Grant Writing for Success

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NIDA
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NIMH

with inspiration from Coelho, Sorensen, Frascella & Levitin
“Anatomy” of Grant Process

- Program Staff
- Collaborators
- Researcher
- Program Announcement or RFA
- Grant Application (R01, R03, R21, K01, K08, etc.)
- National Advisory Council
- CSR Referral and Review

Revision

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Revision
Urban Myth of Grantsmanship

It is not a process by which bad ideas get transformed into good ones …

… rather, it is more often the case of a good idea disguised as a bad one.
What Determines Which Grants Are Funded?

- Scientific merit
- Program considerations
- Availability of funds
Components of a Successful Grant Application – *Bottom Line!*

- Strong Idea
- Strong Science
- Strong Application
Principles of Success

- Understand the agency mission
  - *Every IC is different!*

- Secure collaborators (mentors) to complement your expertise and experience
  - Don’t compete … *collaborate!*

- Learn and practice the skills of writing applications for grant funds

- Understand the peer review process

- Take control of your life and career!
Understanding the Mission

- Mission of each NIH IC is based and defined in law
  - Authorizations (periodic)
  - Appropriations (annual)
- ICs establish specific research emphases
  - Legislative mission
  - Current state of science
- *Use the Web to find out!*
The Office of the Director (OD)
The Office of the Director is the central office at NIH for its 27 Institutes and Centers. The OD is responsible for setting policy for NIH and for planning, managing, and coordinating the programs and activities of all the NIH components. OD's program offices include the Office of AIDS Research and the Office of Research on Women's Health, among others. more >

National Cancer Institute (NCI) - Est. 1937
NCI leads a national effort to eliminate the suffering and death due to cancer. Through basic and clinical biomedical research and training, NCI conducts and supports research that will lead to a future in which we can prevent cancer before it begins, identify cancers that do develop at the earliest stage, eliminate cancers through innovative treatment interventions, and biologically control those cancers that we cannot eliminate so they become manageable, chronic diseases. more >

National Eye Institute (NEI) - Est. 1968
NEI conducts and supports research that helps prevent and treat eye diseases and other disorders of vision. This research leads to sight-saving treatments, reduces visual impairment and blindness, and improves the quality of life for people of all ages. NEI-supported research has advanced our knowledge of how the eye functions in health and disease. more >

National Heart, Lung, and Blood Institute (NHLBI) - Est. 1948
NHLBI provides leadership for a national program in diseases of the heart, blood vessels, lung, and blood; blood resources; and sleep disorders. Since October 1997, the NHLBI has also had administrative responsibility for the NIH Woman's Health Initiative. The Institute plans, conducts, fosters, and supports an integrated and coordinated program of basic research, clinical investigations and trials, observational studies, and demonstration and education projects. more >

National Human Genome Research Institute (NHGRI) - Est. 1989
NHGRI supports the NIH component of the Human Genome Project, a worldwide research effort designed to analyze the structure of human DNA and determine the location of the estimated 30,000 to
The Mission

About NIDA

Mission

NIDA's mission is to lead the Nation in bringing the power of science to bear on drug abuse and addiction.

This charge has two critical components. The first is the strategic support and conduct of research across a broad range of disciplines. The second is ensuring the rapid and effective dissemination and use of the results of that research to significantly improve prevention, treatment and policy as it relates to drug abuse and addiction.

Overview

- Milestones
- Director's Page
- Getting to NIDA
- Donations to NIDA

Organization

- Offices, Divisions, Programs, Centers
  - Office of the Director
    - AIDS Research Program
    - International Program
    - Special Populations
    - Women & Sex/Gender Differences Research Program

Budget, Planning, and Legislative Activities

- Legislation
- Congressional Justification
- Strategic Plan

Advisory Boards and Groups

- National Advisory Council on Drug Abuse
- Initial Review Group (IRG)

Working at NIDA

- Employment Opportunities

Contacting NIDA

- NIDA Notes
- InfoFacts
- Research Reports

Ongoing Initiatives:

- Roadmap for Research
- NIH Blueprint
- NIDA goes back to school

Also:

- NIDA's Publication Series:
The National Institute of Mental Health (NIMH) is the largest scientific organization in the world dedicated to research focused on the understanding, treatment, and prevention of mental disorders and the promotion of mental health. More about NIMH »

Announcements
- Don't miss NCDEU 2008: New Research Approaches for Mental Health Interventions
- Institute of Medicine (IOM) of the National Academies Announces New Members
- NIH Director’s Pioneer Awards and New Innovator Awards: Funded Work Includes Research that May Increase Knowledge about Mental Health and Brain Disease
- NIMH Perspective on Diagnosing and Treating Bipolar Disorder in Children
- New Director for Division of Adult Translational Research and Treatment Development Joins NIMH
- FY 2008 Funding Strategy for Research Grants

The Mission

News, Highlights, & Health Info

Reflect the Mission Priorities

www.nimh.nih.gov
Funds go to research priorities

Vision

NIMH supports innovative science that will profoundly transform the diagnosis, treatment, and prevention of mental disorders, paving the way for a cure.

