HIGUCHI BIOSCIENCES CENTER (HBC)

Proposal Information Sheet
Budget template sample
PHS PI Assurance Signature Page
Financial Conflict of Interest instructions
MyNCBI – adding publications to MyNCBI

Visit HBC website for more information www.hbc.ku.edu
Email hbcgrant@ku.edu for proposal help
### HBC Proposal Information Sheet

Please complete all questions and email the completed form to hbcgrant@ku.edu or d456b456@ku.edu.

<table>
<thead>
<tr>
<th>Principal Investigator:</th>
<th>Department:</th>
<th>Phone Number:</th>
<th>Fax Number:</th>
<th>Email:</th>
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**PI Effort on Project**

<table>
<thead>
<tr>
<th>Title of Project:</th>
<th>Please use the following web site to choose key words:</th>
<th>Three key words:</th>
<th><a href="http://research.ku.edu/node/381">http://research.ku.edu/node/381</a></th>
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**Will this proposal include any Co-Investigator(s) at KU?**

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<tr>
<th>Name</th>
<th>Email</th>
<th>Effort</th>
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**Will this proposal include any Subcontracts?**

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**Is this proposal a resubmission of a previous proposal?**

<table>
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<tr>
<th>Granting Agency:</th>
<th>Due Date:</th>
<th>Name/Number or link to the announcement:</th>
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**Is this a submission to a PHS or PHS compliant Agency?**

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<tr>
<th>Yes</th>
<th>No</th>
<th>Don’t know</th>
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**Is there any cost share/match planned in this budget?**

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<tr>
<th>Is it required?</th>
<th>Yes</th>
<th>No</th>
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**Will there be any other KU personnel listed in the proposal?**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Role on project</th>
<th>% Effort</th>
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</table>
Will there be any travel?  
Yes ☐  No ☐

Will there be any supplies?  
Please check all that apply  
☐ Animal Purchase  ☐ Kits & media  
☐ Chemicals & Reagents  ☐ Consumables  
☐ Other (list):

Will there be any other costs?  
Please check all that apply  
☐ Tuition (for GRA’s only)  ☐ Publications  
☐ Animal Care  ☐ Lab/User Fees  
☐ Other (list):

Are you identifying Haskell Indian Nations Univ. in your proposal?  
(policy)  
Yes ☐  No ☐

If NSF proposal are you considered a beginning investigator?  
Yes ☐  No ☐

Will this proposal include any Letters of Support?  
Yes ☐  No ☐

Name:  
Institution:  
Email:

Name:  
Institution:  
Email:

Name:  
Institution:  
Email:

Will this proposal include any paid Collaborators or Consultants?  
Yes ☐  No ☐

Name:  
Institution:  
Email:

Are they considered key personnel  
Yes ☐  No ☐

Name:  
Institution:  
Email:

Are they considered key personnel  
Yes ☐  No ☐

Compliances: Please go to http://www.rgs.ku.edu/checklist/index.shtml to complete the PI Checklist (compliance form). This is a mandatory process for all proposals even if you have no compliances with this project. Please list HBC as the Project Administrative Unit.
Common internal deadlines for all proposals:
- Biosketch and resources: 1 week after HBC notification of working on proposal or 3 weeks before deadline date.
- Budgets and budget justification: 2 weeks after HBC notification of working on proposal or 2 weeks before deadline date.
- Draft of research for internal review: 1 week prior to funding institution deadline
- Letters of support: 1 week prior to funding institution deadline
- Final research: 2 days prior to funding institution deadline

External Review Request
If requested the HBC Grant Services Staff will coordinate a blind review of proposals for professors. Due to the lead time necessary to coordinate this program, **HBC Grant Services must be contacted two months prior to submission deadline. Proposal draft (scientific text) must be completed at least one month prior to the submission deadline.**

Are you requesting an external review?  
Yes [ ]  No [ ]

Please list 3-5 potential reviewers
<table>
<thead>
<tr>
<th>Category</th>
<th>Personnel/Role</th>
<th>4% adj Base Salary</th>
<th>effort</th>
<th>YEAR ONE</th>
<th>YEAR TWO</th>
<th>YEAR THREE</th>
<th>YEAR FOUR</th>
<th>YEAR FIVE</th>
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<tr>
<td>K</td>
<td>Principal Investigator</td>
<td>$ -</td>
<td>Fringe 35.00%</td>
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Total Personnel: 0

Equipment: 0

animal purchase: 0
chemicals & reagents: 0
kits & media: 0
consumables: 0

Modular Reserve Supplies: 0

Travel: 0

Subaward Direct Costs: 0

Subaward F & A: 0

Total Subaward: 0

Other: 0
tuition: 0
animal care: 0
lab/user fees: 0
publications & information dissemination: 0

Total Direct Costs: 0

Modified Total Direct Costs: 0

less tuition, equipment, subawards >$25,000, fellowships F & A 50%: 0

Total Project Costs: 0
As a result of the NIH change in policy effective for PHS 398 applications prepared for submission/receipt dates on or after May 10, 2006, the signature of the Principal Investigator is no longer required as part of the submitted application. However, organizations must retain a unique signature and date for each submitted application and have this on file and available as part of the compliance requirement. This assurance page will satisfy this requirement.

Dr. PI Name is submitting a proposal to NIH entitled "proposal title". This assurance page includes the following certifications:

(1) that the information submitted within the application is true, complete and accurate to the best of the PI's knowledge;
(2) that any false, fictitious, or fraudulent statements or claims may subject the PI to criminal, civil, or administrative penalties; and
(3) that the PI agrees to accept responsibility for the scientific conduct of the project and to provide the required progress reports if a grant is awarded as a result of the application.

PI Signature

Date

Please sign and date this form. Thank you.
You can click on the COI at the top of the page or in the middle.

You can search for the certification
Go to NCBI page and sign in with your era-commons user name and ID.

Sign in to NCBI

Sign in with
- Google
- NIH Login

eRA Commons users should sign in via the NIH Login

See more 3rd party sign in options

OR

Sign in directly to NCBI

NCBI Username
Password

☑ Keep me signed in

Sign In

Forgot NCBI username or password?
Register for an NCBI account

Once signed in it will take you to the PMC look up page. Just click on the drop down and select PMID if you don’t have the PMC numbers.

Get Started

PMC Overview
Help Guide
Look up your PMID number or PMC number. You can search by title or publication or by PI name. Once it comes up then go to the “Send to” drop down and select My Bibliography, then Add to My Bibliography.

This will bring you to another screen to confirm. Select “My Bibliography” and save.

After you save it will take you back to the PMID or PMC screen and you can continue on until you have all the publications added.
Once you are done adding the publications (or at any time) then click on MyNCBI located at the top right of the screen.

You will see the My NCBI home screen. Go to the section My Bibliography and there will be a short list of the publications you added. “Click on Manage My Bibliography”

The next screen will be the list of publication and it will show if they are in compliance or not. Go to “Display setting” and select Award, Public Access Compliance, By citation type. Note that the second and third can be set to any one you choose but to print the view settings has to be set on Award. Then click on Edit Status or add award. This is where you assign the NIHMS number and/or award. Be aware that if the publication is over 3 months old it will show as not compliant. If the publication was not produced with any NIH funding it should not be on the report.