



National Institute of
General Medical Sciences

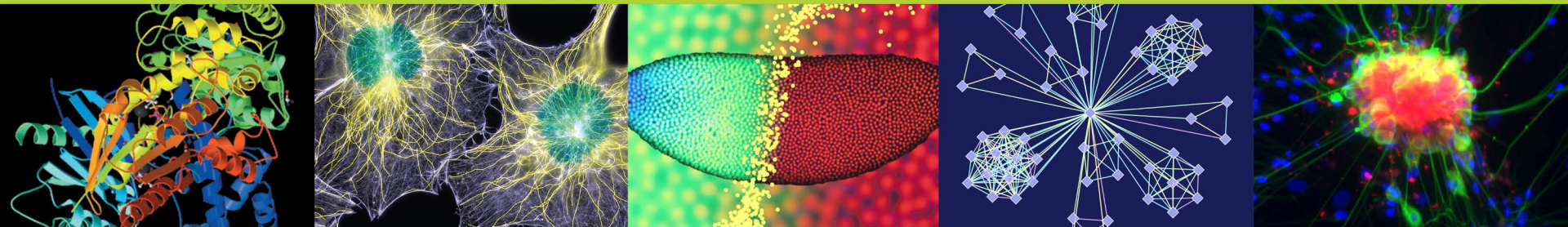


NIGMS Basic Biomedical and Medical Scientist Predoctoral Institutional Research Training Grant Programs (T32)

Program: Mercedes Rubio

Grants Management: Brett Hodgkins

Review: Isaah Vincent



Webinar Information

- This webinar video and slides will be available on the NIGMS webpage.
- You may type your questions in the Q&A box throughout the webinar.
- If time permits, there will be an open Q&A period at the end of the webinar.

****DISCLAIMER****

This webinar and accompanying slides are for informational purposes only. They serve as an overview 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 SF424 Guide, the FOA and any Related Notices.

Is the proposed predoctoral program a good match with NIGMS?

Scientific Areas

- **Clinician-Scientist Training** – Medical Scientist Training Program (MSTP) or Leading Equity and Advancing Diversity in the Medical Scientist Training Program (LEAD MSTP).
- **Basic Biomedical Sciences Training** areas correspond to the NIGMS-supported areas of basic biomedical sciences and/or other emerging areas within the [NIGMS mission](#).

Check with NIGMS Program Officials before submitting!

<https://www.nigms.nih.gov/training/instpredoc/pages/PredocDesc-Contacts.aspx>

Scientific Areas for Basic Biomedical Sciences

- Behavioral-Biomedical Sciences Interface
- Biostatistics
- Biotechnology
- Cellular, Biochemical, and Molecular Sciences
- Chemistry-Biology Interface
- Computational Biology, Bioinformatics, and Biomedical Data Science
- Genetics
- Molecular Biophysics
- Molecular Medicine
- Pharmacological Sciences
- Systems and Integrative Biology
- Transdisciplinary Basic Biomedical Sciences

Check with NIGMS Program Officials before submitting!

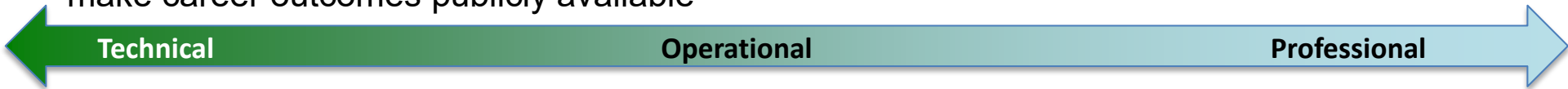
Are the goals aligned?

NIGMS Program Objectives

- To develop a diverse pool of well-trained scientists available to address the Nation's biomedical research agenda.
- Provides support to eligible, domestic institutions to develop and implement effective, evidence-informed approaches to biomedical graduate training and mentoring that will keep pace with the rapid evolution of the biomedical research enterprise.
- NIGMS expects that the proposed research training programs will incorporate didactic, research, and career development elements to prepare trainees for careers that will have a significant impact on the health-related research needs of the Nation.

