PRE-AWARD:

Discuss your desire to apply for an individual student award with your PI and the GDBBS DGS. Enroll in the grant-writing course supported by your specific GDBBS Program. PLAN to use the course document as the basis for an application. You have done the hard work – so APPLY! F31 grants and F31 – Diversity grants are for PhD students, while F30 grants are for students earning an MD/PhD or other dual degree.

Once you decide to apply, please notify the College and Professional Schools (CAPS RAS) Pre-Award team at ras.ecaps@emory.edu with information on your intent to submit a NRSA proposal. The CAPS RAS Pre Award Administrator will assist you in preparing your proposal to submit to the sponsor. It is advisable that you set up a meeting with them to begin the proposal preparation process. The CAPS RAS Pre-Award Administrator will assist you in routing your proposal through Emory’s online proposal routing system, called EPEX, for approvals throughout the University. The CAPS RAS Pre Award Administrator will also assist you in uploading your proposal into CAYUSE, an online proposal submission system for submission to the sponsor. The Office of Sponsored Programs (OSP) will then be able to see your application, review your files to ensure they meet the granting agency’s guidelines, and eventually “hit the send button.” Because a number of other grants are also likely due on that same date, once you commit to applying, reach out to your PI, the CAPS RAS pre award team, and Margie Varnado at least 8 weeks in advance (3 weeks advance notice for routing) to make sure they schedule time to help.

The budget for these awards is fairly straight-forward and the CAPS RAS Pre Award Administrator will assist you in putting your budget together along with a budget justification (explanation for things that may not be obvious from the budget spreadsheet). These grants allow for 3 types of charges:

- **Stipend**: NIH currently supports $23,844 of your stipend. Emory will support the remainder to equal your total stipend.
- **Other Fellowship Expenses**: NIH currently supports up to $16,000 (F31)/$21,000 (F30) for tuition and fees.
- **Institutional Allowance**: NIH currently supports up to $4,200 and allows some of this budget line to be used towards covering health insurance. GDBBS currently charges $725 per semester, fall and spring only; the current total cost for health insurance is $3,466. Emory will support the difference in health insurance costs. The remaining funds are available for you to use on costs allowed by NIH.

Your application will require other support documents (Institutional Commitment to Training), which includes a description of the training program you are in. Contact your Program Director to request that letter.

**Polish your grant-writing skills**: Beyond the formal class, also consider signing up for the K-Club by joining their listserv. This is a program co-sponsored by the Departments of Medicine and Pediatrics and Children’s Healthcare of Atlanta that primarily targets postdocs/early career faculty, but they welcome graduate students. See http://medicine.emory.edu/research/internal-research-resources/grant-resources/k-club.html.

POST-AWARD:

**AWARD SET-UP**: You got the grant, congratulations! Once Emory is notified that your award has been funded, the Office of Sponsored Programs (OSP) will notify the CAPS RAS Pre Award Administrator that the award has arrived. The CAPS RAS Pre Award Administrator will contact you if there are any additional items requested by NIH or required by Emory before the award can be activated. Once the award is activated, you will receive an email with an eNOA or Electronic Notification of Award from OSP to your designated Emory email account.
**Emory-eNOA:** The eNOA includes all of the pertinent information you need to start work on and manage your grant. The eNOA also includes your speedtype. The speedtype is a string of numbers that you will use to pay for goods and services that need to be charged to your grant utilizing Emory Express and Compass. The Emory-eNOA also includes the names of your NIH contacts if you have budget or reporting questions.

A CAPS RAS Post Award Administrator will reach out to you once the eNOA is issued to begin working with you on the financial management of your award. The CAPS RAS Post Award Administrator will ask for a meeting or phone call to go over the terms and conditions of your award and explain how they can assist you in managing your award through closeout.

Please forward the initial NIH-eNOA to Margie Varnado/Cathy Quinônes upon receipt, as well as all subsequent eNOAs you receive:

- NIH-eNOAs are issued annually (because budgets are annual).
- NIH-eNOAs are automatically sent to the award PI (you) and to the department through which the award was submitted and the CAPS RAS Post Award Administrator. They are not sent to GDBBS automatically, unfortunately.
- We depend on you to stay current on your award information. Keep us in the loop: “forward” all NIH-eNOA and Emory-eNOA emails to Margie.varnado@emory.edu.

**Stipend supplement:** If your award covers >75% of your stipend, you will receive a $2,000/yr supplement while your award is active. Keep us informed so we can disburse these funds to you. This amount is subject to deductions and will appear in your Emory paystub.

You will now have 2 paystubs: one for the NIH source, and the other for the Emory source.

Your NIH stipend is exempt from tax withholdings and is taxable. That means Emory does not withhold taxes and you should plan accordingly. You will not receive a W-2 or 1099 for the NIH portion of your stipend. Use your December NIH paystub to see the total you were paid from the award. The W-2 you receive will summarize your non NIH income and its deductions. You can download your paystubs via https://hrprod9.emory.edu/psp/hrprod9/?cmd=login&languageCd=ENG&

**ROUTING and ANNUAL REPORTS:** The CAPS RAS Post Award Administrator will work with you on any annual financial reporting that may be due to NIH.

**MONITOR YOUR SPENDING:**

- The CAPS RAS Post Award Administrator will provide you with award reconciliations every 30 to 60 days. They will ask to meet with you to review the reconciliation report and discuss any updates on your award or changes you may want to make.
- The CAPS RAS post award administrator can show you how to run “All Transaction” reports in Emory’s financial report system, Emory business Intelligence (EBI) to assist you in tracking all of your expenses at a more detailed level.
- Do not exceed your funds available under the institutional allowance budget line.
- As award PI, you should feel free to request budget updates and ask questions about charges and how your award is being spent. Miscommunications can lead to erroneous charges, which need to be corrected ASAP.
- If your institutional allowance funds are over-spent, your PI will be asked to cover the difference.

**ACKNOWLEDGE YOUR AWARD:** Remember to acknowledge your funding at every opportunity in publications, posters, etc. This is one of many requirements of you as PI.
ANNUAL REPORTS: You are required to complete an annual research performance progress report or RPPR by NIH. This is done electronically through eRA Commons and must “route” through Emory as your original grant. The CAPS RAS Pre Award Administrator and Post Award Administrator will help you with this every year. You can also reach out to another trainee who is in a later year of award and ask for their guidance on the technical narrative.