
- What internal forms do I need?
- How do I access SPOT and what is it?
- What information do I enter in SPOT?
- When is my submission due to SOM & OSP?
- What are my first steps?
- How soon do I have to start?
Don't Panic!!!!!

You CAN do this!!!

**Getting Started – Step 1**

- Start the process **EARLY**
- Obtain your NIH eRA Commons ID:
  - Contact VCU OSP to initiate the process by completing the online form - [http://www.research.vcu.edu/forms/ih_era_commons_account_form.htm](http://www.research.vcu.edu/forms/ih_era_commons_account_form.htm)
  - In the form you'll need to select the OSP Team associated with the fiscally responsible department managing your submission on OSP's site: [Find Your Team by Department](http://www.research.vcu.edu/forms/ih_era_commons_account_form.htm)
  - If you are unsure – ask your degree-granting dept administrator

VCU School of Medicine
Getting Started – Step 2

- Notify your department administrator / research administrator of your intention to submit as soon as possible
- Each dept. operates differently. Confirm whether or not YOU as PI create the “shell” in SPOT or the research administrator does it for you
- Determine your internal timeline from start to finish
  » Some departments have additional internal deadlines outside of SOM and OSP

Internal Deadlines

- SOM requires **2 business days** in advance of OSP’s requirement of **5 business days** prior to the sponsor due date
- SOM must review/approve before OSP can review
- Depending on your department there may be an additional approval required (Biochemistry, IM)
Know Your NIH Parameters

- NIH website is great resource for How To, What to expect on review, FAQs, Search grants
  - [http://grants.nih.gov/grants/about_grants.htm](http://grants.nih.gov/grants/about_grants.htm)

- *Maximum NRSA Support* (includes combination of training (T) and fellowship (F) mechanism)
  - *Predoctoral level may receive up to five (5) years aggregate*

- **Eligibility requirements** – F30 and F31, plus F31 Diversity definition. **Be sure you meet the requirements!**

Getting Started – Step 3

- Create your Funding Proposal “shell” in RAMS-SPOT: [https://spot.research.vcu.edu](https://spot.research.vcu.edu)

- Use the Guides / Tutorials from OSP’s website

- Sample F31 Submission – August 2015
  - [FP00000575_O'Brien F31](https://example.com/FP00000575_O'Brien_F31)
RAMS SPOT Proposal Entry

- **ONLY you** as the PI can Route the Proposal for Review in SPOT
- All communication during the review process should be managed in SPOT – Log Public Comments
- If you get a "Request Changes" response in SPOT you, or your dept. designee, can correct and re-route.
- If you get a "Disapproved" response in SPOT only you as the PI can re-route

Proposal Tips & Tricks

- **Make a checklist of all required sponsor documents so you don't forget anything**
- Any preliminary documents that are fairly standard plan to do those first and get them out of the way! (Bios, Facilities, Narrative, etc.)
- Contact your References early in the process
- They must enter information directly into eRA Commons separate from your submission.
- Don't forget the **Cover Letter** – you have the opportunity to request a certain study section so take advantage of it.
VCU Resources

Don't Be Afraid to Ask For Help – We All Want You to Succeed!!

- Your department Research Administrator
- OSP Team (Blue, Green, or Gold)
- SPOT technical issues: erahelp@vcu.edu
- SOM Research Administration
  - SOMPROPOSALS@vcuhealth.org
  - Margaret Phillips @ 628-6285
  - margaret.phillips@vcuhealth.org

QUESTIONS