

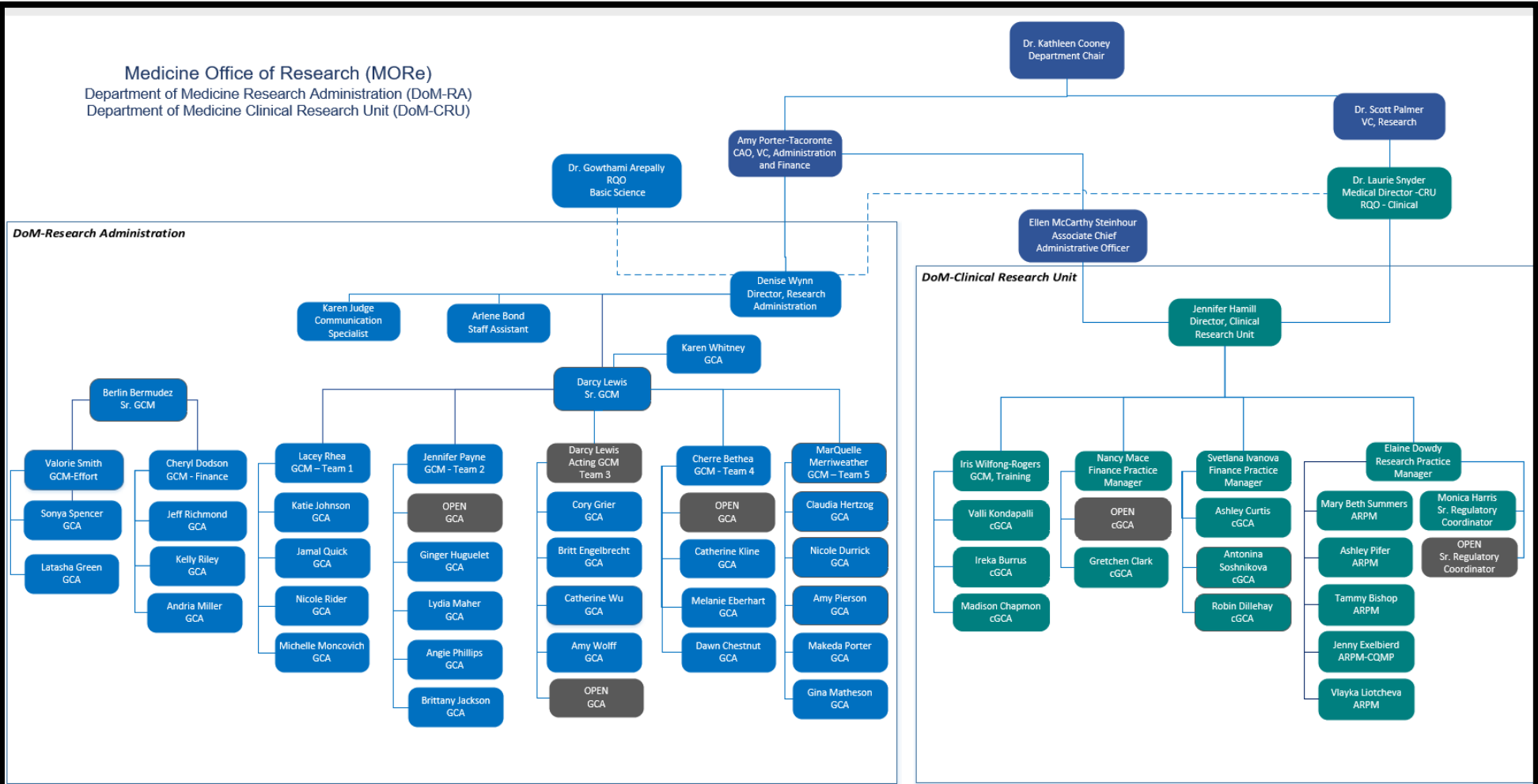
# **Medicine Office of Research**

**Department of Medicine-Research Administration (DOM-RA)  
& Medicine Clinical Research Unit (CRU)**

Denise Y. Wynn

Administrative Director, DoM-RA

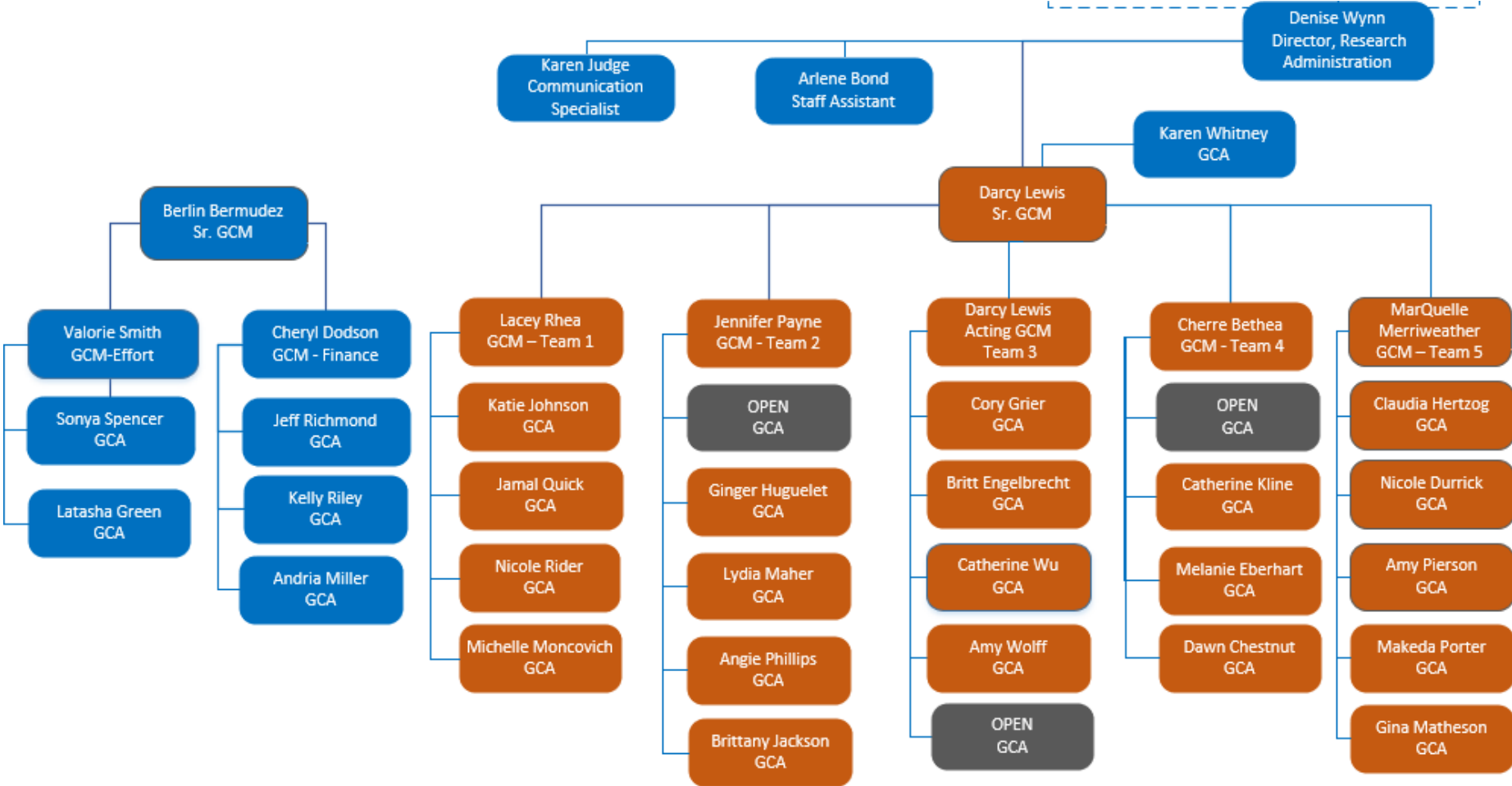
# Medicine Office of Research



**Division Assignments (Federal and Foundation Projects)**  
 Team 1: Cardiology, Hematology  
 Team 2: Hematologic Malignancies & Cellular Therapy, Oncology  
 Team 3: Geriatrics, Infectious Disease, Endocrinology, Rheumatology  
 Team 4: Precision Medicine, Gastroenterology, General Internal Medicine  
 Team 5: Pulmonary, Nephrology

**Position Titles**  
 ARPM – Assistant Research Practice Manager  
 FPM – Finance Practice Manager  
 GCM – Grants and Contracts Manager  
 GCA – Grants and Contracts Administrator  
 cGCA - Clinical Grants and Contracts Administrator  
 RPM – Research Practice Manager  
 RQO – Research Quality Officer (RQMP)

