

US Federal Funding Programs

Please note: These are general guidelines/tips for USask faculty members considering applying to US federal funding programs. While US federal agencies are trying to harmonize processes, it will be important for applicants to carefully review and note specific requirements for each agency as they are still quite different for each.

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UnivRS submission and approval

For all US Federal Funding programs, it is required that the complete, finalized application be submitted and academically approved in UnivRS by at least **10 business days** prior to the funding agency deadline.

Depending on the funder requirements, online portal account registration (i.e. eRA Commons) and subaward administrative procedures might need to occur before a proposal can be developed. Please ensure to contact international.office@usask.ca as soon as possible so our research facilitation team can work with you to support your application.

Budget

❖ INDIRECT COSTS / USASK INSTITUTIONAL COSTS OF RESEARCH (ICR)

Applications must be in compliance with the specific funding program guidelines regarding indirect costs/ICR. US agencies often refer to this as Facilities and Administrative (F&A) or overhead costs and typically with reference to foreign institutions outlined in the call instructions.

The University of Saskatchewan does not have a negotiated indirect cost rate agreement with US federal agencies, and therefore would apply the applicable foreign institution rate for the agency being applied to. In general, each agency has a different rate which will be outlined in the full program instructions/guidelines, for example:

National Institutes of Health (NIH)	8%
Department of Defense (DoD)	10%
National Science Foundation (NSF)	10%

*Call instructions may specify a different rate. Applicants must follow the posted foreign institution rate by the agency/call instructions.

❖ SALARIES AND CALENDAR MONTHS

SALARY LIMITATIONS FOR GRANTS AND COOPERATIVE AGREEMENTS (NIH)

The salary cap for grant awards/contracts issued on or after January 2, 2022, is \$203,700. The requested Fringe Benefits rate is 25% of the direct salary.

<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-22-076.html>

Time Effort: If the funding agency allows you to charge part of your salaries to the grant, please discuss with your Department Head and Associate Dean Research to obtain approval. An email copy of approval must be sent to the International Office team (international.office@usask.ca) as part of compliance review/approval process.

Some USask units allow faculty members to charge partial salaries to an external grant provided the granting agency supports this expenditure. USask faculty members receive 100% salaries from the university to conduct research, and therefore, the salary portion included in the grant amount will not go to the faculty member's salary. As the standard practice, a specific fund could be set up by the college to receive this salary portion, while the rest of the grant amount would go to a research fund under the PIs name.

Most budget forms have a section for the applicant to list calendar months (Months-Cal.) to indicate the amount of time effort contributed to the proposed project, whether or not the faculty members charge their salaries to the grant. To help calculate, please use the following formula:

- One month 100% full time hours = 7.5 hours/day x 22 working days = 165 hours

For example, if you plan to spend 495 hours on this project within a calendar year, you then enter "3" in Calendar Months (495 hours ÷ 165 hours/month = 3 months)

- Please note: if you enter 12 calendar months for your involvement in this project, this would mean you would spend 100% of your work hours for 12 months on this project. In reality, you have other research, teaching,

and/or service duties, so 100% of your time spent on a single project typically would not be feasible.

❖ CURRENCY

In general, all costs should be entered in U.S. dollars. In some instances, call guidelines may indicate to include costs in local currency, for any research being conducted outside the United States. For currency conversion, applicants should use the most current Bank of Canada exchange rate: <https://www.bankofcanada.ca/rates/exchange/>

❖ R&R BUDGET FORM

Applicants must develop the budget **for each year of the project** (i.e. **Budget Period 1:** July 1, 2023 – June 30, 2024; **Budget Period 2:** July 1, 2024 – June 30, 2025, and so on); then the final page ‘Cumulative Budget’ will add all budget periods/sections together as the total cumulative budget.

To add additional year(s): Scroll to the page of the Budget Form where there is a grey button indicating ‘Add Period’ that will allow you to add the budget period for each subsequent year.

