Funding Opportunity
NIH Shared Instrumentation Grant Program (SIG) (S10)
PAR-22-080
Link: Shared Instrumentation Grant (SIG) Program

REQUIRED PROCESS FOR SUBMITTING NIH SIG S10 PROPOSALS

Applicant organizations may submit more than one application provided that there is no duplication of equipment. The Office for Research manages the internal vetting process for this program through the office Core Facilities Administration (CFA).

Faculty interested in submitting a proposal are required to follow the instructions below. Proposals that do not follow the process below will not be submitted by Sponsored Research.

PROGRAM SYNOPSIS
The Shared Instrument Grant (SIG) Program encourages applications from groups of NIH-supported investigators to purchase or upgrade a single item of high-priced, specialized, commercially available instruments or integrated instrumentation system. The minimum award is $50,000. There is no maximum price limit for the instrument; however, the maximum award is $600,000.

Instruments supported include, but are not limited to: X-ray diffractometers, mass spectrometers, nuclear magnetic resonance spectrometers, DNA and protein sequencers, biosensors, electron and light microscopes, cell sorters, and biomedical imagers.

Three Major Users who have substantial need for the instrument must be identified. Each of these Major Users must be a PD/PI on a distinct active NIH research award (i.e., a grant or a cooperative agreement) in an area of basic, translational, or clinical research. Once the eligibility requirement has been met, additional users with active research awards from NIH or other sources may be added as Major or Minor Users. Investigators with funding from sources such as other Federal agencies (e.g., NSF, DoE, DoD), private foundations, or academic institutions, can be added as Major Users, provided they are engaged in basic, translational or clinical research and can demonstrate a substantial need for the instrument. Major Users supported by NIH grants should collectively use the instrument at the 35 percent level of the Accessible User Time AUT and the projects supported by NIH research awards (i.e., grants or cooperative agreements) should together use the instrument at the 75 percent level of the Accessible User Time (AUT) or higher.

The Major User group must meet the eligibility requirement at the time of submission. In addition, if/when the application is considered for funding, the SIG Program Staff will check that the Major User group eligibility requirement is also met at the time of award.

DEADLINES
Internal letters of intent due from PIs: **March 4, 2024 (11:59 PM)**
Submission status sent to PIs from CFA: **March 11, 2024**
NIH deadline, full proposal: **June 3, 2024 (5:00 PM local time)**

REQUIRED INTERNAL LETTER OF INTENT (LOI)

Required information for the internal letter of intent:

1. Principal Investigator (PI) Name, Department, School
2. Instrument name and description
3. Description and availability of similar instruments at NU
4. Justification of need
5. List of major users
6. Budget or quote for instrument
7. If the instrument will be housed in a core facility, provide
   a. Core Facility Name
   b. Letter of support (MUST be provided by Core Faculty Director). Link (Internal Letters of Support)
   c. Cost share budget and justification: cost share request must satisfy eligibility requirements referenced below
8. Anticipated instrument location: provide building, room #, and space owner
   a. Description of required renovations (if any)
   b. Letter of support from space owner committing that properly configured space will be provided for the lifetime of the instrument. Link (Internal Letters of Support)
9. Financial responsibility for continued operations of equipment
   a. Letter of support from organizational unit responsible for the core (typically Department Chair or URIC Director) stating that unit will be responsible for resolving any operational deficit arising from the project and will ensure that the instrument will be maintained and made available to the projects described in the proposal. Link (Internal Letters of Support)
10. Cost share request details (see Cost Share Process section below)

INTERNAL REVIEW PROCESS

- LOIs MUST be submitted online by completing the S10 LOI Submissions Form (Link), by **March 4, 2024 at 11:59 PM**.
- LOIs will be reviewed by Schools and Office for Research leadership.
- PIs will be notified of the proposal status by **March 11, 2024**.

COST SHARE PROCESS

- This program does not meet the requirements for voluntary cost share. Link: Office for Research Guidance: Cost Sharing
- However, in the case of instrumentation to be sited in a core facility, Core Facilities Administration will provide up to $35,000 to cover costs required by the project that are ineligible for inclusion in the proposal and that cannot be recovered through recharge. Examples include modification to facilities or purchase of supplies or salary support that cannot be recovered through recharge but are integral to the project. Cost share to reduce user fees is not allowable.
- In the LOI, include budget for request, the year when expenses will be incurred, explain why costs are critical to success of the project, and explain why costs cannot be included in the proposal or recovered through recharge.
- Decisions on cost share will be provided by **March 11, 2024**.

- In the case of instrumentation to be sited outside a core facility, provide documentation of the cost share commitment. Commitment should include the unit(s) providing the cost share, the total cash and in-kind support, and breakdown of contributions by fiscal year.

LETTER OF INSTITUTIONAL SUPPORT/COST SHARE

If approved to submit, PI must generate a draft institutional letter no later than **May 6, 2024**. CFA will provide separate guidance on this process directly to Research Administrator that completes the application.

CONTACTS

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