Policy Title: **Internal Grants**	Policy Number: **001.1**	Applies to: **Any Grant Recipient**
Effective Date: 07/01/2016	**Policy Author:** Grants Manager, UCCI	**Category:** Internal Grants

Cycle Policy:

The University of Cincinnati Cancer Institute (UCCI) awards grants twice a year for the project period of July 1 – June 30. UCCI funding opportunities will be announced via Request for Applications (RFA), Program Announcements, or on the UCCI website (http://med.uc.edu/cancer/research/funding-opportunities). Each solicitation will specify the objectives and requirements that apply and the review criteria which will be used to evaluate the merits of applications submitted in response to the announcement. Information regarding application forms and instructions for completion and submission of application materials will be available as part of the funding opportunity announcement. UCCI may require submission of a Letter of Intent (LOI) or Preliminary Grant Application (PGA) prior to or as a condition of submission of a full application.

All RFA announcements will go live on the first day of each cycle (Cycle I: March 1st and Cycle II: September 1st). Timelines for each individual RFA will be detailed in the announcement. Deadlines will always be the 1st of the given month by midnight. If the 1st falls on a weekend or holiday, the deadline will be the following Monday by midnight.

Budget Policy:

The itemized and detailed budget and budget justification must include only items directly related to the research project. PI's salary, cellular devices or electronics, capital equipment and indirect costs or administrative services may not be included (unless a proven need exists). Any approved non-consumable item purchased with grant funds greater than or equal to a cost of $5,000 must be tracked as a capital asset. All capital assets belong to the University and must be relinquished to the UCCI Grants Office at the closing of the grant or expiration of funding. Salary of postdoctoral fellow or research staff relative to the effort on the project may be included (unless disallowed by the RFA). Projects limited to a maximum of grant total. Funds will not be released to the grant recipient without an approved budget. All budgets should be submitted in PHS398 format
http://grants.nih.gov/grants/funding/phs398/fp4.pdf

Progress Reports Policy:

Progress Reports should include status of project and any abstracts, publications or secondary funding generated from this award. Any presentations or publications generated from grant funding must recognize funding and support from the University of Cincinnati Cancer Institute as well as any other partnerships involved

in the award. All investigators who receive UCCI grant funding will be required to submit a progress report every six (6) months for the duration of funding and for up to five (5) years post award so any subsequent funding and/or publications can be captured. The template required for each report can be found on our website (Click Here). Timely submission of progress reports is required for the continuation of funding.

Letter of Intent (LOI)/Preliminary Grant Application (PGA) Policy:
UCCI grant applications may include a competitive Letter of Intent (LOI) or Preliminary Grant Application (PGA) as the first stage in a two-stage process. LOI/PGA requirements will be outlined in the RFA. Selected LOI/PGAs will be invited to submit a full application and will be notified by the Grants Office. Timelines will be outlined in the RFA.

Scientific Review Policy:
LOIs, PGAs and Applications received by the designated deadline will undergo rigorous peer-review by a scientific panel. All reviewers will be required to sign a Confidentiality and Nondisclosure statement prior to serving on the review panel.

Reviews will be scored in accordance with NIH grant review guidelines. A standardized review score sheet will be provided to all reviewers for required use during review process. All reviews must be typed and submitted electronically to the Grants Office prior to the scheduled review meeting. Grant critiques will not routinely be provided to applicants.

Notification Policy:
Once the scientific review panel has finalized scoring, the Grants Office will notify all applicants of the decision via email. If a revised budget is necessary, one will be requested.

Extension Policy:
A one-time, non-cost extension may be considered on a case by case basis and could be subject to review by a committee. All requests for extensions should be indicated on the progress report submitted to the Grants Office after 12 months of initial award funding. Timeliness of progress report submissions will be considered when no-cost extensions are requested. Upon expiration of the award, any remaining funds will be lost to the recipient.

Funding
All funding start dates will adhere to the UCCI cycle policy and will begin consistently on either March 1 or September 1 of each given calendar year. Recipients will be notified of their funding start/end dates. Funding will not be released to recipients without an approved application and budget.

UC Finance personnel will provide the Grants Office with monthly, updated reports detailing the funding balances for all open UCCI grants. The UCCI Grants Office will

provide UC Foundation with quarterly reports, detailing all philanthropic grant fund balances.

Submission of applications through CCAPS Policy:
UCCI will begin listing all available grant opportunities through CCAPS, starting May 2016. UCCI will be accepting grant applications via CCAPS, but not requiring. In order to submit an application via CCAPS, the applicant must have a CCAPS account. If a CCAPS account does not already exist, one can be set up free of charge. CCAPS accounts never expire.

To login to CCAPS:
1. Go to https://ccaps.research.cchmc.org
2. You will be presented with the login screen, CCHMC employees enter your credentials. UC employees click the "UC Login" link at the bottom of the page.
3. You will be presented with the UC login page, enter your UC username (6+2) and password.

Note: If you are not able to log in please email the UCCI Grants Office with your request, full name and "M" number for account access.

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