Welcome to Submitting a Sponsored Project Application: For New Researchers
Presenters

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Agenda

• Grant Submission: *Policies, Processes, Timeframe*
• Electronic Proposal Submission
• Budget Considerations
• Partners Research Management: *Roles & Responsibilities*
• Responsible Conduct of Research
• Closing Remarks & Resources
Lifecycle of A Simple Award

- Find & Prepare Proposal
- Institutional Review & Submittal
- Sponsor Review & Award
- Award Negotiation
- Award Set-Up
- Award Administration
- Award Closeout

The Starting Point: Our Discussions

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MGH Grant Submission Policies

• Be Proactive – work with your grant administrator.
  – They can be helpful with
    • Deadlines and policies
    • Sponsor requirements & policies
    • Overall grant application preparation, especially budget

• All grants and contracts must be reviewed and approved by Partners Research Management.

• Partners Research Management submission timelines
  – Electronic submissions via Grants.gov
    • 10 Business Days for Grants.gov & Other Electronic submissions (administrative sections Only)
    • 5 Business Days final submission including science section
  – All others
    • 10 Business Days (administrative sections and rough draft of science)
TIMEFRAMES TO CONSIDER

**The Idea**

1 YEAR TO 3 MONTHS BEFORE
- Start reviewing the due dates
- Have idea of sponsors to submit to

3 MONTHS BEFORE
- Have abstract ready to be written
- Thoughts of application
- Find sponsor options

AS SOON AS YOU DECIDE TO APPLY BUT NO LATER THAN 1 MTH BEFORE DEADLINE
- Begin application process...(let admin know which projects and due dates)
- Start info-ed record & applications admin piecs

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TIMEFRAMES TO CONSIDER

The INSTITUTIONAL SUBMISSION DATES

**3 WEEKS BEFORE**
- Complete the Info-Ed record setup
- Admin pieces of application form set

**12 BUSINESS DAYS BEFORE**
- Submit the application to department admin for review
- (10 business days if submitting directly to RM) via Info-Ed

**12 TO 5 BUSINESS DAYS BEFORE**
- Finish up application science sections for submission
- Make any edits required for submission from RM review

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TIMEFRAMES TO CONSIDER

The SPONSOR SUBMISSION

5 BUSINESS DAYS BEFORE
- Submit the final application to RM for submission (Electronic Apps only).

5-3 DAYS BEFORE
- Review application submission in NIH ERA Commons account.

DUE DATE
- Relax! You have completed the submission on time!
INFO-ED PD
https://infoed.partners.org
**Setup Questions**

Please answer all questions completely. If your proposal has no deadline date, enter a default date of 10 business days from today.

Note that the phrase "Flow Through Projects" refers to Subcontracts "in" from another institution. Please select "Yes" and choose the Originating Sponsor if this proposal is a Subcontract/Flow Through Project.

**Proposal Mechanism/Form Information**
- **Proposal Sponsor** is set to Boston University School of Medicine.
- **Is this a flow through Project? (NIH-National Institutes of Health)**: Yes
- **Yes** Is this a US Federal sponsored project? Yes
- **Yes** Will this be a proposal to PHS, NIH or one of the branches of NIH?

**Deadline Information**
- **Deadline Date**: 31-Mar-2012
- **Deadline Time**: 5:00:00 PM
- **Deadline TimeZone**: (GMT-5:00) Eastern Standard Time

**General Proposal Properties**
- **Associated Departments**: Molecular Biology 2BA - MGH

**Because you indicated that this proposal is to PHS/NIH**
- **Are** Will this proposal be using a Modular budget?

**Budget Setup Information**
- **Select the Program Type**: MGH

**Cost Sharing Information**
- **Which department or organization will be responsible for any cost sharing on the proposal?**
  - Molecular Biology 2BA - MGH
- **Are** Does this program or application have any funding caps or ceilings?
- **Are** Does the sponsor expect any financial contribution(s) from your institution?
### Budget Items

**Vend and Year**
Buck Samuel - Molecular Biology 28AA - MGH (NIH-NIDDK National Institute of Diabetes and Digestive and Kidney Diseases)

**Budget**

<table>
<thead>
<tr>
<th>Budget Items</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Costs</td>
<td></td>
</tr>
<tr>
<td><strong>Type</strong></td>
<td><strong>Effort</strong></td>
</tr>
<tr>
<td>Key</td>
<td>100.00</td>
</tr>
<tr>
<td>Key</td>
<td>1.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>81,000.00</td>
</tr>
</tbody>
</table>

