RFA # 17986
Grants Gateway # DOH01-ROWLEY-2019

PETER T. ROWLEY BREAST CANCER SCIENTIFIC RESEARCH PROJECTS (Round 5)

QUESTIONS and ANSWERS

October 2, 2018 – October 29, 2018
Including an applicant conference on October 24, 2018

Please note that the slides from the Applicant Conference are attached to the end of this Question and Answer document for reference.

Letter of Intent (RFA Section IV.C. and Attachment 1)

1. When is the Letter of Intent due?

   A. The Letter of Intent form (Attachment 1) was due on 10/18/18. The Letter of Intent is not mandatory but is strongly encouraged; it will assist in developing the peer review panel. See Section IV.C. of the RFA for submission instructions. Letters of Intent will still be accepted after the deadline.

2. Do we need to include any information (e.g., summary of aims) in addition to the Letter of Intent form? Can we add a 1 or 2-page letter to the Letter of Intent?

   A. Submit only the information requested on the form and only use the space provided within the form. Do not include a 1-2-page document/letter in addition to the form provided. We are not permitted to receive any scientific content prior to application submission. so, we rely on title, key words and names to help identify potential peer reviewers.

3. Who should we list on the Letter of Intent form?

   A. Identify all participants involved in the proposed project, both internal and external to your organization. It is understood that these names may change; they are used as a preliminary screening for conflict of interest among potential peer reviewers. Sections may be added, if necessary, to list all participants.

4. To what extent does the Letter of Intent commit the title and research proposed in the application?

   A. There is no commitment inferred by the submission of a Letter of Intent.

Eligibility (RFA Section II.)

5. Can I submit two applications, one as PI and the other as Co-PI?

   A. Yes, if they are separate projects. You can be a PI on one application and a Co-PI on a different application(s). You cannot be a PI on more than one application.

6. Can previous awardees of a Peter T. Rowley Cancer Scientific Research Projects RFA apply for this RFA?

   A. Yes, previous awardees may apply for this RFA.

7. If I receive funding from the New York State Department of Health and another funding agency and there are overlapping aims, can I remove the overlapping aim from the New York State Department of Health contract?

   A. No, as we only fund independent free-standing projects. In the case of overlap, the applicant can modify the aims on the other grant or decline funding.

8. At my institution I am a senior staff scientist however I do not have my own laboratory. Am I eligible to apply?

   A. Dependent research staff are not eligible to apply to this RFA. Section II. of the RFA states, "The eligible Principal Investigator (PI) is designated by the application organization, has the skills, knowledge, and resources necessary to carry out the proposed Workplan, and is not a postdoctoral fellow or other dependent research staff."

9. What is the definition of "dependent research staff?"

   A. Dependent research staff are not granted independent status by their employer, regardless of their title. Dependent research staff do not have a responsibility to seek external funding, do not have designated laboratory space, equipment or other items committed to them by the institution, and do not have full access to shared/core facilities and other benefits provided to Principal Investigators. A dependent researcher's studies are generally mentored, guided, supervised and/or funded by another more experienced individual.

10. In Section II, under Who May Apply: "Eligibility to apply also includes the following mandatory items", it states "The application does not propose support for a research center" -- can you please clarify what that statement means? Does it mean that PIs whose institutions are research centers are not eligible to apply, or simply that funds will not be awarded for an applicant to open, start or otherwise fund the operation of a research center?

    A. You are correct, PI's that work at not-for-profit research centers are eligible to apply, however we will only fund the research described in the application. Funding is not intended to support the operations of a research center.

11. On page 4 of the RFA, under responsive applications, it states that testing new hypotheses based on research grounded in a non-breast cancer research area. Would this exclude a breast cancer treatment center? Or is the RFA stating that the grant is not to be used for other areas of research except for breast cancer research?

    A. The last bullet means that an applicant can apply existing non-breast cancer research to a breast cancer research hypothese(es). This would not exclude the breast cancer treatment center provided the center is a not-for-profit organization or governmental organization in New York State (page 3 of the RFA).

12. Can the research be done in other states or only in New York State?

    A. Applicants wishing to receive funding from this RFA must be New York State institutions. However, those institutions are permitted to subcontract with collaborators world-wide. Please note that all research done outside of NYS must be performed in accordance with New York State laws, regulations and applicable contract provisions.

<u>PIs, Co-PIs and Co-Investigators (RFA Attachment 2 re: Application Forms 1, 1-S and 2)</u>

13. What's the difference between a co-investigator and a Co-PI?

    A. A Co-PI is designated by the PI as an individual who has equal responsibility and authority for ensuring the completion of the entire project. A co-investigator may be responsible for a specific component of the research project. The PI is the point of contact for all aspects of the application and contract. See RFA Attachment 2 for further delineations.

14. What if my Co-PI is from a different institution?

    A. That is fine. See RFA Attachment 2 for Forms 1 and 1-S for further details.

15. Are multiple PI's allowed?

    A. Multiple PIs are not recognized. One individual from the applicant institution must be designated as the PI. If one or more Co-PIs are also designated, those individuals may or may not be from the applicant institution. See RFA Attachment 2 for Forms 1 and 1-S.

16. I have more than one Co-PI from my institution. How do I list all Co-PI's on the application?

    A. Form 1 allows only one Co-PI to be listed. Use Form 2 and the work plan narrative to designate the others.

17. How can I communicate that I am an early stage investigator?

    A. There is check box on Form 1 where you can indicate that you are an early stage

investigator. The definition of an early stage investigator can be found on page 5 of Attachment 2 "Checklist and Instructions."

18. Is there a required percentage of effort for the PI and/or Co-PI?

    - No. See RFA Attachment 2 instructions for completion of the Online Budget and Justification.

Subcontractors in the Application

19. Is there a limit to the percentage of work or the amount of funding that can be subcontracted to out of state collaborators?

    A. No limit is specifically imposed by the RFA.

20. Are we required to provide a copy of the subcontract, or the subcontract indirect cost rate, as part of the application or at any time after award?

    A. Draft subcontracts in excess of $100,000 will be requested at time of award. See the NYS Master Grant Contract Section IV.B. The sub-applicant indirect cost rate need not be submitted.

21. Do sub-applicants/subcontractors need to be registered in the NYS Grants Gateway, be pre-qualified and have an SFS Vendor ID number?

    A. Sub-applicants are not required to do so. However, at time of award, the State may require the applicant/sub-applicant provide information the State needs to determine whether a proposed subcontractor is a responsible vendor. See the NYS Master Grant Contract Section IV.B.

22. Are the subcontractor's Facilities and Administrative costs part of the contractor's direct costs or are they counted separately?

    A. The subcontractor's Facilities and Administrative costs are subtracted from the contractor's direct costs.

23. If proposed work is to be done at a shared core facility at the applicant's institution, is a subcontract required?

    A. No. These expenses should be included in the applicant's budget.

Submitting the Application

24. The pdf of the RFA for this grant opportunity does not include the Attachments listed on the last page. Can you please tell me where I can find them?

A. First you need to obtain a New York State Grants Gateway user account from an individual at your institution with a "Delegated Administrator" roll in the New York State Grants Gateway. Then, to access the attachments of the RFA, you need to log into the Grants Gateway and start an application. Refer to Section IV.E. of the RFA for detailed instructions.

25. What is to be submitted by the application due date?

A. Refer to RFA Section IV.E. How to Complete and File an Application. An application in response to this RFA may only be submitted through the NYS Grants Gateway; no paper, facsimile or any other type of electronic submissions will be accepted. No other documents will be accepted after the due date.

26. What is the application due date and time?

A. The application must be successfully uploaded, found to be error-free and accepted through the New York State Grants Gateway no later than 4pm on 12/6/18.

27. How do I get help using the Grants Gateway?

A. As outlined in RFA Section IV.B., applicants are strongly encouraged to access the guides, videos and training opportunities available via the Grants Team website at: https://grantsreform.ny.gov/grantees. Technical questions regarding the forms used in the application should be directed to the DOH contact listed on the cover of the RFA up until the application deadline. Grants Gateway questions regarding application completion/submission, registration and policy should be directed to the Grants Team, Monday-Friday from 8am to 4:00 pm at 1-518-474-5595 or grantsgateway@its.ny.gov. Technical issues regarding the NYS Grants Gateway should be directed to the Agate Technical Support Help Desk, Monday-Friday from 8am – 8pm at 1-800-820-1890 or helpdesk@agatesoftware.com. Further, the NYS Grants Team provides ongoing training webinars; the webinar schedule can be found here: http://grantsreform.ny.gov/training-calendar.

28. Who can submit an application in the NYS Grants Gateway?

A. See RFA Section IV.E for information about "roles." Roles are assigned by the Grants Gateway Delegated Administrator within your organization. Applicants are strongly encouraged to watch the training videos provided on the NYS Grants Gateway website.

29. The upload time for forms and documents can be lengthy. How could this impact a timely submission of my application?

A. Applicants are strongly encouraged to start completing an application in the NYS Grants Gateway no less than seven days before the due date. Applicants are strongly encouraged to submit proposals at least 48 hours prior to the due date and time. This will allow sufficient opportunity for the applicant to obtain assistance and take corrective action

where needed. Both DOH and Grants Team staff are available to answer applicants' technical questions and provide technical assistance prior to the application deadline. However, please note that although DOH and the Grants Team staff will do their best to address concerns that are identified less than 48 hours prior to the due date and time, there is no guarantee that they will be resolved in time for the application to be submitted and, therefore, considered for funding.

30. If there are multiple errors uploading completed application forms to the NYS Grants Gateway, will the applicant be notified of all errors at once, or only one at a time?

    A. A single list of global errors will be produced. It is highly recommended to use the "Check Global Errors" button repeatedly until no errors are found.

31. Is there a checklist that a PI can use to see whether they have completed everything for application submission?

    A. To ensure that all mandatory pass/fail items and penalty items are adequately addressed, see RFA Attachment 2 page 1. The Grants Gateway requires other forms to be completed and submitted as well. See the instructions provided in Pre-Submission Uploads and Program Specific Questions. If files are not uploaded, you will receive an error message describing what is missing. NOTE: the Grants Gateway does not assess the content or file format of an upload, only if a file upload was successful.

Application Forms

32. Is there a listing of all applications that have received funding through this funding mechanism? Can you provide a copy of an application that has received funding?