The following information must be entered on page 1 of the R&R Budget Form:

Organizational Unique Entity Identifier (UEI): LFEEG66JYHW6

Enter Name of Organization: University of Saskatchewan

Other

❖ DATA MANAGEMENT AND SHARING

Under the **2023 Data Management and Sharing (DMS) Policy**, NIH expects researchers to maximize the appropriate sharing of scientific data, taking into account factors such as legal, ethical, or technical issues that may limit the extent of data sharing and preservation.

NIH requires all applicants planning to generate scientific data to prepare a DMS Plan that describes how the scientific data will be managed and shared. For more on what constitutes scientific data, see **Research Covered Under the Data Management & Sharing Policy**.

Learn what NIH expects Data Management & Sharing Plans to address:

<https://sharing.nih.gov/data-management-and-sharing-policy/planning-and-budgeting-for-data-management-and-sharing/writing-a-data-management-and-sharing-plan>

❖ FACILITIES/RESOURCES AND EQUIPMENT STATEMENTS

National Institute of Allergy and Infectious Diseases (NIAID) Guide to Facilities and Equipment:

<https://www.niaid.nih.gov/grants-contracts/facilities-and-equipment-applications>

Examples of Facilities & Resources statement:

<http://www.grantcentral.com/wp-content/uploads/2015/06/Facilities-Other-Resources-Example-NIH.pdf>

❖ FOREIGN JUSTIFICATION

Typically, foreign justification is needed for proposed projects that involve activities outside of the United States or partnerships with international collaborators.

Foreign Justification should indicate the special resources that you as the research/USask are providing, in particular anything that cannot be conducted in the U.S. Include the reasons why the facilities, expertise or other aspects of the proposed project are more appropriate than a US domestic setting. If similar work can be done within the U.S, this should be disclosed with clarification on what you and the USask can offer that justifies funding not remaining in the U.S.

If you are collaborating with a U.S. partner on the grant, the statement could include your specific expertise and

research history with the U.S. team, resources such as your lab/facility space and equipment (especially unique equipment), shared equipment access, etc.

Foreign Justification is typically 1-page.

❖ BIOSKETCH

Biosketches are required in both competing NIH applications and progress reports for senior/key personnel working on the project. Instructions, blank format pages, and sample biosketches are outlined on the following NIH page: <https://grants.nih.gov/grants/forms/biosketch.htm>

To fulfill US government disclosure requirements, please follow biosketch instructions listing **all** research related appointments and activities, including affiliations with foreign entities or governments, no matter whether financial remuneration is received. NIH must assess if there is a conflict of interest or research security risks and therefore this full disclosure requirement is needed.

Effective January 25, 2022, copies of contracts/agreements specific to senior/key personnel foreign appointments and/or employment with a foreign institution need to be submitted to NIH. If the contracts/agreements are not in English, applicants must provide translated copies.

❖ NIH FINANCIAL CONFLICT OF INTEREST (FCOI) TRAINING

Prior to the NIH application submission deadline, applicants must:

- 1) Become familiar with the USask Procedures for Compliance with the U.S. Public Health Service Financial Conflict of Interest (FCOI) Regulations: <https://policies.usask.ca/documents/financialconflictofinterestnationalinstituteshealthprocedures1.pdf> and,
- 2) Complete the NIH FCOI training tutorial: https://grants.nih.gov/grants/policy/coi/tutorial2018/story_html5.html

*This is mandatory training that must be completed if it has not been taken within the past 4 years.

**A copy of the training certificate must to be emailed to international.office@usask.ca for our records, prior to your application being approved in UnivRS and the NIH deadline.

❖ LEARN ABOUT US FEDERAL FUNDING AND NON-FEDERAL ENTITIES

Grants.Gov...Learn Grants: <https://www.grants.gov/web/grants/learn-grants/grants-101.html>

If you are just entering the realm of US grants and government funding, it can feel overwhelming trying to find the right program. As a USask faculty member, you will need to ensure the intended program is open to foreign institutions, which is typically found in the eligibility section of the call.

