

**RFGA NO. ADHS16-00005489**  
**Arizona Investigator Grant ( AZ IG )**

**APPLICANTS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE RFGA (AGAIN).**

**RFGA Introduction Citations:**

- Provision 1.7 Grant Application Funding, Section 1.7.2:
  - 1.7.2 All costs should be specifically detailed in the Application package. Eligible costs are those that are directly related to the implementation of the project:
    - 1.7.2.1 Indirect costs are allowed however cannot exceed ten percent (10%) of the total direct cost for each budget year, and
    - 1.7.2.2 Up to a maximum of five thousand dollars (\$5,000) for manuscript preparation fees, including page charges and illustration costs.
- Provision 1.8 Grant Funding Unallowable Activities and Costs:
  - 1.8.1 Construction costs for facility improvements;
  - 1.8.2 Travel expenses for the Grant recipient or employees of the Grantee to attend scientific meetings, or any other travel that is not directly related to the specific research project being funded. Funds shall only be used for travel that is essential to the research project outcomes;
  - 1.8.3 Supply expenses for office costs that would be considered in the administrative overhead or indirect calculations, such as telephone costs, paper, postage, copying costs, etc.;
  - 1.8.4 Equipment not directly associated with the project or which exceeds twenty percent (20%) of the total project budget;
  - 1.8.5 Out-of-State Sub grantees or collaborators that exceed more than fifty percent (50%) of the total project budget;
  - 1.8.6 Subscriptions to journals, membership dues to organizations or societies, purchase of books, library search fees, and journal article copying not directly related to the project; and
  - 1.8.7 Tuition costs or laboratory fees for work leading to an academic degree.
  - 1.8.8 ADHS does not fund research that uses human fetal tissue, cells, or organs that are obtained from a living or dead embryo or fetus during or after an induced abortion. This restriction does not apply to research that uses human fetal tissue, cells, or organs that are obtained from a spontaneous abortion or an ectopic pregnancy. (A.R.S. §36.2302.A)
- Provision 1.10 Grant Administration and Reimbursement of Expenses:
  - 1.10.1 Applicants selected to receive Grant funding shall be required to sign the Grant Offer and Acceptance. All services or work carried out under a Grant awarded as a result of this RFGA shall be completed within the scope, time frame, and funding limitations specified in this Grant; and
  - 1.10.2 Payments will be made on a reimbursement basis for eligible expenses incurred by the Grantee. There will be no pre-payment of expenses by ADHS. Requests for reimbursement may be submitted to ADHS no more frequently than quarterly. Grantees shall provide documentation to show that equipment or services have been received and the expenses incurred before reimbursement is provided by ADHS.

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**RFGA Instructions Citations:**

- Provision 2. Application Submission:

- 2.1 Applicants responding to this RFGA shall submit their Letters of Intent and Full Applications electronically through ProcureAZ. All submissions shall be received before the due date and time as listed in ProcureAZ. Letters of Intent and the subsequent Full Applications submitted outside of ProcureAZ or those that are received after the due date will not be accepted.
- 2.2 To submit a Letter of Intent and Full Application, Applicants must register in the ProcureAZ system. "Vendor registration" guide is located at: [http://spo.az.gov/sites/default/files/Step-by-Step\\_Vendor\\_Registration.pdf](http://spo.az.gov/sites/default/files/Step-by-Step_Vendor_Registration.pdf) Applicants requiring assistance in the registration process or in navigating the ProcureAZ system may contact the Help Desk at 602-542-7600.
- 2.3 A "Responding to Solicitations" Step-by-Step Guide is located at <https://procure.az.gov/bsol/> and is available for reference.

- Provision 5. Application Questions:

All questions regarding this RFGA shall be submitted within the ProcureAZ system no later than five (5) calendar days prior to the RFGA due date. Applicants will be referred to ProcureAZ Q&A Tab for this RFGA to input questions if sent by email or voicemail to the Procurement Officer. Questions will only be answered via ProcureAZ. To post a question, the interested party must be registered in ProcureAZ.