    A. A listing of previous awardees can be found on the following website: https://www.wadsworth.org/extramural/breastcancer/research-support.

    To obtain a copy of an application you must submit a freedom of information request. Information regarding filing a freedom of information request can be found here: https://www.health.ny.gov/regulations/foil/.

33. Is there a prescribed format for the appendices?

    A. No, appendix materials are optional and are added to the end of the pdf of forms 7-11. Appendix material may include items such as equipment quotes; letters of collaboration or support or commitments to provide research resources; facilities and administrative rate agreements; or up to two highly relevant publications or manuscripts (published or in press) may be included if essential to document the investigator's capability to undertake the work proposed

34. We download all the forms from the Pre-submission Uploads section of the Grants Gateway. Where do we upload them?

A. Most completed application forms will be uploaded in response to Program Specific Questions. Please see the instructions located in the Pre-submission Uploads section of your Grants Gateway application. RFA Attachments 1, 9 and 10 are uploaded in the Pre-submission Uploads section. RFA Attachment 11, if needed, can be uploaded in the Workplan Properties section. Please do not upload other forms in the Pre-submission uploads section as this will cause duplicate uploads. Duplicate uploads may result in different versions of the file being uploaded in those two locations. Only the files uploaded in the correct section of the Grants Gateway will be used for peer review. Uploading files in the wrong section in the Grants Gateway might adversely impact the score of the application.

35. Where should I include letters of collaboration (not co-PI) and collaborators' biographical sketches?

A. Letters of collaboration may be included in the appendices (in the same file as Forms 7-11). Biographical sketches of collaborators named in the workplan and budget should be incorporated to the other biographical sketches using Form 7. The biographical sketches of other collaborators may be included in the appendices. See RFA Attachment 2 for further details.

36. Can we use other biographical sketch forms/formats such as those from the National Institutes of Health (NIH)?

A. No. A penalty will be assessed if the forms and formats provided in the Pre-submission Upload section on the Grants Gateway are not used. See RFA Attachment 2 for detailed instructions regarding biographical sketches.

37. If an application includes use of human tissue, human subjects, vertebrate animals, etc., are the approvals by the applicable committees required in the application submission?

A. No. At time of award, all required committee approvals must be submitted.

38. Why are there two workplans in the application?

A. The Workplan Narrative – Form 9, will be used by the peer reviewers to understand the full context and details of the proposed research plan. See RFA Attachment 2 for instructions. The Online Workplan will be included in a system-generated contract using a standardized format.

39. What are the format specifications of the workplan (font, margins, etc.)?

A. The forms are pre-set with acceptable fonts, margins, etc. Please refer to RFA Attachment 2 for additional details, page limitations and penalties.

40. Are there instructions about how to complete the online portions of the application, workplan and budget?

A. Yes. See the Grantee User Guide, videos and training materials on the Grants Team website at: www.grantsreform.ny.gov and RFA Attachment 2.

41. Are there salary limits for PIs, postdocs or graduate students?

A. The maximum salary is limited to $199,000 per person in each budget year and is not adjustable as the federal salary cap changes.

42. Are the Facilities and Administrative costs included in the $150,000 annual expense limit?

A. No, Facilities and Administrative costs are in addition to the $150,000 expense limit.

43. Do we have to submit a budget for the first year or all years? Do we need to have budgets for sub-applicants?

A. Detailed line item budgets and justifications for applicants and sub-applicants must be submitted for the entire length of the contract. The applicant's Year 1 budget is entered directly into the Grants Gateway while Year 2 is entered to an Excel. The sub-applicant's Year 1 and Year 2 budgets are entered into another Excel file. Detailed instructions are provided in RFA Attachment 2.

44. How much budget justification is necessary?

A. Fully justify each budget line for each year. Provide sufficient detail to demonstrate that specific uses and amounts of funding have been carefully considered. Also, see RFA Section V.E for review criteria for budget and other aspects of the application.

45. Item 13 of Section F of the RFA Department of Health's Reserved Rights states "Utilize any and all ideas submitted with applications received." What does this mean?

A. This means the State retains march-in rights with regard to HRSB-funded research. In the event that HRSB determines that the contractor has not made sufficient reasonable efforts to protect the various property interests in the research or has failed to share the research developments promptly, the State shall have the right, at its sole discretion, to exercise its march-in rights and take appropriate steps to achieve those goals. The State shall have the right to a perpetual royalty-free, non-exclusive and irrevocable right to reproduce, publish or otherwise use, and to authorize others to use, for research and governmental purposes only, any published or otherwise reproducible material, device, invention, technique, material, or methodology developed under or in the course of performing this funded research, dealing with any aspect of the research activity, or of the results and accomplishments attained from the research.

Minority and Woman-Owned Business Enterprise Requirements

46. Are Minority and Woman-Owned Business Enterprise Requirement forms required to be submitted with the application? Do they have to be submitted if we will not exceed the $25,000 threshold?

    A. Yes. A completed Form 1 and/or Form 2 must be included in the application submission. See RFA Section IV.I and Attachment 10.

47. We cannot identify MWBE's on the https://ny.newcontracts.com website that we can purchase scientific equipment we need for our research. Are there any other resources available for identifying MWBE's that we can use?

    A. No. The https://ny.newcontracts.com website that identifies approved MWBE's is always being updated as new vendors are approved so you can periodically check back for new vendors. As part of completing the forms, you must document your efforts to identify MWBE's. **NOTE:** Failure to do due diligence, fill out the forms completely and correctly and attach sufficient documentation in the Pre-submission Uploads section of the application will delay processing for all awarded contracts. If you cannot meet the goal, you must apply for an exemption.

Application Review and Award Process

48. Can we submit a list of individuals with known conflicts of interest?

    A. No. The peer reviewers will be screened for conflicts of interest through a rigorous process implemented by the program's peer review contractor.

49. Since there are expected to be 5-7 awards, how many awards will be assigned to a particular type of research?

    A. There is no predetermined breakdown of the types of research that will be funded. See RFA Section V.F for information about the role of the Health Research Science Board in the award recommendation process.

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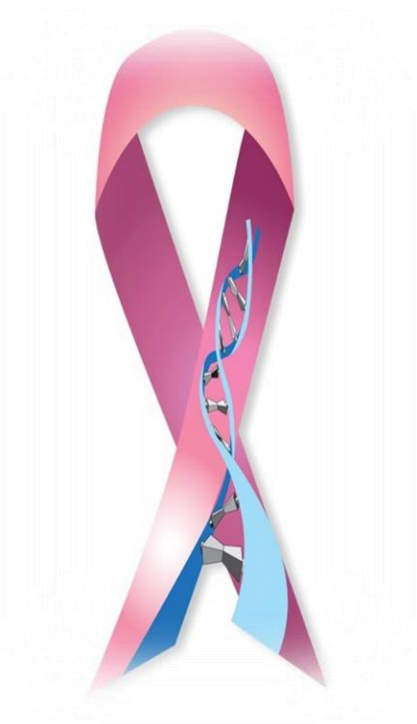

Peter T. Rowley Breast Cancer Scientific Research Projects RFA Applicant Conference

October 31, 2018

Presenter: Charles J. Burns

Today's Agenda

1. Administrative Items
   - Important deadlines and requirements
2. Overview
   - RFA currently posted in the NYS Grants Gateway
3. RFA Attachments
   - Attachments 1-11
   - Expenditure Budget
   - Online Work Plan
4. Review and Award Process
5. Grants Gateway Overview
6. Your Questions

Administrative Items

See RFA cover sheet

Important Dates

Letter of intent due: 10/18/18

Substantive questions due: 10/29/18

EMAIL
hrsb@health.ny.gov

Questions, answers and updates posted: 11/1/18

Applications due: 12/6/18
by 4PM EST

https://grantsgateway.ny.gov

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Administrative Requirements

- Not-for-profits must be Registered and Prequalified in the NYS Grants Gateway *(RFA Section IV. M)*
- Properly prepare and submit all required Forms *(RFA and RFA Attachment 2)*
- Freedom of Information Law *(RFA Section V. B.)*

The following table provides a snapshot of which roles are allowed to Initiate, Complete, and Submit the Grant Application(s) in the Grants Gateway

Role	Create and Maintain user Roles	Initiate Application	Complete Application	Submit Application	Only view the Application
Delegated Admin	✔				
Grantee		✔	✔		
Grantee Contract Signatory		✔	✔	✔	
Grantee Payment Signatory		✔	✔		
Grantee System Administrator		✔	✔	✔	
Grantee View Only					✔

Quick Contacts & Links

See RFA cover sheet & pg. 5

Extramural Grants Administration

New York State Department of Health

Wadsworth Center
Empire State Plaza, Room C345

PO Box 509,
Albany, New York 12201

Phone: 518-474-7002
hrsb@health.ny.gov

Agate Technical Support Help Desk

Phone: 1-800-820-1890

Hours: Monday thru Friday 8am-8pm
helpdesk@agatesoftware.com
(Technical Questions)

Grants Gateway Team

Phone: 518-474-5595

Hours: Monday thru Friday 8am-4:30pm
grantsgateway@its.ny.gov
(Application Completion, Policy, and Registration Questions)

https://grantsreform.ny.gov/Grantees
http://grantsreform.ny.gov/youtube

Grantee Quick Start Guide
https://grantsreform.ny.gov/sites/default/files/grantee_quick_start_guide.pdf

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RFA Overview

See RFA pg. 3

Purpose of Funds

To stimulate and support research related to breast cancer biology, causation, prevention, detection or screening, treatment (including treatment of its effects), survivorship or cure.

See RFA pg. 1

Opportunity

- This funding mechanism provides researchers the opportunity to try new methods and approaches in breast cancer research.

- Investigative approaches, including, but not limited to, basic, translational, clinical, demographic, mapping, epidemiological, environmental, behavioral or psychosocial research, may be pursued.

See RFA pg. 4

Responsive Applications Should Include

- Highly speculative, exploratory or high-risk projects
- Application or development of technologies, tools and resources
- Innovative or developmental projects
- Testing new hypotheses based on research grounded in a non-breast cancer research area

See RFA pgs. 3 & 9

Available Funds & Anticipated Contract

- Approximately $2.16 million is available to support approximately five (5) to seven (7) awards
- Funding is available for a period of up to two (2) years.
  - Anticipated Contact period: 9/1/2019 through 8/31/2021
- Annual direct costs are capped at $150,000 per year
- Additionally, funds will be available to support Facilities and Administrative (F&A) costs up to 20% of modified total direct costs

See RFA pgs. 3-4

Who May Apply?

