

Sponsored Programs Administration Buzz Session

December 17, 2025

12:10 – 1:00 PM CT



**Nebraska Department of
Health and Human Services'
Cancer and Smoking Disease
Research (LB 506) RFA due
February 2nd**

<https://dhhs.ne.gov/Pages/Cancer-and-Smoking-Research-Grant.aspx>



Cancer and Smoking Disease Research – Resources

Instructions	https://dhhs.ne.gov/Documents/2026-2027%20CSDR%20506%20Application.pdf
Face Page	https://dhhs.ne.gov/Documents/2026-2027%20CSDR%20506%20Face%20Page%20Form.pdf
Application	https://dhhs.ne.gov/Documents/2026-2027%20CSDR%20506%20Application%20Template.pdf
SPA Help Center article	https://unmcspa.zendesk.com/hc/en-us/articles/18960849803799-NE-DHHS-2027-Cancer-and-Smoking-Disease-Research-Program-LB-506-RFA-now-available

Cancer and Smoking Disease Research - Timeline

RFP released	Tuesday, November 25
Notify SPA of intent to submit (create a ticket)	Monday, January 19
Release proposal and route RSS Internal Forms for SPA review	Close of business Wednesday, January 28
Proposals due to sponsor (SPA submits)	11:59 PM CT on Monday, February 2
IRB and IACUC approvals due to SPA	Close of business Wednesday, April 22
IRB and IACUC approvals due to sponsor (SPA submits)	Monday, April 27
Awards announced	Monday, June 1



Cancer and Smoking Disease Research – Parameters

Purpose	Cancer or smoking disease research ➤ “Research”
Type	Non-federal ➤ Enter “NE DHHS – LB506” as Sponsor in ADIS
Start date	July 1
Renewals allowed?	No
Project period	12 months (no possibility of NCE)
Award amount	Up to \$65,000
Cost-share	<ul style="list-style-type: none">• Salary for the PI and other full-time faculty cannot be charged to the grant and thus must be cost-shared• SPA recommends minimizing cost-shared effort
F&A	Not allowed
Number of applications	Only one application per PI

Cancer and Smoking Disease Research – Submission

SPA emails to

DHHS.CancerAndSmokingResearch@nebraska.gov

by 11:59 PM CT on Monday, February 2nd

Proposal corrections will not be accepted after submission.

**Proposals not following sponsor instructions will be
returned without review.**



Cancer and Smoking Disease Research – New for 2026-2027 Proposals

Recombinant DNA – no longer required to report whether or not a project involves the use of recombinant DNA

Approvals for Use of Human Subjects and/or Animals.

As appropriate, the following certifications must be provided prior to funding:

- ✓ Human Subjects
- ✓ Vertebrate Animals

The certifications are noted by checking the appropriate boxes on the application's **Face Page**. They are verified by the signature of the **Official Signing for Applicant Organization** on the **Face Page** of the application.



Cancer and Smoking Disease Research – New for 2026-2027 Proposals

Application Form – fillable PDF

Questions to NE DHHS

- Table of Contents – page numbers
- Text boxes – scroll bars
- Key Personnel form – limited to 3
- Biosketch – limited text box space



Cancer and Smoking Disease Research RFA – Format

- Use the forms provided (face page and application)
 - Footer = “2026-27 506 Application”
- Number all pages
- Do not exceed the page limits
- Save compiled application as “LastName, FirstName of Principal Investigator – LB506 – 2027”
 - Example: *Smith, Mary – LB506 – 2027*
- All pages must be 8½” x 11”, portrait orientation
- Arial/Helvetica, 11 point
 - A smaller, legible font size can be used ONLY for figures, charts, tables and footnotes
- One-inch margins on all sides



Cancer and Smoking Disease Research RFA – Content

- Section 1. General Information
 - Face Page
 - Table of Contents
 - Abstract
 - Key Personnel
 - Budget Worksheet
 - Budget Justification
 - Biographical Sketches
 - Other Support
 - Certification of Non-Acceptance of Tobacco Funds
 - Equipment Attestation Form
 - Letters of Support and Collaboration
- Section 2. Research Plan
 - Introduction (if applicable)
 - Specific Aims
 - Significance
 - Preliminary Results
 - Experimental Approach
 - Literature Citations
- Section 3. Appendix (optional)



