

Alzheimer's Disease Program RFA #12-02468-Rev

Questions and Answers

September 30, 2011

Question #1

We have received the revised RFA 12-02468 and have reviewed the guidelines. We noticed that there are some minor changes that need to be made to the forms and the budget. Originally, the "face page" was signed by our Institutional Official on 8/23/11. Is it necessary to submit an updated "face page" with a new signature and date on the Revised form, or can we send the originally signed "face page" with a cover letter acknowledging the revised guidelines? In the case of a consortium application, do the collaborating institutions need to sign/re-sign the "face sheet"?

Answer: A new "face page", signed and dated by the Institutional Officer, will be necessary in order to certify institutional review of the changes you have made to your application as a result of the revised RFA. For consortium applicants, there is no requirement to have the collaborating institutions sign/re-sign a "face sheet".

Question #2

What information is to be placed in attachment B? Is this an Abstract of the proposed work?

Answer: Attachment B is a description/summary/abstract of the proposed work. It will be shared with prospective reviewers to determine their suitability for reviewing the application.

Question #3

Administrative Overhead (indirect rate) for the lead (primary) institution of a consortium: Can the lead institution charge administrative overhead (indirect rate) costs on the subcontractor's direct costs?

Answer: Yes. The primary institution may charge an indirect rate (administrative overhead) of up to 8% of the total grant award. The subcontractor's costs, including the indirect rate, are to be negotiated with the primary institution. CDPH will not participate in the subcontracting process between the primary and subcontractor.

Question #4

For the subcontractors in a consortium, is institution approval required for subcontractors who are part of a consortium?

Answer: The primary/lead institution in a consortium must approve the subcontractor/collaborating institution's proposed work plan, budget, etc. When/if an award is presented, CDPH will require a more detailed budget and link with the primary institution's work plan. All records, bid proposals, budget narratives, etc., established

between the primary institution and collaborating institutions must be maintained at the primary institution's site to ensure compliance with possible future audit requirements.

Question #5

Regarding a consortium application, is it required that the subcontractors (collaborating institutions/sub-awardees/consultants) submit detailed budgets with the applications?

Answer: No. When submitting an application for a consortium award, it is not necessary to provide a **detailed** budget for subcontractors/sub-awardees/collaborating institutions/consultants. Inclusion of the **total** budget amount of the collaborating institution's costs should be listed as a line item on the primary awardee's budget sheet. This line item must specify the **total** amount the prime will be paying the collaborating institution(s).

If a consortium grant is awarded, a more detailed budget for the subcontractor (sub-awardee/collaborating institution) will be required to complete the formal grant agreement process (see page 35, Item #14 of the RFA).

Question #6

On the revised RFA, it states on page 6 not to include references. However, on page 11, under 3e, "references" was listed as a possible attachment. Can applicants include their reference list?

Answer: On page 6, under "Body of Proposal", item 6f, the text which refers to "references" and other background material is lined out in the RFA-Rev (ex: ~~Include List appropriate . . .~~). This does not mean that references should not be included in the application. References and background material are considered optional attachments and should be attached at the end of the application. They are not a part of the "Body of Proposal" and are not subject to page limitations or formatting requirements.

Question #7

Can footnotes be used in the "Body of Proposal"? Are they subject to the Arial 12 font as well?

Answer: Yes. A smaller font may be used for footnotes, tables, figures, and captions.

Question #8

Do the timelines count as part of the 16-page limit?

Answer: The timelines are **not** a part of the "Body of Proposal". They are an appendix and should be formatted **exactly** as shown in the "Example of a Timeline" on page 32.