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## Grant Support Checklist

- Notify NFFRE of plans to submit a grant 6 weeks before deadline for optimal efficiency.**
  - NFFRE Grant Feasibility Questionnaire ([@ Policies & Forms](#)): Submit as soon as possible, again  $\geq 6$  weeks before deadline.
  - Grant agency submission deadline date: \_\_.
- Request for Proposal (RFP)/Funding Opportunity Announcement (FOA):** Provide PDF or link.
- Principal Investigator(s) [PI] Registrations:** For federal grants, 4 weeks before grant deadline, PI should be [registered with Grants.gov and/or eRA](#) or, for the Department of Defense grants, [eBRAP](#).
- VA Leadership Letters of Support:** **▶ Allow  $\geq 2$  weeks to obtain ◀** Check the FOA/RFP first thing to determine whether a letter of support is needed from the ACOS/Research and/or the North Florida/South Georgia VHS Director. NFFRE staff can help with these letters, which should be submitted as soon as possible and should include background info in the form of a draft of the abstract, aims, or research plan.
- Budget. Note that once a grant is approved, the budget cannot be altered.**
  - NFFRE Budget Template/Guide ([@ Policies & Forms](#)). This is an Excel file that includes calculations for NFFRE rates. Download the file or request from NFFRE staff.
  - Budget draft: **Review with the NFFRE Director as soon as a draft of the budget is done.**
  - Equipment, materials, supplies: Quotes or other documentation may be needed for some items.
  - Subawards / Collaborations involving other organizations

**This aspect of the budget must be closely coordinated with NFFRE.**

Agreements between NFFRE and state institutions such as the University of Florida or private companies such as Brooks Rehabilitation can involve the following:

  - Conditions that require different forms of agreements such as a consortium, a memorandum of understanding (MOU), or a joint personnel agreement (JPA).
  - Constraints by *federal regulations*, for example, as specified in the [NIH policy on consortiums](#).
- Collaborating Organizations – Other Information**
  - **Prime grantee/organization:** Submits the grant and receives the funds.
  - **Collaboration details**
    - Distinguish clearly between activities conducted at VA and at the collaborating organization.
    - Provide contact information for grant administrative staff at the collaborating organization.
  - **Hiring staff at other organizations:** Provide names of key personnel and their department, and research administration staff contact information; base salary and fringe rate are needed.
  - **University of Florida statistician:** The University Florida Dept. of Statistics requires 0.6 calendar months for each budget period.