

RECEIPT AND REFERRAL OF GRANT APPLICATIONS

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Director

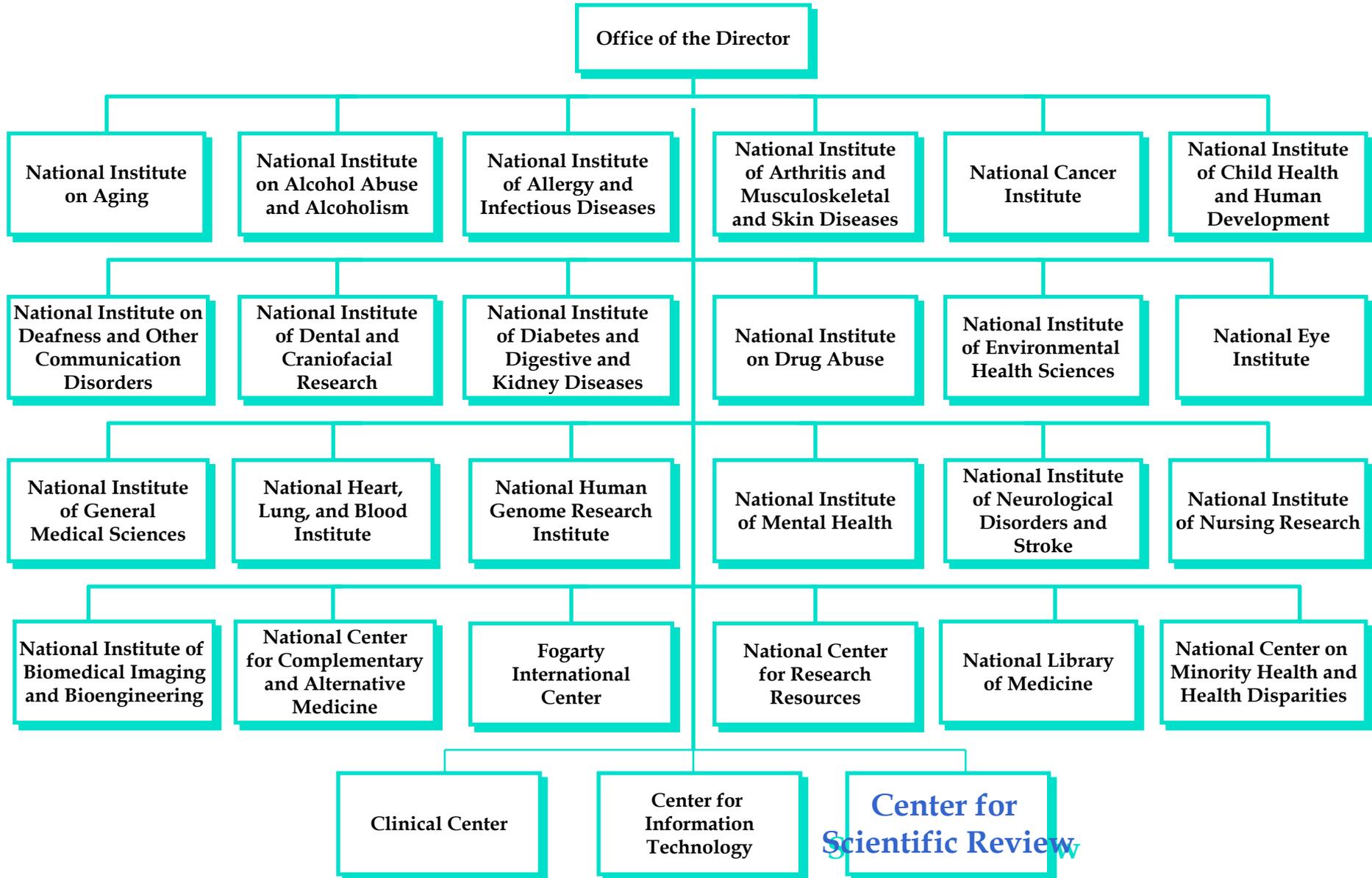
Division of Receipt and Referral

Center for Scientific Review



NIDDK September 2004

National Institutes of Health



My application was so big I sent it in two boxes; I hope that is not a problem.