Major Themes in NIGMS Training Programs

- **Trainee skills development** – use evidence-informed approaches to provide technical, operational and professional skills
- **Training Objectives** – specific, obtainable and measurable training objectives
- **Rigor & transparency, responsible & safe conduct** of research throughout the training experience
- **Commitment to diversity & inclusion**
- **Promote a culture of safety**
- **Mentor training and oversight** of trainee/mentor matches
- **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



Methods
&
Technology

Quantitative
&
Computational

Acquiring Information,
Experimental Design
&
Data Interpretation

Management
&
Leadership

Communication
&
Teamwork

Follow the SF424 Guide, FOA, and Notices

Check the SF424 Application Guide – **FORMS H for institutional Training:**

<https://grants.nih.gov/grants/how-to-apply-application-guide/forms-h/training-forms-h.pdf>

Check the FOA for Required Items:

- Notices
- Required Attachments
- Required Appendices

- The FOA supersedes the SF424 Guide
- The Notices supersede the FOA and the SF424 Guide



FORMS VERSION H SERIES
Released: October 25, 2022



**TRAINING INSTRUCTIONS FOR NIH
AND OTHER PHS AGENCIES**

SF424 (R&R) APPLICATION PACKAGES

Latest FOAs – check the NIGMS webpage

NRSA Institutional Predoctoral Training Grants Program Description and Guidelines

The information provided below represents only a brief overview of the NIGMS-sponsored Institutional Predoctoral T32 Training programs. Applicants are strongly encouraged to carefully read the relevant T32 Funding Opportunity Announcements (FOAs) (see below), and [contact program staff](#) for specific information about these training programs.

Predoctoral T32 FOAs:

- [Basic Biomedical Sciences: PAR-20-213 \(NIGMS-specific Predoctoral T32 FOA\)](#)
- [Leading Equity and Advancing Diversity in the Medical Scientist Training Program \(LEAD MSTP\): PAR-23-030](#)
- [Medical Scientist Training Program \(MSTP\): PAR-21-189](#)



<https://www.nigms.nih.gov/training/instpredoc/Pages/predoctrainingdescription.aspx>

Example of “Related Notices” for PAR-20-213 that could lead to rejection if not followed

Related Notices



- **December 16, 2022** - Notice of Informational Webinar for PAR-20-213 "National Institute of General Medical Sciences Predoctoral Institutional Research Training Grant (T32)" and PAR-21-189 "Medical Scientist Training Program (T32)". See Notice [NOT-GM-23-025](#)
- **NOT-OD-23-012** Reminder: FORMS-H Grant Application Forms and Instructions Must be Used for Due Dates On or After January 25, 2023 - New Grant Application Instructions Now Available
- **August 25, 2022** - Adjustments to NIH and AHRQ Grant Application Due Dates Between September 22 and September 30, 2022. See Notice [NOT-OD-22-190](#).
- **October 28, 2021** - Reminder: FORMS-G Grant Application Forms & Instructions Must be Used for Due Dates On or After January 25, 2022 - New Grant Application Instructions Now Available. See Notice [NOT-OD-22-018](#).
- **September 13, 2021** - Updates to the Non-Discrimination Legal Requirements for NIH Recipients. See Notice [NOT-OD-21-181](#).
- **August 5, 2021** - New NIH "FORMS-G" Grant Application Forms and Instructions Coming for Due Dates on or after January 25, 2022. See Notice [NOT-OD-21-169](#)
- **August 5, 2021** - Update: Notification of Upcoming Change in Federal-wide Unique Entity Identifier Requirements. See Notice [NOT-OD-21-170](#)
- **May 28, 2021** - Notice of Change to the Instructions for Appendices in PAR-20-213. See Notice [NOT-GM-21-046](#).
- **April 20, 2021** - Expanding Requirement for eRA Commons IDs to All Senior/Key Personnel. See Notice [NOT-OD-21-109](#)
- **August 20, 2020** - Notice of Informational Webinar on PAR-20-213. See Notice [NOT-GM-20-052](#).