Mission

The NIMH mission is to reduce the burden of mental illness and behavioral disorders through research on mind, brain, and behavior. To fulfill its mission, the Institute is committed to the following priorities:

- support the integrative science of brain and behavior providing the foundation for understanding mental disorders;
- define the genetic and environmental risk architecture of mental disorders;
- develop more reliable, valid diagnostic tests and biomarkers for mental disorders;
- develop more effective, safer, and equitable treatments that have minimal side effects to reduce symptoms, and improve daily functioning;
- support clinical trials that will provide treatment options to deliver more effective personalized care across diverse populations and settings; and
- create improved pathways for rapid dissemination of science to mental health care and service efforts.

To reach these goals, the NIMH divisions and programs are designed to emphasize translational research spanning bench, bedside, to practice. For targeted priorities and funding initiatives, please visit our division websites.

Director's Corner

Director's Updates, Institute news, articles, and links of interest from NIMH Director, Dr. Thomas Insel

Strategic Planning Reports

Priorities and strategic plans for achieving the NIMH mission

Connect with NIMH

Employment opportunities, contact information, directions, directories, and Gift Fund contributions

Organization

Activities and focus of NIMH offices, divisions, branches, and programs

Advisory Boards & Groups

The National Advisory Mental Health Council, Board of Science Counsors, and Program Review Committees

Budget

Annual budget requests to Congress for research funding
www.nih.gov
grants1.nih.gov/grants/oer.htm
Description of the NIH Guide for Grants and Contracts

The NIH Guide for Grants and Contracts is the official publication for NIH medical and behavioral research grant policies, guidelines and funding opportunities. It is published on a weekly basis and users may Subscribe/Unsubscribe to the weekly e-mail LISTSERV Table of Contents (TOC). See the January 13, 2005 NIH Guide Notice for information on searching the NIH Guide and on Expiration Dates. It is also used by NIH Contracting offices and other HHS agencies, to announce their funding opportunities. The NIH Guide serves in lieu of the Federal Register, in compliance with the Administrative Procedures Act. Occasionally, unofficial notices of interest to the scientific research community are published. The NIH also issues applications for the support of basic or clinical biomedical, behavioral, and bioengineering research. New extramural grant programs and priorities are implemented by publication of one of the following:

Funding Opportunity Announcement (FOA)

A publicly available document by which a Federal agency makes known its intentions to award discretionary grants or cooperative agreements, usually as a result of competition for funds. Funding opportunity announcements may be known as program announcements, requests for applications, notices of funding availability, solicitations, or other names depending on the agency and type of program. Funding opportunity announcements can be found at Grants.gov/FIND and in the NIH Guide for Grants and Contracts. In addition, NIH and other HHS Agencies have developed omnibus Parent Announcements for common grant mechanisms that have transitioned to electronic submission, for use by applicants who wish to submit what were formerly termed “unsolicited” or “investigator-initiated” applications.

Program Announcement (PA)

- Identifies areas of increased priority and/or emphasis on particular funding mechanisms for a specific area of science
- Usually accepted on standard receipt (postmarked) dates on an on-going basis
- Remains active for three years from date of release unless the announcement indicates a specific expiration date or the NIH Institute/Centre (I/C) inactivates sooner (see January 13, 2005 NIH Guide Notice for more information on Expiration Dates)
- Special Types
  - PAR: A PA with special receipt, referral, and/or review considerations, as described in the PAR announcement
  - PAS: A PA that includes specific competitive funds as described in the PAS announcement

Request for Application (RFA)

- Identifies a more narrowly defined area for which one or more NIH institutes have set aside funds for awarding grants
- Usually has a single receipt (received on or before) date specified in the RFA announcement
- Usually reviewed by a Scientific Review Group convened by the issuing awarding component

Request for Proposal (RFP)

- Solicits contract proposals. An RFP usually has one receipt date

Notice (NOT)

- Announces policy and procedures, changes to RFA or PA announcements, RFPs and other general information items
NIH Guide LISTSERV:
Subscribe to Weekly TOC E-Mail with New NIH Guide Postings

The NIH Guide for Grants and Contracts is the official publication for NIH medical and behavioral research Grant Policies, Guidelines and Funding Opportunities.

Each week (usually on Friday afternoon), the NIH transmits an e-mail with Table of Contents (TOC) information for that week’s issue of the NIH Guide, via the NIH LISTSERV. The TOC includes a link to the Current NIH Guide Weekly Publication as well as links to each NIH Guide RFA, PA and Notice published for that week.

To Subscribe to the NIH Guide LISTSERV, send an e-mail to listserv@list.nih.gov with the following text in the message body (not the "Subject" line):

subscribe NIHOTOC-L your name
(Example: subscribe NIHOTOC-L Joe Smith)

Your e-mail address will be automatically obtained from the e-mail message and add you to the LISTSERV.

