APPLICATION PROCEDURES FOR US-NIH AND WELLCOME TRUST

PRINCIPAL INVESTIGATOR


Request for the NCAGE Code for The Medical City thru this link: https://eportal.nsp.org.nato/AC135Public/scage/CageList.asp

Request for the DUNS Number for The Medical City thru this link: http://fedgov.dnb.com/webform/pages/CCHRSearch.jsp

Create SAM Individual Account thru this link: https://www.sam.gov/

Register under Organization Applicant in grants.gov thru this link: http://www.grants.gov/web/grants/register.html

Coordinate with CTRI for protocol writing, budgetary requirements, etc.

Request for log-in details from the signing official in eraCommons

Apply for grant thru: https://grants.nih.gov/grants/how-to-apply-application-guide.htm

Submit Just-in-time Information (i.e.: IRB approval) in eraCommons account (coordinate with the CTRI)

Receive Notice of Approval for approved proposals

GRANTS ADMINISTRATION AND MANAGEMENT UNIT

EbizPOC account manager will approve applications in grants.com for the TMC applicants

EbizPOC account will authorize PI as Authorized Organization Representative (AOR) to be able to submit applications

Review protocol (c/o Protocol Development Unit) and budgetary requirements (see SOP 1.2)

Coordinate with IRB for expedited review of approved protocol (see SOP 2.2)

Create PI account in eraCommons thru this guide: https://era.nih.gov/erahelp/Commons/default.html#Commons/I_Admin/project_create.htm

Request for check endorsement from US Treasury to be named to The Medical City Foundation (for approved studies)

Manage the Release of funds every Budget Period by the Funding Agency


See CTRI SOP 3.3 (Grants Management)
Register in the WT Grant Tracker thru: https://wtgrants.wellcome.ac.uk

Apply for the Grant of interest (see “My Applications” tab in WTGT)
Choose "The Medical City" as the "Administering Organization"

Apply for the grant in “My Applications” tab (Preliminary Application)
Register to ORCID thru: https://orcid.org/register
Follow instruction for Full Application

Successful applications (approved by Wellcome Trust) will receive Grant Start Certificate; complete the information and coordinate with CTRI for verification of the certificate
Register to WT e-Val (https://wellcometrust.researchfish.com/)

Authorized Organizational Approver (AOA) logs in to the WT Grant Tracker to review Pending Applications
AOA reviews, edits, and approves/ rejects the application (coordinate with Protocol Development Unit)
Co-coordinate with IRB and PI for expedited review of approved protocols (see SOP 2.2)
Submit approved application to the WTGT

AO completes necessary information in the Grant Start Certificate and submit the final certificate in the WT Grant Tracker or thru grants@wellcome.ac.uk,(Engaging Science Grants), grantpayments@wellcome.ac.uk, and delegate signatories form thru grantpayments@wellcome.ac.uk (forms available at: https://wellcome.ac.uk/funding/managing-grant/starting-grant)

Register contact details of Finance Department (or Foundation) and submit Bank Details Form thru: grantpayments@wellcome.ac.uk, (form available in: https://wellcome.ac.uk/funding/managing-grant/finance-and-employment)

Manage release of funds every Budget Period by the Funding Agency
Comply with WT Policies
See CTRI SOP 3.3 (Grants Management)