Initiative for Maximizing Student Development (IMSD) T32) Webinar for Applicants

National Institute of General Medical Sciences, NIH
November 4, 2019
Today’s Webinar Agenda

- **Introductions:** Veerasamy Ravichandran, Program Officer, NIGMS
- **Program Overview:** Sailaja Koduri, Program Officer, NIGMS
- **Grants Management Overview:** Connie Murphy, Grants Management Specialist, NIGMS
- **Review Overview:** Lee Slice, Scientific Review Officer, NIGMS
- **Q & A Period**
This webinar and accompanying slides are for informational purposes only. They serve as an overview of the IMSD program and are not meant to be comprehensive in coverage of all required components of an application.

For any submission, applicants are responsible for following the instructions detailed in the FOA and any Related Notices included in the FOA’s Overview Information section.
IMSD Changes

Before (R25)

<table>
<thead>
<tr>
<th>CC</th>
<th>Undergraduate</th>
<th>Postbac</th>
<th>Graduate MS</th>
<th>Graduate PhD</th>
<th>Postdoctoral</th>
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<tbody>
<tr>
<td>IMSD</td>
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Now (T32)

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<tr>
<th>CC</th>
<th>Undergraduate</th>
<th>Postbac</th>
<th>Graduate MS</th>
<th>Graduate PhD</th>
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<tr>
<td>MARC or U-RISE</td>
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<td>IMSD</td>
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• IMSD (R25) programs with undergraduates are encouraged to apply for either MARC or U-RISE
• IMSD will be at the graduate level – T32
• Support for 2-3 years (typically early years)
• At research intensive institutions (≥$7.5 M RPG)
### IMSD T32 Budget categories

<table>
<thead>
<tr>
<th>Budget Categories</th>
<th>Per trainee/year</th>
</tr>
</thead>
<tbody>
<tr>
<td>NRSA Tuition <strong>NOT-OD-19-036</strong></td>
<td>Equal to 60% of the actual tuition level at the applicant institution, up to $16,000</td>
</tr>
<tr>
<td><strong>NRSA Stipend</strong> <strong>NOT-OD-19-036</strong></td>
<td>$24,816</td>
</tr>
<tr>
<td><strong>Trainee travel</strong> <strong>PAR-19-037</strong></td>
<td>$1,000</td>
</tr>
<tr>
<td><strong>Training Related Expenses</strong> (PD, Admin staff salary; supplies; curriculum/methods development; assessment) <strong>PAR-19-037</strong></td>
<td>$6,400</td>
</tr>
</tbody>
</table>
General Tips

• Follow the instructions in the FOA and Notices carefully in conjunction with the Training (T) instructions in the SF424 (R&R) Application Guide. (This FOA is significantly different from the previous Bridges FOAs).

**PAR-19-037** - Initiative for Maximizing Student Development (IMSD) (T32)

• Three options for submitting application:
  o Grants.gov workspace
  o NIH ASSIST
  o Your institution’s system-to-system

• All applications **must** be submitted as **NEW** or resubmission to the current FOA for January 28, 2020 receipt date
The goal of the Initiative for Maximizing Student Development (IMSD) program is to develop a diverse pool of scientists earning a Ph.D., who have the skills to successfully transition into careers in the biomedical research workforce.

IMSD Program Website:
https://www.nigms.nih.gov/training/IMSD
Programmatic Considerations

- **Trainee skills development** – use evidence-based approaches to provide technical, operational and professional skills

- **Specific Aims** - obtainable and measurable training objectives

- **Mentor training and oversight** of trainee/mentor matches

- **Rigor & transparency, responsible & safe conduct** of research throughout the training experience

- **Career preparedness** – provide knowledge of and skills to transition into the range of careers in the biomedical research workforce

- **Strong institutional support** for research training

- **Evaluation** - the collection and dissemination of data on the success/failure of educational aims; make career outcomes publicly available
Program Objectives

To develop a diverse pool of well-trained Ph.D. biomedical scientists, who have the following technical, operational, and professional skills:

- A broad understanding across biomedical disciplines and the skills to independently acquire the knowledge needed to advance their chosen fields
- The ability to think critically and independently, and to identify important biomedical research questions and approaches that push forward the boundaries of their areas of study
- A strong foundation in scientific reasoning, rigorous research design, experimental methods, quantitative and computational approaches, and data analysis and interpretation
- A commitment to approaching and conducting biomedical research responsibly, ethically, and with integrity
Program Objectives

• Experience initiating, conducting, interpreting, and presenting rigorous and reproducible biomedical research with increasing self-direction

• The ability to work effectively in teams with colleagues from a variety of cultural and scientific backgrounds, and to promote inclusive and supportive scientific research environments

• The skills to teach and communicate scientific research methodologies and findings to a wide variety of audiences (e.g., discipline-specific, across disciplines, and the public) and

• The knowledge, professional skills and experiences required to identify and transition into careers in the biomedical research workforce (i.e., the breadth of careers that sustain biomedical research in areas that are relevant to the NIH mission)
Justification for IMSD Program

• The IMSD program may complement and synergize with other ongoing federally-supported T32 training programs at the applicant institution; however, the IMSD program goals and activities to achieve those goals must be distinct from related programs currently receiving federal support at the same institution.

• Unless extremely well-justified, funding priority will be given to institutions that have limited NIGMS T32 predoctoral training grant support.
Eligibility Information - *Institutions*

- Only one application per institution is allowed.
- Average of RPG funding **more than** $7.5 million total costs over the **past 3 fiscal years**.
- Awards Ph.D. degrees in biomedical sciences.
1. To determine RPG funding, visit NIH RePORTER. Select the Funding feature.

2. Select Awards by Location and enter the institution name in the Organization cell. After entering the institution, click SELECT.

3. Select the institution from the sub listing provided. Submit Query.
4. View funding amount for “RPG- Non SBIR/STTR”. Note: The current FY is the default, select the FY for the last 3 years and calculate the average for all 3 years. For example, for applications submitted in January 2020, use FY 19, 18 and 17 RPG funding.

<table>
<thead>
<tr>
<th>Funding Mechanism</th>
<th>Dollar Amount</th>
<th>Awards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Research-Related</td>
<td>$5,108,921</td>
<td>22</td>
</tr>
<tr>
<td>R&amp;D Contracts</td>
<td>$1,911,043</td>
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<tr>
<td>Research Centers</td>
<td>$13,972,849</td>
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<tr>
<td>RPGs - Non SBIR/STTR</td>
<td>$59,820,996</td>
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<tr>
<td>Training - Individual</td>
<td>$1,153,707</td>
<td>30</td>
</tr>
<tr>
<td>Training - Institutional</td>
<td>$1,030,192</td>
<td>4</td>
</tr>
<tr>
<td>Total</td>
<td>$82,997,708</td>
<td>230</td>
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Eligibility Information - Program Director (PD) / Program Investigator (PI)

• The PD(s)/PI(s) are expected to have a regular full-time appointment (i.e., not adjunct, part-time, retired, or emeritus) at the applicant institution.

• Multiple PDs/PIs are encouraged.

Typically applications submitted by associate professors and above with a history of research funding, mentoring and leadership experience are viewed more favorably by reviewers.
Eligibility Information - Trainees

- Must be a citizen, non-citizen national or permanent resident of U.S.
  - Deferred Action for Childhood Arrivals (DACA) students are not eligible.
- Matriculated as a **full-time Ph.D. student** at the applicant institution majoring in a biomedical science.
- Appointments are normally made in 12-month increments.
Webinar Outline

I. Program Overview
II. Application Overview
III. Peer Review Overview
IV. Budget Overview
First Step in Preparing an Application

Read the FOA, Notices and SF424 (R&R) Application Guide thoroughly

Title Format

Use the format

“IMSD at Name of Institution”

