

- 1) All James & Esther King and Bankhead Coley applications must be on the approved list of applicants provided by Wendy Malorzo in the UF Health Cancer Center. The Ed and Ethel Moore Alzheimer's Disease proposals were approved by Sobha Jaishankar in the Division of Research Program Development.
- 2) Eligible applicants can be PI on **one** application to the Bankhead Coley program, and/or PI on **one** application to the James & Esther King program, and/or PI on **one** application to the Ed and Ethel Moore program. Applications must be different.
- 3) PI submits the application online per applicable RFA.**
- 4) FCOIs are required for key personnel.
- 5) The sponsor is not FDOH. Use one of the following as appropriate:
 - a. FL DEPT OF HLTH BIOMED RES PGM/J&E KING
 - b. FL DEPT OF HLTH BANKHEAD-COLEY RE
 - c. FL DEPT OF HLTH ED ETHEL MOORE ALZHEIMER
- 6) Be sure that the RFA is showing up (it is not correct to use "other" as each of these programs will show up as an RFA by name)
- 7) Work must be in Florida – the department can get an exemption if the services are essential and are less than 10% of the requested amount.
- 8) Maximum award amount includes IDCs.
- 9) Maximum amount of funding depends on the grant mechanisms described in the opportunity announcement.
- 10) The IDC rate is 15% TDC. In the UFIRST budget select IDC base "TDC less Subcontracts".
 - a. If the proposal has a subaward, the subaward IDCs count in the overall IDCs
 - b. Only the subaward direct costs go on the contractual budget line.
 - c. The subaward IDCs are added to our IDCs and that total is listed on the indirect cost line on the budget.
 - d. The budget justification should show the IDC split between UF and the subawards
- 11) The salary base uses the Federal Executive Level 2 salary cap, currently \$187,000.
- 12) If using consultants, letters need to be included from the consultants that list their rate/charges, and can be no more than 10% of the total budget.
- 13) DSP signs the budget form.