To Unsubscribe to the NIH Guide LISTSERV, send an e-mail to listserv@list.nih.gov with the following text in the message body (not the "Subject" line):

unsubscribe NIHOTOC-L

Your e-mail address will be automatically obtained from the e-mail message and remove you from the LISTSERV.

grants1.nih.gov/grants/guide/listserv.htm
CRISP

- **Computer Retrieval of Information on Scientific Projects**
- Searchable database of federally supported biomedical research
- Locate experienced NIH-funded investigators in your area of interest
  - Potential mentors/collaborators
- Identify IC(s) that fund research you want to do
- Analyze current IC portfolio
  - Research areas with few funded projects
  - Research areas with many funded projects
CRISP (Computer Retrieval of Information on Scientific Projects) is a searchable database of federally funded biomedical research projects conducted at universities, hospitals, and other research institutions. The database, maintained by the Office of Extramural Research at the National Institutes of Health, includes projects funded by the National Institutes of Health (NIH), Substance Abuse and Mental Health Services (SAMHSA), Health Resources and Services Administration (HRSA), Food and Drug Administration (FDA), Centers for Disease Control and Prevention (CDCP), Agency for Health Care Research and Quality (AHRQ), and Office of Assistant Secretary of Health (OASH). Users, including the public, can use the CRISP interface to search for scientific concepts, emerging trends and techniques, or identify specific projects and/or investigators. Below you will be able to access additional general information about the CRISP database, as well as obtain answers to questions frequently asked about CRISP. In addition, this home page serves as the gateway to interactive searching of Award Information. From here, you may select from the following list to acquire further information about CRISP:

- General CRISP Description and Information
- Frequently-Asked-Questions (FAQ)
- CRISP Release Notes
- Using CRISP

CRISP wins 1999 Best Feds On The Web Award!
Application Development Strategy

Act (Plan)

Think

Write
So WHY Plan?

You’re more likely to get …

- Good concept and a compelling scientific question
- Appropriate NIH Institute
- Appropriate review committee
- Adequate time to complete
  – A *major stress reducer!*
- A better grant application
Pre-Submission Planning Timeline

<table>
<thead>
<tr>
<th>PLANNING PHASE</th>
<th>WRITING PHASE</th>
<th>SUBMISSION PHASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Months before receipt date</td>
<td>8 7 6 5 4 3 2</td>
<td>1</td>
</tr>
</tbody>
</table>

- **Assess yourself, your field, and your resources**
- **Brainstorm; research your idea; call NIH program staff**

- **First outline your application’s structure; then write your application**
- **Set up your own review committee; determine human and animal subject requirements**

- **Get feedback: edit and proofread**
- **Meet institutional deadlines**

**Receipt date**
Remember … Before you start

- Talk to Program staff at appropriate IC
- Read instructions for application form
  - SF 424 R & R or PHS 398
- Know your audience
  - Which review committee is most likely to get your application?
- Propose research about which you are passionate and totally committed to doing
Are You a “New Investigator”? 

- NIH fosters research independence of early career investigators 
- **Definition:** Has not previously served as PI on any PHS grant 
  - Except for R03, R15, R21 or mentored K awards 
- Get special considerations during peer review and IC funding decisions 
- Resource web site with further information: grants1.nih.gov/grants/new_investigators
The Formula for Writing a Successful Grant Application

\[ 42\sqrt{X} + 63.7\beta + 29ZY^2 = $ \]
Good Idea

- Does it address an important problem?
- Will scientific knowledge be advanced?
- Does it build upon or expand current knowledge?
- Is it feasible …
  - to implement?
  - to investigate?
Good Grantsmanship

- Grant writing is a learned skill
  - Writing grant applications, standard operating protocols and manuals of procedures that get approved are learned skills
  - Writing manuscripts that get published in peer reviewed journals is a learned skill

- Grantsmanship is a full time job
  - Learn about the grant application process
Good Grantsmanship

- Knowing *what* to do and *how* to do it
- Being *willing* to do what is necessary
- *Doing* what is necessary
- Understanding the institute and *mission*
- Understanding peer *review* process
Good Grantsmanship

- Contact NIH program staff *early*
- Assess IC interest & “goodness of fit”
- Are there related FOAs?
- Searching web sites is good start … *but* follow up with personal contact
- Send a 2 – 3 page concept paper
Good Grantsmanship

What’s a Concept Paper?

