Maximizing Access to Research Careers (MARC) (T34) Webinar for Applicants

April 4, 2019
Questions During the Webinar?

Ask on-line in the “Chat” box located on the lower left side of your screen (type in your question(s)).

We will answer them during the Q & A period.
This webinar and accompanying slides are for informational purposes only. They serve as an overview of the T34 MARC 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.
Presenters

• Sailaja Koduri, Program Officer
• Luis A. Cubano, Program Officer
• Justin Rosenzweig, Grants Management Specialist
• Tracy Koretsky, Scientific Review Officer
• Lee Slice, Scientific Review Officer
General Tips

• **Read the FOA and Notices.** This FOA is significantly different from the previous MARC FOA

• **Follow the FOA and Notice Instructions** in conjunction with the Training (T) instructions in the SF424 (R&R) Application Guide

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

• **All applications must be submitted as NEW for May 21, 2019 receipt date:**
  
Award Information –

**Budget and Project Period**

- **Award Budget**
  - Application budgets are not limited but need to reflect the actual needs of the proposed project.
  - NIGMS expects to fund programs **at or below 30 trainees per year**, as appropriate to the institutional capabilities.

- **Award Project Period**
  - The maximum project period is five years.
Webinar Outline

I. Program Overview
II. Application Overview
III. Budget Overview
IV. Peer Review Overview
Webinar Outline

I. Program Overview
II. Application Overview
III. Budget Overview
IV. Peer Review Overview
The goal of MARC Program is to develop a diverse pool of undergraduates who complete their baccalaureate degree, and transition into and complete biomedical, research-focused higher degree programs (e.g., Ph.D. or M.D./Ph.D.).

MARC Program Website: https://www.nigms.nih.gov/Training/MARC/.aspx
Eligibility - Institutions

- Only one application per institution is allowed

- Only one diversity enhancing undergraduate program per institution (e.g., MARC or U-RISE)

- Awards baccalaureate degrees in biomedical sciences

- Institutions with an average of NIH research project grant (RPG) funding greater than or equal to $7.5 million in total costs per year over the past 3 fiscal years
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 May 2019, use FY 18, 17 and 16 RPG funding.

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<th>Funding Mechanism</th>
<th>Dollar Amount</th>
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<tr>
<td>Other Research-Related</td>
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<td>Research Centers</td>
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<td>Total</td>
<td>$7,362,308</td>
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Eligibility-
Program Director (PD)/Program Investigator (PI)

- The PD(s)/PI(s) must 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 individuals with a history of research funding, mentoring, and leadership experience are scored more favorably by reviewers.
Eligibility-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 student** at the applicant institution majoring in a biomedical science.
- Appointments are normally made in 12-month increments for 2-3 years, and no trainee may be appointed for less than nine months.
Webinar Outline

I. Program Overview

II. Application Overview

III. Peer Review Overview

IV. Budget Overview
First Step in Preparing an Application

Read the **FOA** and **SF424 (R&R)** Application Guide thoroughly
Use the format “MARC at Name of Institution”.

For example, MARC at the University of xxx
## Section of Application Page Limits

<table>
<thead>
<tr>
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<th>Page Limits</th>
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<tbody>
<tr>
<td>Project Summary/Abstract</td>
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<tr>
<td>Program Plan</td>
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<td>Advisory Committee (optional)</td>
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<td>Recruitment Plan to Enhance Diversity</td>
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<td>Trainee Retention Plan</td>
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<td>Dissemination Plan</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>
</tr>
<tr>
<td>Each Biographical Sketch</td>
<td>5</td>
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<tr>
<td>Institutional Support Letter</td>
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<tr>
<td>Institutional eligibility Letter</td>
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</table>
Training Program Plan

• Program Plan

• Faculty, Trainees, and Training Record

• Appendix

• Other Attachments (RESEARCH & RELATED Other Project Information)
Training Program Plan

