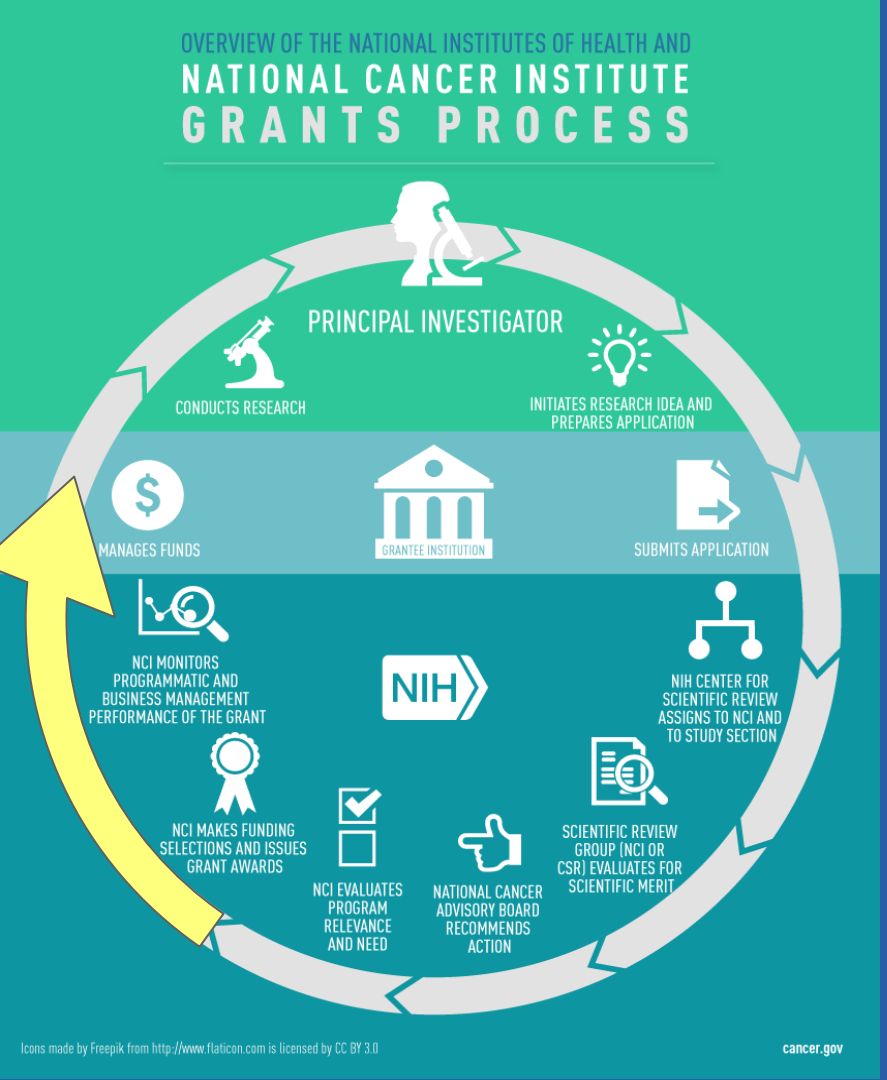


The Scoop on the Office of Grants Administration

Jason Gill

Grants Management Branch C, Team 6 Lead,

Office of Grants Administration

History of NCI's Research Grant Program

- In 1937, the National Cancer Institute (NCI) was created by the National Cancer Act with sponsorship from every Senator in Congress.
  - It was the first time Congress had appropriated funds toward a non-communicable disease.
  - The Act established the National Cancer Institute (NCI) as the federal government's primary agency to address research and training needs for the cause, diagnosis, and treatment of cancer.
  - The NCI was authorized to award grants to non federal scientists for research on cancer and to fund fellowships at NCI for young researchers.
- The first NCI grant was awarded on November 27, 1937 for $27,550