- Provision 7. Application Requirements:

- 7.1 One electronic copy of the Application shall be submitted in the ProcureAZ e-procurement system as attachments in the acceptable format specified below. Acceptable formats include .doc document (Microsoft Word 2000, XP, or 2003), xls spreadsheet (Microsoft Excel 2000, XP, or 2003) and .pdf (Adobe Acrobat portable documents format). Applicants shall copy ProcureAZ Attachments to their own computer, save the information entered, and submit the completed information as a new, appropriately re-named Attachment in ProcureAZ. ProcureAZ will not save information entered directly on the Attachments.
- 7.2 The Application shall be single sided, typed using Ariel 10-point font, single spaced, and margins shall be no less than 0.9" top/bottom/right/left. The material should be in sequence and organized as outlined below and related to the RFGA. Failure to include the requested information may have a negative impact on the evaluation of the Applicant's Application.
- 7.3 On each page of the Application, insert a Footer that specifies: Name of the Applicant, Name of the Attachment, the Solicitation Number, and Page Number. ADHS will not provide any reimbursement for the cost of developing in response to this RFGA.

- 7.4 The Application shall include at least the following:

- 7.4.2 **Full Application**

Upon invitation based on an accepted Letter of Intent the Applicant shall submit the **Full Application** through ProcureAZ, **no later than the date indicated on the Invitation Letter**. The Application shall consist at least the following:

- 7.4.2.1 Application Cover Page;

- 7.4.2.2 Table of Contents for entire Application with page numbers;

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7.4.2.3 Application Packet Attachment A:

- 7.4.2.3.1 Grant Offer and Acceptance Page (completed and signed);
- 7.4.2.3.2 General Information Page (filled in as applicable and W-9 attached);
- 7.4.2.3.3 Acknowledgement Statement of Acceptance of Terms and Conditions (concerns, if applicable);
- 7.4.2.3.4 Project Abstract Page;
- 7.4.2.3.5 Detailed Project Description (shall not exceed ten (10) pages total in length);
- 7.4.2.3.6 Biographical Sketch(es);
- 7.4.2.3.7 Budget Information;
- 7.4.2.3.8 Certifications and Assurances;

7.4.2.4 Other Attachments – provide itemized list of attachments and a brief statement of importance as to why the attachments have been included for review; and

7.4.2.5 Application Packet Attachment B:

- 7.4.2.5.1 Notices;
- 7.4.2.5.2 Correspondence;
- 7.4.2.5.3 Reports; and
- 7.4.2.5.4 Payments Page (completed).

7.4.2.6 Complete the “Items Tab” in ProcureAZ. The information required to be input is the **“Total Requested”** budget amount from Attachment A, General Information page, Item Five (5) Total Fund Request for Project Budget Period. This step must be completed in order to successfully submit your Application.

- Provision 9. Evaluation Criteria

9.1 Applications will be evaluated based on information provided in the Application.

9.2 Grant Applications will be evaluated according to the Grant requirements per ARS §41-2702 F. The evaluation criteria are listed in the relative order of importance and are based on the following:

- 9.2.1 **Significance:** Relevance of the proposed research to the health of Arizona residents. Applications focusing on the ABRC’s Strategic Mission may be given favorable consideration. The ABRC’s Mission Statement is to identify and support innovative biomedical research to improve the health of all Arizonans,
- 9.2.2 **Scientific Merit and Approach:** Scientific merit, including: study design, methodology, feasibility, evaluative content, and importance of the proposed research,
- 9.2.3 **Innovation:** Novelty and originality of the proposed research or research methodology,
- 9.2.4 **Investigator(s):** Productivity and ability of the investigators in the project to perform the research, as shown by their knowledge and experience. (For new investigators, demonstration of adequate research training, senior mentor shall demonstrate prior mentoring of investigators and past federal funding success, and promise of support from institution/colleagues), and

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9.2.5 **Adequacy of Facilities and Budget:** Adequacy of facilities and staff, including: personnel and equipment capable of supporting the proposed research, expertise and competence of staff in the techniques required for performance and in the field of the proposed research. Appropriateness of the budget request: the proposed budget will be evaluated to assure that it is reasonable relative to the proposed research and that the expenditures are justifiable.

9.3 ADHS may select parts of an Application for funding and may offer to fund less than the eligible Grant amounts and/or a smaller amount than requested in the Application.

9.4 Based on the number and types of Applications received, ADHS may establish a cut-off level for Grant selections that is less than the available funding, and projects may be offered a smaller amount of funding or may be held until a later date.

- Provision 12. Notification of Award:

Applicants will be notified by ADHS of their award by an Award Letter and signed Grant Offer and Acceptance.

