09-005](#)). However, some NIH ICs have restrictions on the amount of direct and total costs allowed. Please check with the specific NIH IC on funding restrictions at:

[http://grants.nih.gov/grants/guide/contacts/RFA-OD-09-005\\_contacts.htm](http://grants.nih.gov/grants/guide/contacts/RFA-OD-09-005_contacts.htm)