Cancer and Smoking Disease Research RFA – Face page

- 2g. New or revised
 - If revised, prior application number
- 3-4. Human subjects and vertebrate animals
 - If applicable to project, enter “PENDING” as the Approval/Exemption Date



Cancer and Smoking Disease Research RFA – Face page

	6. Notified	7. Signing
Name	Bethany DeCarolis	<i>leave blank</i>
Title	Interim Director, Sponsored Programs Administration	Assistant Director, Sponsored Programs Administration
Address	987835 Nebraska Medical Center Omaha, NE 68198-7835	987835 Nebraska Medical Center Omaha, NE 68198-7835
Telephone	402-559-7456	402-559-7456
Fax	N/A	N/A
Email	spadmin@unmc.edu	spadmin@unmc.edu

Cancer and Smoking Disease Research RFA – Abstract

Abstract: List the application's specific aims and **clearly state the project's relevancy to cancer or smoking disease.** Describe the research design and methods for achieving the aims. The abstract serves as a description of the proposed work when separated from the application. As much as possible, use non-technical language to convey intent. Do not exceed the space provided (one page).



Cancer and Smoking Disease Research RFA – Key Personnel

- Individuals who contribute in a substantial way to the scientific development or execution of the research project, whether or not salaries are requested
- Include consultants only when their level of involvement meets this description
- Individuals providing technical services are not considered key personnel
- Key personnel must include biosketch



Cancer and Smoking Disease Research RFA – Budget

- Check the math on the budget worksheet and budget justification
- The same amounts must be requested in both the worksheet and justification
- In the justification, explain and itemize the costs captured on the worksheet in sufficient detail



Cancer and Smoking Disease Research RFA – Budget

Approval/exemption date needed for Vertebrate Animals. Resubmit the budget worksheet and budget justification to capture the following changes: on the worksheet, the Benefits total is \$7,837 (not \$7,838), Personnel total is \$34,406 as a result. On the justification: provide more detail on animal housing costs.

Approval/exemption date needed for Recombinant DNA. Resubmit budget justification to correct math errors in the Other budget. Flow Cytometry Core analysis equals \$777 (not \$774) and sorting total doesn't add up as described.



Cancer and Smoking Disease Research RFA – Budget

- Personnel
- Consultant Costs
- Equipment
- Supplies
- Travel
- Patient Costs
- Contractual or Third-Party
- Other Expenses



Cancer and Smoking Disease Research RFA – Budget

Personnel (salaries and benefits)

- List PI first, followed by other Key Personnel, and then Support personnel
- Salary for the PI and other full-time faculty cannot be charged to the grant
- Salary and fringe benefit information is needed only for individuals funded by the grant
- Type of Appointment: Full-time (2,080 hours annually) appointments are assumed. If an appointment is less than full-time (e.g., $\frac{1}{2}$ or $\frac{3}{4}$ time), enter an asterisk (*) after the number of months and provide an explanation in the Budget Justification
- State applicable fringe benefit rates in the Budget Justification



Cancer and Smoking Disease Research RFA – Budget

Consultant Costs

- Whether or not costs are involved, indicate in the Budget Justification the names and organizational affiliations for any consultants who have agreed to serve in that capacity
- Consultant costs are not allowed for full-time faculty or researchers at the same institution as the Principal Investigator
- Describe in the Budget Justification the services to be performed, *including the number of consultation days, the expected rate of compensation, travel, per diem and any other related costs*



Cancer and Smoking Disease Research RFA – Budget

Equipment

- Although equipment costs are generally unallowable, there may be exceptions for scientific equipment if sufficient detail is provided in Budget Justification
- Each tangible equipment item must be identified and have a cost assigned
- The purchase of office equipment – including, but not limited to, computers and printers – is not allowed



Cancer and Smoking Disease Research RFA – Budget

Supplies

- Laboratory and office supplies that are needed to conduct the project are allowable
- Detail expenditures in the Budget Justification
- If animals are involved in the research project, *state the species and explain in the Budget Justification why this type of animal is necessary*



