

Internal Grants FAQ/Guidance

PI's:

- There can be only one PI on internal grants. There needs to be a lead PI responsible for the project (compliance, financial, personnel, reporting, etc.)
- PI's with current internal award can apply to the same open call and still be a PI and Co-PI on two awards. They just can't submit two applications to the same cycle.
- Co-PIs can be external to Cornell but must meet the academic role requirement and hold a corresponding title at their institution: Professor, Associate Professor, Assistant Professor, Clinical Professor, Associate Clinical Professor, Assistant Clinical Professor, Research Professor, Associate Research Professor, Assistant Research Professor, Professor of Practice, Associate Professor of Practice, Assistant Professor of Practice, Sr. Lecturer, Lecturer, Principal Research Scientist, Research Scientist, Sr. Research Associate, and Sr. Extension Associate. If that is not the case, they may still serve as Co-I on the project.
- There is no restriction on how many applications a faculty member can serve as Co-I on.
- Veterinarians can be added as either Co-I or Collaborator. If Co-I, a biosketch is required. If collaborator, only a letter of support is required; however, if they are a significant contributor a biosketch is recommended.
- The only exception with regard to adjunct professors serving as a mentor/co-mentor is if they are CARE veterinarians appointed as adjunct faculty. Otherwise, adjunct professors can only serve as co-investigator, collaborator, or consultant. A Co-PI/Co-Mentor has the same eligibility requirements as the PI/Mentor.
- Emeritus faculty can serve as Co-I, Collaborator, or Consultant (with appropriate justification) on internal grant proposals. They cannot serve as PI or Co-PI.
- Associate Professors are not considered junior faculty members even if appointed less than six years ago.
- Generally, Veterinarians are not eligible to serve as PI or Co-PI. Only an appointed faculty member can serve as PI or Co-PI on an internal grants proposal. Veterinarians can serve as Co-Investigator or Collaborator. There is an exception for the Resident Research grants only, where CARE Veterinarians with adjunct faculty appointments within an academic department (at CVM) are allowed to serve as a Mentor (PI) or Co-Mentor (Co-PI).
- Courtesy titles are not eligible to serve as PI or Co-PI, but can serve as Co-I or Collaborators.
- There are no restrictions on Co-I titles as long as they're significant contributors to the project's development, execution, and scientific aspects they can serve as a Co-I.
- If a title change is in process, the general rule for internal grants is if an appointment is confirmed at the time of submission and the official start date is prior to the award start date, an individual is eligible to apply and can use the new title on the application. A notation and explanation within the proposal indicating the anticipated application and official start date is sufficient.

Internal Grants FAQ/Guidance

- If PI change request is necessary provide request on letterhead, signed by both former (if possible) and new PI and include the following: 1) reason for the change, 2) new PI's original role, ability and willingness to assume full responsibility for the project, 3) the former PI's future role if they will remain actively involved with the project, and 4) any major modifications to the project resulting from the PI change.

Biographical Sketches:

- Required for PI, Co-PI, Co-I per the template format within the application. If a collaborator or consultant has a major role on the project, they can also include a biosketch if you feel it would strengthen your application.
- If the trainee's role is defined as Co-Investigator, a full NIH-style biosketch should replace the trainee biosketch (a template is provided in the application). The trainee does not need to include an eRA Commons ID in the biosketch.

Letters of Support:

- All Co-I's are required to provide a letter of support.
- If more than one Co-I's are in the same section, both Co-I's can sign the same LOS unless their contributions will be significantly different.
- We do not require letters of support from Co-PI's within the College.
- For external investigators (Co-PI's and Co-I's), the letter should affirm the type/level of support (financial, material, or intellectual – time/expertise) and describe their unique role since the reviewers may not be familiar with their work. It's intended to be more thorough than the standard LOS we would receive from CVM faculty the reviewers are familiar with. Also include the percent effort for external Co-PI's and Co-I's in the letter or separately to include in the budget justification.
- If serving as Consultant or Collaborator, effort does not need to be stated, a letter of support is required, and the biosketch is only necessary if they represent a very focused specialty critical to the project.
- Fee-for Services for routine services involving standardized procedures are allowed. Either a quote or letter of support outlining the services to be provided and associated costs will need to be added to the application.