For example, IMSD at the University of NIH
## The Application- Page Limits

<table>
<thead>
<tr>
<th>Section of Application</th>
<th>Page Limits</th>
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<tbody>
<tr>
<td>Project Summary/Abstract</td>
<td>30 lines of text</td>
</tr>
<tr>
<td>Program Plan</td>
<td>25</td>
</tr>
<tr>
<td>Advisory Committee (optional)</td>
<td>1</td>
</tr>
<tr>
<td>Recruitment Plan to Enhance Diversity</td>
<td>3</td>
</tr>
<tr>
<td>Trainee Retention Plan</td>
<td>3</td>
</tr>
<tr>
<td>Outcomes Data Collection and Storage Plan</td>
<td>2</td>
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<tr>
<td>Dissemination Plan</td>
<td>1</td>
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<tr>
<td>Plan for Instruction in Methods for Enhancing Reproducibility</td>
<td>3</td>
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<tr>
<td>Plan for Instruction in the Responsible Conduct of Research</td>
<td>3</td>
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<tr>
<td>Each Biographical Sketch</td>
<td>5</td>
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<tr>
<td>Institutional Support Letter</td>
<td>10</td>
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<tr>
<td>Institutional Eligibility Letter</td>
<td>1</td>
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<tr>
<td>Trainee Selection/Appointment Procedures</td>
<td>3</td>
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<tr>
<td>Conflict Resolution Protocols</td>
<td>3</td>
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</table>
Research Training Program Plan

- Training Program Section - Program Plan
- Faculty, Trainees, and Training Record Section
- Appendix Section
- Other Attachments (R&R Other Project Information Form)
# Research Training Program Plan

## PHS 398 Research Training Program Plan

**OMB Number:** 0925-0001  
**Expiration Date:** 3/31/2020

### Introduction
1. Introduction to Application  
   (for Resubmission and Revision applications)

### Training Program Section
2. * Program Plan
3. Plan for Instruction in the Responsible Conduct of Research
4. Plan for Instruction in Methods for Enhancing Reproducibility
5. Multiple PD/PI Leadership Plan (if applicable)
6. Progress Report (for Renewal applications)

### Faculty, Trainees and Training Record Section
7. Participating Faculty Biosketches
8. Letters of Support
9. Data Tables

### Other Training Program Section
10. Vertebrate Animals
11. Select Agent Research
12. Consortium/Contractual Arrangements

### Appendix
13. Appendix

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National Institute of General Medical Sciences
Program Plan
Program Plan Components

Page limit: 25 pages

- Rationale, Mission, Objectives, and Overall Training Plan
- Career Development
- Program Oversight, Participating Faculty Selection, and Mentor Training
- Institutional and Departmental Commitment to the Program
- Training Program Director(s)/Principal Investigator(s)
- Preceptors/Mentors (Participating Faculty)
- Trainee Positions, Recruitment, Retention
- Training Outcomes
- Program Evaluation and Dissemination
Rationale, Mission, Objectives, and Overall Training Plan

• The application should describe the current institutional efforts to promote diversity and to create inclusive training environments.

• The baseline data, the trainee pool, and institutional context should inform the objectives and the design of the proposed program activities.

• Objectives should include, but not be limited to, Ph.D. completion rates and appropriate time-to-degree.

• Describe how the courses, structured activities, and research experiences will accomplish the specific training mission and objectives.
Career Development

• Describe how trainees will learn the skills, knowledge, and steps needed to attain positions in the sectors of the biomedical research workforce that are of interest to them

• Provide opportunities to develop needed skills and for experiential learning (internships, shadowing, informational interviews)

• Post outcomes
Program Oversight

• Ensure that trainees are in research environments that promote responsible conduct as well as rigor and transparency
• Oversight throughout the training process is essential
• Select faculty based on commitment to training and mentoring
• Provide mentor training
• Ensure faculty participate in career advising (e.g., use of IDPs)
• Provide a mechanism for
  ○ Matching mentors/mentees
  ○ Monitoring mentee/mentor relationships and plans for removing faculty showing poor mentorship qualities from the program
Commitment to the Program

• Describe how the level of institutional commitment to research and training excellence will promote the success of the trainees and training program.
Program Director/Principal Investigator

- Scientific expertise, administrative and training experiences
- Sufficient bandwidth to oversee the program
- Record of using rigorous and transparent methods in experimental design, data collection, analysis, and reporting
- Demonstrated commitment to training the next generation of biomedical research workforce
- Received training to mentor individuals from diverse backgrounds
- Multiple PDs/PIs approach is encouraged
- Administrative structure and leadership succession plan for critical positions
Participating Faculty