Lead applicant

must be a New York State not-for-profit organization

or

a government organization in New York State

See RFA pgs. 3-4

Who May Apply?

Eligible Principal Investigator/Project Director (PI/PD)

has the skills, knowledge, and resources necessary to carry out the proposed Workplan

and

may only submit one application in response to the RFA

See RFA pg. 4

Eligibility to Apply Also Includes the Following Items

- The PI/PD can not be restricted from receiving Public Health Service (PHS) funding or debarred by the United States Food and Drug Administration (FDA) or any other federal or New York State government entity (see RFA Section II.)
- The application does not propose support for a research center
- The application does not propose support for a Phase III clinical trial
- The application does not propose expansion of enrollment for an ongoing clinical trial

RFA Attachments 1-11

See RFA pg. 6

Attachment 1: Letter Of Intent (LOI)

Provide the following using the LOI Form:

- Descriptive title of the proposed project
- Summary paragraph of the intended project
- List all participants involved in the proposed project

Download & Upload in the Pre-Submission Uploads Section of the Grants Gateway

Email to hrsb@health.ny.gov

Attachment 2: Application Checklist and Instructions

- Mandatory Pass/Fail Items
- Appendices
- Application Penalties
- Prescribed Format

Download in the Pre-Submission Uploads Section of the Grants Gateway

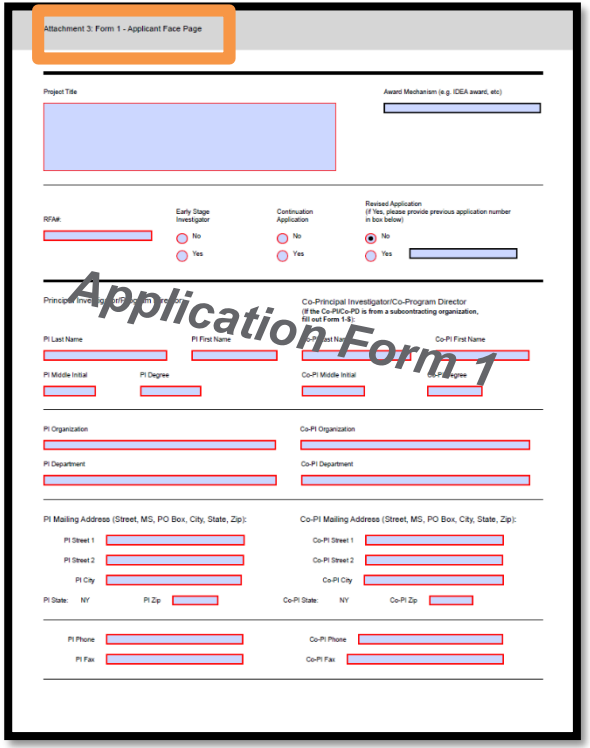
Attachment 3: Application Forms 1-5

Download in the Pre-Submission Uploads Section of the Grants Gateway

1. Applicant Face Page
2. Staff, Collaborators, Consultants and Contributors
3. Acronyms and Abbreviations Used in Application
4. Lay Abstract
5. Scientific Abstract

Upload in the Program Specific Questions Section of the Grants Gateway

Attachment 3: Application Forms 1-5 (continued)


Attachment 3: Form 1 - Applicant Face Page

Project Title

Award Mechanism (e.g. IDEA award, etc)

RFA#:

Early Stage Investigator: No / Yes

Continuation Application: No / Yes

Revised Application (If Yes, please provide previous application number in box below): No / Yes

Principal Investigator/Program Director

Co-Principal Investigator/Co-Program Director (If the Co-PI/Co-PD is from a subcontracting organization, fill out Form 1-5):

PI Last Name | PI First Name | PI Middle Initial | PI Degree

Co-PI Last Name | Co-PI First Name | Co-PI Middle Initial | Co-PI Degree

PI Organization | Co-PI Organization

PI Department | Co-PI Department

PI Mailing Address (Street, MS, PO Box, City, State, Zip):

PI Street 1 | PI Street 2 | PI City | PI State: NY | PI Zip

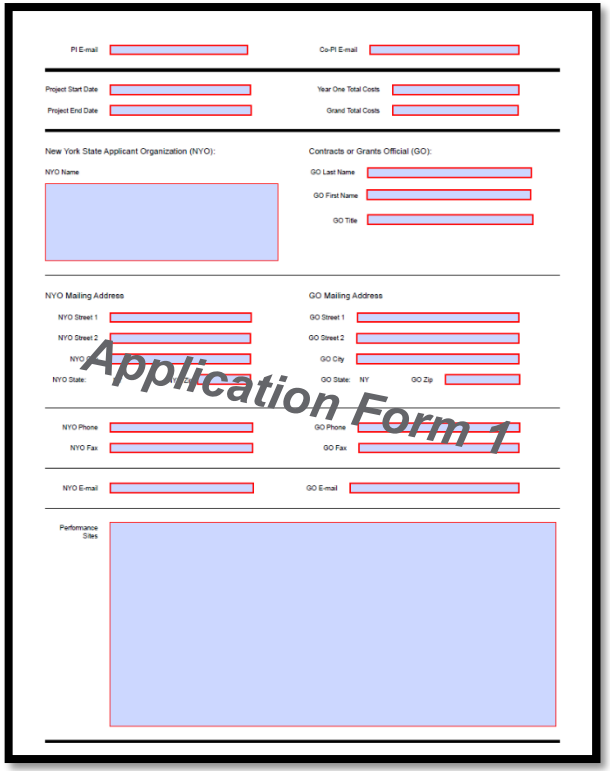
Co-PI Mailing Address (Street, MS, PO Box, City, State, Zip):

Co-PI Street 1 | Co-PI Street 2 | Co-PI City | Co-PI State: NY | Co-PI Zip

PI Phone | PI Fax

Co-PI Phone | Co-PI Fax

Application Form 1


PI E-mail | Co-PI E-mail

Project Start Date | Project End Date

Year One Total Costs | Grand Total Costs

New York State Applicant Organization (NYO):

NYO Name

Contracts or Grants Official (GO):

GO Last Name | GO First Name | GO Title

NYO Mailing Address

NYO Street 1 | NYO Street 2 | NYO City | NYO State:

