

## Submitting a Proposal through the Center for Health Disparities Research (HDR @ UCR) Frequently Asked Questions

### 1. What are the formatting requirements for these proposals?

All proposals must be submitted in NIH format, with the proposal section being no more than 6 pages. The proposal must be accompanied by an NIH-style Biosketch. For FIRST awards, applicants should also identify a potential faculty mentor. More details can be found on our website: (<https://healthdisparities.ucr.edu/first-pic-proposal-instructions>)

### 2. Is IRB approval needed prior to submitting my proposal?

Applicants should submit their IRB application to the Office of Research Integrity before sending in their proposal for consideration. IRB approval is not required to submit the proposal but for all proposals nominated for subaward funding, IRB approval will be required prior to our forwarding to NIMHD/NIH for final funding approval. Any delay in IRB approval, letter of exemption or determination of activity from UCR Office of Research Integrity will result in a delay in funding.

### 3. Can I include food in my budget?

Unfortunately, due to campus and NIH restrictions, the costs of food and drinks cannot be covered in the budget of an HDR subaward.

### 4. What if I have additional questions when creating my budget?

The HDR Financial Administrator is available to help answer any of your questions as you are establishing your budget. Please send questions to [Gennie.Robles@medsch.ucr.edu](mailto:Gennie.Robles@medsch.ucr.edu).

### 5. Who needs to provide documentation in the proposal?

| Role         | Biosketch    | CITI Certificate *<br>(if applicable) |
|--------------|--------------|---------------------------------------|
| PI/Lead      | x            | x                                     |
| Co-PI        | x            | x                                     |
| Investigator | x            | x                                     |
| Collaborator | x            | x                                     |
| Mentor       | x            | x                                     |
| GSR          | Not required | Not required                          |
| Consultant   | Not required | Not required                          |

\*CITI certificates are required for anyone proposing to conduct Human Subjects research

### 6. What other documentation will be needed prior to funding?

| Role         | Form 500 **<br>(UCR Faculty and Staff Only) | Signed Terms &<br>Conditions |
|--------------|---|------------------------------|
| PI/Lead      | x   | x                            |
| Co-PI        | x   | Not required                 |
| Investigator | x   | Not required                 |
| Collaborator | x   | Not required                 |

|            |              |              |
|------------|--------------|--------------|
| Mentor     | Not required | Not required |
| GSR        | Not required | Not required |
| Consultant | Not required | Not required |

\*\* A signed Form 500 will be required for any person who is responsible for the design, conduct, or reporting of the PHS funded research project

## 7. When will I receive the funding for my selected proposal?

After the committee selects the proposals that will be nominated for funding, the PI will be notified of our intent to fund the proposal. Next, HDR Center staff will ensure that all required documentation has been submitted. School of Medicine Sponsored Research and Program Manager then reviews the proposals and budgets. The Pre Award Manager in the Office of Research & Economic Development provides a final review before the proposals are sent to NIMHD for approval. Once NIMHD has approved funding of the proposals, the Pre-Award Manager will notify accounting to release funds. Finally, the HDR Financial Operations Officer will notify the awardees that funding is available.

## 8. How are business transactions processed?

All grant subaward funds are managed through the HDR center. Once awarded, you will be provided with instructions on how to process purchasing, CAB payments, travel, reimbursements, etc. through the Center.

## 9. What types of resources are available through the Center to assist me with preparing my proposal?

- Human Subjects Protocol Navigator: Individuals who are new to community-based research will also receive support to through the IRB process. We will provide feedback to researchers writing human subjects protocols and guide them through the IRB approval process.
- Statistical Support through the Research Infrastructure Core (Study Design and analysis): We can assist faculty, graduate, and postgraduate researchers in setting up well-designed studies in basic biomedical science, social sciences, and clinical research. We provide free consulting services in pre-proposal research study design, as well as ongoing support for database management and data analysis.
- The Investigator Development Core will train and support new and young investigators with a pilot grant program designed to assist researchers in obtaining preliminary data in support of proposals for extramurally funded projects
- The Community Engagement and Dissemination Cores offers community engagement studios to help develop and sustain a community engagement plan for your research.

Our training activities are available to graduate, postdoctoral, and new principal investigator development, as well as to established STEM researchers.

*To learn more about the resources offered, please visit our website*

<https://healthdisparities.ucr.edu/resources>.

*If you have additional questions, please email [U54@medsch.ucr.edu](mailto:U54@medsch.ucr.edu).*