

MEMORANDUM

TO: Current CIRM Training Grant Awardees

**FROM: Jennifer Lewis, Director of Grants and Operations
California Institute for Regenerative Medicine**

RE: Modification of certain Prior Approval Requests & Trainee Appointments

DATE: Wednesday, April 27, 2022

Overview

To meet our mission CIRM has enacted an accelerating funding model that is focused on operational excellence and continuously evaluate our policies to ensure appropriate oversight while enabling efficient processes.

CIRM's Grants Administration Policy (GAP) for Discovery, Translation and Education (DTE) Projects section VI "SPECIAL POLICIES FOR TRAINING GRANTS" requires Awardees to submit Prior Approval Requests (PARs) to CIRM for specific scenarios in which a Program Director may want to request a change to the Award. In reviewing this policy, we have identified that the process for these requests do not provide Awardees the flexibility needed to administer these programs and are a time-consuming use of Awardee and staff time. Modifying these requirements still give CIRM other means of appropriate oversight.

Action

Effective today for all active and future Training Grants including EDUC2: Bridges, EDUC3: SPARK, EDUC4: Research Training Grant Awards and EDUC5: COMPASS, CIRM will modify the following post-award change requirements as follows:

- 1. Rebudgeting of Award funds:** Rebudgeting of funds during the budget year is allowed with CIRM's automatic approval, except for rebudgeting trainee-related funds into program administration or indirect costs. Trainee stipends cannot exceed the current published CIRM Stipend Caps using CIRM funds. (Modified from Section VI.D.1 and Section VI.D.3)
- 2. Carry Forward of Funds:** Carry-forward of obligated trainee funds and unobligated Program Administration funds from one Budget Period to the next has CIRM's automatic approval. Carry-forward of unobligated trainee funds from one Budget Period to the next for the purpose of increasing the number of approved trainee positions continues to require Prior Approval from CIRM. (Modified from Section VI.D.4 and Section VI.D.8)
- 3. Change in Sponsor or Mentor:** Appointing a new trainee sponsor or mentor not in CIRM's Mentor database requires notification to CIRM's Program Officer through the

trainee's appointment form. Any mentor changes shall be reported in the annual Progress Report (see section E, Reporting Requirements for Training Grants). (Modified from Section VI.D.7)

- 4. Trainee to Mentor Ratio:** To ensure appropriate supervision and commitment to each trainee, a mentor may be appointed to supervise more than two concurrent trainees from any CIRM training program at any one time with Prior Approval from CIRM. For the EDUC2 Bridges and EDUC4 Research Training programs, a mentor may be appointed to supervise more than three concurrent trainees at any one time **without** Prior Approval from CIRM, if the period of overlap will be less than 6 months.

See CIRM Grants Administration Policy for Discovery, Translation and Education Projects here: https://www.cirm.ca.gov/sites/default/files/files/funding_page/Grants_Administration_Policy_for_Discovery_Translation_and_Education_Projects.pdf

Other Considerations

CIRM will retain all other PAR requirements outlined in the Grants Administration Policy.