GO Mailing Address

GO Street 1 | GO Street 2 | GO City | GO State: NY | GO Zip

NYO Phone | NYO Fax

GO Phone | GO Fax

NYO E-mail | GO E-mail

Performance Sites

Application Form 1

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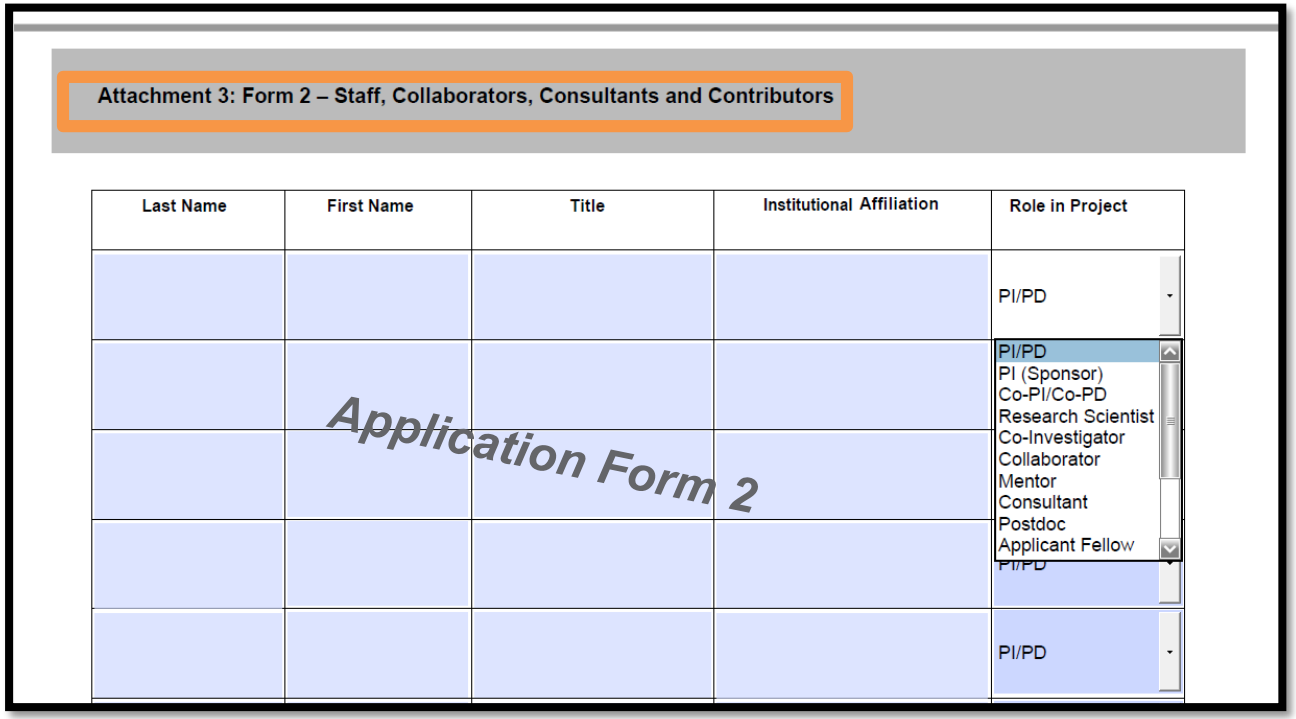
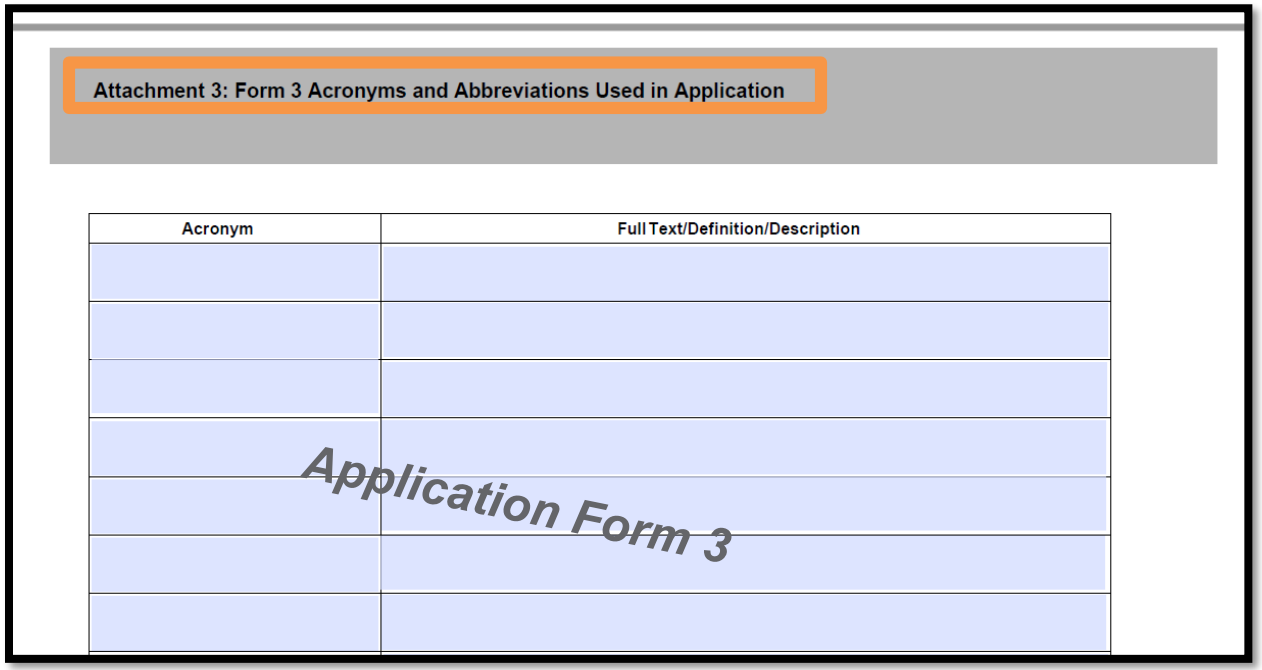
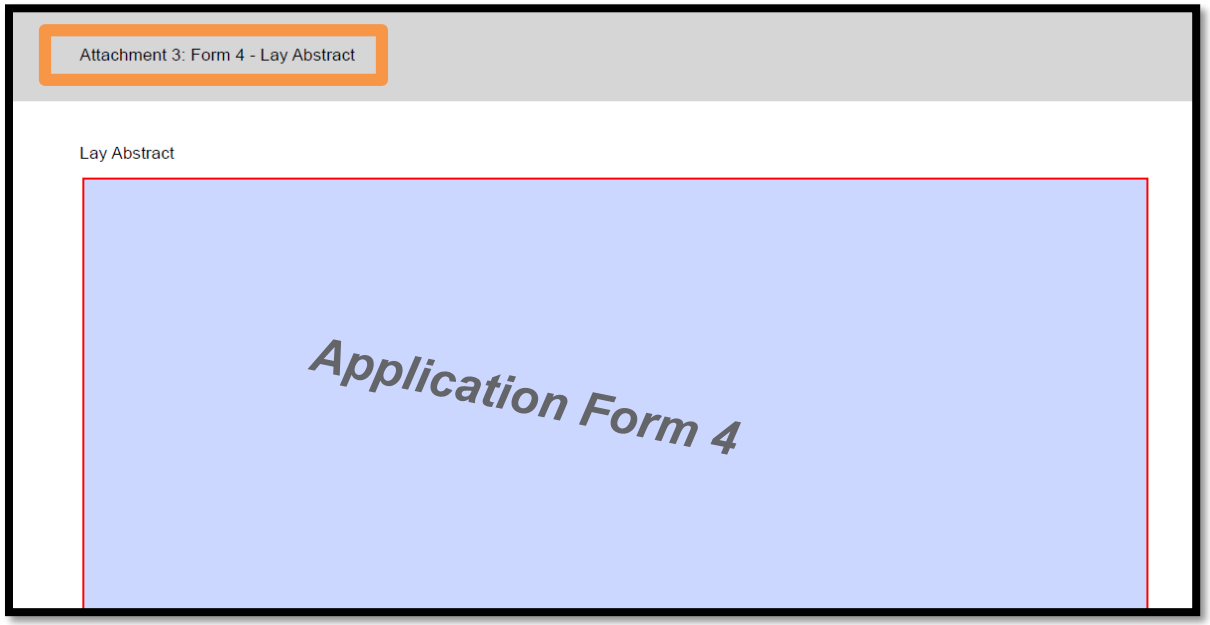
Attachment 3: Application Forms 1-5 (continued)



Attachment 3: Application Forms 1-5 (continued)

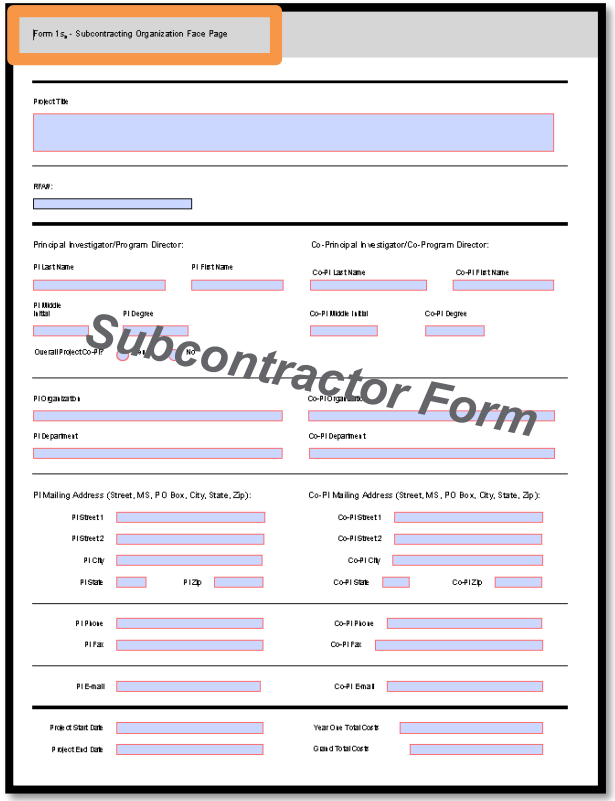


Attachment 3: Application Forms 1-5 (continued)



Attachment 3: Application Forms 1-5 (continued)

Attachment 4: Application Form 1-S


Form 1s - Subcontracting Organization Face Page

Project Title

RFA#:

Principal Investigator/Program Director:

PI Last Name | PI First Name | PI Middle Initial | PI Degree

Co-Principal Investigator/Co-Program Director:

Co-PI Last Name | Co-PI First Name | Co-PI Middle Initial | Co-PI Degree

Overall Project Co-PI | Yes | No

PI Organization | Co-PI Organization

PI Department | Co-PI Department

PI Mailing Address (Street, MS, P.O. Box, City, State, Zip):

PI Street 1 | PI Street 2 | PI City | PI State | PI Zip

Co-PI Mailing Address (Street, MS, P.O. Box, City, State, Zip):

Co-PI Street 1 | Co-PI Street 2 | Co-PI City | Co-PI State | Co-PI Zip

PI Phone | PI Fax | PI E-mail

Co-PI Phone | Co-PI Fax | Co-PI Email

Project Start Date | Project End Date

Year One Total Cost | Grand Total Cost

Subcontractor Form

Download in the Pre-Submission Uploads Section of the Grants Gateway

Upload in the Program Specific Questions Section of the Grants Gateway

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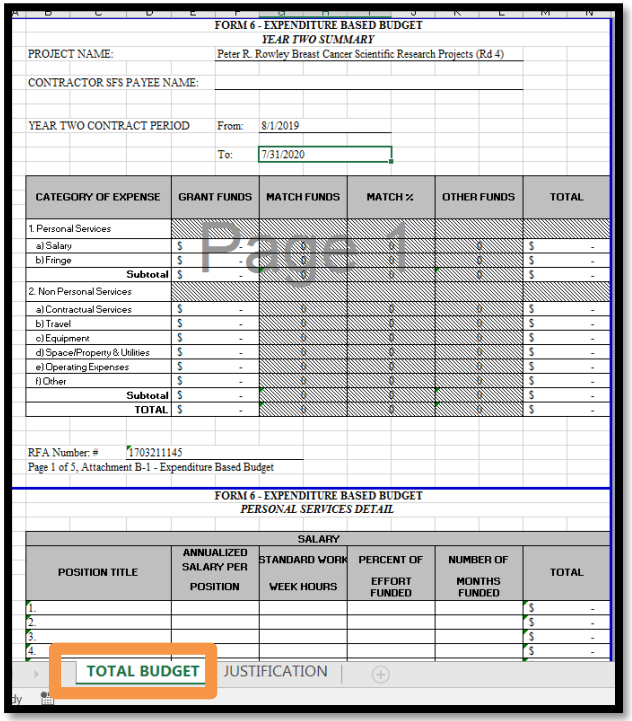
Attachment 5: Application Form 6 (Year 2)



FORM 6 - EXPENDITURE BASED BUDGET
YEAR TWO SUMMARY

PROJECT NAME: Peter R. Rowley Breast Cancer Scientific Research Projects (Rd 4)

CONTRACTOR SFS PAYEE NAME:

YEAR TWO CONTRACT PERIOD From: 8/1/2019

To: 7/31/2020

CATEGORY OF EXPENSE	GRANT FUNDS	MATCH FUNDS	MATCH %	OTHER FUNDS	TOTAL
1. Personal Services					
a) Salary	$ -	$ -		$ -	$ -
b) Fringe	$ -	$ -		$ -	$ -
Subtotal	$ -	$ -		$ -	$ -
2. Non Personal Services					
a) Contractual Services	$ -	$ -		$ -	$ -
b) Travel	$ -	$ -		$ -	$ -
c) Equipment	$ -	$ -		$ -	$ -
d) Space/Property & Utilities	$ -	$ -		$ -	$ -
e) Operating Expenses	$ -	$ -		$ -	$ -
f) Other	$ -	$ -		$ -	$ -
Subtotal	$ -	$ -		$ -	$ -
TOTAL	$ -	$ -		$ -	$ -