The application should describe how the participating faculty will promote the success of the trainees and training program. Select individuals who:

• Display a commitment to training

• Have the appropriate scientific expertise, resources, and the bandwidth to provide research training

• Provide opportunities to initiate, conduct, interpret, and present rigorous and reproducible research with increasing self-direction

• Promote the development of trainee skills in approaches to rigorous experimental design, methods of data collection, data analysis

• Are committed to effective mentoring, and promoting inclusive, safe, and supportive environments
Trainee Positions, Recruitment, Retention

- Strong justification for the number of requested trainee positions
- Recruit individuals from diverse backgrounds
- Plans for a holistic candidate review process
- Provide the rationale for training appointments (encouraged to appoint trainees early graduate training, e.g., years 1-3)
- Define and justify the selection and re-appointment criteria
- Expand upon trainee retention plan with oversight throughout the entire time in graduate training
Training Outcomes-Tables must match the narrative

• Provide trainee outcomes for similar Ph.D. training program(s) at the institution.

• The rate of Ph.D. degree attainment and time-to-degree for recent graduates.

• Aggregate data on the diversity of the trainees.

• Success of graduates transitioning to careers in the biomedical research workforce. Use Training Table 8A (III) to provide data for five years of recent graduate outcomes, but may describe up to 15 years in the narrative.
Program Evaluation and Dissemination

- Describe the evaluation or assessment process to determine whether the overall program is effective.
- Plans for being responsive to internal/external outcomes analyses, critiques, surveys, and evaluations.
- *Explain how the plan will effectively* track trainee and career outcomes.
- Explain how the PD(s)/PI(s) will share the outcomes of the training or mentoring interventions.

Evaluation costs are allowed typically up to a maximum of $3,000 for the 5-year project period.
Plan for Instruction in the Responsible Conduct of Research (RCR) (3 pages)

• Describe how RCR components are well integrated into the overall curriculum at multiple stages of trainee development

• Explain how teaching of RCR synergizes with the curriculum designed to enhance trainees' abilities to conduct rigorous and reproducible research

• Describe how all program faculty will reiterate and augment key elements of responsible conduct when trainees are performing research in their labs

• The plan must address the five required components:
  1) Format
  2) Subject Matter
  3) Faculty Participation
  4) Duration of Instruction
  5) Frequency of Instruction

Applications lacking a RCR plan will not be reviewed


Plan for Instruction in Methods for Enhancing Reproducibility (3 pages)

• Describe how trainees will be instructed in principles important for enhancing research reproducibility, including evaluation of foundational research underlying a project, rigorous experimental design and data interpretation, consideration of relevant biological variables, authentication of key biological and/or chemical resources, data and material sharing, record keeping, and transparency in reporting

• Describe how instruction strategies are well integrated into the overall curriculum, that is, how they are taught at multiple stages of trainee development and in a variety of formats and contexts

• Describe how all program faculty will reiterate and augment key elements of methods for enhancing reproducibility when trainees are performing research in their labs


Applications lacking a plan for instruction in methods for enhancing reproducibility will not be reviewed
Rigor & Reproducibility Resources

• NIH Website on Rigor and Reproducibility:
  https://www.nih.gov/research-training/rigor-reproducibility

• Clearinghouse for R25 Training Modules:

• NIGMS Administrative Supplements:
  https://www.nigms.nih.gov/training/instpredoc/Pages/rigor-rep.aspx
Biographical Sketches

• Provide biographical sketches for:
  • PD/PI
  • Program Coordinator
  • Participating faculty

• Biosketches are limited to five pages -

• FOA specific requirement:
  The personal statement should describe a commitment to scientific rigor, training, mentoring, as well as to promoting inclusive and supportive scientific environments.
# Required Training Data Tables

