

Network Development Demonstration Project
Funding Opportunity Number: HRSA-011-079

Frequently Asked Questions
February 16, 2011

1. Where can I find information about PECARN?

You can find more information about PECARN at www.pecarn.org. Specific questions can be sent to Tasmeen Weik at tweik@hrsa.gov

2. What happens if my grant is returned due to errors?

All **final** applications must be received by the deadline in grants.gov. If a submitted application is returned due to errors and the deadline has passed, the application may not be considered. We therefore recommend that applicants submit the application at least a week prior to the deadline in order to allow adequate time to revise applications if they are found to have errors.

3. What happens if I am over the page limit?

As stated in the FOA, applications cannot be over 80 pages printed or 10MB. Applications above the page limit may not be considered. Applicants are encouraged to print all submitted materials and attachments to ensure there aren't extra pages due to formatting errors.

4. Can the funding be used for specific research projects?

The funding is to provide infrastructure support for the nodes that comprise the PECARN. Specific research ideas are vetted through the PECARN steering committee and in most cases need to seek additional funding (from NIH and other sources).

5. Will successful applicants participate in all PECARN studies or only the ones they propose?

PECARN is a collaborative network and all nodes and HEDA sites participate as appropriate in PECARN studies regardless of where the research concept originated.

6. Is cost sharing or matching a requirement for this program?

No, cost sharing or matching is not a requirement for this program. A corrected FOA was posted on grants.gov

7. How should the Project Summary/Abstract be uploaded?

The Project Summary/Abstract can be uploaded as an attachment on page 2 of SF-424 - Box 15. Note that the abstract is counted in the page limit.

8. How should in-kind support be included in the application?

All in-kind support must be listed on the SF 424A, under Section C where there is space to identify non-federal resources. In-kind support should also be listed in the budget

justification AND a letter of support from your institution stating the in-kind support should be provided as an attachment.

9. Is there a mandatory salary cap?

There is no HRSA salary cap. You can voluntarily use the NIH salary cap; however, you cannot decrease effort because you are using a salary cap. You may mention the use of the salary cap in the budget justification, but you do not need to list the difference between actual salary and the cap as in kind support.

10. Do the HEDA 2 and HEDA 3 sites need to be academic centers?

No, only the main applicant site needs to be from “state government” or a “school of medicine,” but sites 2 and 3 are subcontractors and therefore have no eligibility requirements.

11. If we are an academic center applying to be a new site within a node, are we limited to 2 subcontracts if we have existing subcontracts with currently affiliated resources?

No, you are not limited to 2 subcontracts, and you can utilize additional subcontracts if needed. However, note that you cannot have more than 3 HEDA sites total, including 1 site from the main applicant.

12. Does the applicant have to be an existing member of PECARN?

No previous PECARN experience is necessary to apply.

13. In writing the application, how should we balance justifying the need for the network and focusing on our ability to participate in the network?

The justification for the need of the network is worth 5 points in the review criteria and should be a brief section with a good summary of the literature, what is important in pediatric emergency medicine research, and why the network is needed. The majority of the review points are focused on the capabilities of the RNC and HEDA sites and therefore the application should fully describe the experience and capabilities of the applicant and the HEDA sites and the other information requested in the FOA.

14. How should we state our intentions to comply with PECARN bylaws in the application?

Goals and objectives should include ways in which the applicant will meaningfully participate in PECARN steering committee meetings with specific objectives including the contribution of ideas, proposals, etc. Also how applicants are capable of doing high priority, rigorous, pediatric emergency research. Goals and objectives can state that applicants will participate by complying with PECARN bylaws but do not have to reiterate the bylaws provided in the FOA.

15. Are there plans to share previous applications or a template for the application?

Because this year’s FOA is very different from previous FOAs, there is no template available. However, Dr. Tasmee Weik (email: tweik@hrsa.gov) is available for technical assistance and can provide feedback for goals/objectives and whether they are responsive to the guidance.

16. Does the inclusion age range of birth to age 21 include up to the 22nd birthday?

Yes, this range includes up to age 21 years and 364 days. However, actual PECARN studies may expand or constrict this age range based on specific criteria.

17. Is there a minimum volume requirement for HEDA sites? Can we include sites without prior experience?

Although there is no minimum volume requirement for sites, the FOA and review criteria focus is that ALL sites be able to enroll adequate **pediatric** patients in the ED and contribute to developing new research and demonstrate prior success. Based on the number of points assigned to HEDA capabilities, a site without any prior experience in pediatric ED research is not appropriate for this application.