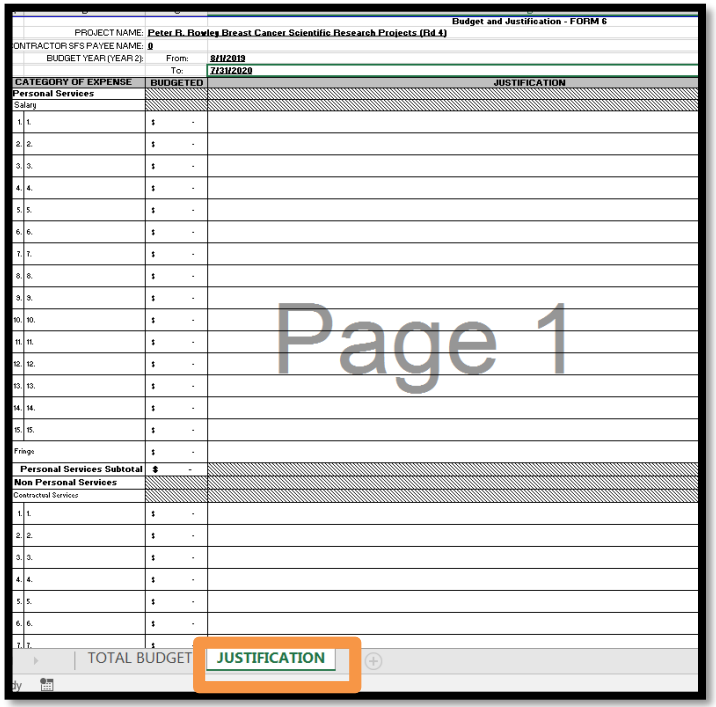
RFA Number: # 1703211145
Page 1 of 5, Attachment B-1 - Expenditure Based Budget

FORM 6 - EXPENDITURE BASED BUDGET
PERSONAL SERVICES DETAIL

POSITION TITLE	ANNUALIZED SALARY PER POSITION	STANDARD WORK WEEK HOURS	PERCENT OF EFFORT FUNDED	NUMBER OF MONTHS FUNDED	TOTAL
1.					$ -
2.					$ -
3.					$ -
4.					$ -

TOTAL BUDGET | JUSTIFICATION

Page 1



Budget and Justification - FORM 6

PROJECT NAME: Peter R. Rowley Breast Cancer Scientific Research Projects (Rd 4)
CONTRACTOR SFS PAYEE NAME: 0
BUDGET YEAR (YEAR 2): From: 8/1/2019
To: 7/31/2020

CATEGORY OF EXPENSE	BUDGETED	JUSTIFICATION
Personal Services		
Salary		
1. 1.	$ -	
2. 2.	$ -	
3. 3.	$ -	
4. 4.	$ -	
5. 5.	$ -	
6. 6.	$ -	
7. 7.	$ -	
8. 8.	$ -	
9. 9.	$ -	
10. 10.	$ -	
11. 11.	$ -	
12. 12.	$ -	
13. 13.	$ -	
14. 14.	$ -	
15. 15.	$ -	
Fringe	$ -	
Personal Services Subtotal	$ -	
Non Personal Services		
Contractual Services		
1. 1.	$ -	
2. 2.	$ -	
3. 3.	$ -	
4. 4.	$ -	
5. 5.	$ -	
6. 6.	$ -	
7. 7.	$ -	

TOTAL BUDGET | JUSTIFICATION

Page 1

Download in the Pre-Submission Uploads Section of the Grants Gateway

Upload in the Program Specific Questions Section of the Grants Gateway as a XLS or XLSX file

Tab 1, Total Budget

Tab 2, Justification

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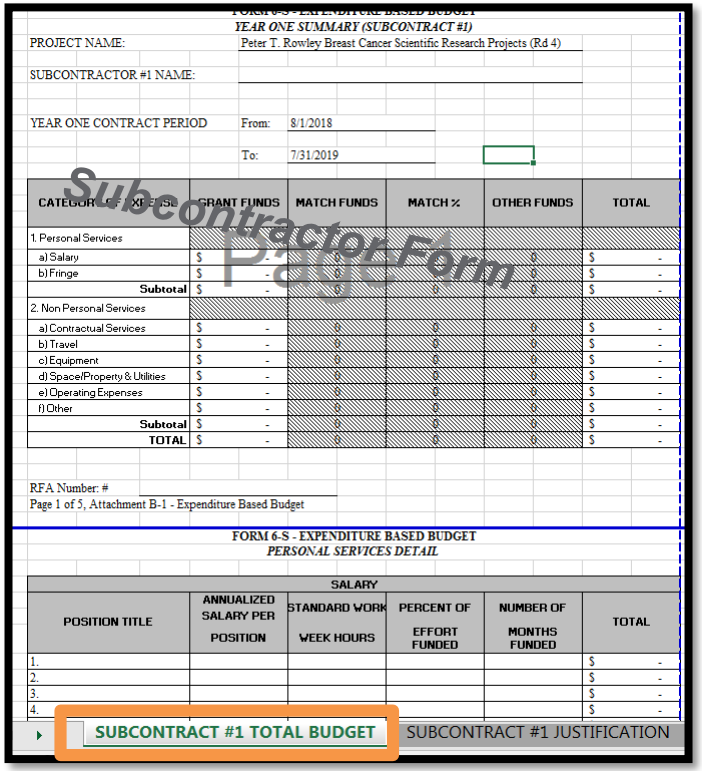
Attachment 6: Application Form 6-S (Years 1-2)



FORM 6-S - EXPENDITURE BASED BUDGET

YEAR ONE SUMMARY (SUBCONTRACT #1)

PROJECT NAME: Peter T. Rowley Breast Cancer Scientific Research Projects (Rd 4)

SUBCONTRACTOR #1 NAME:

YEAR ONE CONTRACT PERIOD From: 8/1/2018

To: 7/31/2019

Subcontractor Form Page 4

CATEGORY OF EXPENSE	GRANT FUNDS	MATCH FUNDS	MATCH %	OTHER FUNDS	TOTAL
1. Personal Services					
a) Salary	$ -	0		0	$ -
b) Fringe	$ -	0		0	$ -
Subtotal	$ -	0		0	$ -
2. Non Personal Services					
a) Contractual Services	$ -	0	0	0	$ -
b) Travel	$ -	0	0	0	$ -
c) Equipment	$ -	0	0	0	$ -
d) Space/Property & Utilities	$ -	0	0	0	$ -
e) Operating Expenses	$ -	0	0	0	$ -
f) Other	$ -	0	0	0	$ -
Subtotal	$ -	0	0	0	$ -
TOTAL	$ -	0	0	0	$ -

RFA Number: #

Page 1 of 5, Attachment B-1 - Expenditure Based Budget

FORM 6-S - EXPENDITURE BASED BUDGET

PERSONAL SERVICES DETAIL

SALARY					
POSITION TITLE	ANNUALIZED SALARY PER POSITION	STANDARD WORK WEEK HOURS	PERCENT OF EFFORT FUNDED	NUMBER OF MONTHS FUNDED	TOTAL
1.					$ -
2.					$ -
3.					$ -
4.					$ -

SUBCONTRACT #1 TOTAL BUDGET | SUBCONTRACT #1 JUSTIFICATION

Download in the Pre-Submission Uploads Section of the Grants Gateway

Upload in the Program Specific Questions Section of the Grants Gateway as a XLS or XLSX file

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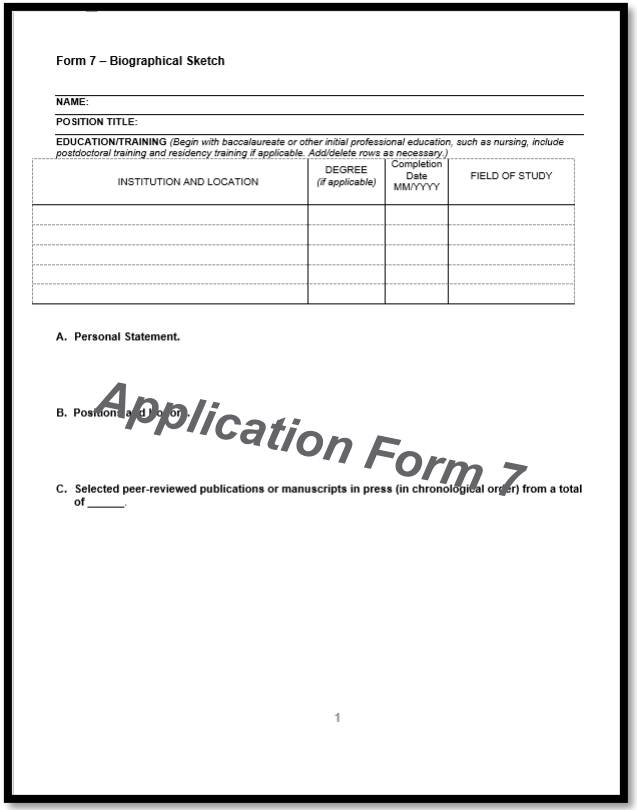
Attachment 7: Application Forms 7-11

7. Biographical Sketch
8. Facilities and Resources
9. Workplan Narrative
10. Human Subjects
11. Vertebrate Animals

Download in the Pre-Submission Uploads Section of the Grants Gateway

Upload in the Program Specific Questions Section of the Grants Gateway

Attachment 7: Application Form 7 – Biographical Sketch



Form 7 – Biographical Sketch

NAME:

POSITION TITLE:

EDUCATION/TRAINING *(Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable. Add/delete rows as necessary.)*

INSTITUTION AND LOCATION	DEGREE *(if applicable)*	Completion Date MM/YYYY	FIELD OF STUDY

A. Personal Statement.

B. Positions and Honors.

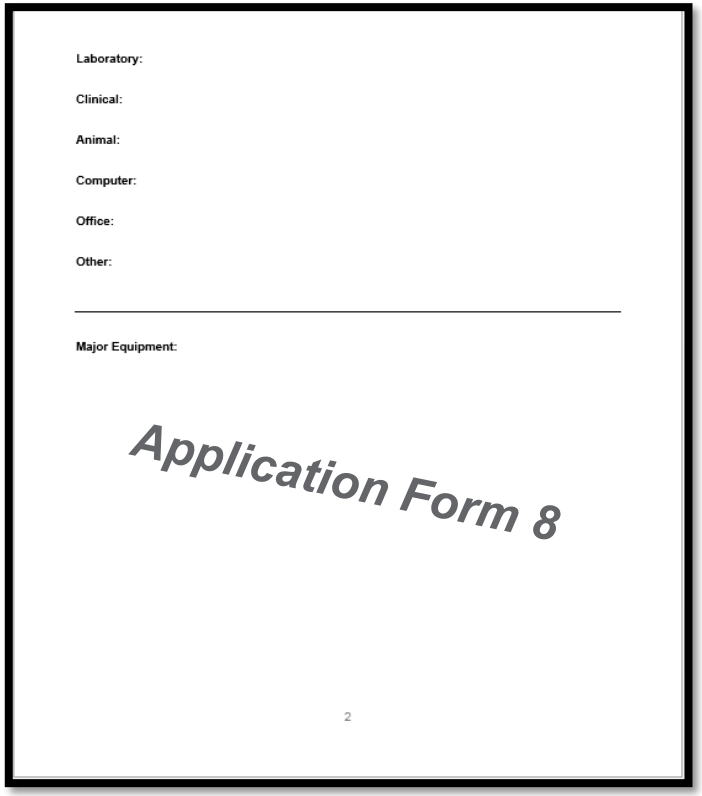
C. Selected peer-reviewed publications or manuscripts in press (in chronological order) from a total of _____.

