

*MD Anderson Gynecologic SPORE in Uterine Cancers*

Answers to Frequently Asked Questions for  
CEP/DRP Full Submission Applications

**ALL APPLICANTS:**

**Q: Is my Pre-Proposal binding?**

**A:** No, the actual submission can include different information, so long as the concept presented is still reflective of what was submitted as part of the pre-proposal. Please also include a tentative title for the project.

**Q: Is there a salary cap for personnel?**

**A:** Yes, because these are federal funds that are being awarded, you will need to use the NIH salary cap, which was \$183,300 applied to the parent SPORE.

**Q: What do I list in Box 2 of the Face Page (Response to Specific Request for Applications or Program Announcement or Solicitation?)**

**A:** You should select “Yes” and include the following as the title: “MD Anderson Gynecologic SPORE for Uterine Cancers”.

**Q: Do I need a letter of support from my mentor and/or supervisor?**

**A:** For the submission of your application, you will only need to initially identify who your mentor will be, and it is acceptable for your mentor to also be your supervisor. If your project is selected for funding, then we will require a letter of support prior to releasing funds.

**Q: Do I need to include a biosketch for my mentor?**

**A:** You will only need a biosketch for the mentor if they are key personnel. In most cases, mentors are only in an advisory capacity and not doing actual work, so they are usually not included.

**Q: Do I need to submit the NIH Checklist page with my submission?**

**A:** You are not required to submit a Checklist, but you can if you wish. It is a good idea in case you are including expenses on the grant that indirect costs would not be charged on (i.e. tuition expenses).

**Q: What F&A rate do I use for calculating indirect costs?**

**A:** You will use your standard institutional federal F&A rate.

**Q: Do I have to request indirect (F&A) costs?**

**A:** Yes. Unless your institution approves an indirect cost waiver, you will be required to request indirect costs. If you do obtain a waiver, that will need to be submitted along with your application packet.

**Q: What is the maximum amount of funding I can request?**

**A:** Your request should be for a maximum of total costs of \$50,000, which should be inclusive of direct costs and applicable indirect costs. For example: At MD Anderson, our federal F&A rate is 62%; therefore, applicants may request \$30,864 in direct costs and \$19,136 in indirect costs, for a total cost of \$50,000. However, depending upon funds available, your total award could end up being more, as we have had the cases within the past three years.

**Q: Do I need to have IRB/IACUC protocol approval prior to submitting my grant?**

**A:** No, you are not required to have an approved protocol at the time of submission. However, funds will not be released until an approved protocol is in place.

**MD ANDERSON APPLICANTS ONLY:**

**Q: Do I need to complete a Click-Grants checklist for my project?**

**A:** It is not required to complete a Click-Grants checklist for the application submission. You will only need to complete a Click-Grants checklist if your grant is selected to receive funding. Further instructions will be sent with the award notice.

**Q: Do I need to have an institutional signature on my Face Page?**

**A:** No, as you are not required to submit a Click-Grants checklist until funding has been awarded, you will not need a signature from OSP on the Face Page; you will only need to have the page filled out.

**CONTACT FOR QUESTIONS:**

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