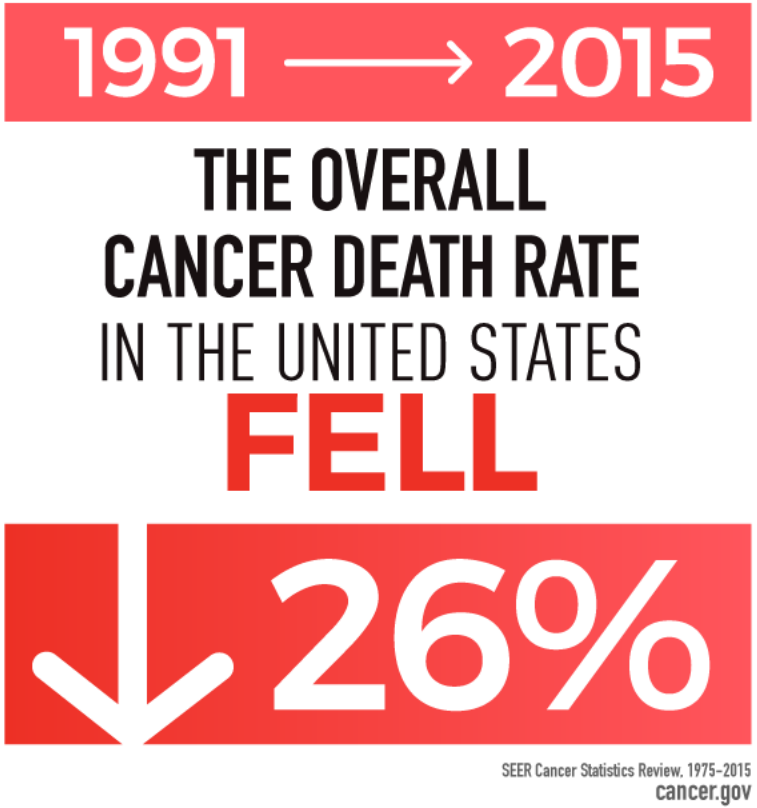
NCI Grants By the Numbers

Fiscal Year 2018

- Total NCI Budget = $5.94 billion
  - Congress appropriated $5.665 billion
  - $300 million for 21st Century Cures Act (Cancer Moonshot)
- Extramural grants and contracts = $4.54 billion
- Overall, extramural obligations were 76.6% of the NCI budget

https://www.cancer.gov/about-nci/budget/fact-book/extramural-programs/grant-contract-awards

https://www.cancer.gov/about-nci/budget/fact-book/data/extramural



NCI Budget Fact Book

What is the Office of Grants Administration (OGA)?

- Manages all NCI business-related activities associated with NCI grants and cooperative agreements
  - Pre-Award - negotiation of budgets, period of performance, etc.
  - Award – determining terms & conditions of award, issuing Notices of Award
  - Post-Award - changes in the project (PI, effort, budget, scope, etc.), answering questions related to the Notice of Award (NoA), the reporting requirements, etc.
- Ensures that all legal, regulatory, and policy requirements are met by NCI and the recipients during all stages of the award process

What are the Legal, Regulatory, & Policy Requirements?

- OGA – Standard Operating Procedures (SOPs)
- NCI – SOPs, Funding Policy, etc.
- NIH – NIH Grants Policy Statement (NIHGPS), NIH Guide Notices, Funding Opportunity Announcements (FOAs), etc.
- Others – a sampling:
  - Code of Federal Regulations – 45 CFR Part 75, 2 CFR Part 200
  - Public Laws – 109-282 (FFATA),
  - Office of Management & Budget – OMB Circulars
  - US Code – 44 USC Chapter 35 (Paperwork Reduction Act)

Office of Grants Administration (OGA) Overview

- https://mynci.cancer.gov/nciataglance/organization/directory/nci/od/om/oga
- Offices located in Shady Grove and Frederick
- Organizational Structure:
  - Director/Chief Grants Management Officer
  - Deputy Director
  - 4 Branches – 3 Grants Branches, 1 Business Operations Branch
  - 2 Teams per Branch for a total of 8 teams - 6 Grant Teams, 2 Business Operations Teams
  - Each Team has between 5 & 8 individuals
    - Currently 35 Grants Management Specialists (GMS)
  - 59 total staff

OGA Organization

Crystal Wolfrey, Director
Sean Hine, Deputy Director

Crystal Wolfrey (Acting), Branch Chief, Branch A	**Shane Woodward, Branch Chief, Branch B**	**Carol Perry, Branch Chief, Branch C**	**Sean Hine (Acting), Branch Chief, Business Operations Branch**
	Jaime Montes, Lead Specialist	Alice Wong, Lead Specialist	Hue Train, Program Specialist
			Nailah Agyemann
Amy Bartosch, Team Leader, Team 1	**Dawn Mitchum, Team Leader, Team 3**	**Carol Perry (Acting), Team Leader, Team 5**	**Bryan Baker, Team Leader, Business Operations Branch, Team 1**
Sabrina Oasan	Ashley Salo	Ashley Utter	Anna Shaner
Funmi Elesinmogun	Cornice Young	Becky Brightful	Emily Driskell
Nicole Franklin	Justin Birken	Dianna Bailey	Joe D'Avella
Kaitaia Fu	Sarah Lee	Jackie Saval	Nicole Jones
Rogers Gross	Taneshia Shelton	Mohammed Kurtom	
Tracie McGraw	Chelsea Daly	Romy Reis	
Mutema Nyankale, Team Leader, Team 2	**Shane Woodward (Acting), Team Leader, Team 4**	**Jason Gill, Team Leader, Team 6**	**Stacey Kocher, Team Leader, Business Operations Branch, Team 2**
Barb Hodgkins	Alania Foster	Angela Walters	Eugenia Chester
Jake Pritchard	Aubrey Bell	Candace Cofie	Kevin Jackson
Kerry Gastley	Kimery Griffin	Christina Williams	Lisa Vytlacil
Long Nguyen	Leslie Hickman	Debra Sowell	Robert Jones
Marianne Galcyznski	Martinson Owusu	Jennifer Meininger	Imran Omair
Viviana Knowles	Michael Kluk	Joy Kearse	Ayehualem Anteneh
			Leon (Shiliang) Qian
			Kavya Gadiraju