Cover pages:

- PI's, Co-PI's, and their department chairs are required to sign the cover page. If you have an external Co-PI, it is good practice to have a signature from that Co-PI and their Department Chair.
- If client-owned animals are required as part of the project and the approved client consent form is required at submission, add Dr. Meg Thompson to the cover page and request her signature. Also include an approved client consent form in the appendix.

Internal Grants FAQ/Guidance

Budget:

- Trainees from other institutions can't be financially supported in the budget. Even requesting funds for the Cornell trainee to travel/spend time at the other institution would require strong justification and it would have to be for specialized research training or experience that cannot be provided at Cornell.
- With appropriate justification, salary support may be requested for Senior Research Associates and Senior Extension Associates for the funding period.
- Salary support may be requested for co-principal investigators and co-investigators with the titles of Research Associate and Extension Associate.
- Including VMIT in budget can be under services or consultants. Either way you will need a letter of support included in the proposal. Breakdown of the costs will be required in the budget justification.
- Publications allow carry forward on all two-year internal grant awards. The PI has until the end of the funding period to spend all funds.
- Industry collaboration requires a thorough letter to be included. If the effort/consulting costs are a considerable amount of the overall budget, the incorporation of the biosketch is recommended to provide reviewers with the background of the consultant.
- Subcontracts are not allowed.
- Graduate student stipends should be included in personnel. Tuition and health insurance should be listed under other expenses.
- Can the Lab of Ornithology include budget line items? The Lab of Ornithology falls under the Cornell Umbrella, so lab support and supplies are allowed.

Rebudget:

- If the amount being reallocated is 25% of the total annual budget or less, prior approval will not be required, and funds can be moved at your discretion between categories. Unless a major change is made, for example if a trainee is added or removed from the project, possibly shifting the scope of the project then a request is required. However, transferring greater than 25% of the total budget from one category to another will require a formal request.
- Changes in key personnel require prior approval.
- Rebudget and Continuation Grants-You can update the rates and make any adjustments needed as long as your total stays the same or under the Year 2 approved amount.
- If changing salary review the guidelines associated with the original submission. If fringe or any specific information is included in the original guidelines, you need to follow those guidelines for the changes.

Weill:

- Specific calls have different requirements; if there is a question ask Melinda.
- Feline Health and Canine Health allow Weill (and Cornell Tech) collaborations.

Internal Grants FAQ/Guidance

- If allowed and a budget is included work through the Weill Research Office for official documentation.
- If Weill is allowed: The personnel should be listed in personnel section (as we would list a CVM personnel) with the corresponding lab noted.
- Appropriate justification for off campus testing and analysis is always recommended – even with Weill – and quotes, if available, are a plus. Expenses should go under 'Other Direct Costs'.
- Lab supplies should be itemized for collaborating labs as well. Subcategories can be general, but the budget should provide enough detail to justify the amounts requested.
- Make sure detailed letters of commitment/support are provided by the collaborating labs.
- IF awarded a related account is set up in the department for the Weill portion of the project. What this would entail is for Weill to submit invoices for project-related expenses, and then a transfer of funds would be processed to reimburse the costs. Depending on the amount of project \$'s, and the length of the project, you could set your own timeline on how often they would be required to invoice, most likely quarterly as that is how often most subs bill. I would be reluctant to provide project \$'s upfront without any means of monitoring their spending.

Publications and External Grants Section:

- The submissions and/or external grants associated with the award are specifically for external grants (outside Cornell) resulting from our internal grants awards. Do not include other internal grant submissions or awards.
- All awards should be included for all listed on the application in the roles of PIs, Co-PIs, and Co-Is, regardless of their role on the other internal project(s) within the timeframe in any capacity including collaborator.