- Facilitates productive discussion with Program Official

- **Study Goals**
  - *You want support from which IC to do what?*

- **Problem/Background**
  - *Why does this topic need study?*

- **Significance**
  - *Why this is important to the field?*

- **Research Question**
  - *What hypotheses will you test?*

- **Design/Analysis**
  - *What study design and statistical approach do you propose?*

- **Team**
  - *Who will be the key participants and collaborators?*
Good Grantsmanship

- Collaborate with other investigators
  - Fill gaps in your expertise and training
  - Add critical skills to your team
- “Team Science” is the new direction
Multiple Principal Investigators

- Single PI model does not always work well for multi-disciplinary, collaborative research
- Recognizes contributions of full team
- In place for most submissions to Grants.gov
- Implications for “New Investigator” status
- A complex issue – Talk to your NIH program contact if you consider multiple PIs!

grants1.nih.gov/grants/multi_pi
Good Grantsmanship

- Not all collaborations require Multiple PIs
- Single PIs can still do multi-disciplinary team science
Good Grantsmanship

- Show your draft application to a colleague
- Show your draft application to a colleague who does not already know what you intend to do
- Show your draft application to a colleague who is not your best friend
Good Grantsmanship

- Your draft reviewers need to understand
  - What you intend to do
  - Why you believe it is important to do
  - Exactly how you are going to do it

- If they don’t get it, you must revise your application

- Leave enough time to make revisions
3 Simple Steps:

- Read the application instructions carefully
- Read the application instructions carefully
- Don’t forget …

... read the application instructions carefully
Good Presentation

- **Title**
  - Captures the essence of goals and objectives

- **Abstract**
  - Concise presentation of the project
  - Statement of significance
  - Hypotheses and research questions
  - Methods and analyses

- Some reviewers may see only these
Application Title

Clear and descriptive

Hooks the reader!
Abstract

Presents the big picture

... Concisely!
Abstract

... is a 2nd “Hook” -- another opportunity to grab the reader

If reviewers are not excited about your application after reading the abstract...
Organize the Research Plan to answer 4 essential questions:

- What do you intend to do?
- Why is the work important?
- What has already been done?
- How are you going to do the work?
Developing a Strong Research Plan

Specific Aims

- Grab the reader immediately
- State long-term objectives
- Explicit hypotheses and research questions
- Keep the hypotheses limited
- Concise outline of entire project
Developing a Strong Research Plan

Background and Significance

- Why is this research important?
- Expands on the specific aims
- Identifies key themes of literature and links to specific aims
- Critically analyzes existing literature
- Documents solid theoretical basis for your study
Developing a Strong Research Plan

Preliminary Studies/Progress Report

- How previous work -- by you, your team, and others -- leads to this study
- Demonstrate your experience, competence and likelihood of continued success
- Must flow logically from literature review and major themes of the problem area
Developing a Strong Research Plan

Research Design and Methods

- Start with overview of research design and hypotheses (if appropriate)
- Be explicit and thorough in discussing
  - intervention or system to be studied
  - target population
  - inclusion and exclusion criteria
  - independent and dependent variables
  - all measures and instruments
Developing a Strong Research Plan

Research Design and Methods (cont.)

- Does your plan flow logically from the literature review and prior studies?
- How will each hypothesis be evaluated?
- Do your measures capture the variables needed to test hypotheses?
- Why did you choose those measures?
- Methods and analyses must match
Developing a Strong Research Plan

Research Design and Methods (cont.)

- Power analysis is clear and appropriate to the research questions (and effect size)
- How will you deal with attrition and missing data?
- Acknowledge the weaknesses and compromises in your design
- Explain any unusual statistical procedures
  – Be sure that you know how to do them
Developing a Strong Research Plan

Some Common Miscues:

*Failure to ...*

- Document why the problem is important
- Distinguish empirical findings from speculation
- Critically analyze key themes in literature
- Consider alternative perspectives
- Read, understand, and cite the crucial studies
Good Presentation

Address the 5 review criteria

- Significance
- Approach
- Innovation
- Investigator
- Environment
SIGNIFICANCE

- Does this study address an important problem?
- If the aims are achieved, how will scientific knowledge be advanced?
- What will be the effect on concepts or methods that drive this field?
**APPROACH**

- Are the conceptual framework, design, methods, and analyses adequately developed, well-integrated, and appropriate to the aims of the project?
- Does the applicant acknowledge potential problem areas and consider alternatives?
INNOVATION

- Does the project employ novel concepts, approaches or methods?
- Are the aims original and innovative?
- Does the project challenge existing paradigms or develop new methodologies or technologies?
INVESTIGATOR

- Are the investigators appropriately trained and well suited to carry out this work?
- Is the work proposed appropriate to the experience level of the principal investigator and other researchers?
- Does the investigative team bring complementary and integrated expertise to the project (if applicable)?
Does the scientific environment in which the work will be done contribute to the probability of success?

Do the proposed experiments take advantage of unique features of the scientific environment or employ useful collaborative arrangements?

