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ARKANSAS INBRE

The Arkansas IDeA Network of Biomedical Research Excellence (AR INBRE) is funded by a grant from the [National Institute of General Medical Sciences \(NIGMS\)](#) under the [Institutional Development Award \(IDeA\) Program of the National Institutes of Health \(NIH\)](#).

The IDeA program was established for the purpose of broadening the geographic distribution of NIH funding for biomedical and behavioral research. Currently NIGMS supports INBRE programs in 23 states and Puerto Rico. [Read more](#)



Outline

- NIH PHS 398 Form Pages
- Budget
 - Direct VS Indirect Costs
 - How to determine effort & salary
 - Other direct costs
- General Expectations
- Questions



**National Institutes
of Health**

**PHS 398
FORM
PAGES**

NIH PHS 398 Forms

<https://grants.nih.gov/grants/forms/public-health-service-grant-application>



GRANTS & FUNDING

NIH Central Resource for Grants and Funding Information

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Public Health Service Grant Application

Form Number

PHS 398

Description

Use only if specifically requested by NIH and only with “paper” submissions using the PHS 398.

Note: All NIH competing grant applications require electronic submission using the SF 424 (R&R) forms.

How to Access

[PHS 398 Forms](#)

Instructions

[PHS 398 Instructions](#) 

DOWNLOADABLE INSTRUCTIONS AND FORM FILES

<https://grants.nih.gov/grants/funding/phs398/phs398.html>

PHS 398 Instructions - 3/2020 Revision

[PDF \(454 KB\)](#)

PHS 398 Fillable Forms - 3/2020 Revision

The links below allow for the downloading of individual and combined form files in MS Word and PDF formats. *Some of the files are large and may take a few minutes to download.*

Fillable Individual PHS 398 Forms		
<i>(These forms are to be used only with paper submissions using the PHS 398. Do not use the PDF samples provided below in an SF424 (R&R) application. These are fillable PDF forms which will cause an error in the electronic submission of an SF424 (R&R) application. See the How to Apply - Application Guide for appropriate formats to be used for electronic submission.</i>		
Form Page 1: Face Page	MS Word	PDF (414 KB)
Form Page 1-continued: Additional form for use only if Multiple PD/PIs are proposed. Do not include if submitting a single-PD/PI application.	MS Word	PDF (434 KB)
Form Page 2: Summary, Relevance, Project/Performance Sites, Senior/Key Personnel, Other Significant Contributors, and Human Embryonic Stem Cells	MS Word	PDF (565 KB)
Project/Performance Site Format Page - use only if additional space is needed.	MS Word	PDF (282 KB)
Form Page 3: Research Grant Table of Contents	MS Word	PDF (273 KB)
Form Page 4: Detailed Budget for Initial Budget Period	MS Word	PDF (210 KB)
Form Page 5: Budget for Entire Proposed Project Period	MS Word	PDF (342 KB)
Resources Format Page	MS Word	PDF (281 KB)
Checklist Form Page	MS Word	PDF (528 KB)
Continuation Format Page	MS Word	PDF (224 KB)
PHS Human Subjects and Clinical Trials Information		PDF (401 KB) Download form and open with your local PDF viewer, not your browser.
Mailing Address	MS Word	PDF (27 KB)
All Personnel Report Format Page	MS Word	PDF (281 KB)
Combined PHS 398 Forms File	Combined PHS 398 Form Files (MS Word)	Combined PHS 398 Form Files (PDF) (659 KB)
<i>Does NOT include the Biographical Sketch page, Continuation Page, or any of the Sample/Example pages (Biosketch Sample, Other Support Sample). See Individual Form file links above.</i>		

Other Support: see [Other Support](#)

Biosketches: see [Biosketch Format Pages, Instructions, and Samples](#)

Form Pages

- **Form Page 1:** Face Page, contact information. You will need an eRA Commons User-Name to complete this form. MUST BE SIGNED BY YOUR SIGNING OFFICIAL.
- **Form Page 2:** Summary/Abstract, Relevance, Project/Performance Sites, Senior/Key Personnel, Other Significant Contributors, and Human Embryonic Stem Cells
- **Form Page 3:** Research Grant Table of Contents
- **Form Page 4:** Detailed Budget for Initial Budget Period. Include a Form Page 4 for each year of funding for the Research Grant Proposals.
- **Form Page 5:** Budget for Entire Proposed Project Period ONLY NEEDED FOR multi-year proposals

RESOURCES FORMAT PAGE This information is used to assess the institutional resources and the ability of the Project Leader to perform the project proposed.

