Graduate Research Training Initiative for Student Enhancement (G-RISE): Webinar for Prospective Applicants

April 2020
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.
**Disclaimer**

This webinar and accompanying slides are for informational purposes only. They serve as an overview of the T32 G-RISE program and are not meant to be comprehensive in coverage of all required components of an application.

Applicants are responsible for following the instructions detailed in the FOA and any Related Notices (included in the FOA’s Overview Information section), and the SF424 Application Guide.

Funding Opportunity Announcement: PAR-19-102
Presenters

• Patrick H. Brown, Program Director
• Justin Rosenzweig, Grants Management Officer
• Tracy Koretsky, Scientific Review Officer

• ‘In the room’
  – Dr. Alison Gammie, TWD Division Director
  – Dr. Shiva Singh, UPT Branch Chief
Webinar Outline

I. Program Perspective
   • Goals & Eligibility
   • Overview of a Training Program
   • Application Components

II. Grants Management Perspective

III. Review Perspective

IV. Your Perspective (Q&A)
Goal G-RISE Program

…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.
G-RISE target: Grad. Students at Research Active Institutions

Community College

Undergraduate
Postbac
Graduate M.S.
Graduate Ph.D.
Postdoctoral

MARC
IMSD
IRACDA

Research-Intensive Partner
PREP
Research Active Partner
BRIDGES to DOC (B2D)

Bridges to Bac (B2B)
U-RISE
G-RISE

≥ $7.5 M RPG Research-Intensive

< $7.5 M RPG Research-Active
Eligibility Information - Institutions

- Awards Ph.D. degrees in biomedical sciences.
- Average of RPG funding less than $7.5 million total costs over the past 3 fiscal years.
- Only one application per institution is allowed.
- Only one diversity enhancing graduate program (either the Initiative to Maximize Student Development, IMSD, or G-RISE) per institution.
How to determine Average RPG funding

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 full fiscal years and calculate the annual average.

For example, for applications submitted in May 2020, use FY 19, 18 and 17 RPG funding.
Eligibility Information -
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, unless extremely well-justified.
- 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
Overview of a Research Training Program

**Backgrounds:**
- Educational
- Cultural
- Social
- Economic
- Learning Styles
- Multiple Intelligences

**Faculty**
- Bandwidth
- Training
- Funding
- Experience
- Commitment
- Relatability

**PI/MPI**
- Administration
- Oversight
- Evaluation
- Recruitment
- Retention

**Institution**
- Resources
- Policies
- Priorities
- Practices

**Goals:**
- PhD (#'s, %'s, TTD)
- Careers
- ...

**Workforce**

**Sector:**
- Academia
- Government
- For-Profit
- Nonprofit
- Other
- Unknown

**Career Type:**
- Primarily Research
- Primarily Teaching
- Science-related
- Not related to science
- Further training
- Unknown
Preparing an Application

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

Use the format:

“G-RISE at ________________________”

name of institution

For example: G-RISE at the University of Success
# The Application- Page Limits

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<tr>
<th>Section of Application</th>
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<tr>
<td>Project Summary/Abstract</td>
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<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>Institutional Support Letter</td>
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<td>Conflict Resolution Protocols</td>
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Research Training Program Plan Form

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Submitting to a due date **before May 25, 2020?**

- Use FORMS-E application forms

See [NOT-OD-20-026](https://not-od.od.nih.gov/) to learn more.
Training Program Section

2. Program Plan
3. RCR
4. Plan for Enhancing Reproducibility
2. Program Plan

- 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

• Rationale for the training program – Why needed?
• Training mission, objectives (specific, measurable) -institutional context should inform the objectives and the design of the proposed program activities
• How the training activities build skills and attain objectives
• Evidence-based approaches to be employed
• Enhancements to the training environment beyond the supported trainees
Career Development

Describe

• Process for bringing awareness to the trainees the breadth of career options in the biomedical research workforce (Industry, Academia, Government, ...) 

• How the program, PI, and mentors will support their exploration of career opportunities (e.g., internships, site visits, guest lecturers)?

• 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. For example:

- promotes a culture in which the highest standards of scientific rigor, reproducibility and responsible conduct are advanced
- provides adequate staff, facilities, and educational resources to the planned program
- supports the PDs/PIs and other key staff associated with the planned training program
- ensures that the research facilities as well as the laboratory practices promote the safety of trainees; ensures that the research facilities are accessible to trainees with disabilities
- promotes a positive, supportive and inclusive research and training environment for individuals from all backgrounds
**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 for up the last five years (in tables)

• Degree **completion rates** and **time-to-degree** for recent graduates. Data should have institutional **comparator** groups, graduation rates for all students in the STEM fields represented, and a description of **career outcomes**

• Although the training tables for new applications only allow for five years of recent graduate outcomes, **the narrative may describe up to 15 years of outcomes in Program Plan**
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.