**Non-Personnel Costs**

| **Type** | **Effort** | **Period 1** | **Period 2** | **Period 3** | **Period 4** | **Period 5** | **Total** |
| Material & Supplies | | | | | | | |
| **Supplies and other** | 25,000.00 | 25,000.00 | 25,000.00 | 25,000.00 | 25,000.00 | 125,000.00 |
| **Total** | 25,000.00 | 25,000.00 | 25,000.00 | 25,000.00 | 25,000.00 | 125,000.00 |

**Subcontracts**

**Subprojects**

| **Type** | **Effort** | **Period 1** | **Period 2** | **Period 3** | **Period 4** | **Period 5** | **Total** |
| Final | 105,600.00 | 105,232.00 | 105,896.64 | 111,594.57 | 113,326.45 | 542,640.68 |
### Budget Details

**Budget Detail for:** Buck Samuel  
**Select:** First  
**Middle:** Last  
**Suffix:** Samuel  
**Department:** Molecular Biology 25AA - MGH

<table>
<thead>
<tr>
<th>Type</th>
<th>Calendar</th>
<th>Start/End</th>
<th>Base Salary</th>
<th>Fringe Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Amount:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Salary/Career Information**

- **Type:** Calendar  
- **Start/End:** Per Appt

**Monthly:**

- **Continue Salary past appointment end:** Recycle Salary on the Annual Anniversary (respecting effective date)
- **Annual Inflation:** 0%
- **Base Inflation:**
- **Salary ends on the Appointment end date:**
- **Amount:**
- **Total:** $1,600.00

**Project Responsibilities**

- **Personnel Type:**
- **Key Personnel:**
- **Role on Project:**

**Time and Effort Levels on Project**

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Period</th>
<th>Effort</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-Sep-2012</td>
<td>31-Aug-2013</td>
<td>Sep-12</td>
<td>100.00%</td>
</tr>
<tr>
<td>01-Sep-2013</td>
<td>31-Aug-2014</td>
<td>Sep-13</td>
<td>100.00%</td>
</tr>
<tr>
<td>01-Sep-2014</td>
<td>31-Aug-2015</td>
<td>Sep-14</td>
<td>100.00%</td>
</tr>
<tr>
<td>01-Sep-2015</td>
<td>31-Aug-2016</td>
<td>Sep-15</td>
<td>100.00%</td>
</tr>
<tr>
<td>01-Sep-2016</td>
<td>31-Aug-2017</td>
<td>Sep-16</td>
<td>100.00%</td>
</tr>
</tbody>
</table>

**Effort:**

<table>
<thead>
<tr>
<th>Period</th>
<th>Effort ACAD</th>
<th>Cal</th>
<th>SUMR</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep-12</td>
<td>100.00 %</td>
<td>0.00</td>
<td>12.00</td>
<td>0.00</td>
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<td>100.00 %</td>
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<td>12.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Sep-14</td>
<td>100.00 %</td>
<td>0.00</td>
<td>12.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Sep-15</td>
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<td>0.00</td>
<td>12.00</td>
<td>0.00</td>
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<tr>
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<td>100.00 %</td>
<td>0.00</td>
<td>12.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Sep-17</td>
<td>100.00 %</td>
<td>0.00</td>
<td>60.00</td>
<td>424,650.00</td>
</tr>
<tr>
<td>Start Date</td>
<td>End Date</td>
<td>Effort</td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------</td>
<td>----------</td>
<td>--------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01-Sep-2012</td>
<td>31-Aug-2013</td>
<td>100.00 %</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01-Sep-2013</td>
<td>31-Aug-2014</td>
<td>100.00 %</td>
<td></td>
<td></td>
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<tr>
<td>01-Sep-2014</td>
<td>31-Aug-2015</td>
<td>100.00 %</td>
<td></td>
<td></td>
</tr>
<tr>
<td>01-Sep-2015</td>
<td>31-Aug-2016</td>
<td>100.00 %</td>
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<tr>
<td>01-Sep-2016</td>
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<table>
<thead>
<tr>
<th>Period</th>
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<th>CAL</th>
<th>SUMR</th>
<th>Amount</th>
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</thead>
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<td>81,600.00</td>
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<td>83,333.00</td>
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<td>12.00</td>
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<td>84,794.46</td>
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<tr>
<td>Sep-16</td>
<td>100.00 %</td>
<td>0.00</td>
<td>12.00</td>
<td>0.00</td>
<td>85,526.44</td>
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<tr>
<td>Sep-17</td>
<td>100.00 %</td>
<td>0.00</td>
<td>60.00</td>
<td>0.00</td>
<td>434,450.00</td>
</tr>
</tbody>
</table>
To check on COI Deliverables, click here.

