

# GSK Fellowships: Federal and Non-Federal Sponsors



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# Fellowship Basics



# What is a Fellowship

A **Fellowship** is a **grant** to support academic work, research, training, and independent projects.

**Pre-doc Fellowship:** grant support to enable promising students to obtain **individualized, mentored research training** from outstanding faculty sponsors while conducting dissertation research

**Post-doc Fellowship:** grant support to enhance the research training of promising candidates who have the potential to become **productive, independent investigators** in scientific health-related fields.

# Preparation / Pre-Application



## Step 1: *Find a Mentor*

Mentor should:

- Be your advisor, advocate, critic and instructor
- Be well respected in the field of research you are proposing to do fellowship research in
- Have active grant funding to support your research costs
- Experience with training
- No novices.



See NIAID's [Know What to Look for When Choosing a Mentor](#)



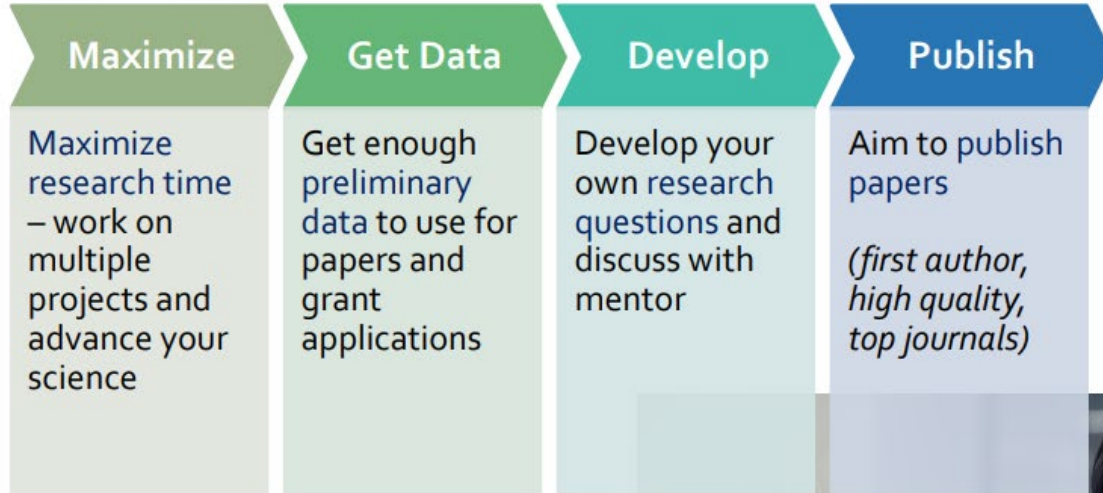
*Think about a co-mentor to fill gaps.*

## Step 2: *Develop the relationship with your Mentor*

- Communicate regularly – have regular meetings to discuss your work and progress.
- Be proactive and ask to:
  - Attend conferences and present posters
  - Contribute to writing initial drafts of mentor's grant application narratives, publication manuscripts or progress reports



## Step 3: *Develop your research*



# Funding Opportunities



# Finding Funding Opportunities

- **Pivot:** is a global funding database helpful for creating customized funding searches. It is subscribed for all members of the MSK research community: [Finding Funding at PIVOT](#)
- **FOW List:** includes all active funding opportunities from the weekly newsletters [Research and Technology Management - FOW](#)
- **Notices List:** includes all notices that have been in the newsletter since 2018 [Research and Technology Management - NIH Notices](#)

# Examples of Fellowships

- **NIH: Ruth L. Kirschstein Predoctoral Fellowship**
  - **Parent F31 (PA-23-272):** <https://grants.nih.gov/grants/guide/pa-files/PA-23-272.html>
    - Forms-I Application Instructions: <https://grants.nih.gov/grants/how-to-apply-application-guide/forms-i/fellowship-forms-i.pdf>
    - Formatting and Page Limits: <https://grants.nih.gov/grants-process/write-application/how-to-apply-application-guide/page-limits>
    - Referee/Reference Letter Guidance: <https://grants.nih.gov/grants-process/write-application/advice-on-application-sections/reference-letters>
    - Senior Key Personnel Roles: <https://www.niaid.nih.gov/grants-contracts/team-roles-agreements>
  - **Parent F32 (PA-23-262):** <https://grants.nih.gov/grants/guide/pa-files/PA-23-262.html>
- **Foundations/Non-Federal**
  - **Damon Runyon Fellowship**

# Grants & Contracts



# Find Your Grants Manager (GM) & Research Finance Manager (RFM)



GM Contact List

RFM Contact List

RTM IT

RTM Information Technology

Please utilize the filters to display data.