**NIH Contribution toward Evaluation costs** are allowed up to a maximum of $3,000 for the 5-year project period (TRE).
3. 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). [NOT-OD-10-019]

- 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.
4. 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
Resources: Rigor & Reproducibility

• 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

Required
7. Participating Faculty Biosketches
8. Letters of Support
9. Data Tables
7. 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

Biosketches are limited to five pages ([NOT-OD-15-032](#))
Institutional Support and Commitment Letter

Page limit: 10-pages combined into a single document, institutional letterhead. 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


G-RISE WEBINAR for PROSPECTIVE APPLICANTS -April 2020
8. Letters of Support

- Institutional Support and Commitment Letter (10 page maximum) **must** be attached as part of Letters of Support
  - Combine all Support/Commitment Letters into a single PDF for uploading

- Institutional Eligibility Letter (1 page maximum) **must** certify eligibility (RPG funding)

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

- Other Letters of Support- can be included but should include information distinct from the details required of the Institutional support Letter
9. Data Tables

https://grants.nih.gov/grants/forms/data-tables.htm

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<tr>
<th>New Applications</th>
<th>Blank forms</th>
<th>Examples</th>
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Make sure the information in the tables match with the narrative in the program plan
Required Data Tables

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<tr>
<td>1</td>
<td>Census of Participating Departments and Interdepartmental Programs</td>
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<tr>
<td>2</td>
<td>Participating Faculty Members</td>
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<td>3</td>
<td>Federal Institutional Research Training Grant and Related Support Available to Participating Faculty Members</td>
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<td>4</td>
<td>Research Support of Participating Faculty Members</td>
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<td>5A</td>
<td>Publications of Those in Training: Predoctoral</td>
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<tr>
<td>6A</td>
<td>Applicants, Entrants, and their Characteristics for the Past Five Years: Predoctoral</td>
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<td>8A Part III</td>
<td>Program Outcomes: Predoctoral, Recent Graduates</td>
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[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.
## Appendix

### PHS 398 Research Training Program Plan

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### Required
- Required Training Activities
- Responsible Conduct of Research Syllabi
- Trainee Selection/Appt. Procedures (3 pp.)

### Allowable
- Elective Activities
- Evaluation and Assessment Instruments
- Conflict Resolution Protocols (3 pp.)

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

**Required**
- Recruitment Plan to Enhance Diversity
- Trainee Retention Plan
- Outcomes Data Collection and Storage Plan
- Dissemination Plan

**Optional**
- Advisory Committee
Recruitment Plan to Enhance Diversity

• 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
Outcomes Data Collection and Storage Plan (2 pages)

• 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”.
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”.
Budget Overview
Budget - Participants

- Support is allowed for Ph.D. students in the form of stipend.
- Ph.D. students may be supported on G-RISE funding usually up to three years.
- Students may not concurrently hold another federally sponsored award that duplicates G-RISE 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.

• For G-RISE-supported institutions outside the continental United States, $1,250 for travel per trainee will be provided.
Training Related Expenses

• TRE that may be requested is limited to a maximum of $8,400/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.
xTrain for Student Appointments

• All G-RISE 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

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.

• G-RISE applications reviewed by one of two standing NIGMS review committees: TWD-C and TWD-D. 
  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
  ○ 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:
    • If you don’t have institutional baseline data, explain how you plan to obtain it.
    • If you haven’t fully formed your evaluation plan, at least acknowledge that you are working on it.

• 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>
Critical Deadlines

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

• Application Due Date(s)
  • May 21, 2020

• Earliest Start Date
  • May 2021
For additional information

- Funding Opportunity Announcement (FOA)  [PAR-19-102](#)
- Notices  [NOT-GM-18-029](#)
- RISE Website
- Frequently Asked Questions – Application Guide, Electronic Submission of Grant Applications
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eRA Systems Will be Unavailable April 17-20, 2020

• Downtime will be from 8 a.m. ET on Friday, April 17 to 8 p.m. ET on Monday, April 20.

• All eRA modules (eRA Commons, ASSIST, Internet Assisted Review, iEdison, etc.) and websites will be unavailable.

• Once systems have been successfully migrated to the cloud, the modules will function as usual.

Read more about eRA’s cloud migration:
https://era.nih.gov/era-cloud-migration.htm
Thank you!