New vs. Renewal Applications

- **There are different requirements for NEW vs RENEWALS (e.g., Training Tables, Progress Report)**
- **Considered a NEW applications if:**
 - The institution does not have an NIGMS T32 in the area
 - The previous program was funded by NIGMS under a parent announcement (e.g., PA14-015, PA16-152, PA18-403)
- **Considered a RENEWAL application only if funded under recent NIGMS FOAs:**
 - PAR-17-341, PAR-20-213 (basic biomedical program)
 - PAR-19-036, PAR-21-189 (MSTP)

Examples of Application Pitfalls

[NIGMS Feedback Loop on January 13, 2022](#)

- **Training data tables:** Each FOA specifies a required set of [tables](#) that must be included with the application (renewals require an additional table).
- **Page Limits Attachments and Appendices:** Follow the SF424 Guide, the FOA, and Related Notices (FOA supersedes the SF424 Guide, Notices supersede the FOA)

Application- Components and Page Limits

Section of Application	Page Limit
Project Summary/Abstract	(30 lines of text)
Program Plan	25
Attachment: Advisory Committee (optional)	1
Attachment: Recruitment Plan to Enhance Diversity	3
Attachment: Trainee Retention Plan	3
Attachment: Outcomes Data Collection and Storage Plan	2
Attachment: Dissemination Plan	1
Plan for Instruction in Methods for Enhancing Reproducibility	3
Plan for Instruction in the Responsible Conduct of Research	3
Each Biographical Sketch	5
Institutional Support Letter	10
Appendix: Required Training Activities	2 per activity
Appendix: Responsible Conduct of Research Syllabi	2
Appendix: Trainee Selection and Appointment Procedures– <i>not allowed for the MSTP applications, only for PAR-20-213</i>	3
Appendix: Elective Activities (optional; maximum of 4 activities)	2 per activity
Appendix: Conflict Resolution Protocols (optional)	3
Appendix: Blank Evaluation and Assessment Instrument (optional)	Unspecified limit in FOA
*Renewals Only: Progress Report (e.g., funded under PAR-17-341, PAR-20-213, PAR-19-036, PAR-21-189)	5 pg for overview, 1 pg per trainee

Basic Biomedical Sciences Areas

- 1 BBS: Behavioral-Biomedical Sciences Interface
- 2 BS: Biostatistics
- 3 BT: Biotechnology
- 4 CBM: Cellular, Biochemical, and Molecular Sciences
- 5 CBI: Chemistry-Biology Interface
- 6 CBB: Computational Biology, Bioinformatics, and Biomedical Data Science
- 7 GEN: Genetics
- 8 MB: Molecular Biophysics
- 9 MM: Molecular Medicine
- 10 PS: Pharmacological Sciences
- 11 SIB: Systems and Integrative Biology
- 12 TBB: Transdisciplinary Basic Biomedical Sciences

- One area per institution, normally defined by a Unique Entity Identifier (UEI) or Institution Profile File (IPF) number
- Must indicate entering the digit code and abbreviation (e.g., 1 BBS) in the “Agency Routing Identifier” field of the application

4. a. Federal Identifier	<input type="text"/>
b. Agency Routing Identifier	<input type="text"/>
c. Previous Grants.gov Tracking ID	<input type="text"/>

Research Training Program Plan Forms

Multiple Sections - FOLLOW THE FOA!

[View Burden Statement](#) **PHS 398 Research Training Program Plan**

Introduction

1. Introduction to Application (for Resubmission and Revision applications) [Add Attachment](#)

Training Program Section

2. * Program Plan [Add Attachment](#)