Is there evidence of institutional support?
Good Presentation

- Provide well-focused research plan
- Keep specific aims simple … and specific
- Link hypotheses to specific aims
- Explain method to test every hypothesis
- Don’t wander from the main theme
- A conceptual model can clarify ideas
Good Presentation

- Be realistic … not overly ambitious
- Discuss potential problem areas
- Discuss possible solutions
  - Explain rationale for your decisions
- Be explicit
- Reviewers cannot read your mind …

Don’t assume they know what you intend
Good Presentation

Prepare a reviewer-friendly application

- Be well organized and clear
- Use logical transitions between sections
- Add section headings -- major and minor
- Make tables and figures easy to view
- Eliminate all mispeelings and type-O’s
Prepare a reviewer-friendly application

- Be well organized and clear
- Use logical transitions between sections
- Add section headings -- major and minor
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- Eliminate all misspellings and typo’s
Actual Reviewer Comments
You Really Don’t Want to See

“This application is characterized by ideas that are both original and scientifically important…

…unfortunately the ideas that are scientifically important are not original and the ideas that are original are not scientifically important.”
“In addition to proposing a research design that is a fishing expedition …

…the application also proposes to use every type of bait and piece of tackle ever known to mankind.”
More Reviewer Comments You Want to Avoid

There is not a clear hypothesis …

The specific aims do not test the hypothesis…

The specific aims depend on results from previous aims…

The proposal is overly ambitious…

It’s not clear the investigator can do the proposed experiments…

Preliminary data is lacking…
More Reviewer Comments You Want to Avoid

The studies are more descriptive than mechanistic…

The Background section is missing key publications and experimental findings…

Alternative approaches or interpretation of data are inadequately described…

Experimental details are lacking or have not been adequately described…

This is not the appropriate grant mechanism…
Increase your chances of a good review

- Make sure your application presents well
- Make sure your application goes to the right review group*
- Try to keep your reviewers happy

* Consult with Program Officer
Get to the right review group

- Title, abstract, specific aims all point to the main goals of your project
- Attach a cover letter
  - suggest IC and review group assignment*
  - outline areas of key expertise needed for appropriate review
  - do not name specific reviewers

* Consult with Program Officer
Keep your reviewers happy

- Reviewers work late at night
- Help them stay alert and interested
- Make your application easy to read and easy to understand
- Convince them to advocate for your idea
  – Get them on your side!
Good Luck

Results from:

- Good Ideas
- Good Grantsmanship
- Good Presentation
- Good Review
What will make your grant application experience most unpleasant?

Failure to take care of things that are under your control

This will lead to needless frustration and lack of success
Be PROACTIVE

PLAN Ahead

Be PERSISTENT

Be PERSUASIVE

Don’t Forget to talk with your PROGRAM OFFICER
"Anatomy" of Grant Process

Program Staff
Collaborators

Researcher
Idea
Institution

Program Announcement or RFA

Grant Application (R01, R03, R21, K01, K08, etc.)

National Advisory Council

CSR Referral and Review

Revision
Ten Simple Rules to remember when planning, writing and submitting your application
Rule #1

**DO NOT** write the application for Yourself Unless you are going to fund it yourself

You **MUST** convince the entire review committee and the funding agency
Rule #2

STUDY SECTIONS **DO NOT** FUND APPLICATIONS!

INSTITUTES **FUND** APPLICATIONS!
Rule #3

You must **Excite** the reviewers and the funding agency
Rule #4

Reviewers are never wrong, Reviewers are never right;
they simply provide an assessment of material that you provided in your application.
Rule #5

Comments in the summary statement are never about you as a person.

The comments are about the material that you provided in your application and the way in which you provided the information.
Rule #6

The comments in the summary statement only list some of the weaknesses .... not all of the weaknesses.

When you revise your application use the time as an opportunity to improve the entire application.
Rule #7

Always contact NIH staff before you submit an application and preferably when you are in the planning stages.

Make sure that you give yourself and the NIH staffer enough time to work with together.
Rule #8

Focus Your Application

State a Clear Hypothesis,
Make sure the Specific Aims
Test Your Hypothesis
Rule #9

Propose Mechanistic, Scientifically-Relevant Experiments

that will clearly and significantly address an important research question
Secure a Mentor(s)
Who can provide advice and guidance

Secure a Collaborator(s)
Who can provide needed experimental expertise
More Web Resources
Funding Opportunities

Sites with important information:

http://grants.nih.gov/grants/index.cfm
http://grants.nih.gov/grants/welcome.htm#introduction
http://deainfo.nci.nih.gov/funding.htm
http://deainfo.nci.nih.gov/extra/extdocs/grantrevprocess.htm
http://www.niaid.nih.gov/ncn/glossary/default.htm
Grant Writing Tips Sheets

Many NIH Institutes put out guides and tip sheets on their Web sites. These guides can be useful resources. Here are just a few.