PHS 398 Research Training Program Plan

<table>
<thead>
<tr>
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<th>Add Attachment</th>
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<th>View Attachment</th>
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<td>1. Introduction to Application (for Resubmission and Revision applications)</td>
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<tr>
<td>2. * Program Plan</td>
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<tr>
<td>3. Plan for Instruction in the Responsible Conduct of Research</td>
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<td>4. Plan for Instruction in Methods for Enhancing Reproducibility</td>
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<td>5. Multiple PD/PI Leadership Plan (if applicable)</td>
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<td>6. Progress Report (for Renewal applications)</td>
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<tr>
<td>3. Plan for Instruction in the Responsible Conduct of Research</td>
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<td></td>
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<tr>
<td>4. Plan for Instruction in Methods for Enhancing Reproducibility</td>
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<tr>
<td>5. Multiple PD/PI Leadership Plan (if applicable)</td>
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<td>6. Progress Report (for Renewal applications)</td>
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<tr>
<td>7. Participating Faculty Biosketches</td>
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<tr>
<td>8. Letters of Support</td>
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<tr>
<td>9. Data Tables</td>
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<td>10. Vertebrate Animals</td>
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<td>11. Select Agent Research</td>
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<td>12. Consortium/Contractual Arrangements</td>
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<td>13. Appendix</td>
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OMB Number: 0925-0001  
Expiration Date: 3/31/2020
Program Plan *(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
- Sample format tables (A1, A2, A3, and B1, B2, or B3)
Rationale, Mission, Objectives, and Overall Training Plan

• Rationale for the training program – describe the current institutional efforts to promote diversity, justify the need for the MARC program and explain the distinctions/synergies with other training programs

• Training mission, objectives (specific, measurable): Baseline data, the trainee pool, and institutional context should inform the objectives and the design of the proposed program activities

• How the training activities will build skills and attain objectives

• Plans for using evidence-based approaches to training

• Plans for at least one summer research training experience

• Enhancements to the training environment beyond the supported trainees
Summer Research Experience

• The plans to ensure that MARC trainees complete at least one summer research training experience (SRE) at a research-intensive institution (either at an external site or at the home institution).

• Preferable sites are graduate institutions that offer NIH T32 predoctoral programs. To assist with this interaction, NIGMS maintains a list of NIGMS-funded T32 programs. Other NIH Institutes and Centers also support the T32 predoctoral training program in various research areas.

• NIGMS provides funds for the summer research training experience for up to 50% of the awarded number of MARC trainees at the time a competing award is made. SRE funds will not be provided for students continuing the research training at the home institution.

• SRE policy: https://www.nigms.nih.gov/training/T34/Pages/sre.aspx
Career Development

Describe

• How trainees will be provided with support as well as adequate, appropriate, and timely information regarding the steps required to transition into the next phase of the biomedical research workforce pathway (e.g., when applying to graduate programs)?

• How trainees will be introduced to mentors and sponsors who will enhance their career opportunities (e.g., contacts at national meetings and institutions with NIH-funded T32 training programs)?

• A mechanism to ensure the pool of potential applicants and trainees will be provided with information about the outcomes of former trainees of the program (e.g., on publicly accessible websites) and about the overall biomedical research workforce employment landscape.
Program Oversight, Participating Faculty Selection, and Mentor Training

Should include:

• the planned strategy and administrative structure to oversee and monitor the program and to ensure appropriate and timely trainee progress.

• plan to select faculty based on commitment to training and mentoring

• the mechanism for matching trainees with the appropriate participating faculty mentors.

• a mechanism to monitor mentoring, including oversight of the effectiveness of the trainee/participating faculty match, and a plan for removing faculty displaying unacceptable mentorship qualities.
Institutional Commitment

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
- 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
- The application **must** describe the administrative structure and leadership succession plan for critical positions
Preceptors/Mentors (Participating Faculty)

Describe how:

• the program has or will build a diverse team of participating faculty

• the faculty will, or continue to, receive training in effective, evidence-based mentoring and teaching practices

• the faculty are evaluated as mentors and teachers
Trainee Positions, Recruitment, Retention

• Provide a strong justification for the number of requested trainee positions in the context of the training grant eligible pool

• Describe the plans for a holistic candidate review process

• Define and justify the selection and appointment criteria
Training Outcomes

• Provide trainee outcomes for students in similar programs at your institution (Table 8D, Part II, and suggested tables B1, B2, or B3)

• The rate of Ph.D. degree attainment and time-to-degree for recent graduates. Data should have institutional comparator groups and the graduation rates for all students in the STEM fields represented

• Although the training tables for new applications only allow for five years of recent graduate outcomes, the application may describe up to 15 years of outcomes in the narrative
Program Evaluation and Dissemination

• Describe the evaluation or assessment process to be used to determine whether the overall program is effective.

• 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

- All applications must include a plan to fulfill NIH requirements for instruction in the Responsible Conduct of Research (RCR).