Click on the RTM IT banner on the left to open up a Remedy ticket; please include the name of this report in your ticket details.

## Grants Manager (GM) Contact List

| PI Name           | Dept/Prog/Service  | Grants Manager | Email             |
|-------------------|--------------------|----------------|-------------------|
| Baum, Michael     | CARDIOLOGY SERVICE | Mieles, Yvette | MielesY@mskcc.org |
| Chan, Angel       | CARDIOLOGY SERVICE | Mieles, Yvette | MielesY@mskcc.org |
| Chen, Carol       | CARDIOLOGY SERVICE | Mieles, Yvette | MielesY@mskcc.org |
| Gupta, Dipti      | CARDIOLOGY SERVICE | Mieles, Yvette | MielesY@mskcc.org |
| Johnson, Michelle | CARDIOLOGY SERVICE | Mieles, Yvette | MielesY@mskcc.org |
| Kosmidou, Ioanna  | CARDIOLOGY SERVICE | Mieles, Yvette | MielesY@mskcc.org |
| Liu, Jennifer     | CARDIOLOGY SERVICE | Mieles, Yvette | MielesY@mskcc.org |

Grants Manager

Mieles, Yvette

Dept/Prog/Service

CARDIOLOGY SERVICE

PI Name

(All)

Job Family Group

Faculty

**GM Contact for GSK students:**  
**Alana Zbaren**  
**([zbarena@mskcc.org](mailto:zbarena@mskcc.org))**



One system for the life of a grant

**As of 12/14/20, all proposals and awards are managed in eGrants.**

Contact your **Grants Manager (GM)** if you need an eGrants account.

Researchers are strongly encouraged to **plan ahead and submit proposals as early as possible** before the sponsor deadline.



For more information, including eGrants user guides, training videos, and a list of Change Champions, visit our **[eGrants page](#)**. Questions may also be directed to your **[Grants Manager](#)**.



# Proposal Submission Deadline Policy

## Three tier system (Submit to G&C)

- **10 business days** in advance submit:  
*Sub-award* information (if applicable)
- **5 business days** in advance submit:  
*final budget* and all *administrative components*
- **3 business days** in advance submit:  
the *scientific documents*

## WHY?

- To ensure sufficient time is reserved for a full administrative review and submission of a complete and error-free application.

## What if the application is submitted to G&C LESS THAN 3 DAYS IN ADVANCE?

- Every effort will be made to ensure your application is submitted to the appropriate agency with all requisite elements, but it may not be possible.

Grants and Contracts Proposal Submission Policy  
(October, 2016)

