Navigating the NIH Proposal Process Part 3

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Overview

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  - Guidance Structure & Determining FOA
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  - Timeline & Internal Information
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- **Part 3: After Submission**
  - Other Actions
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  - Communicating with NIH
  - Special Notes and Take-a-Way

Overview

- **Part 3: After Submission**
  - Other Actions
  - Review
  - Communicating with NIH
  - Special Notes and Take-a-Way

Other Actions

- Error Checking
  - Cayuse electronic and PDS/PI manual check
  - Grants.gov tracking and error checks
    - Errors may be discovered in stages
  - Initial NIH electronic and post to eRA Commons
    - Errors may be discovered in stages
  - Validation Window
    - Only useful if submitted 2 or more days prior to deadline
  - Center for Scientific Review (CSR) – electronic and manual check
  - Program Officer manual check

Other Actions

- Changes/Corrections (PI/ORS initiated)
- Withdrawals (PI/ORS/PO/SRO initiated)
- Supplementary funding
  - Administrative
  - Diversity
  - Other
- Requests for information from PO/SRO
  - Pay close attention to emails especially if there are Do Not Contact instructions

Other Actions

- **A unique number is assigned to your proposal as it processes into NIH**

    - **Sample Application Identification Number** 1 R01 AI 183723 -01 A1 S1

        - The application number identifies: type of application (1)

        - activity code (R01)

        - organization to which it is assigned (AI)

        - serial number assigned by the Center for Scientific Review (CSR) (183723),

        - suffix showing the support year for the grant (-01)

        - other information identifying a revision (S1), resubmission (A1), or a fellowship's institutional allowance. For contracts, the suffix is replaced by a modification number.

Life Cycle of a Grant

Idea

Research Team

ORS

NIH

Center for Scientific Review

Assigns to IC/review group

Study Section

Reviews scientific merit

Institute

Evaluates program relevance

Advisory Council

Recommends action

Institute Director

Takes final action

Funds

NIH Grant and Review Information

- National Institutes of Health: http://www.nih.gov
  - Office of Extramural Research
    https://grants.nih.gov/grants/oer.htm
  - Grants Policy
    https://grants.nih.gov/policy/index.htm
  - Open Mike blog
    https://nexus.od.nih.gov/all/category/blog/
- Center for Scientific Review: http://www.csr.nih.gov
  - Resources for Applicants
    http://www.csr.nih.gov/ResourcesforApplicants
  - CSR Study Section Descriptions
    http://public.csr.nih.gov/StudySections
  - CSR Rosters and Meeting Dates
    http://public.csr.nih.gov/RosterAndMeetings

Review

- Center for Scientific Review
  - Assigns to Institute or Integrated Review Group
  - Assigns Study Section
  - Initial Peer review
- PO/SRO Review
- Know your Reviewers (Initial/Peer Review)
  - Standing Review Committee is always available (appt usually 4-6 years)
  - 30 days before review members of review committee are posted
  - If you feel expertise of review members is not correct for your proposal or that you have been put in the wrong study group you can request change
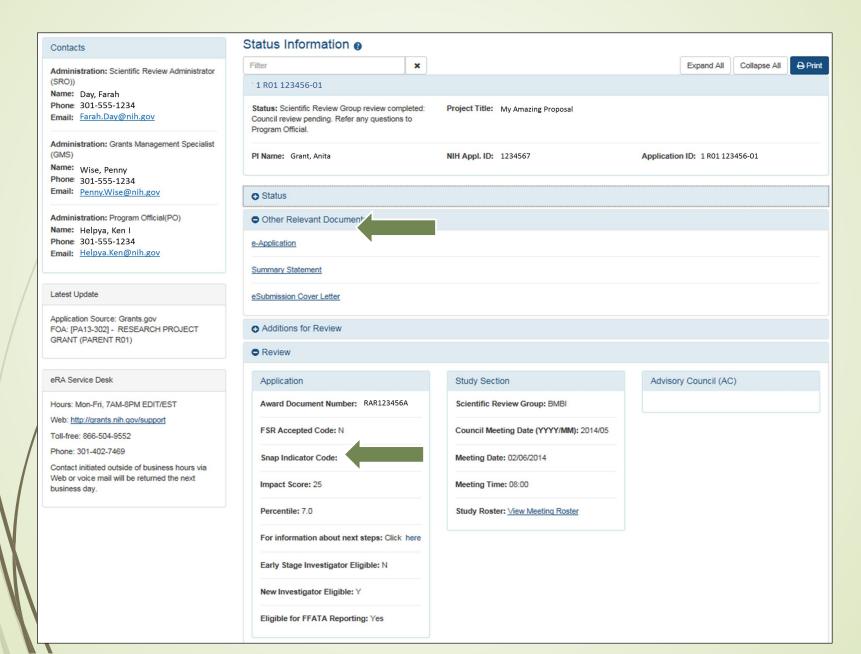
Review

- The Initial Review may result in
  - Streamlining
    - Not discussed; considered non competitive
    - No overall impact score, you do get summary of review critiques but no resume of discussion
  - Scores
    - May or may not be considered for funding
    - You receive score and review discussion comments