When considering grants, these programs can be broadly categorized as those awarded by the federal government and those awarded by non-federal entities. Within these two categories are a variety of funding sources and program types: <https://www.grants.gov/web/grants/learn-grants/grant-programs.html>

We would like to encourage USask faculty members to become familiar with the resources above and once ready to dive in, feel free to search within grants.gov which allows you to search, filter, and find relevant/specific opportunities: <https://www.grants.gov/web/grants/search-grants.html>

❖ SUBMITTING AN APPLICATION THROUGH GRANTS.GOV

For most US federal grant programs, the application submission will be done through our institutional grants.gov account and these are helpful guides: <https://www.grants.gov/applicants/applicant-faqs.html> and <https://www.grants.gov/help/html/help/index.htm?callingApp=custom#t=GetStarted%2FGetStarted.htm>

The PI as applicant will need to **register a grants.gov account** and once that is completed, please let us know your username and email used to register. We will then create a grants.gov workspace linking to the US call for proposals (Funding Opportunity Announcement Number--FOA). Once the workspace is created, we will give you permission to be able to access and update the forms to develop the application submission. Other individuals can be added to

the workspace if needed, they would just need a registered grants.gov account and we can add them to be able to support application drafting and review.

Grants.Gov SF424 Form: The International Office will complete the institutional fields required, primarily in the SF424 form. #6. Employer Identification Number for foreign institutions in this section is 44-4444444; and, #13. Congressional Districts of Applicant is 00-000. The International Office will also complete #18. SFLLL Disclosure of Lobbying Activities and arrange for the institutional signature.

❖ eRA COMMONS

eRA Commons is an online interface where signing officials, principal investigators, trainees and post-docs at institutions/organizations can access and share administrative information relating to federal awards. Users can shepherd their application in eRA Commons through the grant's lifecycle from receipt to closeout.

Useful guide to help get started: <https://www.era.nih.gov/help-tutorials/era-commons/user-guide.htm>

The Principal Investigator (PI) and all Senior Key Personnel listed on a grant submission must have an eRA Commons ID affiliated with the organization they are applying from. Once the team is established, please let us know the full names and emails of all Senior Key Personnel. We will create an eRA Commons ID for those listed on the grant as Senior/Key Personnel, if they don't already have one.

❖ eBRAP

The Electronic Biomedical Research Application Portal (eBRAP) system is used to submit pre-applications for the Congressionally Directed Medical Research Programs (CDMRP) of the Department of Defense (DoD). It is also used to track full proposal submissions that are submitted through Grants.gov.

To submit a pre-application the PI applicant needs to select the Authorized Organization Representative (ARO), which is international.office@usask.ca

❖ OTHER IMPORTANT NUMBERS AND RESOURCES

Organizational Unique Entity Identifier (UEI): LFEEG66JYHW6

DUNS: 207413170

EMPLOYER IDENTIFICATION NUMBER (EIN): 44-4444444 (for foreign insitutions)

NAIS/NAICS Code for academies, college or university: 611310

USask Commercial and Government Entity (NCAGE) or (CAGE) Code: 3AR88

USask Animal Welfare Assurance Number: F17-00352

USask Human Subject Assurance Number: 00003950

Office for Human Research Protections Database

Find Assurance in table below and click the corresponding name to view details:

Assurance	Institution	City	Type	Status
FWA00003950	U of Saskatchewan	Saskatoon	FWA	Active

Expires: 6/20/2024

Assurance #	Assurance Name	City	Loc	Status
IRB00001471	U of Saskatchewan IRB #1 - Biomedical	Saskatoon	CANADA	ACTIVE

IRB00008358	U of Saskatchewan IRB #2 – Biomedical – REB 2	Saskatoon	CANADA	ACTIVE
IRB00001563	U of Saskatchewan IRB #3 – Behavioural	Saskatoon	CANADA	ACTIVE

<https://ohrp.cit.nih.gov/search/fwasearch.aspx>

USask System for Award Management (SAM) entity registration address:

105 Administration Place, Saskatoon, SK, Canada S7N 5A2

For USask SAM expiration date information, please contact international.office@usask.ca.