- All About Grants - Including Grant Application Basics, How to Plan a Grant Application and How to Write a Grant Application.
- Applying for an NHGRI Grant
- Choosing an Appropriate NIH Funding Instrument and Funding Mechanism (MS Word - 209 KB)
- NIH Grants Information CD (PDF - 51 KB)
- Peer Review Guidelines and Information
- Peer Review Meetings - Meeting dates, descriptions, rosters, guidelines, etc.
- Preparing Grant Applications
- Quick Guide for Grant Applications
- Quick Guide for the Preparation of Grant Applications (Complementary and Alternative Medicine)
- SBIR/STTR Policy and Grantsmanship Information
- Tips for New NIH Grant Applicants
- Writing a Grant

Note: For help accessing PDF, RTF, MS Word, Excel, PowerPoint or RealPlayer files, see Help Downloading Files.
## Glossary & Acronym List

For a complete list of acronyms only, go to [Acronym List](https://grants.nih.gov/grants/glossary.htm).

To Search this Page, use the Find Command (Ctrl-F).

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academic Research Enhancement Award (AREA)</strong></td>
<td>Grant award that stimulates research at health professional academic institutions with less than $3 million of NIH support in total costs in four or more of the last seven years. Go to <a href="https://grants.nih.gov/grants/glossary.htm">AREA</a></td>
</tr>
<tr>
<td><strong>Accession Number</strong></td>
<td>Related to electronic submission of applications, the Accession number is the Agency tracking number provided for the application after Agency validations.</td>
</tr>
<tr>
<td><strong>Account</strong></td>
<td>The term &quot;account,&quot; as used by the NIH eRA Commons, is a personal account that an individual would use to log into the NIH eRA Commons. An account is identified by a unique combination of username and password.</td>
</tr>
<tr>
<td><strong>Account Administrator (AA)</strong></td>
<td>An Account Administrator (AA) is designated by an SO at a grantee organization to facilitate the administration of NIH eRA Commons accounts. The AA can create, modify and/or remove the necessary accounts for these types: AC, AA, FSR, PI or ASST. Although the AA can create additional accounts, the AA cannot modify institutional profile (IP) information. The AA typically will be in the central research administration office.</td>
</tr>
<tr>
<td><strong>Acquisition</strong></td>
<td>Obtaining supplies or services by the federal government with appropriated funds through purchase or lease. See <a href="https://grants.nih.gov/grants/glossary.htm">Contract – R&amp;D</a>.</td>
</tr>
<tr>
<td><strong>Active Grant</strong></td>
<td>A grant that meets the following criteria is defined as an &quot;active grant&quot;:</td>
</tr>
</tbody>
</table>

[grants.nih.gov/grants/glossary.htm](https://grants.nih.gov/grants/glossary.htm)
GAB Related Links

National Cancer Institute
Office of Grants Administration (OGA)
(formerly the Grants Administration Branch)

Related Links

http://www3.cancer.gov/admin/gab/links.htm

Grants Information:

- NCI's publication "Everything you Wanted to Know About the NCI Grants Process But Were Afraid to Ask" describes, in a general way, how a grant is awarded and administered. Although the discussion relates to the National Cancer Institute (NCI), the grants process is similar in the other National Institutes of Health (NIH) awarding components.
- A wealth of information for NIH’s New Grantees may be found in NIH’s Office of Extramural Research's (OER’s) "Welcome Wagon" Letter. The intent of this memorandum is to highlight key requirements, provide referrals to important sources of information available from NIH, and identify NIH and Department of Health and Human Services (DHHS) offices having responsibility for certain administrative functions.
- The National Institutes of Health Grants Policy Statement (NIHGPS) is intended to make available to NIH grantees, in a single document, up-to-date policy guidance that will serve as the terms and conditions of NIH awards.
- NIH’s Electronic Research Administration (ERA) Commons is a virtual meeting place where NIH extramural grantee organizations, grantees, and the public can receive and transmit information about the administration of biomedical and behavioral research. The ERA Commons is divided into both unrestricted and restricted portions that provide for public and confidential information, respectively.
- NIH Grant Funding Opportunities - NIH’s Office of Extramural Research (OER) provides web accessible information about ongoing grant programs and special initiatives. OER's funding opportunities web site includes application kits, guidelines for applications for various types of grants and identification of appropriate contacts at the NIH institutes and centers that make awards.
- The NHI forms and applicatione for Grantees which are available online are maintained by NIH's Office of Extramural Research (OER).
- The NIH Guide for Grants and Contracts contains NIH notices, program announcements (PAs) and requests for applications (RFAs) and is maintained by NIH’s Office of Extramural Research (OER).
- DHHS’s GrantsNet is a tool for finding and exchanging information about HHS and selected other Federal grant programs. It is part of the much publicized national movement toward providing government resources to the general public in a more
CONSUMER GUIDES FOR PEER REVIEW

Complete Guide Book to Peer Review

The NCI Consumers' Guide to Peer Review has been prepared to serve first as an introduction and orientation to the National Cancer Institute (NCI) and its Research Programs and second to define your role as a consumer in the Peer Review of applications that support extramural clinical/population-based research conducted by Cancer Centers, Cooperative Groups, Program Projects, and projects submitted in response to Requests for Applications (RFAs) and Program Announcements (PAs).

