

NIH PF5 Collaborative International Research Project Information & Timeline

Overview:

NIH no longer accepts applications that request funds for foreign components using the traditional subaward structure.

To support international research collaborations, NIH will make domestic prime awards with independent foreign awards that are linked to the prime. The project is submitted as one application that is reviewed as a whole. Prior to award, all international subprojects will be disaggregated and funded as separate RF2 grant awards in lieu of a foreign subaward. In order to manage compliance and track international funding, the RF2 will be awarded directly to the foreign organization. International subprojects should not be used for foreign consultants, purchasing unique equipment or supplies from foreign vendors, international collaborations that do not involve NIH funding or any foreign component that would not result in a foreign subaward.

The PF5 opportunity uses a multi-component application structure. For NIH PF5 submissions, the timeline and internal deadlines deviate from UNT's standard internal deadline to allow sufficient time for submitting a multi-component application.

- [NIH PF5 – Collaborative International Research Project](#)
- [NIH FAQs](#)

Submission Process:

The new structure must follow NIH's [Multi-Project Instructions](#). NIH PF5 Applications are Multi-Project submissions and will be submitted via ASSIST, instead of using the GRAMS 424 function. The PI will need submit their [GCS Request](#) at least 8-12 weeks in advance of the deadline, a will need to initiate their application in ASSIST at their earliest convenience.

The PI will need to provide contact information for the Foreign Collaborator to their GCA Specialist so they can communicate with them as needed regarding timeline and requirements.

The PI will be able to provide the Foreign Collaborator access to their portion of the ASSIST application, if they would like to do so. This will enable the Foreign Collaborator to access and complete their portion (International Project Component) of the ASSIST application, which consists of the standardly needed NIH application materials, plus additional requirements outlined in the PF5 solicitation. The Foreign Collaborator must have an eRA Commons ID, which must have their ORCID iD linked.

Once the application is finalized in ASSIST, the PI will need to download/print a copy of the completed application and upload it to GRAMS prior to routing for Department and College approvals as outlined in the below PF5 Timeline. The Research Strategy documents can be near-final draft versions, but all other application documents should be finalized.

The GCA Specialist will review the application once received. Once the PI confirms all edits are finalized to all Cores/Components, the GCA Specialist will submit the application in ASSIST on behalf of UNT and the PI. It is *highly encouraged* to submit at least one (1) day in advance of the deadline.

PF5 Timeline/Deadlines:

Below is the expected timeline for a standard PF5 application that consists of the 3 required components (Overall, Research Project, International Project(s)). If additional Cores/Components are being included, additional lead time would be required, as outlined in the Multi-Project Submission Timeline.

- **8-12 weeks in advance of the deadline:**
 - Submit GCS Request: It is preferred that a GCS Request is submitted as soon as possible, but no later than 8 weeks in advance of the submission deadline. This will enable GCA to review and determine which GCA

Specialist to assign to the submission based on workload capacity, review the solicitation and associated guidelines, and time to coordinate with International Partners, subaward organizations and/or external Senior/Key Personnel as needed.