18. What are the criteria for the two-page research proposal?

The criteria for what should be included in the two page concept proposal can be found on page 27 of the FOA, and write-ups should be limited to two pages per proposal (four pages total). There are no specific review criteria for the proposal. The reviewers will base their scoring on the general science and feasibility of each idea.

19. Are we allowed to submit more than two concept/research proposals per application?

Yes, but the reviewers do not necessarily have to review additional proposals. The HRSA PO recommends focusing on two strong proposals and submitting an additional one only if it greatly enhances your application.

20. What are the typical funding sources of current PECARN studies?

The majority of current studies are funded by the NIH, and the most common mechanism is the R01 grant, although there have been R21 grants in the past. The current PECARN studies and how they are funded are listed on the PECARN website. Some research projects have also been funded through EMSC Targeted Issue grants. Other PECARN pilot projects have also secured funding from other sources.

21. For which personnel should we include biosketches?

You should only include biosketches for the nodal PI, HEDA PIs and the nodal administrator. Also include any co-investigators. You do not need to include research coordinators. If you do not have a nodal administrator, include a position description and general qualifications for the person you will hire in the staffing plan you will provide in the “capability of the applicant” section of the narrative.

22. What format and information should be included in the biosketches? Can it only be 2 pages?

HRSA does not have a specific format for biosketches. The FOA requires that biosketches be no more than 2 pages in length. It is recommended that biosketchs include the following sections:

- Name,
- Education and Training,
- Position and Honors,

- Peer Reviewed Publications, and
- Research Support.

Biosketches can abridge publications and research support to more noteworthy or recent items, and a personal statement is not necessary. Also remember that under the “capability of HEDA” and “capability of the applicant” sections of the narrative, you have the opportunity to highlight major accomplishments of the PIs so the biosketch is supplementary and does not need to be all inclusive. The 2-page limit for biosketches was instituted to help applicants keep under the 80 page limit.

23. Where can I find the most recent EMSC Strategic Plan?

There most current strategic plan found at the following weblink (note, it is recently expired)--

http://www.childrensnational.org/files/PDF/EMSC/PubRes/Public_Version_of_Final_EMSC_Strategic_Plan.pdf . You may reference this strategic plan.

24. What font size and margins should we use?

For the project narrative, a common 12-point font (such as Times New Roman) should be used with 1” margins. For biosketches, 0.5” margins are acceptable. Tables and graphics should have a font size of at least 10-point, and line spacing for the entire document should be a minimum of 1 (i.e. not less than single-spaced text).

25. If the nodal PI serves as the HEDA PI, can he/she have a co-HEDA PI at the RNC? Does the co-HEDA PI have to be funded at a minimum 10% level?

The nodal PI can have a co-HEDA PI at the RNC. The nodal PI should be budgeted at a minimum 20% (whether or not they serve as the HEDA PI). There is no minimum effort for the additional co-PI at the RNC. However, the HEDA PI’s at the two sites that are not RNC sites should be funded at a minimum 10% effort.

26. Who needs to sign the letter of commitment from the HEDA sites?

The letter needs to be signed by the AOR (grants office business official registered in grants.gov). For the 2 HEDA sites (NOT the RNC), the Program Officer recommends these options:

- 1) Submit a letter signed by the HEDA PI and AOR
- 2) Submit a letter of intent to enter into a subcontract signed by the AOR and a separate letter with the HEDA PI signature if the letter of intent from the AOR does not specify the time commitment (10% FTE) of the HEDA PI. If the letter of intent specifies the HEDA site PI name and effort then you do not need to worry about a second letter.

27. Should the information on Appendix A be incorporated into the grant application?

Appendix A shows the performance measures that all successful applicants will be responsible for reporting if they receive grant funding. The FOA is used as a document to outline the responsibilities of the applicant, should they receive funding. Applicants should be aware of the measures but do not need to respond to them specifically. Applicants should focus on the program narrative requirements and the review criteria.

28. Do we need to submit a SF 424 for subcontractors?

Applicants must provide a budget and budget justification for subawards under the grant. The SF424A does not include budget forms for subawards. We recommend that applicants provide the information as an attachment or include a detailed budget for each subcontract in the budget justification of the applicant institution.