1

Application Form 7

NEW YORK STATE Department of Health | Wadsworth Center

Attachment 7: Application Form 8 – Facilities and Resources



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Attachment 7: Application Form 9 – Workplan Narrative

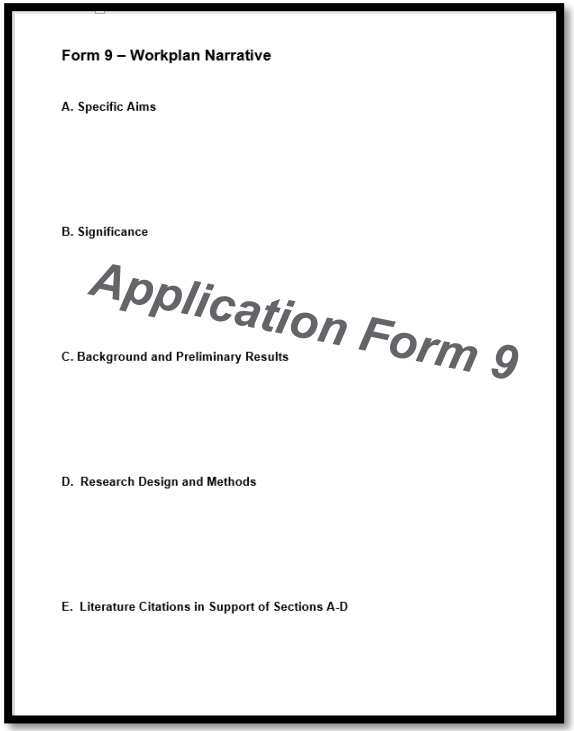
A. Specific Aims

B. Significance

C. Background and Preliminary Results

D. Research Design and Methods

E. Literature Citations



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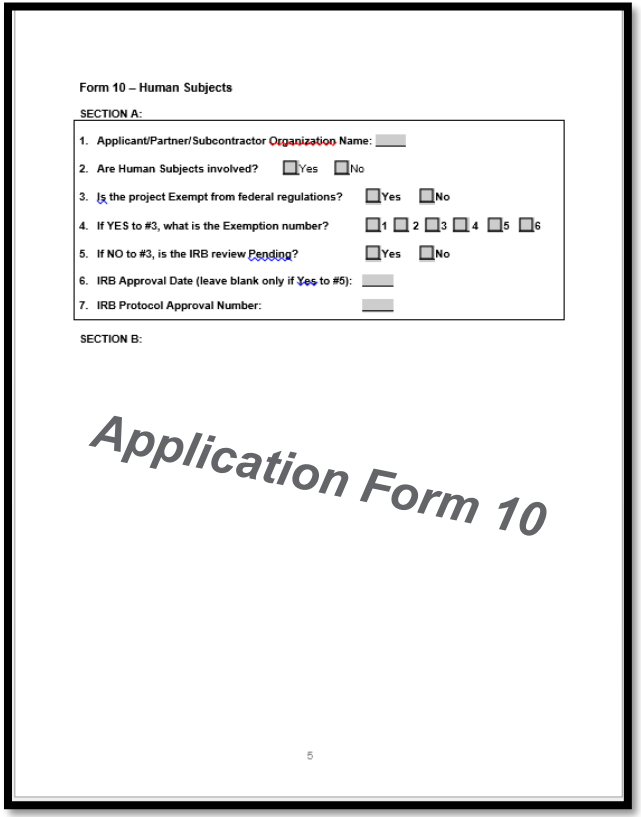
Attachment 7: Application Form 10



Form 10 – Human Subjects

SECTION A:

1. Applicant/Partner/Subcontractor Organization Name: _____
2. Are Human Subjects involved? ☐Yes ☐No
3. Is the project Exempt from federal regulations? ☐Yes ☐No
4. If YES to #3, what is the Exemption number? ☐1 ☐2 ☐3 ☐4 ☐5 ☐6
5. If NO to #3, is the IRB review Pending? ☐Yes ☐No
6. IRB Approval Date (leave blank only if Yes to #5): _____
7. IRB Protocol Approval Number: _____

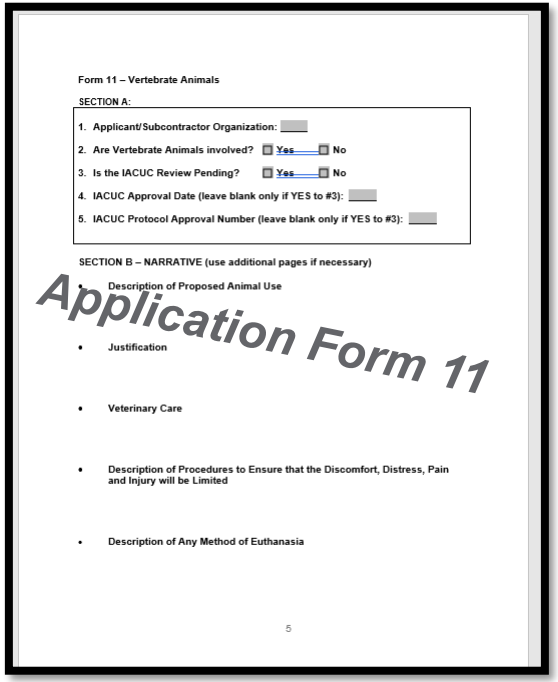
SECTION B:

Application Form 10

5

NEW YORK STATE Department of Health | Wadsworth Center

Attachment 7: Application Form 11



Form 11 – Vertebrate Animals

SECTION A:

1. Applicant/Subcontractor Organization: ____
2. Are Vertebrate Animals involved? ☐ Yes ☐ No
3. Is the IACUC Review Pending? ☐ Yes ☐ No
4. IACUC Approval Date (leave blank only if YES to #3): ____
5. IACUC Protocol Approval Number (leave blank only if YES to #3): ____

SECTION B – NARRATIVE (use additional pages if necessary)

- Description of Proposed Animal Use
- Justification
- Veterinary Care
- Description of Procedures to Ensure that the Discomfort, Distress, Pain and Injury will be Limited
- Description of Any Method of Euthanasia

5

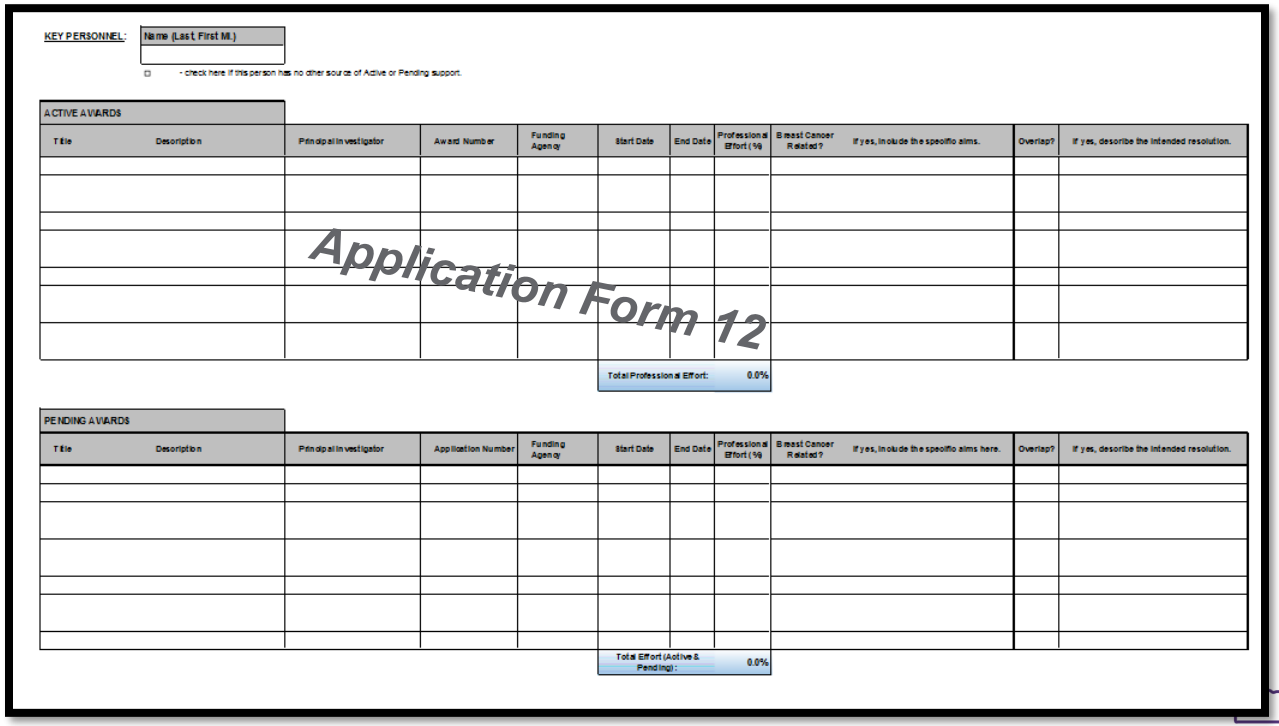
Application Form 11

Add appendices after this form.