# 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

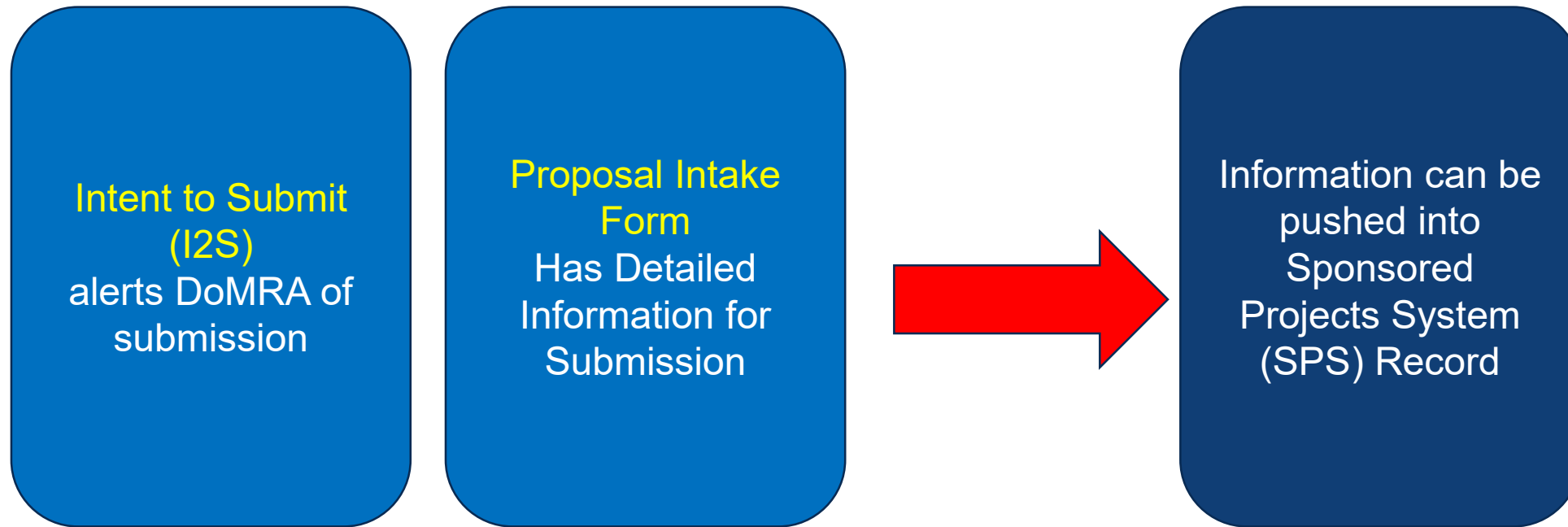
**200 FACULTY**  
24 DoMRA FTEs  
Avg 8.3 Faculty

# 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



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

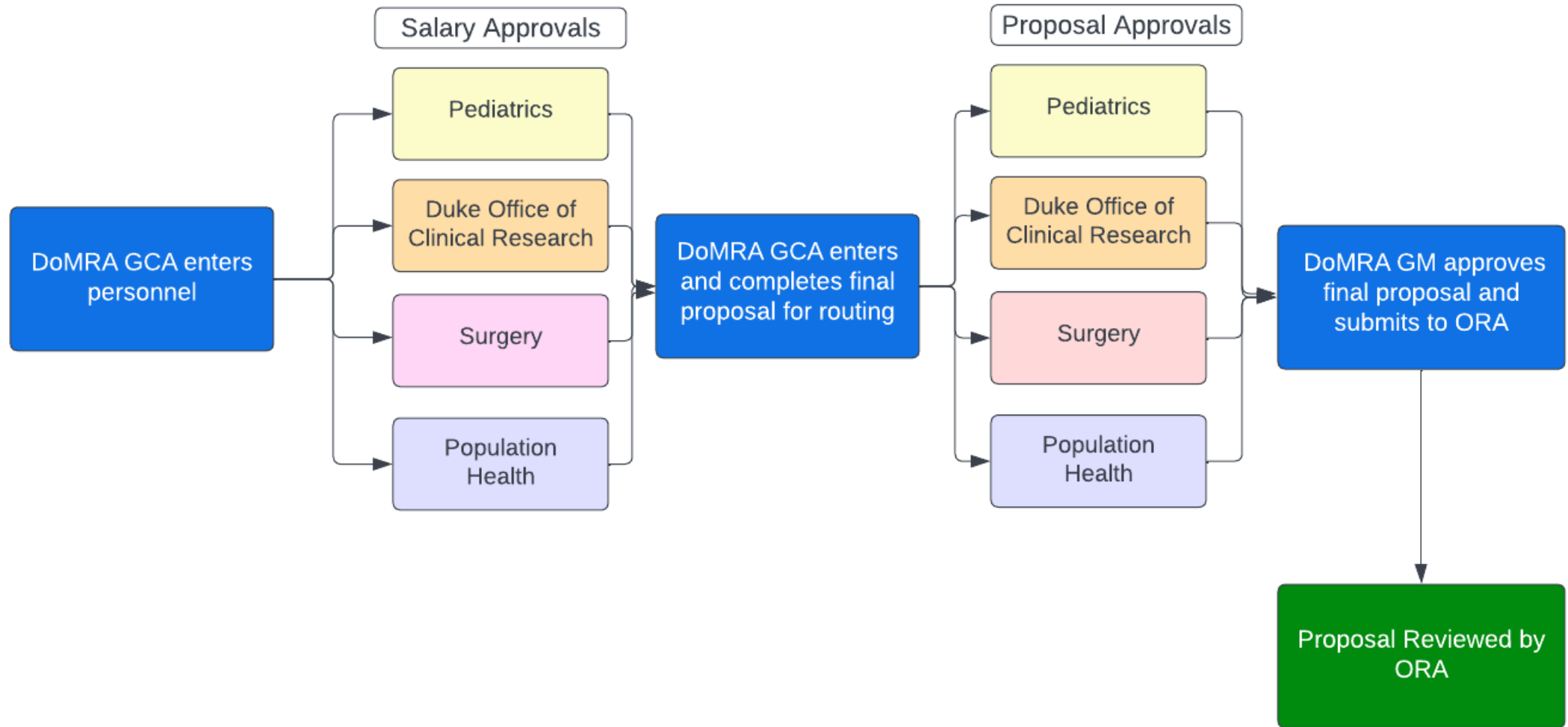
- ✓ Complete the budget **early** to avoid delays
- ✓ Personnel added to the budget must be approved by their Home Department twice (2X)
  1. For salary approval
  2. When the proposal is routed
- ✓ Assistant Research Practice Manager (ARPM) effort will be added to each budget with human subjects
- ✓ 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)





