Medicine Office of Research (MORs)
Department of Medicine Research Administration (DoM-RA)
Department of Medicine Clinical Research Unit (DoM-CRU)
DoM-RA (Department of Medicine Research Administration)

- **Process & Manage Federal & Foundation Projects**
  - **PROPOSAL SUBMISSIONS**
    - 7/1/2022-3/31/2023
    - 285 Applications
    - $79,501,322

- **CURRENT AWARDS**
  - 837 Projects
  - $224,035,546

- **200 FACULTY**
  - 24 DoMRA FTEs
  - Avg 8.3 Faculty
How to Begin a Proposal

Submit an Intent to Submit (I2S) AND the Proposal Intake Form early

- **At least 30 business days** prior to sponsor submission deadline for standard solicitations, including fellowships.

- **At least 60 business days** prior to sponsor submission deadline for large proposals, such as proposals with subcontracts or international components (e.g. Federal contracts).

- **4-6 months** prior to sponsor submission deadline for complex proposals such as complex center grants, institutional training grants and cooperative agreements.

- [DoM-RA Proposal Review and Submission Procedures](#)
Importance of I2S and Proposal Intake Form

Intent to Submit (I2S) alerts DoMRA of submission

Proposal Intake Form Has Detailed Information for Submission

Information can be pushed into Sponsored Projects System (SPS) Record

Use the Proposal Calculator to Help with Deadlines
Processes Needing Prior Approval

1. PI Status ([PI Eligibility](#)) - may be needed

2. F&A Waivers

3. Cost-Sharing (required and voluntarily committed)
   - ([GAP 200.140](#))
   - ([Faculty Handbook 5.2.7.1](#))

Requests must be submitted at least 15 business days prior to sponsor due date
Budget Tips

✓ Complete the budget **early** to avoid delays
✓ Personnel added to the budget must be approved by their Home Department twice (2X)
  1. For salary approval
  2. When the proposal is routed
✓ Assistant Research Practice Manager (ARPM) effort will be added to each budget with human subjects
✓ Changing the budget close to the deadline increases the risk of your application not being submitted.

Let’s look at an example (1 PI, 8 Investigators, 6 other personnel)
**Personnel Approvals**

For personnel outside of Medicine, the home department has to approve each person.

For example: Surgery, Population Health, Pediatrics, DOCR need to approve the people listed from their departments.

Additionally, this proposal will need to be approved through all of those departments, and then back to Medicine PRIOR to going to ORA.

<table>
<thead>
<tr>
<th>Approval ID</th>
<th>Department</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>6860201530 - General Internal Medicine</td>
<td>Investigator</td>
<td></td>
</tr>
<tr>
<td>6860207018 - Surgical Oncology C</td>
<td>Investigator</td>
<td></td>
</tr>
<tr>
<td>6860106510 - Population Health Sciences</td>
<td>Investigator</td>
<td></td>
</tr>
<tr>
<td>6860201515 - Medicine - Cardiology</td>
<td>Investigator</td>
<td></td>
</tr>
<tr>
<td>6860201530 - General Internal Medicine</td>
<td>Investigator</td>
<td></td>
</tr>
<tr>
<td>6860202570 - Pediatrics-Cardiology</td>
<td>Investigator</td>
<td></td>
</tr>
<tr>
<td>6860207018 - Surgical Oncology C</td>
<td>Investigator</td>
<td></td>
</tr>
<tr>
<td>6860202545 - Pediatrics-Medical C</td>
<td>Investigator</td>
<td></td>
</tr>
<tr>
<td>6860202545 - Pediatrics-Medical C</td>
<td>Investigator</td>
<td></td>
</tr>
<tr>
<td>6860207018 - Surgical Oncology C</td>
<td>Investigator</td>
<td></td>
</tr>
<tr>
<td>6860010412 - Duke Office of Clinic</td>
<td>Program Manager</td>
<td></td>
</tr>
<tr>
<td>6860201530 - General Internal Medicine</td>
<td>Program Coordinator</td>
<td></td>
</tr>
<tr>
<td>6860201530 - General Internal Medicine</td>
<td>Communications Team</td>
<td></td>
</tr>
<tr>
<td>6860201517 - Medicine-Cardiology</td>
<td>Data Manager</td>
<td></td>
</tr>
<tr>
<td>6860201530 - General Internal Medicine</td>
<td>Research Assistant</td>
<td></td>
</tr>
<tr>
<td>6860201517 - Medicine-Cardiology</td>
<td>Biostatistician</td>
<td></td>
</tr>
</tbody>
</table>
Proposal Flow

- DoMRA GCA enters personnel
- Duke Office of Clinical Research
- Pediatrics
- Surgery
- Population Health

- Salary Approvals
- DoMRA GCA enters and completes final proposal for routing
- Proposal Approvals
- Duke Office of Clinical Research
- Pediatrics
- Surgery
- Population Health

- DoMRA GM approves final proposal and submits to ORA

Proposal Reviewed by ORA
Let’s Look at How Long it takes to process a Proposal

Sponsor: NIH
Sponsor Deadline: 6/5/2023
Proposal Deadline Example

- **Submit I2S**: April 21, 2023
- **Final Docs to DoM-RA**: May 12, 2023
- **Route to ORA**: May 22, 2023
- **Submit to ORA**: May 26, 2023
- **Submit to Sponsor**: June 5, 2023
Biosketches

Use SciENcv

- Make sure to list PDC or VA appointments
- Figures, tables (other than those included in the provided format pages), or graphics are not allowed in the biosketch. Do not embed or attach files (e.g. video, graphics, sound, data).
- Personal Statement should be related to specific application
- You may provide a hyperlinked URL to a full list of your published work.
- No other hyperlinks allowed for Grants.Duke Submissions
Proposal Application TIPS

- No Hyperlinks allowed in any other document for Grants.Duke Submissions
- Key Personnel ([NIH Roles Senior Key Person](#))
- All margins and page limits should be followed per Sponsor Guidelines
- File names should be under 50 characters
- [Data Management Plans Guidance](#)
- F&A Waivers, Cost-Sharing, and PI Status must be approve prior to routing.
- [Common Errors and How to Avoid Them](#)
Thank you!!

We look forward to working with you all!!