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<thead>
<tr>
<th>Table</th>
<th>Title of Table</th>
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<tbody>
<tr>
<td>1</td>
<td>Census of Participating Departments and Interdepartmental Programs</td>
</tr>
<tr>
<td>2</td>
<td>Participating Faculty Members</td>
</tr>
<tr>
<td>3</td>
<td>Federal Institutional Research Training Grant and Related Support Available to Participating Faculty Members</td>
</tr>
<tr>
<td>4</td>
<td>Research Support of Participating Faculty Members</td>
</tr>
<tr>
<td>5A</td>
<td>Publications of Those in Training: Predoctoral</td>
</tr>
<tr>
<td>6A</td>
<td>Applicants, Entrants, and Their Characteristics for the Past Five Years: Predoctoral</td>
</tr>
<tr>
<td>8A Part III</td>
<td>Program Outcomes: Predoctoral</td>
</tr>
</tbody>
</table>

Table 8A Part III requires sequential listing of all students **graduating** from the proposed program in the **last five years** who would have been eligible for appointment, if an NIH or other HHS training or related award were available (in most cases, these will be U.S. citizens or permanent residents). Although the training tables for new applications only allow for five years of recent graduate outcomes, applicants may describe up to **15 years** of outcomes in the narrative.

- **New T32 Data Tables & Instructions:** [NIH datatables.htm](https://grants.nih.gov/grants/forms_updates_faq.htm#4802)
- FAQs: [http://grants.nih.gov/grants/forms_updates_faq.htm#4802](http://grants.nih.gov/grants/forms_updates_faq.htm#4802)
- Resources for eRA modules: [eRA modules](https://era.nih.gov/era_training/era_videos.cfm)
- xTRACT User Guide and Resources: [https://era.nih.gov/modules_user-guides_documentation.cfm](https://era.nih.gov/modules_user-guides_documentation.cfm)
- xTRACT videos: [https://era.nih.gov/era_training/era_videos.cfm](https://era.nih.gov/era_training/era_videos.cfm)
Letters of Support

• Institutional Support Letter (10-page maximum) **must** be attached as part of Letters of Support.

• Institutional Eligibility Letter (1-page maximum) **must** certify eligibility.

**If these letters are not included, the application will be considered incomplete and will not be reviewed.**

• Other letters of support are allowed without page limits, but cannot include any content required in the 10-page Institutional Support Letter.

• Combine all Letters of Support into a single PDF file.
Institutional Support Letter

- Describes the activities and resources provided by the institution

As applicable, the letter should address how the institution:
- Supports core facilities and technology resources that can enhance training
- Provides staff, facilities, and educational resources to the planned program
- Supports the PDs/PIs and other staff associated with the planned program
- Ensures that faculty have protected time for mentoring, training, and research
- Fosters and rewards excellence in training and mentoring
- Promotes diversity and inclusion at all levels of the research training environment
- Ensures that facilities promote the safety of trainees
- Ensures that facilities are accessible to trainees with disabilities
- Promotes a positive, supportive, and inclusive environment
- Ensures trainees access to student support services
- Ensures that trainees will continue to be supported when they transition from the training grant to other funding sources
- Provides resources for evaluating the training outcomes of the program
- Explain how the program will synergize and share resources
- Explain how the faculty, pool of potential trainees, and resources are sufficient
Appendix Materials

- **Required**
  - Required Training Activities
  - Responsible Conduct of Research Syllabi
  - Trainee Appointment Procedures (3 pages)

- **Allowable**
  - Elective Activities (total of 4)
  - Evaluation and Assessment Instruments
  - Conflict Resolution Protocols (3 pages)

Applications missing required appendix materials will not be reviewed
Other Attachments

• Advisory Committee (Optional)
• Recruitment Plan to Enhance Diversity (required)
• Trainee Retention Plan (required)
• Outcomes Data Collection and Storage Plan (required)
• Dissemination Plan (required)

If the required attachments are not included, the application will be considered incomplete and will not be reviewed.
Other Attachments
Recruitment Plan to Enhance Diversity (3 pages)

• Include outreach strategies and activities designed to recruit potential training program candidates who are from:
  o diverse backgrounds, including underrepresented racial and ethnic groups,
  o first generation college students,
  o students from low socio-economic backgrounds, and
  o individuals with disabilities.

Trainee Retention Plan (3 pages)

• Describe efforts to sustain the scientific interests of trainees from all backgrounds.

• Describe the specific efforts to be undertaken by the training program, including the involvement of training program faculty.

• Centralized institutional retention efforts alone is not sufficient.