3. Plan for Instruction in the Responsible Conduct of Research [Add Attachment](#)

4. Plan for Instruction in Methods for Enhancing Reproducibility [Add Attachment](#)

5. Multiple PD/PI Leadership Plan (if applicable) [Add Attachment](#)

6. Progress Report (for Renewal applications) [Add Attachment](#)

Faculty, Trainees and Training Record Section

7. Participating Faculty Biosketches [Add Attachment](#)

8. Letters of Support [Add Attachment](#)

9. Data Tables [Add Attachment](#)

Other Training Program Section

10. Vertebrate Animals [Add Attachment](#)

11. Select Agent Research [Add Attachment](#)

12. Consortium/Contractual Arrangements [Add Attachment](#)

Appendix

13. Appendix [Add Attachments](#) [Delete Attachments](#) [View Attachments](#)

- ← Training Program Plan (25 pg) – use headers
- ← Responsible Conduct of Research (3 pg)
- ← Instruction in Methods for Enhancing Reproducibility (3 pg)
- ← Multi PD/PI Leadership Plan (if applicable)
- ← Renewal Only – Progress Report
- ← Biosketches (5 pg each)
- ← Required Institutional Letter (10 pg)
- ← Required Data Tables
 - New: 1, 2, 3, 4, 5A, 8A
 - Renewal: 1, 2, 3, 4, 5A, 7, 8A
- ← Generally, not applicable

← Appendix – compile the required and allowable appendices – follow page limit guidelines!

2. Training Program

Follow the FOA, not the Application Guide

- ✓ Rationale, Mission, and Objectives
- ✓ Curriculum 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) (PDs/PIs)
- ✓ Preceptors/Mentors (Participating faculty)
- ✓ Application Process, Trainee Positions, Retention and Support
- ✓ Trainee Positions
- ✓ Retention and Support
- ✓ Training Outcomes
- ✓ Program Evaluation and Dissemination

3. Plan for Instruction in the Responsible Conduct of Research (RCR)

- All applications must include a plan to fulfill NIH requirements for instruction in RCR.
 - Five required components must be addressed
 - Components should be well integrated into the overall curriculum at multiple stages of trainee development in a variety of formats and contexts
- 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 when trainees are performing research in their labs.
- See requirements detailed in the FOA and the SF424 Application Guide.

RCR Policy: <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-10-019.html>

Resources: <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-16-122.html>

4. Plan for Instruction in Methods for Enhancing Reproducibility

- The plan must describe how trainees will be instructed in principles important for enhancing research reproducibility.
- 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.
- See the SF424 Application Guide for instructions.
- Rigor & Reproducibility Resources
 - NIH Website on Rigor and Reproducibility: <https://www.nih.gov/research-training/rigor-reproducibility>
 - Clearinghouse for R25 Training Modules: <https://www.nigms.nih.gov/training/pages/clearinghouse-for-training-modules-to-enhance-data-reproducibility.aspx>
 - NIGMS Administrative Supplements: <https://www.nigms.nih.gov/training/instpredoc/Pages/rigor-rep.aspx>

Faculty, Trainees, and Training Record Section

[View Burden Statement](#)

PHS 398 Research Training Program Plan

OMB Number: 0925-0001
Expiration Date: 09/30/2024

Introduction			
1. Introduction to Application (for Resubmission and Revision applications)	<input type="text"/>	Add Attachment	Delete Attachment View Attachment
Training Program Section			
2. * Program Plan	<input type="text"/>	Add Attachment	Delete Attachment View Attachment
3. Plan for Instruction in the Responsible Conduct of Research	<input type="text"/>	Add Attachment	Delete Attachment View Attachment
4. Plan for Instruction in Methods for Enhancing Reproducibility	<input type="text"/>	Add Attachment	Delete Attachment View Attachment
5. Multiple PD/PI Leadership Plan (if applicable)	<input type="text"/>	Add Attachment	Delete Attachment View Attachment
6. Progress Report (for Renewal applications)	<input type="text"/>	Add Attachment	Delete Attachment View Attachment
Faculty, Trainees and Training Record Section			
7. Participating Faculty Biosketches	<input type="text"/>	Add Attachment	Delete Attachment View Attachment
8. Letters of Support	<input type="text"/>	Add Attachment	Delete Attachment View Attachment
9. Data Tables	<input type="text"/>	Add Attachment	Delete Attachment View Attachment
Other Training Program Section			
10. Vertebrate Animals	<input type="text"/>	Add Attachment	Delete Attachment View Attachment
11. Select Agent Research	<input type="text"/>	Add Attachment	Delete Attachment View Attachment
12. Consortium/Contractual Arrangements	<input type="text"/>	Add Attachment	Delete Attachment View Attachment
Appendix			
13. Appendix	<input type="text"/>	Add Attachments	Delete Attachments View Attachments