Upload in the Program Specific Questions Section of the Grants Gateway

NEW YORK STATE Department of Health | Wadsworth Center

Attachment 8: Application Form 12



KEY PERSONNEL: Name (Last, First M.)

☐ - check here if this person has no other source of Active or Pending support.

ACTIVE AWARDS

Title	Description	Principal Investigator	Award Number	Funding Agency	Start Date	End Date	Professional Effort (%)	Breast Cancer Related?	If yes, include the specific aims.	Overlap?	If yes, describe the intended resolution.

Total Professional Effort: 0.0%

PENDING AWARDS

Title	Description	Principal Investigator	Application Number	Funding Agency	Start Date	End Date	Professional Effort (%)	Breast Cancer Related?	If yes, include the specific aims here.	Overlap?	If yes, describe the intended resolution.

Total Effort (Active & Pending): 0.0%

Application Form 12

Download in the Pre-Submission Uploads Section of the Grants Gateway

Upload in the Program Specific Questions Section of the Grants Gateway

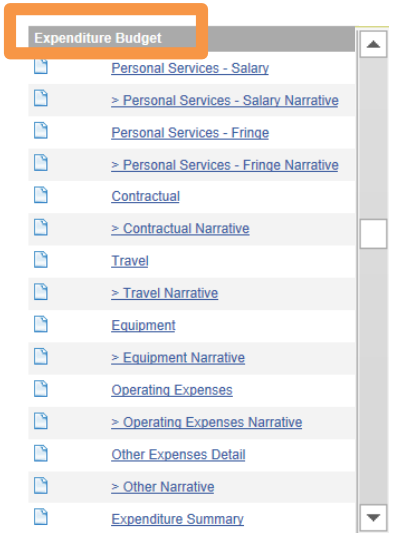
NEW YORK STATE Department of Health | Wadsworth Center

Online Budget and Justification (Year 1)

Menu | Forms Menu | Status Changes | Management Tools | Related Documents and Messages

Forms Menu → Scroll down to Expenditure Budget Section

- Complete each form and narrative of the Online Budget for Year One



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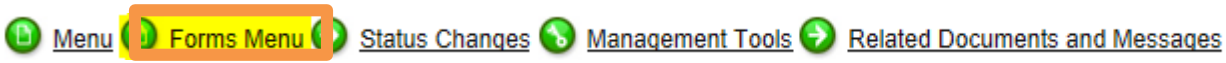
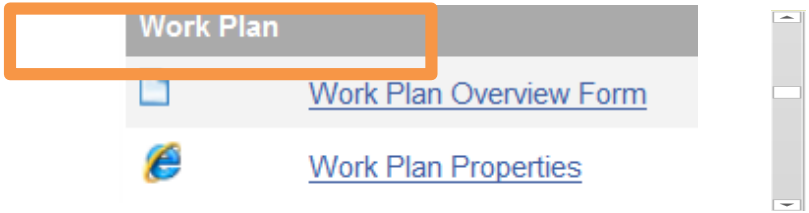
Online Workplan



Forms Menu → Scroll down to Work Plan



- Complete the Work Plan Overview Form and
- Work Plan Properties

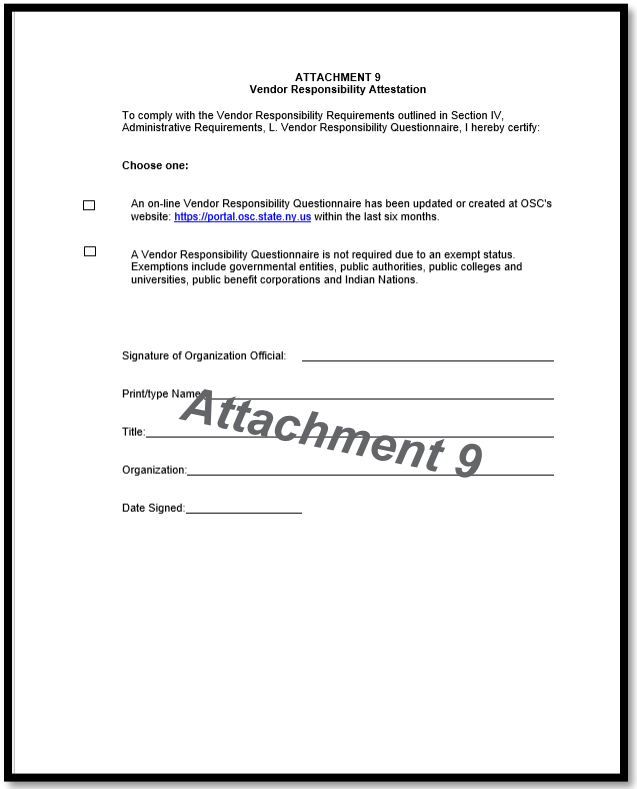
Project Narrative/Workplan Outcomes

- The application may not include an scientific, budgetary or commitment overlap with other awards that will be active beyond the anticipated start date of the award

- Funded projects shall not include program implementation which goes beyond the contract period

See RFA pg. 12

Attachment 9: Vendor Responsibility Attestation



ATTACHMENT 9
Vendor Responsibility Attestation

To comply with the Vendor Responsibility Requirements outlined in Section IV, Administrative Requirements, L. Vendor Responsibility Questionnaire, I hereby certify:

Choose one:

☐ An on-line Vendor Responsibility Questionnaire has been updated or created at OSC's website: https://portal.osc.state.ny.us within the last six months.

☐ A Vendor Responsibility Questionnaire is not required due to an exempt status. Exemptions include governmental entities, public authorities, public colleges and universities, public benefit corporations and Indian Nations.

Signature of Organization Official: _____

Print/type Name: _____

Title: _____

Organization: _____

Date Signed: _____

Attachment 9

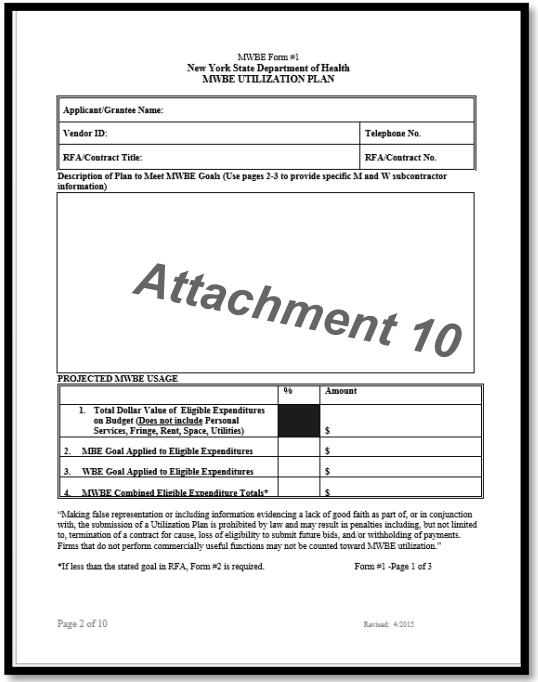
Download & Upload in the Pre-Submission Uploads Section of the Grants Gateway

NEW YORK STATE | Department of Health | Wadsworth Center

Attachment 10: Minority & Women-Owned Business Enterprise Requirement Forms

See RFA pgs. 10-11

- MWBE Utilization Plan (3 pages)
- MWBE Utilization Waiver Request
- Online Compliance
- Staffing Plan
- Equal Opportunity Policy Statement
- Instructions



MWBE Form #1
New York State Department of Health
MWBE UTILIZATION PLAN

Applicant/Grantee Name:	
Vendor ID:	Telephone No.
RFA/Contract Title:	RFA/Contract No.

Description of Plan to Meet MWBE Goals (Use pages 2-3 to provide specific M and W subcontractor information)

Attachment 10

PROJECTED MWBE USAGE

	%	Amount
1. Total Dollar Value of Eligible Expenditures on Budget (Does not include Personal Services, Fringe, Rent, Space, Utilities)		$
2. MBE Goal Applied to Eligible Expenditures		$
3. WBE Goal Applied to Eligible Expenditures		$
4. MWBE Combined Eligible Expenditure Totals*		$

"Making false representation or including information evidencing a lack of good faith as part of, or in conjunction with, the submission of a Utilization Plan is prohibited by law and may result in penalties including, but not limited to, termination of a contract for cause, loss of eligibility to submit future bids, and/or withholding of payments. Firms that do not perform commercially useful functions may not be counted toward MWBE utilization."

*If less than the stated goal in RFA, Form #2 is required. Form #1 -Page 1 of 3

Page 2 of 10 Revised: 4/2015

Download & Upload in the Pre-Submission Uploads Section of the Grants Gateway

https://ny.newnycontracts.com

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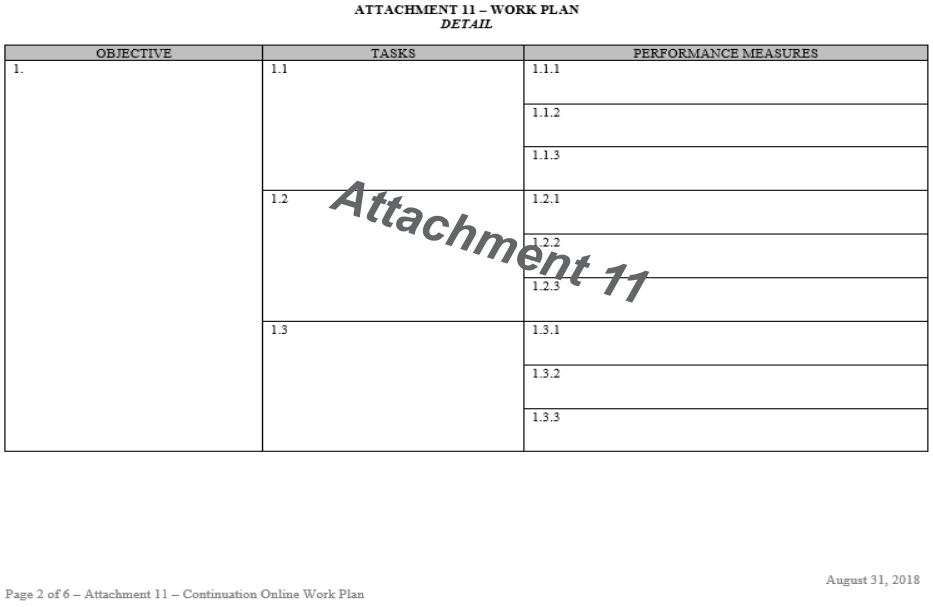
Attachment 11: Online Workplan Continuation Form



ATTACHMENT 11 – WORK PLAN
DETAIL

OBJECTIVE	TASKS	PERFORMANCE MEASURES
1.	1.1	1.1.1
		1.1.2
		1.1.3
	1.2	1.2.1
		1.2.2
		1.2.3
	1.3	1.3.1
		1.3.2
		1.3.3

Attachment 11

August 31, 2018

Page 2 of 6 – Attachment 11 – Continuation Online Work Plan

Download in the Pre-Submission Uploads Section of the Grants Gateway and upload completed form in "Workplan Properties" section if necessary.

