

Guidelines for NIH Grants That Involve Collaboration With the Cleveland Clinic Lerner College of Medicine (CCLCM)

The following pre-award and post-award procedures should be followed for NIH grants that involve collaborating with the CCLCM (i.e., involves both CWRU (non-CCLCM) faculty and CCLCM faculty):

BUDGET

A consolidated budget page should be prepared that combines all the key personnel and other costs together, regardless of which "campus" is involved. That is, there would not be a separate line item for consortium costs. For internal purposes only, the CWRU costs (if it's a CCLCM grant) or the CCLCM costs (if it's a CWRU grant) would be listed on a separate budget page that each institution would keep on file. Only the consolidated budget page is submitted to NIH and, obviously, for modular grants, an itemized budget page isn't even submitted. Since the CWRU campus and the CCLCM campus are each at the same IDC rate of 53%, there should be no impact when computing indirect costs via the NIH 398 checklist page.

AWARD NOTICE

Once awarded, the campus, which receives the award, will issue that campus's notice of award to the "other" campus. This notice of award will detail the amount to be spent by budget category (based on the internal budget that was prepared for that campus and any subsequent revisions that may be required due to award reductions, etc.), as well as the performance dates. A copy of the governmental notice of grant award should be included to specify any terms and conditions associated with the award.

ACCOUNTING

The campus that receives the award will set up the account and budget the "other" campuses costs under a distinct expense class (at CWRU it will be expense class 3385) either within the main account or under a subaccount. It is assumed that the "other" campus will set up an account based on its internal budget for its piece of the award.

Payment between campuses will be made based upon a "Request for Inter-Campus Funds Transfer" form. This request form will be submitted no more frequently than monthly. This form is available from the CWRU Grants Accounting Office. Again, when transferring funds to the "other" campus per the "Request for Inter-Campus Funds Transfer" form, the main awardee campus will charge a unique "outside services" category on it's expense statement (at CWRU this will be expense class 3385). This will facilitate easy identification of inter-campus transfers and allow for easy tabulating of total funds transferred.