- 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.
See NOT-OD-10-019 for more details.
Plan for Instruction in Methods for Enhancing Reproducibility

- Applicants are required to provide a Plan for Instruction in Methods for Enhancing Reproducibility

- The plan must describe how trainees will be instructed in principles important for enhancing research reproducibility

If this plan is not included, the application will be considered incomplete and will not be reviewed
Rigor & Reproducibility Resources

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


• NIGMS Administrative Supplements: https://www.nigms.nih.gov/training/instpredoc/Pages/rigor-rep.aspx
Faculty, Trainees, and Training Record Section
Faculty Biosketches - *with personal statement addressing*

- Training, mentoring, and promoting inclusive, safe and supportive scientific research environments
- Maintaining a record of, and providing training in rigorous and unbiased experimental design, methodology, analysis, interpretation, and reporting of results
- Supporting trainees participating in activities required to identify and transition into careers in the biomedical research workforce
- Fulfilling the need of the trainees to complete their degrees in a timely fashion with the skills, credentials, and experiences to transition into research-focused higher degree programs (e.g., Ph.D. or M.D./Ph.D.).

- New Biosketches are limited to five pages -
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 (RPG funding at 7.5 million or above)

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

• Other Letters of Support- can be included but should include distinct information for the required details of the Institutional support Letter

**Combine all Letters of Support into a single PDF file for uploading**
Institutional Commitment Letter

Page limit: 10-pages

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
• 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
• Policies and procedure are in place to prevent and respond to discriminatory harassment and other discriminatory practices

## Required Data Tables

<table>
<thead>
<tr>
<th>Table</th>
<th>Title of Table</th>
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<tbody>
<tr>
<td>2</td>
<td>Participating Faculty Members</td>
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<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>
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<td>5C</td>
<td>Publications of Those in Training: Undergraduate</td>
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<tr>
<td>8D Part II</td>
<td>Program Outcomes: Undergraduate, Recent Graduates</td>
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</table>

[https://grants.nih.gov/grants/forms/data-tables.htm](https://grants.nih.gov/grants/forms/data-tables.htm)

- A summary of key data from the tables should also be included in the narrative (Program Plan) of the application. Make sure information in tables and narrative are consistent.
- Applications that do not include these data tables will not be reviewed.
### Required Data Tables

<table>
<thead>
<tr>
<th>HOME</th>
<th>ABOUT GRANTS</th>
<th>FUNDING</th>
<th>POLICY &amp; COMPLIANCE</th>
<th>NEWS &amp; EVENTS</th>
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A summary of key data from the tables should also be included in the narrative of the application.
### Sample Table A.1. Undergraduates and Faculty in Participating Biomedical Departments and Interdepartmental Programs *(Previous Full Academic Year)*

<table>
<thead>
<tr>
<th>Participating Department /Division or Program</th>
<th>Total Faculty</th>
<th>Participating Faculty</th>
<th>Total Undergraduates</th>
<th>Training Grant Eligible (TGE) Undergraduates</th>
<th>Total Undergraduates Supported by any Training Award</th>
<th>Undergraduates Supported by this Training Grant (Only Renewals/ Revisions)</th>
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<tr>
<td>Biology</td>
<td>15</td>
<td>10</td>
<td>300</td>
<td>240</td>
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<tr>
<td>Chemistry</td>
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<td>8</td>
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<td>75</td>
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<td>Physics</td>
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<td>3</td>
<td>25</td>
<td>5</td>
<td>0</td>
<td>0</td>
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<td><strong>Total</strong></td>
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<td><strong>425</strong></td>
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## Sample Table A.2. Student Population Characteristics (Past full academic year)

<table>
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<tr>
<th>Participating Department or Program</th>
<th>Nationally Underrepresented (UR) Racial or Ethnic Populations in the Biomedical Sciences</th>
<th>Individuals with Disabilities</th>
<th>Individuals from Disadvantaged Backgrounds</th>
<th>Institutionally UR Racial or Ethnic Group(s) in the Biomedical Sciences</th>
<th>Total Undergraduate Unique Individuals from UR Populations</th>
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<tr>
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<td>100</td>
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<td>45</td>
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<td>74</td>
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<tr>
<td>Chemistry</td>
<td>19</td>
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<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
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Sample Table A.3. Undergraduate Graduation Rates (Average Last 5 years)

<table>
<thead>
<tr>
<th>Participating Department or Program</th>
<th>Undergraduates from well represented (WR) populations</th>
<th>Undergraduates from UR populations</th>
<th>WR UG: Time to Degree</th>
<th>UR UG: Time to Degree</th>
<th>WR UG: 4-Yr graduation rate (6-Yr)</th>
<th>UR UG: 4-Yr graduation rate (6-Yr)</th>
<th>WR Alumni Pursued Advanced Degrees</th>
<th>UR Alumni Pursued Advanced Degrees</th>
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<tbody>
<tr>
<td>Biology</td>
<td>150</td>
<td>150</td>
<td>4.5</td>
<td>4.5</td>
<td>45% (50%)</td>
<td>25% (34%)</td>
<td>10</td>
<td>5</td>
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<tr>
<td>Chemistry</td>
<td>75</td>
<td>25</td>
<td>5.0</td>
<td>5.5</td>
<td>20% (50%)</td>
<td>10% (30%)</td>
<td>8</td>
<td>3</td>
</tr>
<tr>
<td>Physics</td>
<td>20</td>
<td>5</td>
<td>5.0</td>
<td>5.5</td>
<td>10% (50%)</td>
<td>5% (20%)</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>
Sample Table B.1. Past 5 Year Trainee Record