The forms on the following pages are for reference only.  
University of Arizona applications should use the fillable forms located at <http://rgw.arizona.edu/administration/proposal-submission/ABRC-guidance>.

Questions should be addressed to Sponsored Project Services at [sponsor@emai.arizona.edu](mailto:sponsor@emai.arizona.edu) or (520) 626-6000.

**APPLICATION PACKET  
ATTACHMENT A**

**RFGA NO. ADHS16-00005489**

**GRANT OFFER AND ACCEPTANCE**

The Undersigned hereby applies and agrees to furnish the materials, service(s) or construction in compliance with all the terms, conditions, specifications, any amendments in the Request and any written exceptions in the Application.

Applicant's Arizona Transaction (Sales) Privilege Tax License Number:

Applicant's Federal Employer Identification Number:

Applicant's DUNS Number:

Applicant's Name

Name of Person Authorized to Sign Application

Street Address

Title of Authorized Person

City State Zip Code

Signature of Authorized Person Date

Telephone Number: \_\_\_\_\_

Facsimile Number: \_\_\_\_\_

Email: \_\_\_\_\_

**ACCEPTANCE OF APPLICATION AND GRANT AWARD**  
*(For State of Arizona Use Only)*

Your Application, dated \_\_\_\_\_, is hereby accepted as described in the Notice of Award. Grantee is now bound to perform based upon the RFGA and Grantee's Application, as accepted by the State.

This Grant will henceforth be referred to as Agreement Number \_\_\_\_\_

The Effective Date of the Grant Award is: \_\_\_\_\_

Grantee is hereby cautioned not to commence any billable work or provide any material or service under this Grant until Grantee receives an executed Purchase Order, Grant release document, or written notice to proceed, if applicable.

**State of Arizona, Arizona Department of Health Services**

Awarded this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
ADHS Chief Procurement Officer

**APPLICATION PACKET  
ATTACHMENT A**

**RFGA NO. ADHS16-00005489**

**General Information**

Information about the Applicant organization or individual and the person to contact for any questions during the review process should be clearly listed.

**1. Provide the following contact information for the person who is responsible for answering questions related to this Application:**

Name	
Title	
Mailing Address	
Phone Number	
Email Address	

**2. Legal name and address of Applicant:**

Name	
Mailing Address	
W-9 Attached?	

**3. Name of Principal Investigator:**

Name	
Date of terminal degree or completion of medical residency	

**4. Title of Project**

Title	
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**5. Total Fund Request for Project Budget Period (identify dollar amount per year):**

Year 1	\$0.00
Year 2	\$0.00
Year 3	\$0.00
<b>Total Requested</b>	<b>\$0.00</b>

**APPLICATION PACKET  
ATTACHMENT A**

**RFGA NO. ADHS16-00005489**

**FOR REVIEW PURPOSES**

**1. What field would you like your grant reviewed under?**

1.1. If "Other," please specify:

**2. What is the specialized area of proposed research?**

**3. Does your proposed research/project include human subjects?**

3.1. Is your use of human subjects research exempt?

3.1.1. If yes, please describe:

**4. Is your research an NIH defined clinical trial?**

4.1. If yes, please describe:

**5. Does the research involve Vertebrate Animals?**

5.1. If yes, please attach IACUC Approval Animal Welfare Assurance Number.

**APPLICATION PACKET  
ATTACHMENT A**

**RFGA NO. ADHS16-00005489**

**PROJECT ABSTRACT**

All Applicants are required to submit an abstract of the proposed activity suitable for publication. The abstract should be informative to other persons working in the same or related fields and, insofar as possible, understandable to a scientifically or technically literate lay reader. The abstract shall not include any proprietary or sensitive business information as it may be made available to the public. The abstract shall not exceed two hundred (200) words in length.



**APPLICATION PACKET  
ATTACHMENT A**

**RFGA NO. ADHS16-00005489**

**DETAILED PROJECT DESCRIPTION**

The following information shall be provided as “the Project Activities (Scope of Services)” for the **Arizona Investigator Grant (AZ IG)**. The Detailed Project Description should not exceed a total of ten (10) pages **excluding any cited references provided in support of the Detailed Project Description** and shall be single sided, typed using Ariel 10-point font, single spaced, and margins shall be no less than 0.9” top/bottom/right/left. The Detailed Project Description should be in sequence and organized as outlined below and related to the RFGA. Failure to include the requested information may have a negative impact on the evaluation of the Applicant’s Application. The attachment must be labeled and titled as “Detailed Project Description.”