Completed

Components for Initial Application

Pre-Review Route: 10-Day DRAFT Proposal Review Submit Pre-Review

All documents required for this proposal must be uploaded here. Please consult the Partners Research Management Proposal Submission Checklist for requirements.

Please Note:
1) Partners Cover Sheet - This is included in PD as an eForm and will always be displayed in the Forms list below. Please click the “Open” button to complete the form.
2) Conflict of Interest (COI) Forms - This form is now generated electronically based on the information entered into the budget in PD. All Partners personnel required to complete a COI disclosure will receive notification via email once the proposal is submitted to routing. Please see here for detailed instructions.

Required documents might include:

- Proposal file(s) (e.g., Adobe SF424 file, PH539B form set as a single PDF, or other Sponsor application forms)
- Sponsor guidelines (not required for NIH Parent Announcements)
- Statement of Intent/Statement of Work to be signed by Grants & Contracts, for proposals that are subcontracts "in" from another institution
- Signed Statement(s) of Intent/Statement(s) of Work from collaborating institution(s), for proposals that contain subcontracts "out" to another institution

Naming Convention for Documents:
Enter the Name of the document using the following standard naming protocol. All documents should have the category of “Proposal”.

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Category</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preproposal</td>
<td>Proposal</td>
<td>Upload the sponsor form set as a single PDF—can be draft science in Draft Route</td>
</tr>
<tr>
<td>SOI</td>
<td>Proposal</td>
<td>Sub-contract Statement/Letter of Intent</td>
</tr>
<tr>
<td>CSF</td>
<td>Proposal</td>
<td>Cost Sharing Form</td>
</tr>
<tr>
<td>BT</td>
<td>Proposal</td>
<td>Budget Template – optional not required</td>
</tr>
<tr>
<td>Guidelines</td>
<td>Proposal</td>
<td>RFP, RFA, DDA Opportunity Number, only if Opportunity # is unique (Parent Guidelines v5a – PA-10-069)</td>
</tr>
</tbody>
</table>

Form Name: K01 Instructions Document Type: Other Supporting Documentation Open Status: N/A Action: Completed Form: N/A Remove: (Mandatory)

Electronic Research Proposal

Powered by infoEd Copyright © 2012 infoEd International, Inc.
Approval required: Montgomery, Gene regulation by small RNAs

From: PHS Research eSubmissions
To: Smith, Donna; PHS Research eSubmissions
Cc: 
Subject: Approval required: Montgomery, Gene regulation by small RNAs
Attachments:

Your approval is required for the following proposal in InfoEd PD:

PI: Taiowa Montgomery
Proposal Number: 2012D000202
Department: Molecular Biology 28AA - MGH
Proposal Deadline Date: 12-Feb-2012
Title: Gene regulation by small RNAs

This proposal is in DRAFT mode.

Steps to complete review:
1. Open the proposal via the following link: Reviewer Dashboard
2. If you are not already logged into InfoEd, you will be prompted to enter your NT username and password.
3. Review everything under "Items(s) for Review". Click the open folder icon to individually view each attachment added to the proposal as well as the Partners Electronic Coversheet.
4. Add any comments by clicking the expand button and typing in the text box.
5. Select a decision and then click the Submit Decision button. This is the ultimate and final action required of you. If you are the PI you will also have to Accept the PI Assurance Statement.

NOTE: This link to the Reviewer Dashboard is uniquely tied to this proposal and your email address. Please do not forward this message.

For further instructions on reviewing proposals please use the Online Manuals

Questions regarding the content of the proposal should be directed to the PI, Dept Admin, or Pre-Award GA as appropriate. Questions about the InfoEd software application can be sent to: esubmissions@partners.org.

Please note this message has been sent to both your InfoEd and Partners Email Inbox.