Required

7. Participating Faculty Biosketches

8. Letters of Support

9. NIH 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
- Promoting the use of highest standards of practice to ensure the safety of all individuals in the research environment
- Supporting trainees participating in activities required to identify and transition into biomedical research workforce careers of interest
- Fulfilling the need of the trainees to complete the dual-degree in a timely fashion

NEW FORMAT- ([NOT-OD-21-073](#)) failure to follow the appropriate Biosketch format may cause NIH to withdraw your application from consideration.

8. Letters of Support

- Institutional Support Letter (10 page maximum) **must** be attached as part of Letters of Support
 - The letter must be on institutional letterhead and signed by a President, Provost, Dean or similar key institutional leader that describes the activities and resources provided by the institution that will ensure the success of the planned training program and its trainees.
 - See detailed examples of components in the FOA
 - **If this letter is not included, the application will be considered incomplete and will not be reviewed.**
- Other Letters of Support: Additional letters of support are permitted; however, these letters may not contain any information that is required in the Institutional Support Letter.
- Combine all Letters of Support into a single PDF file.

9. Required NIH Data Tables

Helpful Information before you fill out your Data Tables:



Introduction	Date Posted	File Link/Format/Size
Introduction to Data Tables – Read this first!	9/16/2022	MS Word (53 KB) PDF (437 KB)

Data Tables	Date Posted	Blank Data Tables File Link/Format/Size	Instructions and Sample Data Tables File Link/Format/Size
New Applications			
New Predoctoral Training Submit tables: 1, 2, 3, 4, 5A, 6A , 8A	9/16/2022	MS Word (40 KB)	MS Word (87 KB) PDF (453 KB)
Renewal or Revision Applications			
Renewal or Revision Predoctoral Training Submit tables: 1, 2, 3, 4, 5A, 6A , 7, 8A	9/16/2022	MS Word (43 KB)	MS Word (93 KB) PDF (472 KB)

Removing Table 6A from Your Application

- To avoid the inclusion of Table 6A in a training data table set generated via xTRACT, applicants should **omit the "Start year of the most recently completed academic year" when prompted in the Applicants/Entrants section.** (See [FAQ's](#) for more info)
- The resulting PDF will then exclude Table 6A

Prepare Research Training Dataset (RTD) for New Application

New RTD	419 The Effects of Romulan Ale on Senior Staff
PD/PI	Rhoades, Dusty

Applicants and Entrants ?

Start year of the most recently completed academic year:

[Submit](#)

The Pre-doc and Post-doc data may be edited via the links below, once the Start of the most recently completed academic year has been provided.

[Pre-Doc Applicants and Entrants](#)
[Post-Doc Applicants and Entrants](#)

Data Tables for Applications

In the Program Plan, applicants should also summarize key data from the tables that highlight the characteristics of the applicant pool, program faculty, institutional support, student outcomes, and other factors that contribute to the overall training environment of the program

Required Data Tables

New: 1, 2, 3, 4, 5A, 8A

Renewal: 1, 2, 3, 4, 5A, 7, 8A



Faculty, Trainees and Training Record Section		
7. Participating Faculty Biosketches	<input type="text"/>	<input type="button" value="Add Attachment"/>
8. Letters of Support	<input type="text"/>	<input type="button" value="Add Attachment"/>
9. Data Tables	<input type="text"/>	<input type="button" value="Add Attachment"/>

- **Do not submit Table 6A**
- Instead, use Suggested Format Table A and upload as an **Attachment in the “Other Project Information” section**

Applications that do not include the required data tables or that submit additional data tables in the Data Table section will be withdrawn prior to review