**Project Activities (eight (8) pages)**

1. **Goals and Objectives:** List the specific aims, goals, and objectives of the proposed research and the hypothesis(es) to be tested.
2. **Background Information and Literature Review:** Include a narrative introduction to the application and provide relevant background information. Include an annotated bibliography of the relevant literature.
3. **Preliminary Work:** If applicable, include a list of all studies and publications related to the proposed project previously completed by the applicant.
4. **Experimental Methodology:** Outline the experimental design and procedures to be used to accomplish the specific aims, goals, and objectives of the project. Describe any new methodology and its advantage(s) over existing methodologies.
5. **Data Analysis:** Describe the means by which the data will be collected, analyzed, and interpreted. Discuss potential difficulties and limitations of the proposed techniques. Point out any procedures, situations, or materials that may be hazardous to personnel.
6. **Timeline:** Provide a chronological outline in regard to goals, objectives, methods, and data analysis. Define as clearly as possible the progression of the research plan over entire project period.
7. **Evaluation:** Discuss how Applicant will document that the research goals and objectives are met and how the applicant plans to evaluate the methods used.

**Project Resources (two (2) pages)**

Specify the facilities/items/materials to be used for the conduct of the proposed research project by the listed categories. Indicate the performance sites and describe capacities, pertinent capabilities, relative proximity, and extent of availability to the Project. Under “Other” category, identify support services such as machine shop, electronics shop, etc., and specify the extent to which they will be available to the Project.

1. **Laboratory**
2. **Clinical**
3. **Animal**
4. **Computer**
5. **Office**
6. **Major Equipment:** List the most important equipment already available for this Project, note the location and capabilities of each.
7. **Other**

**APPLICATION PACKET  
ATTACHMENT A**

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**BIOGRAPHICAL SKETCH(ES)**

Attach the requested information for the key personnel (and consultants) listed in Applicant's response to the RFGA. Begin with the Principal Investigator/Program Director. Provide this information for each person listed as key personnel or consultants.

Senior Mentor Biographical Sketch shall also be included, as applicable. NIH style biographical sketches may be utilized.

**BUDGET INFORMATION**

This information is particularly important since it will be used as a basis for negotiating the grant agreement if an organization or individual is selected. All budgeted amounts are to be rounded to the nearest dollar in each line item and budget category. The budget may be submitted in any format but must be submitted as part of the Application and must contain all information as requested below for each year and any additional information that may be relevant to the Project,

Note: Indirect costs for all institutions combined cannot exceed ten percent (10%) of the total direct cost. Direct and indirect costs combined for each year shall not exceed the up to amounts as listed in the Introduction Section.

1. Provide a separate budget for each year that you are requesting funding.
2. Provide salary costs (based on hourly rates) for the various labor categories used for the qualification proposal. For example: Principal Investigator, Co-investigator(s), Senior Associates, Sr. Scientists, Research Scientists, Post-Doctoral Associates, Other professionals (Technicians, Programmers, etc.), Graduate Students, Undergraduate Students, etc.

The salary limitation is limited to Executive Level II of the Federal Pay Scale at **\$185,100**. Principal Investigators, Key Personnel, and Technicians are eligible to claim salaries.

1. Identify and provide all applicable fringe benefit rates, equipment usage fees, travel costs materials and supplies and other direct project costs that would be charged on each research project awarded.
2. Although not required, any matching or cost sharing (including in-kind donations) should be detailed.
3. Budget Narrative. Applicant shall provide a narrative explanation of, and justification for, the proposed Project budget.

**CERTIFICATIONS AND ASSURANCES**

Applicant shall submit the following Certifications and Assurances:

1. Disclosure of Lobbying Activities
2. Drug Free Workplace
3. Debarment and Suspension
4. Single Audit Certification
5. General Certifications and Assurances

**APPLICATION PACKET  
ATTACHMENT B**

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**Notices, Correspondence, Reports and Payments to the Grantee shall be sent to:**

(Print and complete the information below and attach to your Application in the "Attachments Tab" in ProcureAZ)

Grantee: \_\_\_\_\_

Attention: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_