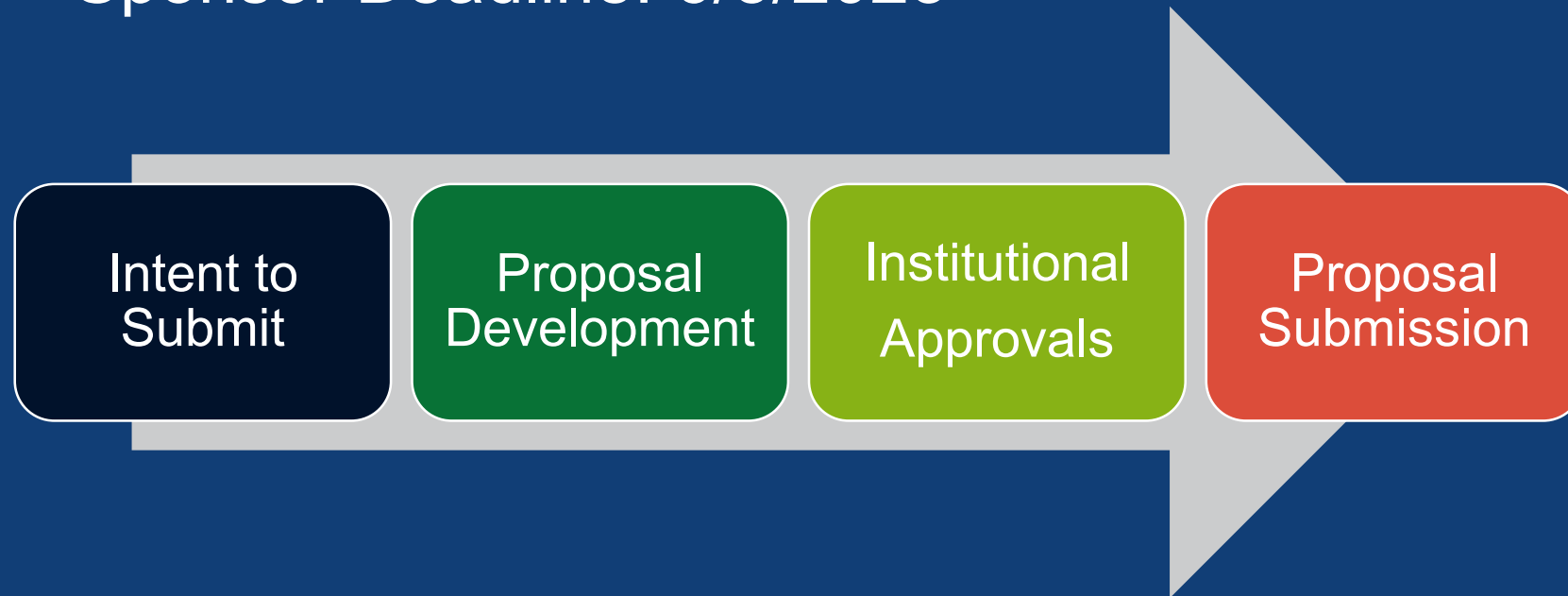
# Proposal Flow



# Let's Look at How Long it takes to process a Proposal

Sponsor: NIH

Sponsor Deadline: 6/5/2023



# Proposal Deadline Example



## April 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21 ★	22
23	24	25	26	27	28	29
30						

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## May 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
	→					
7	8	9	10	11	12	13
	→					
14	15	16	17	18	19	20
	→					
21	22	23	24	25	26	27
	→					
28	29	30	31			
	→					

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## June 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
				→		
4	5 ★	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

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# 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!!**