- Connect GCA Specialist with any Domestic subaward organizations (if applicable): The GCA Specialist will need to reach out *well in advance* to ensure we receive the needed materials and certifications from the subaward organization(s) in order for the below deadlines to be met.
- Connect GCA Specialist with Foreign Partner: The GCA Specialist will need to reach out to the foreign collaborator as early as possible to communicate as needed regarding timeline and requirements.
- **4 weeks in advance of the deadline:**
 - Domestic Subaward Materials Received (if applicable): All Subaward Materials received from any included Domestic subrecipient organizations.
 - Application Started in ASSIST with Overall, Research Project, & International Project Components added: This will help to ensure all parties are familiar with the ASSIST portal and have needed access to the application in advance of the deadline. It is preferred that this is done as soon as possible, but no later than 4 weeks in advance of the deadline.
 - ALL individuals that will be listed as Senior/Key Personnel have been identified and added to ASSIST: NOTE: No additional Senior/Key Persons should be added after the 4-week timeline since it is required that all Senior/Key Persons (except OSCs) have measurable effort (i.e.: effort in the budget). This will also ensure sufficient time to confirm the needed disclosures/trainings/certifications are on file for all Senior/Key Persons. All Senior/Key Personnel need to be identified and *fully populated* into the RR Senior/Key Person Profiles in the appropriate components in the ASSIST application, including their eRA Commons ID (required). **The individual's ORCID iD must be linked to their eRA Commons account and their SciENcv account. These must match.**
- **3 weeks in advance of the deadline:**
 - Budget (& Budget Justification) finalized in GRAMS: Having the budget and budget justification finalized by this time will allow time for the GCA Specialist to review the budget for appropriateness and compliance with sponsor guidelines and will also allow time for input of the budget into the ASSIST application so the application can be finalized and routed for approvals in GRAMS.
 - ASSIST Application: ALL application material should start being uploaded directly to ASSIST. This includes the International Project Component application materials. Research Strategies can be draft versions.
- **9 Full Business Days in advance of the deadline (COMPLETE PROPOSAL APPLICATION DUE TO GCA):**
 - GRAMS FP Fully Approved: The completed and approved GRAMS FP record should arrive in "Specialist Review" to put the application in the GCA Specialist's queue for review. A draft of the *fully completed* ASSIST application should be attached.
 - ASSIST Application Finalized: ALL materials should be uploaded to the ASSIST application and ASSIST Validation errors cleared. As a reminder, the Research Strategy documents can be in draft state at this time, but *near-final* draft versions should be uploaded to ASSIST for compliance review. All components of the application should be finalized versions (including any needed letters). This will allow the GCA Specialist to perform a full review of the completed application for compliance with sponsor guidelines and institutional guidelines.
- **8am Day PRIOR to the deadline:**
 - Final Research Strategies (and all other final documents) uploaded to ASSIST: It is encouraged to submit *at least* a day prior to the sponsor deadline. This allows time for the application to be submitted and transmitted to eRA Commons and to check for any generated errors. If there are errors that generate in eRA Commons, this allows time for the application to be updated to fix the errors and re-submitted prior to the deadline.

The PI meeting these internal deadlines will allow the GCA Specialist to perform a full compliance review of all Cores/Components of the Multi-Project submission. If the internal deadlines are not met, the review that is able to be provided by the GCA Specialist may become limited and will be provided as time allows. The GCA Specialist will give priority to proposal submissions in their workload that have met assigned internal deadlines and late proposals will not receive priority over proposals complying with the required lead times (internal deadlines), as outlined in the PI Handbook.

Application Highlights & Information:

➤ General:

- The application must include at minimum the following **components**: Overall, Research Project, International Project.
- Generally, the maximum **project period** is 5 years for non-clinical trial(s) and 7 years for clinical trial(s).
- If the International Project Leader(s) are considered to be a [multi-PD/PI](#) of the *entire application*, they will need to be listed in the Overall RR Senior/Key Person form (biosketch will be uploaded to IPC).
- A section clearly labeled **Dispute Resolution Plan**, must be included in the Research Strategy for the Overall component.

➤ International Project Component (IPC):

- **Subawards to Foreign Entities are prohibited.** *Instead*, each foreign institution must have its own **IPC** in the multi-component application.
- Foreign IPCs must include their own application materials, including but not limited to: 6-page Research Strategy, RR Budget, Facilities & Other Resources, Biosketches, Performance Site details, etc.
- A **Letter of Support from the foreign AOR** must be uploaded, that states they understand they will become the PD/PI and recipient of a separate RF2 award and will complete all required registrations.
- Each foreign organization must complete SAM, NCAGE, UEI, eRA Commons, and Grants.gov registrations by Just-in-Time, before NIH issues the award. A temporary placeholder UEI can be used at proposal stage, if registration is not completed in time for submission. *However, each Senior/Key Person still must have an eRA Commons ID at time of proposal submission.* eRA has developed [multiple options for individuals to register](#), including creating an account as an independent applicant. **NIH strongly encourages SAM.gov registration to be completed prior to applying.**

➤ Mandatory Foreign Justifications:

- **ForeignJustification_Overall.pdf** (*Required* to be uploaded in the Overall component): lists all foreign components (monetary and non-monetary), why each must occur abroad, and what unique resources the foreign environment provides.
- **ForeignJustification_[site].pdf** (*Required* to be uploaded to each IPC): must describe the specific scientific, population, environmental, or resource advantages of that foreign site.
- **ForeignJustification_ResProj1.pdf** (*If applicable*, uploaded to the Research Project Component): if there are foreign activities specific to the Research Project Component (such as foreign consultants or foreign travel by U.S. members of the research team for the purpose of gathering data). Do not duplicate information in the Foreign Justification provided in the International Research Component.