Post Study Section

- All applications (with the scores) go Second Level Review with the Advisory Council (includes your PO)
  - [Scoring & Summary Statements | NIH: National Institute of Allergy and Infectious Diseases](#)
  - Scores range 1 – 9 (1 best; 1-3 is highest bracket)
- At this stage, direct all questions to PO
- eRA Commons (https://public.uat.era.nih.gov/commons)
  - – Final Impact Score within 3 days
  - – Summary statement available within 4 – 8 weeks
  - – Status codes: https://era.nih.gov/Docs/era_status_codes.pdf
- Funding in ~9 months
- Contact from NIH regarding the submission should usually be shared with ORS as soon as possible. (Revision, JIT, Award, Update)

Status in eRA Commons

Scoring Information

Overall Impact:
The likelihood for a project to exert a <u>sustained</u>, <u>powerful</u> influence on research field(s) involved

Overall Impact	High	Medium	Low
Score	1 2 3	4 5 6	7 8 9

Evaluating Overall Impact:

Consider the 5 criteria: significance, investigator, innovation, approach, environment (weighted based on reviewer's judgment) and other score influences, e.g. human subjects, animal welfare, inclusion plans, and biohazards

e.g. Applications are addressing a problem of <u>high</u> importance/interest in the field. May have some or no weaknesses.

e.g. Applications may be addressing a problem of <u>high</u> importance in the field, but weaknesses in the criteria bring down the overall impact to medium.

e.g. Applications may be addressing a problem of <u>moderate</u> importance in the field, with some or no weaknesses

e.g. Applications may be addressing a problem of <u>moderate</u>/<u>high</u> importance in the field, but weaknesses in the criteria bring down the overall impact to low.

e.g. Applications may be addressing a problem of <u>low</u> or <u>no</u> importance in the field, with some or no weaknesses.

5 is a good medium-impact application, and the entire scale (1-9) should always be considered.

Scoring Information

Scored Proposal – Not Funded

Overall Score: 2.65
(1=outstanding; 5=poor)

Total Federal Funds Requested: $3,300,000.00
Duration of Support Requested: 4 Years

Evaluation Criteria Rating Scale: 1 (poor) to 7 (excellent)

The panel reviewed the application on the basis of the published evaluation criteria and rated it as described below.

Criteria Description	Score
Significance	5.1
Research Plan	4.4
Personnel	6.2
Resources	6.7

Scoring Information

Scored Proposal – Funded

Overall Score: 1.63
(1=outstanding; 5=poor)

Total Federal Funds Requested: $1,500,000.00
Duration of Support Requested: 3 Years

Evaluation Criteria Rating Scale: 1 (poor) to 7 (excellent)

The panel reviewed the application on the basis of the published evaluation criteria and rated it as described below.

Criteria Description	Score
Significance	5.7
Research Plan	5.1
Personnel	6.5
Resources	6.7

Life Cycle of a Grant

Contacting NIH staff

When to Contact	PO	SRO	GS
Before Application Submission to discuss: • Research idea (or specific aims) & fit with IC/priorities • Grant programs and funding opportunities • Questions about application and review process	✔	✔	
After Submission/Before Peer Review to discuss: • Review assignment or concerns (e.g., panel expertise) • Request to send additional/corrective materials	✔	✔	
After Peer Review to discuss: • Summary statement and response to reviewer critiques • Potential for application resubmission	✔		
At any point to discuss: • Budget questions/administrative issues about award • Interpretation of grants policies			✔

PO=Program Officer; SRO=Scientific Review Officer; GS=Grants Specialist

Contacting your PO

- Program Officers work for the Institute and play a role in funding decisions
  - You can talk to them before submitting, then after the review session
- Always make sure your idea fits the institute and funding opportunity
  - Send Specific Aims draft
  - Ask for "programmatic relevance"
  - Ask if they can comment on the **Impact**
  - Ask if they have any Study Section recommendations
- You PO works for you but respect their time
- Once you have an assigned study section, you can ask your PO to listen in on the review

Contacting your SRO

- Not necessary to contact pre-review, but can help identify a **Study Section**

- Scientific Review Officers typically work for Center for Scientific Review (CSR)

- SRO (non-voting) will sit in on your review

- May be listed if FOA, or you have to wait for assignment

  - If pre-listed, send Specific Aims and some possible Study Sections... ask for for fit

  - If assigned in eRA Commons, contact once listed

https://loop.nigms.nih.gov/2015/11/talking-to-nih-staff-about-your-application-and-grant-who-what-when-why-and-how/

Special Notes and Take-a-Way

- Establish a relationship with your program officer(s)
- Do your eRA Commons registration early and make sure team members are registered as needed (1/25/2022 change)
- Make sure profiles are correct
  - Early Stage Investigator flagged
  - Profile must match role on proposal
- Do ORCID registration
- Start using sciENcv
- Become familiar with information available on NIH website
  - https://www.nih.gov/grants-funding
- Read the general guidelines and your specific solicitation/announcement

Contacts for Help

- RIS@ou.edu will answer questions or put you in contact with who can answer your questions for anything pre-award/Office of Research Services (ORS) related.

- Submit an info sheet [Office of Research Services - Proposal Information Sheet | | The University of Oklahoma (ou.edu)](#) and someone from ORS will contact you

- Center for Faculty Excellence (CFE) provides proposal assistance to include SciENcv training cfe@ou.edu

- If your question is related to post award then contact Research Financial Services (ReFS) refsinfo@ou.edu