

ESI and EVERYONE Grant AT A GLANCE

Grant Year	<ul style="list-style-type: none"> The ARLG Grant year runs from December 1st to November 30th of each year. If your grant spans two ARLG grant years (likely), the first year of your sub-award will end November 30th. Remaining budget dollars will be renegotiated with a new sub-award in the next ARLG grant year beginning December 1st.
Data Sharing	<ul style="list-style-type: none"> All data funded by your ARLG grant or sub contracts of this study must be provided to ARLG. Any barriers to data sharing should be clearly stated in your ESI grant application and will be considered by the Executive Committee during the review process. Data Use Agreement (DUA): Your contract with ARLG addresses data sharing obligations (Attachment 2).
Required Documents (minimum)	<ul style="list-style-type: none"> IRB: ARLG requires a copy of your institution's IRB approval of your research. The IRB application should state that your project will be sharing data with the ARLG. Training: CITI modules, NIH training. Finance: Modular budget, budget justification, and detailed Scope of Work. Data: At minimum, the ARLG data handling form (DCRI template), data collection forms (if applicable), data dictionary or file specifications, and data transfer agreement (DCRI will provide template).
ESI Obligations	<ul style="list-style-type: none"> Publications: A statement (see below) that identifies ARLG as a funding source for the research must be included in every manuscript/poster derived from the funded research. A copy of the ARLG publication policy will be provided to each ESI. Reports: The ESI will provide ARLG with quarterly updates and an End of Study Report to include identification of any additional funding received as a result of the ARLG project. Mentor/Mentee Evaluations: The ESI and the mentor will complete an annual confidential evaluation of the mentor and the ESI, respectively. The PL will provide the forms to each party.
Communication	<ul style="list-style-type: none"> Point of Contact: The ARLG Program Manager, Heather Cross will communicate with you until a Project Leader (PL) is assigned. The PL will be your main point of contact during your grant (funding) period. Periodic Calls: There will be a startup call initiated by the PL once the contract is near final. Future study calls and a communication plan will be determined during this call.
Training and Integration into ARLG programs	<ul style="list-style-type: none"> Required training: The ESI will receive formal training on Confidentiality, Patient Safety, and Regulatory affairs, offered by the DCRI/ARLG. The PL will provide scheduling information at the startup call. Integration: Opportunities for integration into ARLG mission and programs will be discussed with the PL and the ARLG Mentoring Committee Chair at the startup call.
Publications	<ul style="list-style-type: none"> Publications supported by the ARLG must contain the following statement <i>"Research reported in this publication was supported by the National Institute Of Allergy And Infectious Diseases of the National Institutes of Health under Award Number UM1AI104681. The content is solely the responsibility of the authors and does not necessarily represent the official views of the National Institutes of Health"</i>

Finance	<ul style="list-style-type: none"> • Additional funds: ARLG strongly encourages ESI to carefully assess budget needs during the initial submission process. If the need for additional funds is identified during the grant period, the ESI must submit a budget justification to the ARLG review committee. These will be approved on a case-by-case basis. • Subcontracts: Individuals or institutions that collaborate on your grant will have a subcontract with your institution and budget requirements for this effort should be included in your ESI grant application. • Invoicing: All invoices must be submitted no later than January 31st (2 months following the end of the grant year - Nov 30). The last invoice submitted during this period must be marked “final invoice”
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