➤ PF5 Budget Information:

- Application budgets are not limited but need to reflect the actual needs of the proposed project.
- Foreign organizations can include indirect costs at a rate of **8%** of modified total direct costs, less equipment costs.
- UNT cannot claim indirect costs on the first \$25k of the foreign organization's budget, since the foreign organization is not a subaward.
- Subawards to Domestic entities may be included on Research Project Component or International Project Component (if international organization is planning to subaward to a domestic organization). Subawards to foreign organizations are not allowed on either component.

➤ JIT/Award Issuance/Reporting

- NIH may request "Just-in-Time" (JIT) information from both the applicant and the international project recipient(s) *independently*. NIH may elect to fund all, some, or none of the disaggregated components of the application.
- During the JIT process, DMS Plans for the disaggregated foreign awards may be requested.
- If funded, NIH will disaggregate the international component and issue **separate** linked awards: PF5 (domestic) and RF2 (each foreign org). Each foreign organization will receive their own direct NIH award and will be responsible for their own RPPR and Financial Reports.
- The annual RPPR for the disaggregated International Project(s) must include a letter of attestation from the domestic PF5 recipient Authorized Organization Representative (AOR) certifying that the progress of the International Project has been satisfactory to continue to receive funding.

Below is a full summary of the Document Requirements for the Required Components of an NIH PF5 Application.

Black = Document/Attachment Red = Fillable Form in ASSIST	X = Required	X*=Partially Required	O = If Applicable
	Overall	Research Project	International Project
SF424 Cover Sheet	X	X*	X*
Cover Letter	O		
PHS Additional Indirect Cost Form (completed by GCA, if applicable)	O		
PHS Cover Page Supplement	X	X	X
Performance Sites	X	X	X
RR Other Project Information	X	X*	X*
Project Summary/Abstract	X	X	X
Project Narrative	X		X
Bibliography/References		X	X
Facilities and Resources		X	X
Equipment		X	X
Other Attachments:	O	O	O
Foreign Justification	X	O	X
RR Senior/Key Person Profiles	X*	X	X
Biosketches		X	X
PHS Research Plan (includes below attachments)			
Introduction to Application (Resubmission and Renewals only)	O	O	O
Specific Aims	X	X	X
Research Strategy	X	X	X
Progress Report Publication List (Renewals Only)	O		
Vertebrate Animals	O	O	O
Select Agents	O	O	O
Multi-PI Plan	O		
Consortium/Contractual Arrangements (required if Domestic subawards)		O	O
Letter(s) of Support	O	O	X
Resource Sharing Plan	O	O	O
Other Plans/Data Management & Sharing Plan	X		
Authentication of Bio/Chem	O	O	O
Appendices	O	O	O
RR Budget (GCA will complete, pending internal deadlines are met)		X	X
Budget Justification		X	X
RR Subaward Budget (GCA will complete, pending internal deadlines met)		O	O
Budget Justification		O	O
PHS Human Subjects & Clinical Trials Information**	X	X	X
Inclusion of Individuals Across the Lifespan	O	O	O
Inclusion of Women & Minorities	O	O	O
Recruitment and Retention Plan	O	O	O
Study Timeline	O	O	O
Protection of Human Subjects	O	O	O
Data and Safety Monitoring Plan	O	O	O
Overall Structure of the Study Team	O	O	O
Dissemination Plan	O	O	O
Other Attachments, as needed	O	O	O

**for human subject studies that span multiple components, the study record should be completed in the Overall component. Each relative component should include attachments that indicate the details of the study are in the Overall.