# Application Development Tools

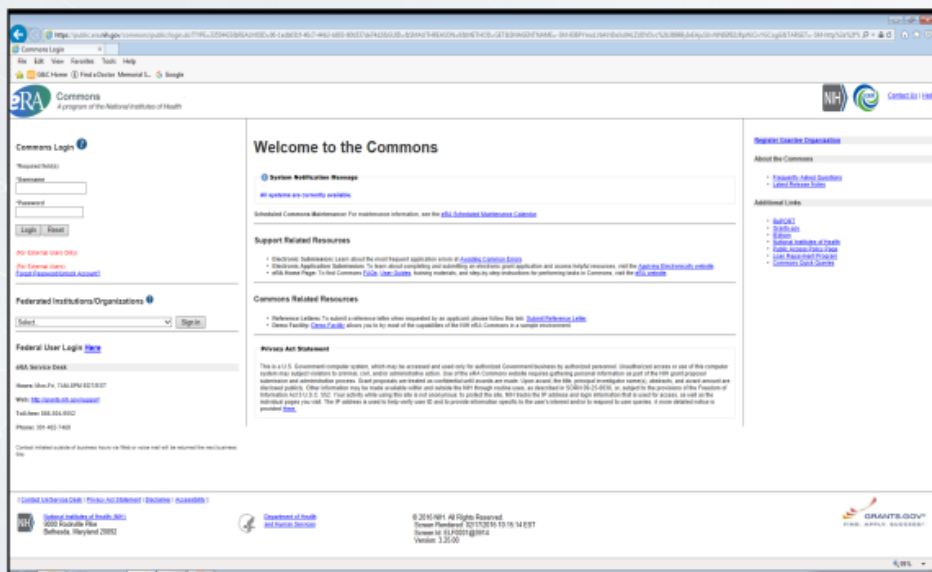
Plan & Submit: Find Resources at [Application Development Tools](#)

- **Application Development Tools**
  - Application Checklists
  - Budget Tools
  - Standard Application Task Organizer
- **MSK Information**
  - Institutional Facts
  - Policies and Guidelines
  - Application Development FAQs
  - Library Tools



**eRA Commons** is an online interface used to manage and share grants administration information with the NIH.

MSK investigators must have an eRA commons **user ID** in order to be the PI of an NIH supported application.



To obtain an eRA commons user ID contact:  
[zzPDL\\_RTM\\_ORPAOperations@mskcc.org](mailto:zzPDL_RTM_ORPAOperations@mskcc.org)

# ORCID IDs

Individuals supported by research training, fellowship, research education, and career development awards will be required to have [ORCID iDs](#) (Open Researcher and Contributor Identifiers) beginning in FY 2020.

**ORCID iDs** are **unique, persistent digital identifiers** that distinguish individual investigators and can be used to connect researchers with their contributions to science over time and across changes of name, location, and institutional affiliation.

- ✓ These free identifiers are assigned and maintained by the non-profit organization [ORCID](#).
- ✓ Be sure to [link your ORCID ID to your eRA commons](#) profile.

Need an ORCID ID: [register-for-an-orcid-id.pdf](#)

# Budget Basics

- **Budget** –A detailed statement outlining estimated project costs (direct and indirect) to support the sponsored project.
- **Direct Costs** – Expenses that are specifically associated with a particular sponsored project or activity and/or can be directly assigned to that project or activity with a high degree of accuracy.
- **Indirect Costs (a.k.a. Overhead, F&A)** – Institutional expenses that cannot be specifically identified with a particular project or activity.

## *Developing a Budget*

There are two important steps when creating a budget:

1. [Contact your Grants Manager](#) (GM) and discuss the requirements of the budget – see [Budget Tools](#)
2. Develop a budget justification and send it to your GM  
See [MSK's NIH Budget Justification Guide](#).



# Development Managed/Co-managed Sponsors

**Office of Development:  
Manages or Co-manages (with G&C) Many Private Sponsors**

## Points to Note:

- Development team members help/guide investigators in developing and submitting grant applications to those sponsoring agencies.
- Find the Development contacts for corresponding sponsors at the FOW publications.
- A list of agencies can be found at the [Sponsors By Disease Type](#) SharePoint page.
- In case of any questions, contact Development at [foundations@mskcc.org](mailto:foundations@mskcc.org)
- For **co-managed sponsors**, work with both G&C ([your GM](#)) and Development.



# Development's Role

- Communicate with sponsor year-round to build and maintain productive working relationship
- Add open RFAs to Funding Opportunities Weekly newsletter/targeted outreach to PIs
- Receive check and deposit payment
- Send tax acknowledgements / thank you
- Track stewardship deadlines and request financial reports from Grants Accounting
- Manage post-award relationship (i.e. provide personalized updates throughout grant term, visits, renewal requests, etc.)

# Application Support

- For grant logistics work with Grants and Contracts and/or the Foundations Team
- For essay review, contact Thomas Magaldi or Julie Nadel

22



QUESTIONS

