

CONTACTS

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Grant Support Checklist

Notify NFFRE of plans to submit a grant and the grant deadline.

- **NFFRE Grant Feasibility Questionnaire (@ Policies & Forms):** Submit as soon as possible and, for optimal efficiency, ≥ 6 weeks before deadline.

- 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 ≥ 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, which can be in the form of a draft of the research plan or aims.

Budget

- **NFFRE Budget Template/Guide (@ Policies & Forms)** 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 the budget has been drafted.**
- **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 other organization.
 - Provide contact information for grant administrative staff at the collaborating organization.
- **Hiring staff at other organizations:** Provide names of staff, department and department contact information, base salary, and fringe rate.
- **University of Florida statistician:** The University Florida Dept. of Statistics requires 0.6 calendar months for each budget period.