<table>
<thead>
<tr>
<th>Program Outcomes</th>
<th>5 Years: 2014-2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trainee slots awarded per Notice of Award</td>
<td>36</td>
</tr>
<tr>
<td>Unfilled slots</td>
<td>0</td>
</tr>
<tr>
<td>Trainees appointed (unique individuals)</td>
<td>20</td>
</tr>
<tr>
<td>Trainees who participated in a summer research experience</td>
<td>16</td>
</tr>
<tr>
<td>Trainees who withdrew from the program</td>
<td>1</td>
</tr>
<tr>
<td>Trainees who completed B.S. or B.A.</td>
<td>15</td>
</tr>
<tr>
<td>Trainees who entered biomedical M.S. programs</td>
<td>1</td>
</tr>
<tr>
<td>Trainees who completed biomedical M.S. programs</td>
<td>1</td>
</tr>
<tr>
<td>Trainees who entered biomedical Ph.D. programs</td>
<td>10</td>
</tr>
<tr>
<td>Trainees who completed biomedical Ph.D. programs</td>
<td>0</td>
</tr>
<tr>
<td>Trainees who entered M.D. or D.O. programs</td>
<td>0</td>
</tr>
<tr>
<td>Trainees who completed M.D. or D.O. programs</td>
<td>0</td>
</tr>
<tr>
<td>Trainees who entered M.D./Ph.D. programs</td>
<td>1</td>
</tr>
<tr>
<td>Trainees who completed M.D./Ph.D. programs</td>
<td>0</td>
</tr>
<tr>
<td>Trainees who entered other professional degree programs</td>
<td>1</td>
</tr>
<tr>
<td>Trainees who completed other professional degree programs</td>
<td>0</td>
</tr>
<tr>
<td>Trainees who are in a post-bac program supported by PREP</td>
<td>0</td>
</tr>
<tr>
<td>Trainees who completed PREP program</td>
<td>0</td>
</tr>
<tr>
<td>Trainees in other post-bac programs</td>
<td>1</td>
</tr>
<tr>
<td>Trainees who completed other post-bac programs</td>
<td>1</td>
</tr>
<tr>
<td>Trainees who entered biomedical workforce after graduation (B.S./B.A.)</td>
<td>1</td>
</tr>
</tbody>
</table>

Applications may describe up to 15 years, please choose the table that is relevant to your data.
Appendix
Appendix

• **Required** Appendix materials:
  - Required Training Activities
  - Responsible Conduct of Research Syllabi
  - Trainee Selection and Appointment Procedures (3 pages maximum)

• **Allowable** Appendix Materials:
  - Elective Activities
  - Evaluation and Assessment Instruments (Blank rubrics and forms)
  - Conflict Resolution Protocols (3-page maximum)

Non-compliant due to missing required and/or exceed the allowable appendices or the page limitation will be withdrawn before arriving at NIGMS.
Other Attachments
Other Attachments

• Advisory Committee (1 page maximum) *Optional*

• **Recruitment Plan to Enhance Diversity** (3 page maximum) *Required*

• **Trainee Retention Plan** (3 page maximum) *Required*

• Outcomes Data Collection and Storage Plan (2 page maximum) *Required*

• Dissemination Plan (1 page maximum) *Required*
Advisory Committee (1 page maximum) **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”.
Recruitment Plan to Enhance Diversity (3 pages)

• Describe outreach strategies and activities to recruit trainees from underrepresented groups (see NOT-OD-18-210).

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

• Centralized institutional recruitment efforts alone is not sufficient.

• Accommodation is not the same as outreach or active recruitment of students with disabilities.

• Please name your file “Recruitment plan to enhance diversity.pdf”.

• Potential effective strategies:
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

• Please name your file “Trainee retention plan.pdf”.

• Resources:
  https://extramural-diversity.nih.gov/building-participation/recruitment-retention
• The applicant must provide 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).

• Please name your file “Outcomes data collection and storage plan.pdf”.
Dissemination Plan (1 page)

• A specific plan **must** be provided to disseminate nationally any findings resulting from or materials developed under the auspices of the research education program.