The Application:

Let’s Review an Annotated SF424
Budget Development: Considerations

• How much money do you need to do the proposed work?
• Is there a maximum allowable budget?
• What costs will the sponsor allow?
  o Restrictions on Direct costs?
  o Facilities & Administrative costs?
NIH Detail Budgets

- All Budgets requesting more than $250K direct per year.
- Detailed Justification by Categories

<table>
<thead>
<tr>
<th>Pros</th>
<th>Cons</th>
</tr>
</thead>
<tbody>
<tr>
<td>You will have considered all costs needed for project and have a more realistic application submitted</td>
<td>Your budget will need to be developed in detail by category—more time to develop up front</td>
</tr>
<tr>
<td>You will not need to Cost Share in the expenses as frequently with a clear sense of real costs</td>
<td>Some PIs’ believe that this type of budget gets scrutinized more during review</td>
</tr>
<tr>
<td>You can eventually develop a Burn Rate to help you develop the budget needed</td>
<td>Some Reviewers may interpret some of the expenses requested unnecessary for the work proposed</td>
</tr>
</tbody>
</table>

**For all NIH Budgets where more than $500K in direct costs per year are needed; you will need to request up front written permission to apply from the Institute within NIH to apply. This can take up to an additional 6 weeks to get, consider this when you are thinking about applying.**
Budget Development: Direct Costs

- Can be identified specifically with a particular sponsored project
  --Must Give Direct Benefit to the project at hand

Examples of Direct Costs:
- Salary and Fringe Benefits
- Laboratory Supplies
- Travel
- Equipment
- Animals & Housing
- Subcontracts
- Patient Care
Budget Development: Facilities and Administrative Costs

• “F&A”, “Indirect Costs” or “Overhead”

• Incurred for common or joint objectives, and, therefore, cannot be identified readily and specifically with a particular sponsored project, an instructional activity, or any other institutional activity (“secondary” costs)

• F&A costs are REAL COSTS!

Examples of F&A Costs:
Building utilities and maintenance
Rent & Depreciation
Administration
What is a Burn Rate?

• A Burn Rate is an average amount of money that is spent over a period of time over the number of wet-lab employees spending the money; you can develop a burn rate to use in later proposals you apply for if the science will remain consistent.

• You can develop a burn rate over broad expenses or break it up into detailed categories...i.e..a burn rate for a whole lab versus a burn rate for a particular project, or fund number within a lab.
Push the Button!

- All applications for federal grants are submitted by RM to Grants.gov
- Don’t delay until last day! System errors can cause a proposal to be late.
- RM maintains MGH’s enrollment in Grants.gov, eRA Commons, Proposal Central, NSF Fastlane, DOD/CDMRP, NIH Loan Repayment Program, etc.
- Enrolls PI’s, Fellows in NIH eRA Commons
Research Management – Pre Award Review

• RM provides the institutional review & signatory approval for Partners on behalf of MGH.
• Awards are made to MGH, not to the P.I.
• MGH is responsible for the oversight of all its sponsored research projects.
• RM Grants Administrator (GA) reviews proposal to insure compliance with federal and Partners policies regarding sponsored research.
• GA advises PI’s on the sponsor’s guidelines and requirements.
RM Pre Award Compliance

• Review & maintain accurate proposal and Progress Report data in InfoEd database.
• Maintain the Partners electronic Conflict of Interest system and insure annual compliance.
• Coordinate with IRB, IACUC, RVL, PCRO, Development & collaborating academic research departments.
RESPONSIBLE CONDUCT OF RESEARCH

WHO:
- Trainees, postdoctoral fellows, students and career-development recipients under award mechanisms (e.g., T32, F32, K08) identified in the NIH notice dated November 24, 2009; and
- NSF-supported students and postdoctoral fellows as identified in the Federal Register notice dated August 20, 2009.

WHAT:
The training consists of 3 parts:
- PHS Seminar – offered two to three times per year alternating between the BWH and MGH campus.
- On-line training through the CITI (Collaborative Institutional Training Initiative) RCR Modules that can be accessed by any computer with an Internet connection. CITI instructions are available on the CITI RCR Modules page.
- Participation in no less than four lecture/discussion offerings identified as eligible for RCR credit.
- Senior fellows and career award recipients (including F33, K02, K05, and K24 awardees) may fulfill the requirement for instruction in responsible conduct of research by participating as lecturers and discussion leaders.
RESPONSIBLE CONDUCT OF RESEARCH

WHEN:
• THE PHS Seminar and the CITI component must be completed within the first 12 months of appointment to the NIH or NSF award.
• The lecture component must be completed within 12 months of attendance at the PHS seminar
• Once every 4 years

WHERE:
The PHS Seminars are held two – three times per year.
• The next session is on 1/31/12, 4:00-8:00pm, BWH Bornstein Auditorium

For more information:
• MGH Research Compliance Website
• http://mghresearch.partners.org/Research_Compliance/ResearchComplianceHome.aspx
• Click on Responsible Conduct of Research to the left
Proposal Submission Stats

Research Activity by Sponsor Type (PHS)