General Information:

- The Preliminary Studies section can be a combination of external and internal work to support the study. Your previous work (or that of a Co-PI) should be relevant to the research topic. You can include general research to show broad expertise with a tie-in to how it will benefit and guide the proposed research.
- Links/URLs are fine to use in the preliminary section. They're not very common though. Only the abstract has specific guidance on what should be excluded.
- Do not add hyperlinks in the references or any other section unless that section states they are allowed. You can list URL as long as they are not hyperlinked.
- All internal awards should be included in PI current and pending documents.
- Videos are permitted and can be included in the appendix. Although it is allowed, the appendix should not be used in a way to bypass the page limits for critical proposal components.
- Client consent forms should be submitted at least 5 days prior to due date to allow the clinical trials coordinator and Meg Thompson time to review.
- Standard facilities and equipment do not need to be listed, only specialized resources. If the work requires highly unique resources and this is critical

Internal Grants FAQ/Guidance

information, I would recommend to go ahead and include in full and disregard the ½ page limit.

Effort Policy:

- Effort committed to a project for internal grants is a contributing factor in determining overall feasibility and should be calculated based on an individual's total appointment and effort (FTE). In accordance with federal standards, modified for our program, all faculty research grants will require a 5% minimum effort commitment from PIs. There will be no minimum effort requirement for Co-PIs and Co-Is. Resident research grants will not have a minimum effort requirement for PIs.
- Even though the minimum effort requirement only applies to the PI, all key personnel listed (Co-PIs, Co-Is) must put in some level of effort to be involved in the project, even if it is only 1 or 2%.
- For faculty research projects in a no-cost extension, effort can be reduced to the 5% minimum for PIs and to 0% for Co-PIs and Co-Is without prior approval. In the case of resident grants, there is no minimum requirement for PIs and effort can be dropped to 0% for both PIs and Co-PIs without prior approval.
- Any effort committed to an internal application is not considered cost share and not reportable.

NCE:

- If a NCE is needed for manuscript purposes only (waiting on a journal), the work has been completed and you are only pending publication and publication related expenses remain, you don't need a progress report with the NCE request. Make sure to include the publication details (authors, title, journal, date submitted, etc.) in the NCE request.
- A revised budget is required with the extension request if there were any changes within the proposed budget categories from what was originally proposed.

Continuation Grants:

- If the year one budget is unable to be spent; a NCE should be processed, and the continuation grant should be submitted with the next round of applications.
- Current and pending documentation is only required for the PI.
- If there are no new key personnel to add to the grant, Section E should be omitted.
- We do not need updated letters from co-investigators, collaborators, etc. for a continuation.
- A new cover page is not required.
- We don't require the 'publications and external grants associated with ongoing and completed internal grants program' page unless new key personnel are added, and it would only be for the new personnel listed.

Internal Grants FAQ/Guidance

Resident Research Grants:

- The resident needs to be appointed for the duration of the award.
- PI's can only serve as Mentor on one application only and Co-mentor on a second application for each round of applications. The restriction only applies to the active call. PI's can apply as mentor on the Fall and Spring application cycles.
- If resubmission and the new guidelines have changes to page limits the original page limit guidance would be allowed.

Zweig:

- Graduate Student Tuition- Graduate students included are considered GRA's, paid on payroll and their tuition and health insurance paid via Bursar. This will allow the tuition to be waivable (50%). If not GRA full tuition is allowable within the budget.
- Acquisition of Horses: The for sale versus donation is up to the PI. We typically see "Use by Other Investigators" is checked, sometimes along with 'Other' specifying donation to the Equine Research Park if feasible.

Equipment Grants:

- If you have a quote with cents included, put that amount in the budget. They may round when the award is made.
- Faculty members outside of CVM can be listed as a major instrument user if they had active research that they were already collaborating on with the PI and the new equipment would provide better results and allow them to expand their research.
- There is no minimum set for the proposed equipment, therefore a \$10,000 and a \$45,000 piece of equipment are equally eligible. While the preference is for a single equipment or sharable resource, requests for multiple units up to the \$50,000 limit with a strong case for the purchase will be considered.