

## Technical Assistance Questions and Answers

### RFP10-100

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**1. What does senior investigator mean (Part I, Page 3 Category II)?**

In the academic setting a senior investigator would apply to an associate or full professor. Category II is designated for mid-level researchers such as assistant professors. Senior investigators are encouraged to apply for Category III multidisciplinary inter-institutional research collaborative research.

**2. How many reviewers are used for each proposal?**

The Commission attempts to have three out of state peer reviewers for each proposal. It has become increasingly difficult to obtain a sufficient number of reviewers. The Commission is changing its processes hoping to both increase the number of reviewers and improve the receipt of reviews in a timely manner.

**3. What form should the Letter of Assurance take (Part I, Page 10)?**

The Letter of Assurance should be on letterhead of the sponsoring institution.

**4. How many pages are allowed for the Work Statement in Categories II and III proposals (Part II, Page 8)?**

Category II and Category III proposals are permitted forty (40) printed, single-spaced pages, using standard type of sizes of 11 point or larger for word processed documents.

**5. Who does the salary calculation apply to (Part II, Page 11)?**

The salary calculation for personnel (Section V.2.1) applies to the Principal Investigator. It does not apply to full-time staff dedicated to the project. Cost shifting is not permitted.

**6. How is the 20 percent limit for equipment applied (Part II, Page 12)?**

The 20 percent limit on equipment (Section V.2.4) is calculated as a percent of the total budget. However, in a multi-year contract the amount budgeted for equipment may be expended in one year of the project.

**7. What is covered in the definition of supplies (Part II, Page 12)?**

Supplies (Section V.2.5) include those items necessary to carry out the project for example, patient related expenses or telephone charges directly related to maintaining a collaboration. Basic office supplies such as paper, books, and normal telephone charges are not allowed.

**8. Is travel to scientific meetings and conferences to present project research findings allowable (Part II, Page 16)?**

ABRC funds may only be used for travel that is essential to conducting the research project (Section V.2.6). ABRC funds may not be used for travel to scientific meetings, conferences, seminars, or any other non-research purpose.

**9. Are computer purchases allowed (Part II, Page 13)?**

Computer purchases for project use are allowed. However, pre-approval is required.

**10. If intellectual property results from the research how is it managed?**

Control of intellectual property is covered by the Arizona Board of Regents intellectual property policy number 6-908.

**11. Is DNA manipulation a permitted research activity?**

Yes, DNA manipulation is allowable research.

**12. How are indirect costs calculated (Part II, Pages 13, 14, and 15)?**

Indirect costs are calculated as no more than 10 percent of the total contract award.

Direct costs plus indirect costs equal an amount not to exceed the total contract amount awarded (see the Total Cost calculation formula in Part II, Page 14).

**13. What are some common mistakes made in project proposals?**

- a. The lay summary is a critical component of the proposal. One third of the Commission is composed of members of the public. In their decision making they rely heavily on the lay summary. The lay summary is published in the Commission Annual Report. It is important to not include any proprietary information in the lay summary.
- b. Using the correct statistical methods is key to a successful proposal. All researchers are encouraged to identify a statistician early in the project design phase so that the right statistics are used and the right research methodology is applied.
- c. Overly broad research designs indicate a lack of focus in the proposal. Reviewers look to see if the proposal is accomplishable in the time period and with the budget proposed.