Help Your Application Get to the Right Study Section

Find a Study Section

Applications are reviewed in Study Sections (Scientific Review Group, SRG). Integrated Review Groups (IRGs) are clusters of Study Sections based on scientific discipline.

Enter Search Keywords

http://www.csr.nih.gov/
Help Your Application Get to the Right Institute

Match your application to NIH:

- Projects: Related research on the same scientific topic
- FOAs: Funding Opportunity Announcements for the topic area
- Institutes: Programs that are funding research in this topic area

http://ProjectRePORTER.NIH.gov
The cover letter should be used for a number of important purposes:

• Suggest Institute/Center assignment
• Suggest review group assignment
• Identify individuals in potential conflict and explain why
• Identify areas of expertise needed to evaluate the application
• Discuss any special situations

It is NOT appropriate to use the cover letter to suggest specific reviewers.

http://www.csr.nih.gov/coverletter
Sample Cover Letter

Please assign this Phase I SBIR “Drugs for Retinoblastoma Treatment” (RFA-CS-00-000) to the following:

Institutes/Centers
  National Cancer Institute
  National Eye Institute

Scientific Review Group
  Cancer Drug Development & Therapeutics

Please do not assign this application to the following:

Scientific Review Group
  Biological Chemistry, Biophysics, and Drug Discovery

This study focuses on a new in vitro model for testing drugs for treatment of retinoblastoma, not the synthesis of new chemotherapeutic agents.
Sample Application Number

1 R01 CA 987654 01 A1

New Application
Individual Research Grant
Serial Number
Resubmission
National Cancer Institute
Grant Support Year
How NOT to Submit a Late Application

Start Early!

- Application must be accepted **TWICE**: Grants.gov and NIH

**Check eRA Commons for your submitted application**
(e-mails are sent but can be caught in SPAM filters)

- High volume at deadlines slows processing/validation time
- On time application = submitted error-free by 5 PM local time on due date
- **Errors** cause rejection – **Warnings** are error-free and accepted
- **No error correction window that extends deadline**
## 9-Point Scoring Scale

<table>
<thead>
<tr>
<th>Impact</th>
<th>Score</th>
<th>Descriptor</th>
</tr>
</thead>
<tbody>
<tr>
<td>High Impact</td>
<td>1</td>
<td>Exceptional</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>Outstanding</td>
</tr>
<tr>
<td></td>
<td>3</td>
<td>Excellent</td>
</tr>
<tr>
<td>Medium Impact</td>
<td>4</td>
<td>Very Good</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>Good</td>
</tr>
<tr>
<td></td>
<td>6</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>Low Impact</td>
<td>7</td>
<td>Fair</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>Marginal</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>Poor</td>
</tr>
</tbody>
</table>
Scoring

9-point score scale is used to provide:

• Criterion Scores for each of the 5 core review criteria
• Overall Impact/Priority Score based on but not a sum of the core criterion scores plus additional criteria

All applications receive scores:

• Not discussed applications will receive only initial criterion scores from the three assigned reviewers.
• Discussed applications also receive an averaged overall impact score from eligible (i.e., without conflicts of interest) panel members.
Inclusion of Women and Minorities

**Proposed clinical research must include:**

- Plans for the inclusion of minorities and members of both genders, as well as the inclusion of children.

  or

- A clear and compelling justification indicating that inclusion is inappropriate due to the health of the subjects or the purpose of the research.

http://grants.nih.gov/grants/funding/women_min/women_min.htm
Check the Status of Your Application in NIH Commons

### Status Information

<table>
<thead>
<tr>
<th>General Grant Information</th>
<th>Other Relevant Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Status:</strong> Scientific Review Group review pending. Refer any questions to the Scientific Review Administrator.</td>
<td><strong>R-Application</strong></td>
</tr>
<tr>
<td><strong>Institution Name:</strong></td>
<td><strong>Additions for Review (0 documents)</strong></td>
</tr>
<tr>
<td><strong>School Name:</strong></td>
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<tr>
<td><strong>School Category:</strong></td>
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<td><strong>Division Name:</strong></td>
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<td><strong>Department Name:</strong></td>
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<tr>
<td><strong>PI Name:</strong></td>
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<td><strong>Application ID:</strong></td>
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<td><strong>Proposal Title:</strong></td>
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<td><strong>Proposal Receipt Date:</strong> 10/18/2013</td>
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<td><strong>Last Status Update Date:</strong> 10/31/2013</td>
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<td><strong>Current Award Notice Date:</strong></td>
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<td><strong>Application Source:</strong> Grants.gov</td>
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<tr>
<td><strong>Project Period Begin Date:</strong> 08/01/2014</td>
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<td><strong>Project Period End Date:</strong> 07/31/2017</td>
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<td><strong>Priority Code:</strong></td>
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<td><strong>Application Status:</strong> Submission Complete</td>
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<tr>
<td><strong>FOA:</strong> PA13-312 - Academic Research Enhancement Award (Parent R15)</td>
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<td><strong>NIH Appl. ID:</strong></td>
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</table>