Additional Table Resources

- **New T32 Data Tables & Instructions:**
<http://grants.nih.gov/grants/funding/424/datatables.htm>
- **FAQs:** https://grants.nih.gov/grants/forms_updates_faq.htm
- **xTRACT User Guide and Resources:**
https://era.nih.gov/modules_user-guides_documentation.cfm
- **xTRACT videos:** https://era.nih.gov/era_training/era_videos.cfm

12. Appendix

Check FOA and Notices

[View Burden Statement](#) PHS 398 Research Training Program Plan

Introduction		
1. Introduction to Application (for Resubmission and Revision applications)	<input type="text"/>	Add Attachment
Training Program Section		
2. * Program Plan	<input type="text"/>	Add Attachment
3. Plan for Instruction in the Responsible Conduct of Research	<input type="text"/>	Add Attachment
4. Plan for Instruction in Methods for Enhancing Reproducibility	<input type="text"/>	Add Attachment
5. Multiple PD/PI Leadership Plan (if applicable)	<input type="text"/>	Add Attachment
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11. Select Agent Research	<input type="text"/>	Add Attachment
12. Consortium/Contractual Arrangements	<input type="text"/>	Add Attachment
Appendix		
13. Appendix	Add Attachments	Delete Attachments View Attachments

The following are required Appendix materials:

- Required Training Activities (2 pg max per activity).
- Responsible Conduct of Research Syllabi (2 pg max).
- Trainee Selection and Appointment Procedures (3 pg max) – **not allowed for the MSTP applications, only for PAR-20-213**

The following are allowable Appendix materials:

- Elective Activities (4 activities max; 2 pg max per activity).
- Blank Evaluation and Assessment Instruments.
- Conflict Resolution Protocols (3 pg max).

Applications that do not include the required appendices or that exceed the number of allowed appendices or the page limitation of any of the allowed materials will be considered noncompliant and will not be reviewed.

Other Project Information: Attachments

RESEARCH & RELATED Other Project Information

OMB Number: 4040-0001
Expiration Date: 12/31/2022

Attachments – required in bold

- Advisory Committee (optional, however list names if one exists, 1 pg.)
- **Application and Admissions Data (required, see Suggested Format Table A)**
- **Recruitment Plan to Enhance Diversity (required, 3 pg.)**
- **Trainee Retention Plan (required, 3 pg.)**
- **Outcomes Data Collection and Storage Plan (required, 2 pg.)**
- **Dissemination Plan (required, 1 pg.)**

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6. Does th
6.a. If yes,
6.b. Option

7. Project Summary/Abstract

8. Project Narrative

9. Bibliography & References Cited

10. Facilities & Other Resources

11. Equipment

12. Other Attachments

Name these files as indicated in the FOA, upload in #12.

Application and Admissions Data (3 pg.)

- Allows for the evaluation of the ability of participating departments/interdepartmental programs to **recruit** training grant eligible individuals
- To assess the **admissions** and recruitment process, the **diversity** of the pool, and the appropriate **number** of training positions to be awarded
- Provide the numbers and characteristics of training grant eligible (I) **applicants**, (II) **admitted** individuals, and (III) **matriculants** for each of the past 5 academic years as well as the average over those years
- Please use the [Suggested Table Format Table A](#) provided on the NIGMS website and report on the categories listed in [NIH's Interest in Diversity](#)

If this plan is not included, the application will be considered incomplete and will not be reviewed.

Application and Admissions Data

NIGMS recommends using Suggested **Format Table A** for applications with:

Single departmental programs

Instructions and examples: [Word](#) | [PDF](#) | [HTML](#)

No instructions, blank: [Word](#) | [PDF](#) | [HTML](#)

Interdisciplinary programs with multiple admissions

Instructions and examples: [Word](#) | [PDF](#) | [HTML](#)

No instructions, blank: [Word](#) | [PDF](#) | [HTML](#)

Sample: Suggested Format Table A, Part Ia: Numbers and Characteristics of Applicants