• Resources:
  https://extramural-diversity.nih.gov/building-participation/recruitment-retention
• The application **must** include a plan to track the outcomes for all supported trainees for a minimum of 15 years beyond the trainee’s participation in the program.

• Describe how the data will be centralized, safeguarded, and retrievable during leadership changes (1-page maximum, part of the 2 pages).
• A specific plan **must** be provided to disseminate nationally any findings resulting from or materials developed under the auspices of the research education program.
Advisory Committee (1 page) Optional

• An Advisory Committee is not a required component of a training program.

• If an Advisory Committee is intended, the roles, responsibilities, and desired expertise of committee members, frequency of committee meetings, and other relevant information should be included.

• Advisory Committee members should not be identified or contacted prior to receiving an award.

• Please name your file “Advisory_Committee.pdf”.
Common Pitfalls

- Not reading the FOA and Notices thoroughly
- Specific aims/objectives do not align with institutional assessment and resources
- Insufficient justification for the need for the proposed IMSD program
- Incomplete and/or complete tables that don’t align with institutional self assessment and proposed project
- Failure to state current institutional challenges/needs and how the proposed training program address them
- Lack of evidence for strong institutional support
Webinar Outline

I. Program Overview
II. Application Overview
III. Budget Overview
IV. Peer Review Overview
Budget Overview
Budget - Participants

• Support is allowed for **Ph.D. students** in the form of **stipend**.

• Use of IMSD support in the first three years of graduate research training is strongly encouraged.

• Students may not concurrently hold another federally sponsored award that duplicates IMSD support.
Stipends, Tuition, and Fees

- Kirschstein-NRSA awards provide stipends as a subsistence allowance to help defray living expenses during the research training experience.

- NIH will contribute to the combined cost of tuition and fees at the rate in place at the time of award.

- Stipend levels, as well as funding amounts for tuition and fees are announced annually in the NIH Guide for Grants and Contracts, and are also posted on the Ruth L. Kirschstein National Research Service Award (NRSA) webpage.
Trainee Travel

- NIGMS will provide up to $1,000 per trainee to travel to scientific meetings or training experiences that will enhance scientific development, build science identity, create a sense of belonging in the scientific community, and build professional networks.
Training Related Expenses

• TRE that may be requested is limited to a maximum of $6,400/trainee/year.

• TRE funds may be used for costs associated with skills development training activities; seminar speakers; and with training or mentoring interventions.

• Program evaluation costs (typically up to $3,000 for the 5-year training grant period).

• Other program-related expenses may be included within the budget for training-related expenses.
Personnel Effort

• TRE funds may be used for personnel costs/staff salary. Typically, salary support for the PD/PI/co-Investigators (or in a combination of multiple PD(s)/PI(s)/co-Investigators) does not exceed 1.8 person months (i.e., 15% effort on a 12-month basis) in total, depending on the size and scope of the program.

• Typically, the total combined salary support for other administrative personnel (e.g., program administrator/program coordinator and/or program assistant/clerical support) does not exceed 3.0 person months (i.e., 25% effort on a 12-month basis) depending on the size and scope of the program.
xTrain for Student Appointments

• All IMSD participants **must** have an appointment form submitted through the eRA Commons to xTrain before they may receive their compensation.

• If participants cannot continue in the grant program for the full appointment period an amended appointment must be submitted to xTrain with the correct appointment period.

xTrain Web Page - application guide, quick reference sheets, FAQs, training materials: [https://era.nih.gov/services_for_applicants/other/xTrain.cfm](https://era.nih.gov/services_for_applicants/other/xTrain.cfm)

**Appointments are normally made in 12-month increments.**
Webinar Outline

I. Program Overview

II. Application Overview

III. Budget Overview

IV. Peer Review Overview
Peer Review Overview
Peer Review

- Please read the review criteria while preparing your application to make sure all of the required information is included.

- Review panel will assess your application against the review criteria.
Peer Review Cont.

- IMSD applications reviewed by one of two standing NIGMS review committees: TWD-C and TWD-D. 
  [www.nigms.nih.gov/Research/application/Pages/reviewcommittees.aspx](http://www.nigms.nih.gov/Research/application/Pages/reviewcommittees.aspx)

- These applications will be assigned to either TWD-C/D to balance conflicts and workload.