• Please name your file “Dissemination plan.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 MARC program.
- Incomplete and/or complete data tables that don’t align with institutional self assessment and proposed project.
- Failure to state existing/anticipated challenges and strategies to address them.
- Lack of evidence for strong institutional support.
Important Dates

Application Due date(s): May 21, 2019; May 21, 2020; May 21, 2021

• **Next due date:** May 21, 2019; by 5:00 PM local time of applicant organization (all applications must be submitted new)
  
  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:** October – November 2019

• **Advisory Council Review:** January 2020

• **Earliest Start Date:** June 2020
Webinar Outline

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

- Support is allowed for students in the form of stipend.
- Students may be supported on MARC funding usually up to three years.
- Students may not concurrently hold another federally sponsored award that duplicates MARC 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. See NOT-OD-19-036 for 2019 stipend levels.
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.

- For MARC supported institutions outside the continental United States, $1,250 for travel per trainee will be provided.

- NIGMS will also provide funds for the summer research training experience for up to 50% of the awarded number of MARC trainees at the time the competing award is made.

- Funds for the summer research experience (SRE) will be provided as follows: $3,000 per MARC trainee, to be used in accordance with the institutional policies as a per diem for a period of up to ten weeks; and an additional $500 for travel to and from the host research training. No SRE funds for students staying at the home institution.
Training Related Expenses (TRE)

• TRE that may be requested is limited to a maximum of $8,000/trainee/year.

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

• Limited 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.
# PHS 398 Training Budget Form

## A. Stipends, Tuition/Fees

<table>
<thead>
<tr>
<th>Number of Trainees</th>
<th>Stipends Requested ($)</th>
<th>Tuition/Fees Requested ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Undergraduate:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First-Year/Soph.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Junior/Senior</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Predoctoral</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single Degree</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dual Degree</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Predoctoral</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Postdoctoral</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-degree Seeking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Degree Seeking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Postdoctoral</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Totals:**
- Total Stipends + Tuition/Fees Requested

## B. Other Direct Costs

<table>
<thead>
<tr>
<th>Funds Requested ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trainee Travel</td>
</tr>
<tr>
<td>Training Related Expenses</td>
</tr>
<tr>
<td>Total Direct Costs from R&amp;R Budget Form (if applicable)</td>
</tr>
<tr>
<td>Consortium Training Costs (if applicable)</td>
</tr>
</tbody>
</table>

**Total Other Direct Costs Requested**

## C. Total Direct Costs Requested (A + B)

| Funds Requested ($) |

## D. Indirect (F&A) Costs

<table>
<thead>
<tr>
<th>Indirect (F&amp;A) Type</th>
<th>Indirect (F&amp;A) Rate (%)</th>
<th>Indirect (F&amp;A) Base</th>
<th>Funds Requested ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Indirect (F&A) Costs Requested**

## E. Total Direct and Indirect (F&A) Costs Requested (C + D)

| Funds Requested ($) |

## F. Budget Justification

- Add Attachment
- Delete Attachment
- View Attachment
xTrain for Student Appointments

- All MARC trainees must have an appointment form submitted through the eRA Commons to xTrain before they may receive their stipend.

- 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

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.

• MARC applications reviewed by standing NIGMS review committees: TWD-C and TWD-D. 
  [www.nigms.nih.gov/Research/application/Pages/reviewcommittees.aspx]

• Committees are equivalent: applications will be assigned to one or both committees 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 FOA 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 Considerations: Acceptable/Unacceptable
• Recruitment Plan to Enhance Diversity
• Training in the Responsible Conduct of Research
• Select Agent 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.
Application Preparation Tips Cont.

Comprehensive

• Address all of the requirements of the program announcement.
  • For example:
    • Institutional baseline data
    • Detailed evaluation plan

• Describe how your program “works”
  • 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 (from submission date)</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<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>
Critical Deadlines

• Letter of Intent Due Date(s)
  • Not Applicable

• Application Due Date(s)
  • May 21, 2019

• Earliest Start Date
  • June 2020
For additional information

- Funding Opportunity Announcement (FOA)  PAR-19-219
- MARC Website
- Frequently Asked Questions – Application Guide, Electronic Submission of Grant Applications
- How to apply: https://grants.nih.gov/grants/about_grants.htm
Agency Contacts

• Sailaja Koduri, Ph.D. sailaja.koduri@nih.gov
• Luis A. Cubano, Ph.D. luis.cubano@nih.gov
• Justin Rosenzweig rosenzwj@nigms.nih.gov
• Tracy Koretsky, Ph.D. tracy.koretsky@nih.gov
• Lee Slice, Ph.D. slicelw@mail.nih.gov