- ❖ **Identify the facilities** to be used (**laboratory, clinical, animal, computer, office, other**). If appropriate, indicate their capacities, pertinent capabilities, relative proximity and extent of availability to the project. Describe only those resources that are directly applicable to the proposed work. Provide any information describing the Other Resources available to the project (e.g., machine shop, electronic shop) and the extent to which they would be available to the project.
- ❖ Describe how the scientific environment in which the research will be done contributes to the probability of success (e.g., **institutional support, physical resources, and intellectual rapport**). In describing the scientific environment in which the work will be done, discuss ways in which the proposed studies will benefit from unique features of the scientific environment or subject populations or will employ useful collaborative arrangements.
- ❖ For Early Stage Investigators, describe **institutional investment in the success of the investigator**, e.g., resources for classes, travel, training; collegial support such as career enrichment programs, assistance and guidance in the supervision of trainees involved with the ESIs project, and availability of organized peer groups; logistical support such as administrative management and oversight and best practices training; and financial support such as protected time for research with salary support.
- ❖ If there are **multiple performance sites**, describe the resources available at each site.
- ❖ Describe any **special facilities** used for working with **biohazards** or other potentially dangerous substances.
Note: Information about Select Agents must be described in the Research Plan, 5.5.6 (Select Agent Research).

- **Checklist Form Page:** Program Income & Facilities and Administrative Costs – (F&A/Indirect Funds)
- **Continuation Format Page:** Use for your research plan & budget justification
- **Other Support:** Must be submitted with proposal, again please use the new format <https://grants.nih.gov/grants/forms/othersupport.htm>
- **Biographical Sketch:** for Project Leader, mentor and any other key personnel listed in the proposal on Form Page 2
<https://grants.nih.gov/grants/forms/biosketch.htm>

Biographical Sketch:
<https://grants.nih.gov/grants/forms/biosketch.htm>



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SciENCv

SciENCv: Science Experts Network Curriculum Vitae

A researcher profile system for all individuals who apply for, receive or are associated with research investments from federal agencies. SciENCv is available in My NCBI.

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More Options

Proposals involving Human Subjects

For all projects involving human subjects a **Study Record** for the project is required.

❖ The proposal cannot be reviewed without a complete **Study Record**.

For more information about completing a **Study Record**:

<https://grants.nih.gov/policy/clinical-trials/new-human-subject-clinical-trial-info-form.htm>

❖ If your proposal is selected for funding, we cannot make an award until you have IRB and NIGMS approval for the project.

This page will open in your browser. You need to download it to your computer.

Then open in Adobe and enable ALL FEATURES in Adobe.

The document you are trying to load requires Adobe Reader 8 or higher. You may not have the Adobe Reader installed or your viewing environment may not be properly configured to use Adobe Reader.

For information on how to install Adobe Reader and configure your viewing environment please see http://www.adobe.com/go/pdf_forms_configure.

PHS Human Subjects and Clinical Trials Information

OMB Number: 0925-0001
Expiration Date: 12/31/2027

[View Burden Statement](#)

Use of Human Specimens and/or Data

* Does any of the proposed research in the application involve human specimens and/or data? Yes No

Provide an explanation for any use of human specimens and/or data not considered to be human subjects research.

[Add Attachment](#) [Delete Attachment](#) [View Attachment](#)

Please complete the human subjects section of the Research & Related Other Project Information form prior to completing this form.

The following items are taken from the Research & Related Other Project Information form and displayed here for your reference. Any changes to these fields must be made on the Research & Related Other Project Information form and may impact the data items you are required to complete on this form.

Are Human Subjects Involved? Yes No

Is the Project Exempt from Federal regulations? Yes No

Exemption number: 1 2 3 4 5 6 7 8

If No to Human Subjects

Skip the rest of the PHS Human Subjects and Clinical Trials Information Form.

If Yes to Human Subjects

Add a record for each proposed Human Subject Study by selecting 'Add New Study' or 'Add New Delayed Onset Study' as appropriate. Delayed onset studies are those for which there is no well-defined plan for human subject involvement at the time of submission, per agency policies on Delayed Onset Studies. For delayed onset studies, you will provide the study name and a justification for omission of human subjects study information.

Other Requested Information

[Add Attachment](#) [Delete Attachment](#) [View Attachment](#)

[Click here to extract the Human Subject Study Record Attachment](#)

Study Record(s)

Attach human subject study records using unique filenames.

1) Please attach Human Subject Study 1 [Add Attachment](#) [Delete Attachment](#) [View Attachment](#)
[Add New Study](#)

Delayed Onset Study(ies)

	Study Title	Anticipated Clinical Trial?	Justification
<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="text"/> Add Attachment Delete Attachment View Attachment

[Add New Delayed Onset Study](#)

Vertebrate Animal Section (VAS)

For all projects involving Vertebrate Animals, a VAS is required.

This sections Includes:

- ❖ Description of procedures
- ❖ Justification for the use of animals
- ❖ Minimization of pain and distress
- ❖ Euthanasia

If your proposal is selected for funding, we cannot make an award until you have an IACUC approval letter for the project.