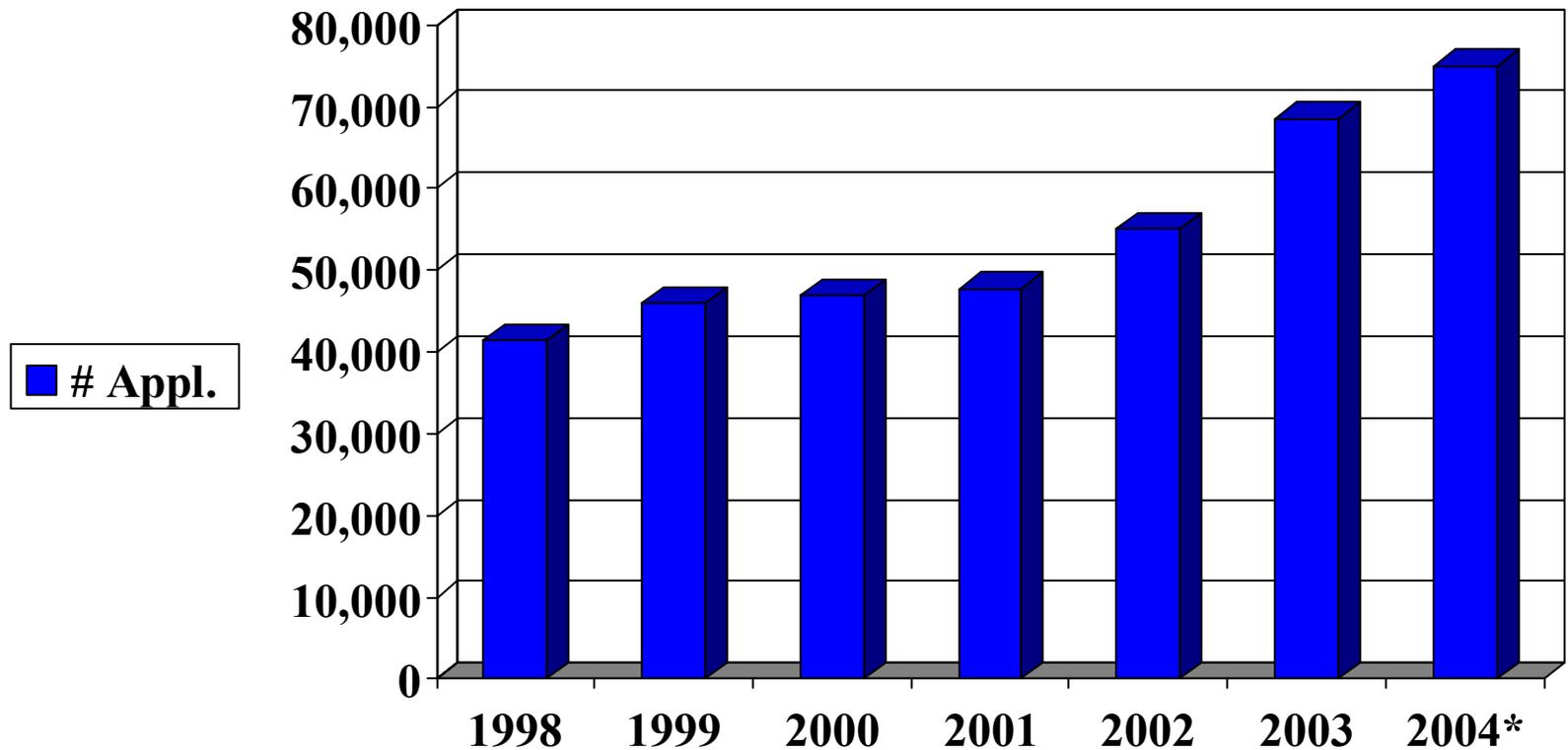
Did you receive my application yesterday? I sent it by Fed Ex.



I need to make a correction on page 32; can you find my application?



APPLICATIONS RECEIVED BY FISCAL YEAR



* Estimate 5 to 10% increase



TERMINOLOGY & ABBREVIATIONS

- Submission = Receipt
- Assignment = Referral
- Institute/Center = IC
- Principal Investigator = PI
- Amended = Revised

- Grant Application \neq Grant



RECEIPT

- CSR receives all competitive applications for NIH, also applications for AHRQ, NIOSH, small business applications for CDC and FDA, some RFAs for CDC
 - All competing grant applications to DRR, CSR
 - All competing contract proposals to the IC
 - All noncompeting applications to the IC
 - All administrative supplements (including minority, disability, and reentry to the IC)



WHERE ARE THE ELECTRONIC APPLICATIONS?

- Have received about 50 to date
- 2004 expect more pilots and some increase
- 2005 considerable increase
- Use of Commons provides advantages now: assignment, review outcome, summary statement
- NIH Infrastructure is in place to use electronic submissions
- eRA (CGAP) applications look different
 - Some sections in more pages (Description, Performance Sites, Key Personnel)
 - Images have color photos; high quality



IMPORTANT DETAILS ABOUT GRANT APPLICATION SUBMISSION

- Multiple receipt dates per cycle
- Standing versus special receipt dates
- Postmark versus receipt dates
- Weekends and holidays
- No longer able to deliver directly
- Late applications
- Corrections/missing material



TYPE OF APPLICATION DETERMINES SUBMISSION DATE

- January, May **September 10**: Institutional Training Grant
- January, May, **September 25**: AREA
- February, June, **October 1**: New Research, Conference, Research Career, and all Program Project/Center Applications
- March, July, **November 1**: Competing Continuation, Revised, and Supplemental Applications
- April, August, **December 1**: STTR and SBIR Applications
- April, August, **December 5**: Individual NRSA Fellowship Applications
- May, September 1, **January 2**: All AIDS applications



