Q: Do I need to submit keywords in my application?
A: Yes, in Section 1 of the application, provide 8 keywords appropriate to the proposed project.

Q: Do I need to include letters of support from Consultants, Collaborators, and other significant contributors?
A: Yes. Upload letters of support in proposal section 10. The attachment type is: “support letters”.

Q: I am submitting the application on behalf of the Principal Investigator. Will I have to create an account in proposalCENTRAL?
A: Yes, you will need to create an account. The Principal Investigator will create their personal account and will grant you access.

Q: Which pages of the application must be numbered?
A: You only have to number the pages of the templates. The page numbering is coded into the templates.

Q: Is there a salary cap for investigators?
A: There is no salary cap.

Q: Are we allowed to include tuition on the proposal?
A: Tuition is not allowed.

Q: Does every individual associated with the application need to register a professional profile on proposalCENTRAL?
A: Only Sr/Key Personnel for whom a biosketch will be submitted should have a registered Professional Profile. Laboratory staff, etc., should not.

Q: Does the application allow for Co-PIs or only co-investigators?
A: You may have a Co-PI, as long as she or he is from a UT System Component Institution, and authorized to act in a PI role as per Eligibility requirements described in the application instructions. Roles and responsibilities should be clearly defined in the Budget Justification. It is
still considered one collaborative project, and subject to the $100K maximum award amount.

Q: My collaborator will be collecting data in a hospital. What IRB requirements will be necessary?

A: An IRB certification will have to be submitted for the individual engaged in the human subjects studies. The Primary Investigator will be responsible for providing verification of the IRB approval for the proposed studies from your collaborator prior to the award. The PI does not have to be listed on the IRB if they are not engaged in in the human subjects study. The assurance number from the collaborator’s institution should be included in the appropriate field of the collaborating institution’s signature page.

Q: Do consultants have to provide a signature page?

A: Consultants do not have to provide a signature page. Include their fees in the Materials and Supplies category of the budget and a description of services and estimated costs in the budget justification.

Q: When entering calendar months on the budget period detail page, 1.2 calendar months only show as 1 calendar month. Will this cause any problems with the financials?

A: The budget module automatically rounds. It will not affect the financials.

Q: Should NMR scanning costs be listed under equipment or materials and supplies?

A: NMR scanning costs should be included in the Materials and Supplies category and detailed in the budget justification.

Q: Are applications restricted to brain/central nervous system research or are projects focused on peripheral nervous system allowed?

A: There are no restrictions regarding central vs. peripheral or vertebrae vs. invertebrate, as long as it’s a novel technique or technology involving new collaborations and which might lead to funding at the national level under the BRAIN initiative.
Q: Will a research scientist be able to submit an application as a principal investigator?

A: The individual must hold a faculty or equivalent position and be authorized by their institution to act in a PI role. Each institution sets their own criteria for their PIs.

We suggest including verbiage, and a link to the policy on your institution’s website, verifying that the Research Scientist title is a faculty-equivalent position, and carries with it authorization to apply for grants as a PI. (Here's UT-Austin's, for example: http://www.policies.utexas.edu/policies/research-titles).

If that information is not published on your institution’s website, you could include a letter from your Sponsored Projects Office verifying the same information.

Q: The application deadline falls on a Sunday at 5pm. Will applications be allowed the following business day?

A: Yes, per the application instructions, deadlines that fall on a weekend will be accepted the following business day. In this case, the exact deadline will be Monday, March 16th by 5pm Central Standard Time.