<table>
<thead>
<tr>
<th>Sponsor Type</th>
<th>FY10</th>
<th>FY11</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>NIH</td>
<td>2,196</td>
<td>2,039</td>
<td>-7.2%</td>
</tr>
<tr>
<td>ARRA</td>
<td>48</td>
<td>21</td>
<td>-56.3%</td>
</tr>
<tr>
<td>Other Fed</td>
<td>242</td>
<td>176</td>
<td>-27.3%</td>
</tr>
<tr>
<td>Industry</td>
<td>772</td>
<td>809</td>
<td>4.8%</td>
</tr>
<tr>
<td>Non Profit</td>
<td>2,238</td>
<td>1,601</td>
<td>-36.9%</td>
</tr>
<tr>
<td>Foundation</td>
<td>405</td>
<td>945</td>
<td>133.3%</td>
</tr>
<tr>
<td>All Other</td>
<td>112</td>
<td>185</td>
<td>68.4%</td>
</tr>
<tr>
<td>Total</td>
<td>6,303</td>
<td>5,776</td>
<td>-8.1%</td>
</tr>
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<table>
<thead>
<tr>
<th>Sponsor Type</th>
<th>FY10</th>
<th>FY11</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHS</td>
<td>3,085</td>
<td>2,798</td>
<td>-8.3%</td>
</tr>
</tbody>
</table>

FY11 PHS Proposal Submissions
- NIH: 2,093, 25%
- Industry: 898, 14%
- ARRA: 43, 1.6%
- Foundation: 945, 15.6%
- Others: 945, 15.6%
- Total: 6,303

FY10 & FY11 Proposal Submissions
- NIH: 2,196, 2,039, -7.2%
- Industry: 772, 809, 4.8%
- Non Profit: 2,238, 1,601, -36.9%
- Foundation: 405, 945, 133.3%
- Others: 48, 21, -56.3%
- Total: 6,303, 5,776, -8.1%
Customer Service Survey - Grant Application Submission Process

**Good - Excellent**

<table>
<thead>
<tr>
<th></th>
<th>PI's</th>
<th>Dept Admins</th>
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<tr>
<td>May 09</td>
<td>41%</td>
<td>60%</td>
</tr>
<tr>
<td>Jan 10</td>
<td>74%</td>
<td>90%</td>
</tr>
<tr>
<td>Jun 10</td>
<td>68%</td>
<td>88%</td>
</tr>
<tr>
<td>Jan 11</td>
<td>72%</td>
<td>79%</td>
</tr>
<tr>
<td>Jun 11</td>
<td>72%</td>
<td>83%</td>
</tr>
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</table>

**Poor - Fair**

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<th>Dept Admins</th>
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<td>30%</td>
<td>21%</td>
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<td>Jan 10</td>
<td>12%</td>
<td>7%</td>
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<tr>
<td>Jun 10</td>
<td>18%</td>
<td>9%</td>
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<tr>
<td>Jan 11</td>
<td>17%</td>
<td>9%</td>
</tr>
<tr>
<td>Jun 11</td>
<td>10%</td>
<td>9%</td>
</tr>
</tbody>
</table>
Resources

**Partners Research Management Internet**
Homepage - [http://resadmin.partners.org/RM_Home/default.aspx](http://resadmin.partners.org/RM_Home/default.aspx)
Proposals - [http://resadmin.partners.org/RM_Home/Proposals/Proposals.aspx](http://resadmin.partners.org/RM_Home/Proposals/Proposals.aspx)

**MGH Research Intranet**

**NIH**
New and Early Stage Investigator
About Grants - [http://grants1.nih.gov/grants/about_grants.htm](http://grants1.nih.gov/grants/about_grants.htm)
Types of Grants - [http://grants1.nih.gov/grants/funding/funding_program.htm](http://grants1.nih.gov/grants/funding/funding_program.htm)

**Funding Opportunities/Announcements**
MGH Research Intranet - [http://mghresearch.partners.org/Grants_Funding/FundingOpportunities.aspx](http://mghresearch.partners.org/Grants_Funding/FundingOpportunities.aspx)
Grants.gov - [http://www.grants.gov/applicants/find_grant_opportunities.jsp](http://www.grants.gov/applicants/find_grant_opportunities.jsp)
GrantsNet - [http://sciencecareers.sciencemag.org/funding?CFID=21044&CFTOKEN=99872977](http://sciencecareers.sciencemag.org/funding?CFID=21044&CFTOKEN=99872977)
http://resadmin.partners.org/RM_Home/default.aspx
QUESTIONS???