Frequently Asked Questions

FY 2016-2017 Funding Opportunity Announcement (FOA)
Zika Research Grant Initiative

The following list represents common questions prospective applicants have had regarding the funding opportunities offered through the Florida Department of Health Biomedical Research Section. These questions have been modified here to reflect the requirements of the Zika Research Grant Initiative.

1. **Does the exception for out-of-state work include foreign entities? That is, can a small part of the budget (<10%) be used for work provided by a collaborator outside the United States if it is essential and not provided in Florida?**
   The Principal Investigator must provide justification describing how the out of state work is related and essential to the project and why the service can only be provided outside of Florida. If awarded, the Department reserves the right to: 1) require further justification, 2) reject any disallowed costs, and 3) request new/revised budgets as it deems necessary.

2. **If the lead institution has a collaboration with another institution, then can only one of them charge indirect costs and not both on the proposal?**
   Both can charge indirect costs as long as the indirect costs are limited to 15 percent of the total amount of direct costs requested.

3. **The Application Components on page 13 of the announcement indicate that "Survey Instruments" must be uploaded. My project will use several standard assessments. To upload them would require that they be scanned, which would make for a large file. Since these assessments are widely used and not created for this project, is it necessary to upload these documents?**
   Survey instruments are required, if applicable. Peer reviewers evaluate only the materials in the application, and do not consider other sources of information.

4. **Can the maximum amount of support be divided as needed by the project? For example; for a 3-year proposal, $300,000 for year 1 and $200,000 for years 2 and 3.**
   Yes. The budget must explain the planned spending. If awarded, the Department will review and approve/deny the budget prior to the grant starting. The Department reserves the right to: 1) require further justification, 2) reject any disallowed costs, and 3) request new/revised budgets as it deems necessary.

5. **How does one go about seeking to get approval for spending the less than 10% of the requested budget that may be allowed on out of state resources that cannot**

be found in the state of Florida? Does one simply apply for the grant and state in the budget that these are necessary out of state requested expenses, and then hope that this is later approved?

Yes. The Principal Investigator must provide justification describing how the out of state work is related and essential to the project and why the service can only be provided outside of Florida. If awarded, the Department reserves the right to: 1) require further justification, 2) reject any disallowed costs, and 3) request new/revised budgets as it deems necessary.

6. **Would members of an external advisory board be considered consultants?**
   Yes.

7. **Can an application cross-cut two of the priority areas?**
   No.

8. **In the Eligible Applicants section, it says, "the Corresponding Principal Investigator must be a U.S. citizen or permanent resident." Can an H1B visa holder apply for this (as the Corresponding PI)?**
   No, H1B visa holders are not eligible to serve as the Corresponding Principal Investigator.

9. **Can I submit a different project than the project that was originally on the Letter of Intent?**
   No.

10. **Can the Corresponding Principal Investigator be from a Florida small business entity?**
    Any researcher who is a full-time faculty member at a university or research institute in Florida is eligible to apply. Researchers at small business entities are not eligible, unless they otherwise are at universities or research institutes in Florida.

11. **For the Financial Interest form, it only has "Corresponding Principal Investigator." Are collaborators/co-PIs required to fill out this form as well?**
    The Corresponding Principal Investigator must disclose any financial interests that the researcher, the researcher's immediate family, or any other personnel on the grant (sub-investigators and research staff) and their immediate families, have related to the research. If funded, financial disclosures for all personnel must be submitted.

12. **Can a researcher be listed as key personnel on two different grant applications as long as the projects are completely different and effort is not over-committed?**
    Yes. A researcher can be a Corresponding Principal Investigator on only one application per program. However, they may serve as a co-PI or other collaborating role on other applications, provided they are not over-committed.

13. **Is graduate student tuition an allowable cost?**
    Yes.

14. **Are Letters of Support required?**
    No. However, if applying for the Dynamic Change Team Science mechanism of support, a **letter of commitment** from all collaborating organizations is required.

15. How many awards are expected to be made? Are awards mainly reserved for big organizations or senior researchers? Would it be practical for an early career investigator to apply for it at all?
There is no predetermined number of funded grants.
The Biomedical Research Advisory Council will make recommendations on funding based on the results of peer-review. It is not possible to specify the number of awards in advance of the results of peer review. To be eligible, researchers must be from eligible organizations, and must be full-time faculty members by the time the application is submitted.