Cancer and Smoking Disease Research RFA – Budget

Travel

- Only travel expenses incurred for collecting, receiving, or delivering samples are allowed
- Indicate in Budget Justification the purpose of any travel, *including the number of trips involved, the destinations, and the number of individuals for whom funds are requested*
- When applicable, note the *institutional mileage reimbursement rate* in the Budget Justification
- Travel expenses to attend national, international, professional research or educational conferences are not allowed



Cancer and Smoking Disease Research RFA – Budget

Patient Costs

- Costs specifically required to conduct the research – which will not continue after the research project ends – are allowable
- Patient costs cannot include travel, lodging, or subsistence
- Usual and customary treatment costs are not allowed
- Patient costs must be thoroughly explained in Budget Justification



Cancer and Smoking Disease Research RFA – Budget

Contractual or Third-Party

- Contractual or third-party costs include personnel, supplies, and any other allowable expensed for independent conduct of a portion of the work described in the Research Plan
- Contractual or third-party costs must be thoroughly explained in the Budget Justification
- Subcontracting for all necessary services with a single entity to implement the research project is not allowed. Indirect costs are not allowed.



Cancer and Smoking Disease Research RFA – Budget

Other Expenses

- Other expenses include postage, data processing, and other operating expenses not previously captured
- The cost of publishing the research findings in a scientific journal are allowable up to \$1,000
- Other expenses must be thoroughly explained in the Budget Justification
- If core services are utilized, *note the number of hours and cost per hour* for each core service in the Budget Justification
- Telephone and cell phone costs are not allowed
- Indirect or overhead costs, such as rent and utilities, are not allowed



Cancer and Smoking Disease Research RFA – Biosketches

- For Key Personnel listed on application page 3
- Limited two pages each



Cancer and Smoking Disease Research RFA – Other Support

- Principal Investigator only
- Content
 - Project Number
 - Source
 - Abstract
 - Include a link to the abstract for each active and pending project, subproject, or subcontract
 - Dates of Approved/Proposed Project
 - Annual Direct Costs
 - Percent of Effort
 - Overlap (if any)



Cancer and Smoking Disease Research RFA – Attestations

Certification of Non-Acceptance of Tobacco Funds

- Ensure the certificate is signed by the PI and fields populated correctly

Equipment Attestation Form

- Ensure the attestation is signed by the PI and fields populated correctly



Cancer and Smoking Disease Research RFA – Letters

Letter of Support

- From department chair or supervisor confirming
 - PI's faculty level appointment
 - Amount of laboratory space assigned to PI
 - PI's eligibility to apply for federal grants
- PI cannot sign their own LOS

Letters of Collaboration

- If proposed work relies on collaboration with other researchers **at other institutions or companies**, and the individuals **are not listed as key personnel**

Letter must be legible but do not need to meet the margin and font requirements.



Cancer and Smoking Disease Research RFA – Research Plan

Introduction (revised applications only)	1 page
Specific Aims	<p>5 pages*</p> <p>* All tables, graphs, and photographs must be included within the five-page limit. Full-sized versions of photographs, tables, or graphs can be included in the Appendix for clarity.</p>
Significance	
Preliminary Results	
Experimental Approach	
Literature Citations	4 pages

Cancer and Smoking Disease Research RFA – Research Plan

Introduction (revised applications only)

- Summarize any substantial changes
- Include responses to weaknesses noted on the previous application review
- Highlight the changes within the text of the Research Plan by bracketing or italicizing
- Incorporate in the Preliminary Results section of the Research Plan any work done since the previous application was submitted
- An application can be revised a maximum of two times
- A revised application will not be considered for funding if substantial revisions are not clearly indicated



Cancer and Smoking Disease Research RFA – Appendix

- Optional
- Cannot be used to circumvent five-page limit of the Research Plan
- Combine all Appendix material into one PDF document
- Save Appendix file as “LastName, FirstName of Principal Investigator – Appendix”
 - Example: *Smith, Mary – Appendix*
- Include a Table of Contents
- Does not require page numbering
- Possible content
 - Titles and complete references to appropriate publications and manuscripts accepted for publication
 - Publications or other printed materials documenting preliminary studies
 - Full-sized versions of photographs, tables, and graphs included in the research plan



Q&A