WHAT KIND OF APPLICATION TO SUBMIT

- Many different grant mechanisms used by the Institutes/Centers
- Support ranges from individual predoctoral level to very large resources
- Each Institute/Center uses a different array of mechanisms and may have special requirements
- Investigator-initiated and solicited applications (RFAs)
- Application kits and deadlines vary



INFORMATION SOURCES

- NIH Home Page (<http://www.nih.gov>)
 - Funding Opportunities
 - Grants Page
 - NIH Guide to Grants and Contracts
 - Individual Institutes/Centers
 - Special Programs and Staff Contacts
- GrantsInfo
 - Grantsinfo@nih.gov
 - 301-435-0714
 - Application kits, general questions

CSR WEB SITE

<http://www.csr.nih.gov>

- News and Events
- Resources for Applicants
- Study Section Information
- Employment Opportunities
- Contact Information
- Division of Receipt and Referral: 301-435-0715

[Site Map](#) | [Search](#) | [Text Version](#)

The screenshot shows the homepage of the Center for Scientific Review. At the top, there is a navigation bar with the text "Center for Scientific Review" and the address "6701 Rockledge Dr. Bethesda, MD 20892". Below this, there is a main content area with a central image of people in a meeting. To the right of the image is a vertical navigation menu with links: "Welcome to CSR", "News & Events", "Resources For Applicants", "Study Section Information", "Employment Opportunities", and "Contact". To the left of the image is a "What's New" section with a "more" link and two bullet points: "Summary: CSRAC Ad Hoc Working Group Comments on Integrated Review Groups" and "PTHC's new name: (CAMP) Cancer Molecular Pathobiology Study Section". Below this is a "Hot Links" section with three bullet points: "Study Section Meetings", "Rosters", and "Funding Opportunities". On the far right, there is a list of links: "News and Announcements", "Peer Review Notes", "Reorganization Activities (Including PSBR)", "CSR Advisory Committee Meetings", and "Reports on Peer Review Topics". At the bottom of the page, there is a footer with the text "Disclaimer & Privacy Statements | CSR Accessibility Statement | NIH Home" and a small logo for "FIRST GOV" with the tagline "Your First Click to the U.S. Government".

Last Update: March 1, 2002

FIRST GOV
Your First Click to the U.S. Government



IMPORTANT POLICIES FOR APPLICATION SUBMISSION

- IC approval needed for all applications requesting \$500,000 or more direct costs in any year
 - Applies to new, competing continuation, supplemental, and all revisions
 - Inquire six weeks in advance
 - These applications also must have data sharing plan
- Modular Budgets for R01, R03, R15, and R21 under \$250,000
- Revised Applications
 - A2/No longer time limit
 - Must have received Summary Statement
 - Change in Content
 - Introduction/Mark Text
- Applications to and following RFA
- Applications changing mechanisms
- IC approval need for all conference grant applications



APPLICATION FORMAT

- Requirements: 10 point, 15 cpi, 6 lpi, 1/2 inch margins
 - Spaces count
 - Measure the printed page
 - Arial or Helvetica 11 point recommended
- If any computer setting/component changed, measure again
- Staff processing applications look at font size
 - Questionable applications are measured
 - Applicants given four days to fix problems
 - Still may be deferral or return by reviewers or ICs (spot checking)
 - Use common sense; consider reviewers



THREE COMPONENTS OF EACH ASSIGNMENT

- Mechanism
- Institute/Center for funding consideration; dual assignments based on IC interests
- Review location
 - Institute/Center
 - CSR
- Principal Investigators are encouraged to include a request letter.



MECHANISM

- Different Institutes/Centers use different arrays of mechanisms
- For some mechanisms (R03, R21, P series) ICs may have different eligibility criteria, budget caps, page limits for research plan, etc.
- Identify PA/RFA on line 2 and mechanism in cover letter



INSTITUTE/CENTER ASSIGNMENTS

- Referral Guidelines for Funding Components of PHS
- ICs Have Many Shared Interests
 - Overall Mission
 - Specific Program Mandates
 - 24 Institutes/Centers have evolved over time, many shared interests
- Principal Investigator Requests
- Institute/Center Requests
- Program Announcements
- Assignment History



INITIAL REVIEW GROUP ASSIGNMENT

- Referral Guidelines for IRG and Study Section
- Principal Investigator requests
- Conflict of interest considerations
- Previous assignment history



ASSIGNMENT NOTIFICATION

- Study Section or Special Emphasis Panel
- Scientific Review Administrator
 - Address, telephone number, etc.
- Institute Assignment
 - Primary and any dual
 - General contact number
- Unique Identifier (1 R01 xx123456-01)
- Should receive within six weeks or access via Commons



ASSIGNMENT

- Verify correct mechanism
- Concerns regarding review or Institute assignment
 - Contact SRA
 - Institute Home Page and telephone number
- Request for change in writing to CSR (fax 301-480-1987)
- More efficient to include cover letter with submission



REVISED APPLICATION

- 2 amendment / No time limitation
- Must have received summary statement
- Need to make changes in Research Plan
- Need to include Introduction and mark text to show changes
- Next review may be by same or different study section



THE NEXT STAGE

- Peer Review