**Background:** NIGMS funded IdeA Program Grants require prior approval for pilot projects prior to initiation. After awardee (University of Idaho) has selected the pilot projects that they wish to fund (based on the number and amount approved in the proposal), the following process must be followed.

1. **For internally selected pilot projects (University of Idaho projects and personnel):**
	* 1. Each selected pilot project must be entered to EIPRS ([www.sites.uidaho.edu/osp](http://www.sites.uidaho.edu/osp)) with the pilot project PI as the PI of record in EIPRS with ‘supplemental’ selected as proposal type and the prime award budget number linked. The prime project name (e.g. COBRE) and “Internal” should be listed as the sponsor name, with the prime sponsor being the actual granting agency. If the NIGMS-funded project PI (Lead PI) will not be part of the approval queue for the EIPRS proposal, enter them as a Co-PI in EIPRS for internal approval purposes. All standard proposal information should be entered to EIPRS and attachments must be uploaded to show the UI budget and budget justification for each pilot project. A letter showing program approval of the pilot project signed by the UI lead PI for the IDeA project and a letter from the UI AOR to show approval must be included as well (Post Award will coordinate the second letter after proposal approval). Additionally the requirements from the above NOT (notice) must be attached in EIPRS. This includes the pilot project proposal using PHS398 forms and instructions, and only the following sections:
			1. Face page, Project Summary (page 2), Research Strategy section;
			2. EAC approval – communication from the EAC chair (at a minimum) indicating that the EAC concurs with supporting the pilot project.
			3. IRB approval, human subjects protection section, human subjects education certification, and Targeted/Planned Enrollment Table (if applicable).
			4. IACUC approval, vertebrate animal (if applicable) section (see II a 4 below).
2. **For externally select pilot projects (subrecipients of the University of Idaho):**
	* 1. Each selected pilot project must be entered to EIPRS ([www.sites.uidaho.edu/osp](http://www.sites.uidaho.edu/osp)) with the UI PI listed in EIPRS as PI and with ‘internal’ selected as proposal type. Multiple subrecipient pilot projects can be entered to one ESF but each subrecipient must include all documents below. The total on the ESF should reflect 0% F&A and should be the total intended to be subawarded; the subaward page should be completed to show all funds to the subrecipient(s). A letter showing program approval of the pilot project signed by the UI lead PI for the IDeA project and a letter from the UI AOR to show approval must be included as well. Post Award provide a template for the UI AOR letter to the PI after proposal approvals. All attachments should be uploaded to EIPRS including a subrecipient commitment form, a budget and budget justification, and all documents listed below pursuant to the requirements from the above NOT. This includes the pilot project proposal using PHS398 forms and instructions, and only the following sections:
			1. Face page (reflecting the subrecipient information and signed by subrecipient authorized official), Project Summary (page 2), Research Strategy section;
			2. EAC approval – communication from the EAC chair (at a minimum) indicating that the EAC concurs with supporting the pilot project.
			3. IRB approval, human subjects protection section, human subjects education certification, and **Targeted/Planned Enrollment Table** (if applicable).
			4. **IACUC approval, vertebrate animal 5 points in Vertebrate Animal Section required if work with animals is occurring (see document saved in this folder for VAS).**
3. **OSP Review and Approval:**
	1. OSP Pre-Award will review all documents for compliance to applicable regulations and policies, including PHS FCOI policy. Pilot project PIs and subrecipients will be required to complete PHS FCOI procedures (naming investigators and disclosures) prior to proposal approval. The disclosure is required prior to approvals but PHS FCOI training can occur after the pilot project prior approval is requested but a budget cannot be setup (if approved) until training is completed.
	2. Upon proposal approval, OSP Pre-Award will notify OSP Post-Award via the ‘award attached’ box in EIPRS and Post-Award will coordinate protocol approvals, and the UI AOR letter template signatures. After signatures are received on the letter and the compliance component (if applicable) is completed, Post Award will submit the prior approval request and information to the sponsor, via email, per the NOT.
	3. After a decision is made by the sponsor, Post Award will notify all relevant parties. For internal projects, the department can then request a sub-budget to be setup for the pilot project IF all PHS FCOI training is completed. For external pilot projects, the department can then submit a subaward request form to Kay Dee Holmes at kholmes@uidaho.edu and cc: postaward@uidaho.edu. For both internal and external projects, please verify with uifcoi@uidaho.edu that PHS FCOI compliance has been met if a comment does not exist noting this in EIPRS.