- Receipt letter from scientific review officer will provide information about meeting dates, instructions for providing updates, link for committee roster, and people to contact during the review and post-review process.

- Scores and summary statements accessed through PI’s eRA Commons account.
Peer Review Cont.

All from PAR Section V under Application Review Information

Scored Review Criteria:
• Training Program and Environment
• Training Program Director(s)/Principal Investigator(s)
• Preceptors/Mentors (Participating Faculty)
• Trainee Positions, Recruitment, and Retention
• Training Record

• Additional Review Criteria
  o Training in Methods for Enhancing Reproducibility
    • see NOT-GM-19-026
    • Part of Overall Impact Score but no separate score

Additional Review Considerations: Acceptable/Unacceptable
• Recruitment Plan to Enhance Diversity
• Training in the Responsible Conduct of Research
• Budget and Period of Support
Formatting Tips

Check Application
- Allow enough time to carefully check application after submission. We cannot accept any missing items after the receipt deadline.

Page Limits
- Supply all requested materials within page limits.
- Do not “overstuff” sections that don’t have page limits or use appendices to get around the limits.

Appendices
- Note that the Appendix should only be used in circumstances covered in the NIH policy on appendix materials and as the FOA specifically instructs applicants to do so.
Application Preparation Tips

Content

• Read the program announcement and ensure that your application contains the necessary elements.
• Successful submission through Grants.gov and eRA Commons does not mean appropriate responsiveness to the program announcement.

Context

• Present the institutional framework and environment of your program.
• Be realistic in your program’s goals.
Comprehensive
• Address all of the requirements of the program announcement.
  o For example:
    • Institutional baseline data
    • Detailed evaluation plan
• Describe how your program “works”
  o For example:
    • How are students recruited and selected? By whom?
    • What does the advisory committee do? How often do they meet?
    • How have you used evaluation information in designing/improving your program?
Application Preparation Tips Cont.

Clear

• Don’t bury important information.

• Don’t expect reviewers to “read between the lines” to figure out what you are proposing.

• Present outcomes data in a straightforward manner:
  • Don’t exaggerate.
  • Don’t hide data (reviewers will “do the math”).
  • It is far better to present results as they are and address how the program aims to improve.
Application Preparation Tips Cont.

**Current**
- Make sure faculty biosketches are up-to-date, in correct format, and relevant for training program
- Provide data on current and prior students
- Use the most recent institutional data

**Consistent**
- **Data in tables and text should match**
- Data should be consistent across tables
- Match justification to budget items
- Refer to the correct program in text and tables
- Include a timeline for the activities
## Review Process: Usual Timeline

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>(From submission date)</td>
<td></td>
</tr>
<tr>
<td>1 - 2 months</td>
<td>Referral</td>
</tr>
<tr>
<td>2 - 6 months</td>
<td>Review Panel</td>
</tr>
<tr>
<td>6 - 7 months</td>
<td>Summary Statement Available</td>
</tr>
<tr>
<td>7 - 8 months</td>
<td>Advisory Council</td>
</tr>
<tr>
<td>8 - 9 months</td>
<td>Funding Decisions</td>
</tr>
<tr>
<td>9 - 10 months</td>
<td>Award Start Date</td>
</tr>
</tbody>
</table>
Important Dates

Application Due date(s): January 2020, January 2021

- **Next due date**: January 28, 2020; by 5:00 PM local time of applicant organization

  Submit early to allow adequate time to make any corrections to errors found in the application during the submission process by the due date

- **Peer Review**: June/July 2020

- **Advisory Council Review**: October 2020

- **Earliest Start Date**: February 2021
Agency Contacts

- Sailaja Koduri (Program), Ph.D. Sailaja.Koduri@nih.gov
- Veerasamy Ravichandran (Program), Ph.D. veerasamy.ravichandra@nih.gov
- Justin Rosenzweig (Grants management) roenzwj@nigms.nih.gov
- Tracy Koretsky (Review), Ph.D. tracy.koretsky@nih.gov
- Lee Slice (Review), Ph.D. slicelw@mail.nih.gov