16. Can an adjunct associate professor apply for a grant through this funding opportunity as the Corresponding Principal Investigator providing that the university supports the proposed research and hires at full time if funded?
To be eligible the researcher must be a full-time faculty member by the time the application is submitted. Temporary faculty members, even though full-time, are not eligible to apply.

17. If I have a researcher with a sound proposal involving an approach not covered in the Research Priorities, would that proposal be considered?
Grant applications must be responsive to one of the research priorities listed in this Funding Opportunity Announcement.

18. Do you accept Bio-sketches in NIH format?
Yes.

19. Can I submit two completely different LOIs to the funding opportunity? If I want to submit a second LOI, do I have to register twice?
Researchers can only submit one proposal for this funding opportunity.

20. When two research institutions participate in the same grant, how should the budget be handled in the form?
The lead institution should complete the budget form and include the collaborating institutions as a contractual expense.

21. When will we know your decision?
Awards will be announced on or around January 16, 2017 per the Funding Opportunity Announcement.

22. Are appendices allowed?
No.

23. I am interested in submitting an application for the 2016-2017 funding cycle. While our prospective study will be conducted solely in the state of Florida, one of the co-investigators, whose expertise is crucial in the subject area, is located in another state. Will this be permissible?
The Principal Investigator must provide justification describing how the out of state work is related and essential to the project and why the service can only be provided outside of Florida. If awarded, the Department reserves the right to: 1) require further justification, 2) reject any disallowed costs, and 3) request new/revised budgets as it deems necessary.

24. **I am interested in the program but I have questions that I would like answered to ascertain if my research fits into any of the categories.**
It is the responsibility of the researcher to determine whether or not their project fits the Research Priorities outlined in the Zika Grant Initiative Funding Opportunity Announcement.

25. **We would like to submit a LOI and application for this funding opportunity on behalf of one of our Principal Investigators. Although the online application has not yet opened, we seek clarification on the allowed page or character limits of each application component noted in Table 2 of your FOA. Could you please advise us on how we can obtain this information?**

    The page/character limits for each item in Table 2 are listed below. Please keep in mind, some of these items are optional. Refer to Table 2 in the FOA for more information on each of these components.

    General Project Information: No page/character limits. This section consists of simple questions and answers.
    General Audience Abstract: 3,500 characters
    Scientific Abstract: 2,100 characters
    Health Impact: 3,500 characters
    Zika Relatedness Statement: 2,100 characters
    Collaborator Information: No page/character limits.
    Biographical Sketch: Follows NIH format. Not to exceed 5 pages.
    Consultants: No page/character limits.
    Research/Project Plan: Specific Aims (2,100 characters), Research Strategy (68,000 characters), Facilities and Other Resources (3,500 characters).
    Human Subjects: No page/character limit. This is a downloadable form.
    Vertebrate Animals: No page/character limit. This is a downloadable form.
    Recombinant Nucleic Acid Molecules: No page/character limit. This is a downloadable form.
    Stem Cells: No page/character limit. This is a downloadable form.
    Survey Instruments: No page/character limit. Simply upload any survey instruments used to conduct your research.
    Table, Image or Graph: No page/character limit. Simply upload any tables, images, and graphs you wish include in your application.
    Budget Template: No page/character limit. This is a simple downloadable template.
    Letters of Support: No page/character limit.
    Letters of Commitment: No page/character limit.
    Federal Agency Peer Review Summary Statement: No page/character limit.
    Reportable Financial Interests: No page/character limits. This is a simple downloadable
    form.

26. **It says in the FOA that only one CPI is allowed on the project. Does this mean that there cannot be multiple PIs working on a research project?**
Each application must identify a Corresponding Principal Investigator. The Corresponding Principal Investigator is the individual designated by the applicant organization legally responsible to direct the grant project. The Corresponding Principal Investigator is responsible and accountable to the applicant organization officials for the

project's scientific and technical direction as well as the proper conduct of the project. There must be one designated Corresponding Principal Investigator.

This does not exclude the possibility of additional PIs/collaborators. However, there can only be one Corresponding Principal Investigator.

27. Is the following constellation acceptable for this funding opportunity: academic CPI as applicant and a small business as applicant organization?
No. The CPI must be a full-time faculty member at the lead institution. Small business are not eligible to be the lead institution on applications for this funding opportunity.