Cancer Dictionary for Peer Review

The NCI Consumers' Cancer Dictionary for Peer Review is designed to provide concise definitions of technical terms frequently used in applications for NCI-sponsored investigator-initiated research. The terms include those commonly associated with the molecular biology of cancer, immunology, and clinical oncology. These definitions, in association with the review process, will increase your familiarity and understanding of the biology and clinical aspects of cancer. We hope this will facilitate and make your participation in the Peer Review process more meaningful.
Quick Guide for Grant Applications

TABLE OF CONTENTS

Introduction
Planning Your Application
Abstract
Research Plan (overview)
A. Specific Aims
B. Background and Significance
C. Preliminary Results/Progress Report
D. Research Design and Methods
Budget and Justification
Assurances
  ● Human
These "All About Grants" tutorials help biomedical investigators, especially new ones, plan, write, and apply for the basic NIH research project grant, the R01. Our advice comes from the experience of NIAID staff, including former NIH grantees, and should be considered as opinion only. Differing opinions may exist.

We do not repeat instructions in the PHS 398 grant application kit. Before preparing an application for an NIH grant, read all instructions, and follow the directions.

<table>
<thead>
<tr>
<th>Tutorial Web pages</th>
<th>MS Word</th>
<th>Adobe PDF</th>
<th>Translations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant Application Basics</td>
<td>MS Word</td>
<td>Adobe PDF</td>
<td>Español, Français</td>
</tr>
<tr>
<td>How to Plan a Grant Application</td>
<td>MS Word</td>
<td>Adobe PDF</td>
<td>Español, Français</td>
</tr>
<tr>
<td>How to Write a Grant Application</td>
<td>MS Word</td>
<td>Adobe PDF</td>
<td>Español, Français</td>
</tr>
<tr>
<td>How to Manage Your Grant Award</td>
<td>MS Word</td>
<td>Adobe PDF</td>
<td></td>
</tr>
<tr>
<td>How to Write a Human Subjects Application</td>
<td>MS Word</td>
<td>Adobe PDF</td>
<td>Español, Français</td>
</tr>
<tr>
<td>How to Write an Application Involving Research Animals</td>
<td>MS Word</td>
<td>Adobe PDF</td>
<td></td>
</tr>
<tr>
<td>Advice on Research Training and Career Awards</td>
<td>MS Word</td>
<td>Adobe PDF</td>
<td></td>
</tr>
<tr>
<td>Advice for Small Business Grants (SBIR, STTR)</td>
<td>MS Word</td>
<td>Adobe PDF</td>
<td></td>
</tr>
</tbody>
</table>

Find more information on the main Grants Funding page, including:

- Annotated R01 Grant Application
- Quick Facts on Research Grant Applications
The electronic Research Administration (eRA) provides information technology solutions and support for the full life cycle of grants administration functions for the National Institutes of Health (NIH), Operating Divisions of the Department of Health and Human Services and other federal agencies. eRA is in use by over 100,000 individual researchers and about 9,500 research institutions worldwide.
COMMENTS ALERT: Alert (7/20/2007): NIH Extends Deadline for R01 New Investigator, PAR-07-345 and PAR-08-294 Applications in Response to July 20, 2007 Submission Deadline. These opportunities with submission deadlines of Friday, July 20, 2007 will have two extra business days (until Tuesday, July 24) to submit their applications. This extension applies to the July 20, 2007 submission deadline and these opportunities only. The change is being made to accommodate applicants that were unable to submit their applications due to a Grants.gov system failure that began late Thursday, July 19 and extended into Friday, July 20.

Support Tip: We encourage you to take advantage of our new web support at http://thelpdesk.nih.gov/eRA/. When requesting support please supply as much of the requested data as possible for faster service.

Electronic Submission Tip: Learn about the most frequent application errors at Avoiding Common Errors.

https://commons.era.nih.gov/commons/
Grants Policy and Guidance

Grants Policy Statements
- Prior version: 03/01/2001
- Archive of inactive Versions: 10/01/1998, 04/01/1994

General Policy Notices
- 2007
  - July 6: Request for Information (RFI): NIH System to Support Biomedical and Behavioral Research and Peer Review
  - May 1: NIH Announces Changes to eRA Commons, Particularly the Electronic Streamlined Non-competing Award Process (eSNAP) Function
  - April 11: NIH Revised Notice of Award Letter
  - April 4: Continuation of the Extension of the NIH Pilot Study to Shorten the Review Cycle for New Investigator R01 Applications
  - March 14: Revision: Kirschstein-NRSA Stipend and Other Budgetary Levels Effective for Fiscal Year 2007

Related Resources
- Get updates on policy changes, guidelines and funding opportunities. Subscribe to the NIH Guide
- Recent Notices (in Last 12 Months)
- Archive of Selected Policy Notices (1993 - Present)
NIH Grants Policy Statement (12/03)

Table of Contents

NIH Grants Policy Statement (12/03) - Effective for all NIH grants and cooperative agreements with budget periods beginning on or after December 1, 2003. See 03/01 NIHGPS and 10/98 NIHGPS for prior budget periods. See 11/26/2003 NIH Guide for description and notable changes since the 2001 version.