OGA Office of the Director

- Provides leadership, direction, and operational oversight

- Director is also NCI-designated Chief Grants Management Officer (CGMO)
  - 1 CGMO per NIH Institute/Center (IC)
    - Crystal Wolfrey
  - Provides leadership for the office which is responsible for the business and fiscal management of NCI's grant portfolio (over 7,000 grants, over 10,000 award actions)

OGA Office of the Director - Responsibilities

- Monitoring the financial assistance process
- Evaluating and monitoring the business management capability and performance of applicant organizations and recipients
- Evaluating and monitoring the internal operating procedures of the grant award process
- Interpreting and developing financial assistance policy
- Appointing and overseeing other Grants Management Officers (i.e. Specialists and other staff who can sign Notices of Award and obligate funds)

OGA Grants Management Branches

- Branch Chiefs and Team Leaders serve as liaisons within NCI for specific cancer research areas:
  - Shane Woodward – DCTD, OHAM, SBIR
  - Carol Perry – DCCPS, CRCHD
  - Crystal Wolfrey – DCC, DDES, DEA, OD
  - Mutema Nyankale – DCB
  - Amy Bartosch – DCP
  - Dawn Mitchum – CSSI, CGH, CCG
  - Jason Gill – CCT
- Help facilitate special grant program needs – FOAs, Funding Plans, special terms of award, etc.

OGA Grants Management Branches, cont'd

- Grants Management Specialist (GMS) assignments are organized by extramural institution - https://www.cancer.gov/grants-training/manage-award/contacts

- Why?
  - Facilitates an in-depth understanding of the recipient's business administration practices
  - Helps to identify any concerns with a recipient's business practices quicker
  - Develops strong collaboration between the GMS and the recipient organization
  - Minimizes the requests for duplicative institutional information and oversight at each institution

Where Does OGA Fit In?

- Funding Opportunity Announcement (FOA) Review –
  - Grant Team Leaders review draft FOA prior to publication for any grants management related concerns
  - Grants Management contact will be listed in the FOA to address any questions

- After Review (IRG & NCAB) & Funding Selection
  - GMS will contact the applicant to request additional information
    - Just in Time Information (JIT) – Cannot be more than 120 days old at the time of award
    - Any other information needed to adequately determine the capability of the applicant organization to manage Federal Funds appropriately

Where Does OGA Fit In? cont'd

- After Award Issued -
  - Questions regarding the Notice of Award
    - Terms & conditions
    - Budget
    - Period of support

- Research Performance Progress Report (RPPR) Submission -
  - Questions about:
    - due dates
    - what to include
    - how to interpret instructions
  - GMS, in cooperation with Program, will follow up with recipient to address any missing items, to clarify any inconsistencies, etc.

Where Does OGA Fit In? cont'd

- Prior Approval requests – must go through Authorized Organization Representative (AOR) for submission to NCI

- Examples of common Prior Approval requests:
  - Significant reduction in effort for PI and/or Senior/Key Personnel
  - Changes in scientific Scope – Change in Human or Animal subjects use, modified aims, etc.
  - Carryover of unobligated balances – for awards that do not have automatic carryover authority

Recent Grant Policy Updates

- Genomic Data Sharing (GDS)
  - https://datascience.cancer.gov/data-sharing/genomic-data-sharing
- Clinical Trials Access Policy
  - Requires results to be reported within 12 months of completion date
  - https://grants.nih.gov/grants/guide/notice-files/NOT-CA-15-011.html
- Clinical Trial Requirements for Grants & Contracts
  - Grants with clinical trials must apply to specific announcements
  - https://grants.nih.gov/policy/clinical-trials.htm

Recent Grant Policy Updates

- Single IRB
  - All multi-site clinical trials must use one IRB of record
- Human Subjects System (HSS)
  - Replaced previous Inclusion Management System (IMS)
  - Consolidates human subjects and clinical trial information
  - https://era.nih.gov/help-tutorials/hss
- Common Rule (see NOT-OD-19-050)
  - Removal of requirement for IRB approval of application
  - New categories of research exemption

Helpful Hints from OGA

- Ensure publications are compliant prior to RPPR submission
- Send in prior approval requests early. Use Commons when possible.
- If you plan on moving (transferring your grant), notify NCI early so we can guide you through the process
- Read through all the terms on your NoA
- Contact the GMS or PD when you have questions

Thank you…

U.S. Department of Health and Human Services
National Institutes of Health | National Cancer Institute

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