

HOW TO SET UP 1:1 ADVISING

Thank you for your interest in 1:1 advising services for your NIH application! Here's a process overview:

STEP 1: DO YOU HAVE A CONTRACT?

We require a contract to begin any work. Your organization may already have one in place! This is *our company requirement* and is independent of your organization's processes for creating a Purchase Order (PO), setting us up as a vendor in your system, etc.

STEP 2: ARE YOU SEEKING A CONTRACT FOR A GROUP OR INDIVIDUAL?

- **We contract with organizations for groups of projects valued at \$25,000 or more.** Organizations have flexibility to cover multiple projects and multiple grantees. A contract can be for a period of ≥ 1 year.
- **A grantee may sign their own contract for an individual project (e.g. single R01).** A grantee may sign their own contract with our company and pre-pay out of pocket with a personal check or credit card. An organization cannot pay our company in this circumstance. (Please check your organization's policies for reimbursement for this expense.)

FREQUENTLY ASKED QUESTIONS

Can I use my start-up money to pay for editing/advising on my own grant application?

You can use organizational funds such as start-up money *only* if your organization has a contract with us.

You have done grant advising with our group before and are listed as a vendor in our system, so we are all set, correct?

Please inquire about whether we have a *current* contract with your organization.

At our organization, in order to be paid all you need is a W9 and a vendor form, so we don't need a contract, right?

It is our policy only to conduct work with a contract in place. This requirement is separate from payment procedures.

Will you accept our organizational PO with its embedded binding contract in place of your contract?

Your PO alone is not enough. We require specific terms and conditions, which are necessary safeguards for us.

I have a deadline next month; how can we make this work?

If your organization does not already have a contract with us, usually your best option is to self-pay. New organizational contracts typically take many months to negotiate.

As a grantee with a small individual project, do I need to sign a \$25,000 contract?

No. You may sign your own contract and pre-pay your project fee. Only contracts with an organization are min. \$25,000.

What if our organization is interested in your services but cannot identify grantees right now?

No problem. You can write a one-year contract for \$25,000 and identify grantees later.

What if our organization signs a contract with you but we do not use all of the money during the contract period?

It is usually a simple administrative matter to extend the date on a contract.