Download PDF File(s) - PDF files containing the NIHGPS are available for viewing, searching and/or printing. You may download the Complete NIHGPS in a Single File (2.1MB) OR you may download the NIHGPS in two smaller parts, Part 1 of 2 (1.2MB) and Part 2 of 2 (1.2MB), in the event that you experience viewing or printing problems due to the size of the single file.

Change to the NIHGPS - The statement on the allowability of Invention, Patent, or Licensing Costs under Part II of the NIH Grants Policy Statement has been updated, as announced in the May 27, 2004 NIH Guide notice. The html and pdf versions of the document have been updated accordingly.

Introduction - NIH Grants Policy Statement

Part I: NIH Grants—General Information

THE NATIONAL INSTITUTES OF HEALTH AS A GRANT-MAKING ORGANIZATION

Roles and Responsibilities

NIH and HHS Staff
Grantee Staff
Electronic Submission

Paper No More, Use 424 (R&R)

NIH is transitioning from paper PHS398 grant application submissions to electronic submission using the SF 424 (R&R) application. [Timeline for Transition]

Electronic Application Process

1. Prepare to Apply
2. Find Opportunity and Download Application Package
3. Prepare Application
4. Submit Application to Grants.gov
5. Check Submission Status in Commons
6. Check Assembled Application

Transition Timeline

- Timeline (Graphic format) More...

Avoiding Common Errors

More...

http://era.nih.gov/ElectronicReceipt/

Latest Updates

- New training videos on eSubmission process and Commons features (July 29, 2008)
- Updated SF424 (R&R) Validations (July 14, 2008)

eSubmission News NEW

- Posted on AOR/SA Listserv
- Posted on PI Listserv

Related NIH Guide Notices

- Workaround for Adding More Than Eight Senior/Key Persons (May 31, 2008)
New “Parent” FOA page added for quick reference to unsolicited applications.
Enter search criteria or select Advanced Search.

Parent Announcements (For Unsolicited or Investigator-Initiated Applications)

NIH and other agencies serviced by this Web site invite applications for use by applicants in 'unsolicited' applications. Applications must be submitted in response to these announcements for use by applicants in 'unsolicited' applications. Applications due dates will be published in the announcement. For more information, read More About Parent Announcements.

The following Parent Announcements are available (sorted by Activity Code):

<table>
<thead>
<tr>
<th>Activity Code(s)</th>
<th>Title</th>
<th>Announcement Number</th>
<th>Issuing Organization</th>
<th>Release Date</th>
<th>Opening Date (SF424 Only)</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>R01</td>
<td>Research Project Grant (Parent R01)</td>
<td>PA-07-070</td>
<td>NIH</td>
<td>11/20/2006</td>
<td>01/05/2007</td>
<td>01/03/2010</td>
</tr>
<tr>
<td>RU3</td>
<td>NIH Small Research Grant Program (Parent R03)</td>
<td>PA-06-180</td>
<td>NIH</td>
<td>03/02/2006</td>
<td>05/02/2006</td>
<td>05/02/2009</td>
</tr>
<tr>
<td>R15</td>
<td>Academic Research Enhancement Award (Parent R15)</td>
<td>PA-06-042</td>
<td>NIH</td>
<td>10/26/2005</td>
<td>01/17/2006</td>
<td>01/03/2009</td>
</tr>
<tr>
<td>R21</td>
<td>NIH Exploratory/Developmental Research Grant Program (Parent R21)</td>
<td>PA-06-181</td>
<td>NIH</td>
<td>03/02/2006</td>
<td>05/02/2006</td>
<td>05/02/2009</td>
</tr>
<tr>
<td>R41/R42</td>
<td>PHS 2007-02 Omnibus Solicitation of the NIH for Small Business Technology Transfer Grant</td>
<td>PA-07-281</td>
<td>NIH</td>
<td>01/16/2007</td>
<td>02/05/2007</td>
<td>01/03/2008</td>
</tr>
</tbody>
</table>

Select the FOA number to open the announcement.

eSubmission

Automated Training Tutorials

- eRA Commons Registration
- Completing an Application Package (Grants.gov)
- Find & Download a Funding Opportunity
- Check Submission Status & View Assembled Application (PI & SO versions)

[era.nih.gov/ElectronicReceipt/training.htm]
eSubmission

- Presentations, Quick Reference Materials, Brochures, Drop-in newsletter articles [era.nih.gov/ElectronicReceipt/communication.htm](https://era.nih.gov/ElectronicReceipt/communication.htm)
- Training Videos, Videocast Archives [era.nih.gov/ElectronicReceipt/training.htm](https://era.nih.gov/ElectronicReceipt/training.htm)