Ac Yr	Total Applicants	URM	Applicants with Disabilities	Applicants from Disadvantaged Backgrounds	Women	Institutionally Defined
2014-15	399	80	20	72	239	n/a
2015-16	384	77	19	69	230	n/a
2016-17	489	98	24	88	293	n/a
2017-18	342	68	17	62	205	n/a
2018-19	438	88	22	79	263	n/a
Avg	410	82	21	74	246	n/a

Ac Yr, Academic Year; URM, Underrepresented Racial & Ethnic Minorities; n/a, not applicable; Avg, average

Useful Websites

- **NIGMS Predoctoral Research Training Grant Website:**
<https://www.nigms.nih.gov/Training/InstPredoc/Pages/default.aspx>
- **Predoctoral Training Grants FAQs:**
<https://www.nigms.nih.gov/training/instpredoc/Pages/predoc-training-grants-faqs.aspx>
- **NIGMS T32 Staff:**
<https://www.nigms.nih.gov/training/instpredoc/pages/PredocDesc-Contacts.aspx>

Important Dates

- **Application Due date(s): May 25, September 25, and January 25 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:** Fall, Winter, Summer
- **Advisory Council Review:** January, May, September
- **Earliest Start Date:** July

Advice for Submitting the Application

- **Submit early** – e.g., at least 2 days before the due date.
- **Always view your application and check for completeness (2 day viewing period)!**
- **Correct any errors and address all warnings** – please note that not all failures to comply are caught by the automated notifications.

<https://grants.nih.gov/grants/how-to-apply-application-guide/submission-process/submit-track-view.htm>

Budget Overview

Budget - Participants

- Support is allowed for **trainees** in the form of **stipend**.
- Trainees may be appointed the grant for **one to three years**. Note NRSA support is limited to 5 years for predoctoral trainees (6 years for dual-degree training).
- Students may not concurrently hold another federally sponsored award that duplicates the T32 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 **\$300** 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 \$4,400/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 participants **must** have an appointment form submitted through the eRA Commons to xTrain before they may receive their compensation.
- If a participant cannot continue in the grant program for the full appointment period, a termination notice must be submitted to xTrain with the correct appointment period.
- For all appointments, a termination notice must be submitted at the end of the 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.

Peer Review

Peer Review

- Please read the review criteria while preparing your application to make sure all the required information is included.
- Review panel will assess your application against the review criteria.

Review Process: Usual Timeline

Timeframe

Activity

(From submission date)

1 - 2 months

Referral

2 - 6 months

Review Panel

6 - 7 months

Summary Statement Available

7 - 8 months

Advisory Council

8 - 9 months

Funding Decisions

9 - 10 months

Award Start Date

Post review- reach out to your PO for next steps

Peer Review Cont.

- Applications are reviewed by one of two standing NIGMS review committees: TWD-A and TWD-B.
www.nigms.nih.gov/Research/application/Pages/reviewcommittees.aspx
- Committees are equivalent: applications assigned to one of two committees to balance conflicts and workload.
- Receipt letter from scientific review officer will provide information about meeting dates, instructions for providing updates, and a link for the committee roster.
- 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)
- Application Process, Trainee Positions, Retention, and Support
- Training Record

Additional Review Criteria: Acceptable/Unacceptable (part of Overall Impact score but no separate scores given)

- Training in Methods for Enhancing Reproducibility
- Recruitment Plan to Enhance Diversity
- Training in the Responsible Conduct of Research

Additional Review Considerations (not scored or factored into a score):

- Budget and Period of Support (# of trainee slots)

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 and compliance with 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 requirements of the program announcement.
 - 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”
 - For example:
 - How are students recruited and selected? By whom?
 - What does the advisory committee do, if you have one? 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 (including statement of commitment to training and diversity)
- 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

Common Pitfalls

- Appendix violations: Required documents not included, additional documents included, page limit violations.
- Training Tables: Required Training Tables not included, additional Training Tables included.
- NIGMS Feedback Loop Post on noncompliance
 - <https://loop.nigms.nih.gov/2022/01/nigms-institutional-t32-t34-and-k12-grant-applicants-dont-get-caught-with-noncompliance/>

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Questions