For more information about writing the VAS, VAS Fact Sheet

<https://search.usa.gov/search?utf8=%E2%9C%93&affiliate=grants.nih.gov&query=vertebrate+animal+section&commit=Search>

Letters of Support

- Letters of Support are strongly recommended
 - ❖ Your institution – confirming your release time from teaching
 - ❖ Your mentor – agreeing to work with you
 - ❖ Any collaborators who have agreed to perform a service or piece of the work



Dates of Pilot Award - May 1, 2026 – April 30, 2027

Direct Costs vs. Indirect Costs (F&A)

Direct Costs

Can be specifically attributed to the funded project

- ❖ Personnel costs, salaries, wages, fringe benefits
- ❖ Materials and Supplies
- ❖ Equipment & equipment maintenance
- ❖ Core Facility Service fees
- ❖ Publication fees
- ❖ Domestic Travel for disseminating the data and meeting with mentor and/or collaborators

Indirect Costs (F&A)

Facilities & Administrative (F&A) or Indirect Costs

May not be directly charged to a project but exist as real costs of college/university operations. These help support the institution and are determined by your institution's agreement with DHHS. They are provided IN ADDITION to the allowable direct costs. They are a predetermined percent of the total costs.

- ❖ general office supplies
- ❖ Utilities, electric, gas & water
- ❖ General use equipment such as computers, copiers, telephones, internet service
- ❖ General administrative costs (clerical/accounting/sponsored programs)

Two basic ways to determine the \$\$ amount of allowable F&A

- ✓ Modified Total Direct Costs (MTDC)
- ✓ Salary & Wages Only

Personnel

Effort

Research Grants: 2 Years of funding, 50% required effort (12 x 50% = 6 cal months)

Pilot Grants: 1 Year of funding, 25% required effort (12 x 25% = 3 cal months)

Salary

Basic Formula for salary determination

(base salary/appt months) x effort (months) = Allowable Salary Request

$(\$68,000/9) * 6 = \$45,333$ allowable salary recovery

$(\$75,000/12) * 6 = \$37,500$ allowable salary recovery

$(\$68,000/9) * 3 = \$22,667$ allowable salary recovery

Fringe Benefits

HR or your sponsored programs office will typically have a base fringe rate usually between 25% - 32% of salary

Students - Student salaries determined by campus norms

Other Direct Costs

Equipment - Any asset purchase over \$5,000

Supplies - Average \$1,000/month for each full-time employee

Provide enough detail so reviewers know you have thought about the project and what you will need to accomplish your aims.

Travel – Domestic : Travel to the National IDeA meeting (NISBRE) and/or the Southeast Regional IDeA meeting should be included in the budget

Meetings with Mentor: $(\text{Miles} \times 0.50) \times \# \text{ of trips expected to make annually}$

Other Conferences: $(\text{reg.} + \text{per diem} + \text{airfare} + \text{lodging}) \times \# \text{ of travelers}$

Other Costs – Animal Per Diems; Equipment Maintenance; Core Facility Usage; Publication Costs

Budget Justification

Should be stand alone document that outlines your complete budget

PERSONNEL – should include the effort months, and should list the responsibilities of each person (project leader and students) as well as base salaries

EQUIPMENT – \$5000 and above - you need to identify the instrumentation you need and explain why it is needed and which specific aims it will be used for

SUPPLIES – should be broken out by category, i.e. chemicals; reagents; disposables and there should be language such as, to address specific aim 1 we anticipate using/needing . . .

Animals are considered supplies, and you should list how many of each species and the cost of each animal and the total animals you will need.

OTHER COSTS – should also be broken out by category, i.e. publication costs, equipment maintenance, core facility usage and how they relate to which specific aims

Animal per diems should list how many days, number of cages, number of animals

Submitting Your Proposal

- All awards are made to your institution; they are not made to the investigator.
- Proposals submitted as a single flattened PDF by the **Signing Official** of your institution
 - Signing Official assures us that the proposal has been routed correctly through your institution
 - Signing Official also assumes the . . . *obligations imposed by the Federal laws, requirements, and conditions for a grant or grant application, including the applicable Federal regulations.*
- All grants submitted to : **INBREapplication@uams.edu**

Expectations

- Complete an annual report - Piestar
- Attend the annual Arkansas INBRE Fall Conference in Fayetteville
- Attendance at regional and/or national IDeA conferences
- Journal article(s) with data from project
- Submission of grant applications including R15s and R16s



The presentations from today's workshop will be uploaded to our website, <https://inbre.uams.edu/>, within the next few days.

To access these materials, please type
“**workshop materials**”
into the search box on the home page.

Please help us improve the
workshop by completing
an Evaluation Form

<https://redcap.link/aj22cxm9>

