NIH GUIDE for GRANTS and CONTRACTS

U.S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

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SPECIAL DENTAL RESEARCH AWARD

ANNOUNCEMENT

The National Institute of Dental Research has modified its Special Dental Research Award (SDRA) in the following ways:

(1) New applicants for this type of research grant may now request up to $10,000 for direct costs.

(2) Expenditures for necessary travel and for publication costs may now be included to enable recipients of the SDRA to attend research meetings and to publish results of their grant-supported research.

(3) Renewal applications will be considered as competing continuations in the regular research grant category.

In addition, funds may be used for small equipment, supplies, or salaries for support personnel. SDRA funds cannot be used for the principal investigator's salary or thesis research, nor can they supplement projects already funded by the Public Health Service or other granting agencies. However, holders of NIH fellowships or Research Career Development Awards and trainees who otherwise meet the eligibility requirements may apply for an SDRA.

All other policies pertaining to NIH grant supported research projects apply to the SDRA program.

Newly trained investigators with no more than four years of experience beyond completion of research training may apply for an SDRA grant. The grants can support meritorious projects in either the basic or clinical sciences which relate to such areas as periodontal, soft tissue and oral neoplastic diseases; mineralization, salivary secretions and nutrition; dental caries; craniofacial anomalies; dental pain; and restorative and prosthetic materials.

Applicants should use the regular research grant application (Form PHS-398), and write "Special Dental Research Award" on the top of the face page. Applications are available at institutional central application control offices (See Vol. 3, Guide No. 3, Feb. 21, 1974). For further information, contact Extramural Programs, National Institute of Dental Research, Room 503, Westwood Building, Bethesda, MD 20014.

The GUIDE is published at irregular intervals to provide policy, program, and administrative information to individuals and organizations who need to be kept informed of requirements and changes in grants and contracts activities administered by the National Institutes of Health.

SHARED BIOTECHNOLOGY RESOURCES PROGRAM

ANNOUNCEMENT

The Biotechnology Resources Branch (BRB), Division of Research Resources, National Institutes of Health, invites grant applications from qualified investigators in nonprofit institutions to participate as a user or a provider of services in a national program of shared biotechnology resources. Highly specialized and difficult to replicate biotechnology resources offering capabilities useful in almost any biomedical research setting are increasingly viewed as regional or national centers that should be available to qualified biomedical scientists outside the host institution as well as within.

This announcement signifies BRB's intention to promote the emergence and continuing development of shared biotechnology resources. The new program emphasis is designed to build on and to extend existing knowledge and resources, both by making specialized resources more readily available to the national scientific community and by linking resources together in networks that offer more nearly complete and effective research support than do their individual components. Through linking related but dissimilar research programs and technologies, new kinds and qualities of resources, not limited to the locally available talents and facilities, will be provided. By extending the availability of skills and facilities resident in single institutions, economies and increased effectiveness of federal grant funds will be achieved.

The BRB shared resource program now includes 3 high voltage electron microscope (HVEM) facilities, in which research opportunities are made available to qualified investigators in the United States under the guidance of a group of research leaders in HVEM.

The BRB shared resource program also includes 2 biomedical computer resources engaged in investigations of artificial intelligence in medicine. These resources are being linked with one another and with collaborating scientists throughout the country via a digital telecommunication system.

Examples of other activities which appear appropriate for inclusion in the shared resource program are other fields of biomedical computer research (such as biomolecular modelling and chemical-biological information-handling systems) and other kinds of biotechnology resources (such as high resolution mass spectroscopy and nuclear magnetic resonance spectroscopy centers).

Further information about the objectives of the BRB Shared Resource Program and instructions for preparation of applications will be available from:

Biotechnology Resources Branch
Division of Research Resources
National Institutes of Health
Bethesda, MD 20014

TREATMENT OF COST TRANSFERS BETWEEN PROJECTS

POLICY

1. *PURPOSE* This issuance sets forth the limitations under which institutions may transfer identifiable direct charges between projects and provides for the correction of errors.

2. *APPLICABILITY* This policy is applicable to all NIH grants.

3. *BACKGROUND* Audit reports have contained instances of cost transfers, particularly salaries and wages, from nonfederal projects or from federal projects (often in an overrun position) to other federal projects many months and sometimes as much as a year after the original charge had been certified correct. NIH recognizes that similar or closely related work may be supported from more than one source and that when simple errors occur, correction should be permitted. Some institutions have established policies that transfers must be made within a certain time limit.

Recipients of NIH grants are required to maintain records of supporting charges for each project and to have the data readily available for examination by personnel authorized to examine NIH grant expenditures. Tardy, unexplained, or poorly explained transfers with certifications that the transfers to the newly charged projects represent correct charges clash with certifications made at the time of the original charge and tend to raise doubt whether the institution's certification system is dependable.

4. *POLICY* When an institution has an acceptable certification system within its own organization for labor and other charges to projects, original certifications will normally be accepted unless there is substantial evidence to the contrary.

5. *PROCEDURES*

a. A transfer which represents the correction of a simple error should be made promptly after discovery of the error and in all possible instances prior to submission of the Report of Expenditures. The correcting document should explain how the error came about and contain a certification for the correctness of the new charge. For example, an explanation which states merely "to correct error," or "to transfer to correct project," is not sufficient nor satisfactory.

b. Inasmuch as direct costs may on occasion properly be chargeable to two or more fund sources, a transfer from the originally charged project must in such case be made within 90 days of the original charge or within the period established by the grantee institution, whichever is less. That is, if the original charge is to a project which could properly be charged, a transfer to another project which also could properly be charged, must, in order to be allowed, occur within the above-prescribed time limit. As in paragraph 2, above, the transfer document should give a complete explanation and justification for the transfer.

c. In cases where there is an unresolved disagreement between the auditor and the institution under audit regarding the adequacy of the explanation for adjusting/correcting journal entries, all documentation submitted for

disposition of the audit exception in support of the institution's position must have been readily available for audit review. NIH will not ordinarily attempt to evaluate documentation that was not made available to the auditor for review during the conduct of the audit examination.

6. *APPEALS PROCEDURE* Adverse determinations may be appealed by the institution using regular grant appeals procedures.

7. *EFFECTIVE DATE* This policy is effective on date of release.

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