NEW YORK STATE | Department of Health | Wadsworth Center

Review and Award Process

Review and Award Process

- Administrative Pass/Fail
- Peer Review Process
- Health Research Science Board Review (HRSB)
- Contract Execution

American Institute of Biological Sciences

Health Research Science Board

NEW YORK STATE DEPARTMENT OF HEALTH

NEW YORK STATE Department of Health | Wadsworth Center

Review Criteria

1. Research Plan **40% (Triage Criterion)**
2. Impact **20%**
3. Innovation **20%**
4. Budget **20%**

American Institute of Biological Sciences

Health Research Science Board

NEW YORK STATE DEPARTMENT OF HEALTH

NEW YORK STATE Department of Health | Wadsworth Center

Debriefing

- All applicants may request a debriefing by sending an email to hrsb@health.ny.gov.

- Requests must be received no later than 15 business days from date of award or non-award announcement.

Your Questions

Grants Gateway Overview

https://grantsgateway.ny.gov/

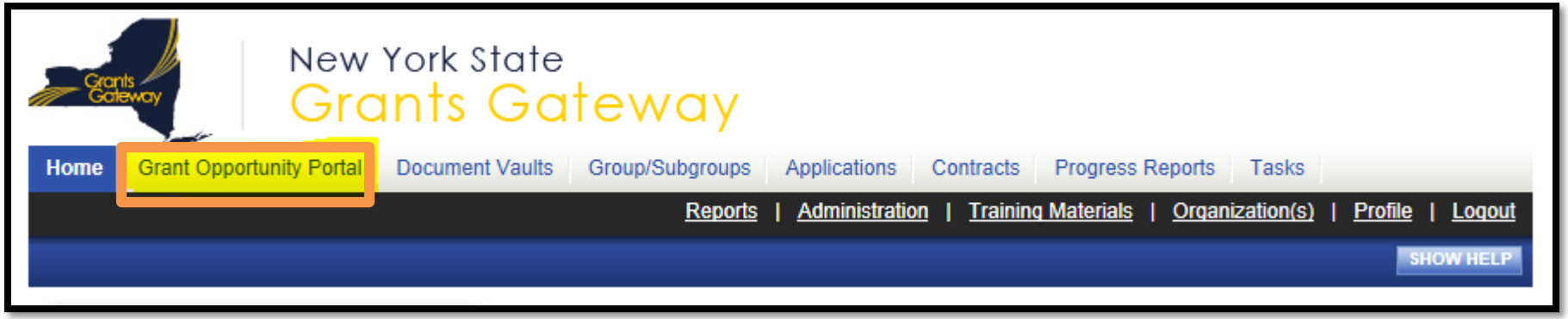
Grants Gateway FAQ

1. How do I apply for an opportunity?
2. Where's a copy of the RFA Attachments?
3. How do I retrieve an application I've already started?
4. How do I retrieve the Q & A document?

See RFA pgs. 13-14

Q1: How do I apply for an Opportunity in the Grants Gateway?

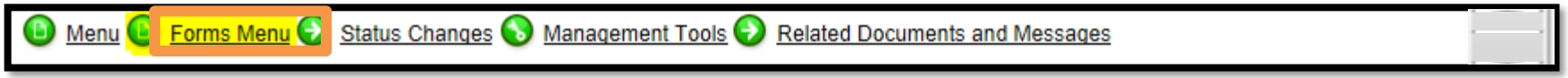
- You must be registered in the Grants Gateway to apply
  - See RFA, Section IV. M.
  - Grantee Quick Start Guide https://grantsreform.ny.gov/Grantees
  - Delegated Administrator



- Login
- Click on the Grants Opportunity Portal tab
- Search using the keywords (Peter T. Rowley), and select the Department of Health as the Funding Agency
- Click on the Grant Opportunity name
- Click Apply for Grant Opportunity to start an application

https://grantsgateway.ny.gov

Q2: Where do I download the RFA Attachments?



- Login
- Start an application or retrieve an application that you already started
- Click on the Forms Menu
- Scroll down to Click on Pre-Submission Uploads
- Download each attachment document template

https://grantsgateway.ny.gov

Click on each document template to download each attachment

PRE-SUBMISSION UPLOADS

Instructions:

1. Select the **Browse** button to locate an upload.
2. Select the **Save** button above to load it into the system.
3. If the Grant Opportunity you are applying for requires that a specific document be uploaded, a link to the Document Template will appear under the upload row. Click the link to download and save the Document Template to your computer. Once you have filled out the Document Template you can use the associated **Upload** row to upload the document as part of your application.

Only upload the completed Vendor Responsibility Attestation (Attachment 8), Minority & Women-Owned Business Enterprise Requirement Forms (Attachment 9), and the optional Letter of Intent Form (Attachment 1) in this Pre-Submission Uploads section. All other completed forms (Attachments 3-7) must be uploaded in the Program Specific Questions section.

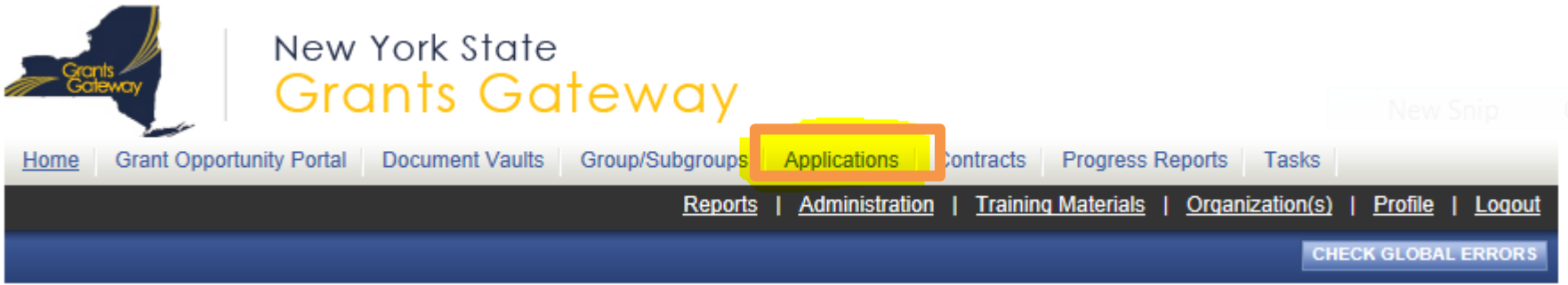
Attachment 1 - Letter of Intent Form

The prospective applicant institution is strongly encouraged to complete and submit a Letter of Intent. This form will be used to develop the review panel in a timely manner. Letters of Intent should be submitted via the Grants Gateway in the Pre-Submission Uploads section of the online application. The file name should include applicant organization and PI/PD names. A copy must also be e-mailed to hrsb@health.ny.gov. Please ensure that the RFA number is noted in the e-mail subject line. Submit the Letter of Intent via both formats by the date posted on the cover of the RFA.

Browse...

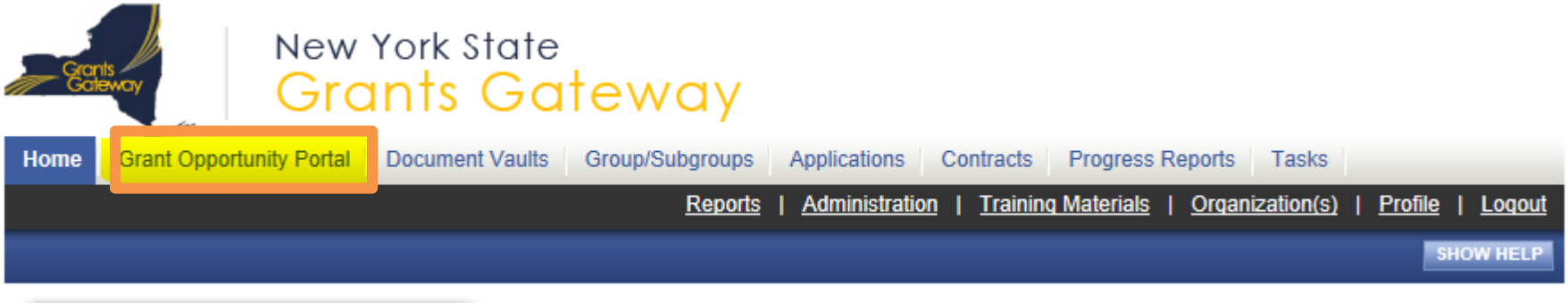
Document Template *Click here*

Q3: How do I retrieve an Application I've already started?



- Login
- Click on the Applications link located at the top of your home screen
- Enter search criteria to locate the application
- Click on the Application number to restart the application

Q4: How do I retrieve the Q&A document?



- Click on Grant Opportunity Portal
- Search for Opportunities in the Portal using the keywords (Peter T. Rowley), and select the Department of Health as the Funding Agency.
- Click on the Grant Opportunity name
- Full Document details are listed on the Grant Opportunity Profile, which includes a Questions and Answers link

https://grantsgateway.ny.gov

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NEW YORK STATE OF OPPORTUNITY. | Department of Health | Wadsworth Center

Thank you!!

https://www.wadsworth.org/extramural/breastcancer

October 31, 2018