

Modular Quick Reference Guide

| PHS FORM 398 | WHAT IS DIFFERENT FOR MODULAR GRANT |
|---|---|
| AA (Face Page) | 7a and 8a must show direct cost amount requested in \$25,000 modules up to \$250,000 per year of the grant (e.g. \$175,000). |
| BB (Abstract) | No change. |
| CC (Table of Contents) | Use "N/A" for Detailed Budget (DD) and Other Support (GG); or use the modified Table of Contents for Modular Proposals found under Sponsor Forms [http://www.uchsc.edu/csa/ogc/forms.html] . |
| DD (Detailed Budget) | Deleted. (some form of detailed budget still required for review of proposal by G&C) |
| EE (Multi-Year Budget and Budget Justification) | <p>Deleted. Replace with Modular Budget Justification [http://www.uchsc.edu/csa/ogc/forms.html].</p> <p>Information required on the Modular Budget Justification:</p> <ul style="list-style-type: none"> • Total Direct Costs Requested (all years combined) • Total Direct Costs Requested for Each Year (request must be in \$25,000 modules; and normally the same number of modules are requested for each year) • Narrative for all personnel to be involved in the project. Identify the % effort, position, and role each will have on the project. DO NOT include salary information. Any effort for personnel that is NOT included in the calculation of the total direct costs will be considered cost sharing. • Subcontracts/consortium arrangements • Name of subcontractor—identify whether subcontractor is foreign or domestic • Cost of subcontract by year (subcontract's direct costs + subcontracts F&A costs combined) rounded to the nearest \$1,000 (the subcontract will NOT be awarded in \$25,000 modules) • Narrative for all personnel to be involved in the project. Identify the % effort, position, and role each will have on the project. DO NOT include salary information. • If requesting a different number of modules in a year, provide a detailed explanation of why the variance is appropriate. <p>DO NOT include any other information. Doing so will result in your proposal being returned without review.</p> <p><i>Note: Amount requested may not exceed \$250,000 in direct costs for any single year of the proposal. If it does, follow the regular PHS 398 instructions in lieu of the modular format.</i></p> |
| FF (Biographical Sketch) | <p>Increase page limit from 2 to 3 pages to accommodate the required new section describing information on research projects relevant to the submitted application. Title the new section "Research Projects On-going or Completed in the Last 3 Years." List each project by agency and award number. Include individual's major goals and responsibilities for each project.</p> <p>Biographical Sketches are required for all key personnel, including consultants.</p> <p>Do NOT include current and pending support.</p> |
| GG (Other Support) | Deleted. NIH may request other support information to be submitted "just in time"—i.e. just prior to the award being released. |
| HH (Resources) | No change. |
| II (Checklist) | Complete as usual, except add "base x rate = F&A" for each year of the project under "Explanation" section in 3a. There is no grand total calculation. |
| JJ (Personnel Report) (Renewals Only) | No change. |
| KK (PI Personal Data form) | No change. |