### Status History

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Status Message</th>
<th>Institute or Center Assignment</th>
<th>Assignment</th>
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</thead>
<tbody>
<tr>
<td>10/21/2013</td>
<td>Application entered into system</td>
<td>NATIONAL INSTITUTE OF NEUROLOGICAL DISORDERS AND STROKE (Primary)</td>
<td>10/28/2013</td>
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<tr>
<td>10/21/2013</td>
<td>Application entered into system</td>
<td>NATIONAL INSTITUTE OF NEUROLOGICAL DISORDERS AND STROKE (Primary)</td>
<td>10/28/2013</td>
</tr>
</tbody>
</table>

### Application Information

<table>
<thead>
<tr>
<th>Award Document Number:</th>
<th>Study Section</th>
<th>Advisory Council (AC) Information</th>
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</thead>
<tbody>
<tr>
<td>R01008123A</td>
<td>Scientific Review Group</td>
<td>ZR1 MDN-N (88)</td>
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<tr>
<td>FSR Asset Code: N</td>
<td>Council Meeting Date (YYYY/MM): 2014/05</td>
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<tr>
<td>Snap Indication Code:</td>
<td>Meeting Time: 08:00</td>
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</tr>
<tr>
<td>Impact Score:</td>
<td>Study Roster: View Meeting Roster</td>
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</tr>
<tr>
<td>Percentile:</td>
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<td></td>
</tr>
<tr>
<td>Early Stage Investigator Eligible:</td>
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<td></td>
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</tbody>
</table>

### Meeting Date

- **Meeting Date:** 03/06/2014
- **Meeting Time:** 08:00
- **Study Roster:** View Meeting Roster
Your Summary Statement

- Scores for each review criterion
- Critiques from assigned reviewers
- Administrative notes if any

If your application is discussed, you also will receive:

- An overall impact/priority score and percentile ranking
- A summary of review discussion
- Budget recommendations
Summary Statement

Program Officer

Impact/Priority Score 10-90 range

Percentile in whole numbers

Indicator for Early Stage Investigators
New and Early Stage Investigators

• New Investigator (NI)
  • PD/PI who has not yet competed successfully for a substantial NIH independent research award

• Early Stage Investigator (ESI)
  • PD/PI who qualifies as a New Investigator AND is within 10 years of completing the terminal research degree or is within 10 years of completing medical residency (or equivalent)

http://grants.nih.gov/grants/new_investigators/
View the Video

Jumpstart Your Research Career with CSR’s Early Career Reviewer Program

www.csr.nih.gov/video/video.asp
How to Apply for the Early Career Reviewer Program

• Instructions are at www.csr.nih.gov/ECR

• If eligible, your name will be placed into our ECR database

• You will be invited to serve as an ECR when your expertise is needed for particular applications
When Preparing an Application

- Read instructions
- Never assume that reviewers will know what you mean
- Refer to pertinent literature
- Don’t overstate the significance of your research
- State rationale of proposed investigation
- Include well-designed tables and figures
- Present an organized, lucid write-up
- Don’t be overly ambitious
- Obtain pre-review from colleagues at your organization

Insider’s Guide to Peer Review for Applicants:
http://www.csr.nih.gov/applicantresources/insider
What Reviewers Look for in Applications

- Significance and impact
- Exciting ideas
- Clarity
- Ideas they can understand -- Don’t assume too much
- Realistic aims and timelines -- Don’t be overly ambitious
- Brevity with things that everybody knows
- Noted limitations of the study
- A clean, well-written application

Insider’s Guide to Peer Review for Applicants:
http://www.csr.nih.gov/applicantresources/insider
Insider’s Guide to Peer Review for Applicants

Advice from CSR Study Section Chairs

http://www.csr.nih.gov/applicantResources/Insider
NIH Guide
For Grants and Contracts
U.S. Department of Health and Human Services

• Announces NIH Scientific Initiatives
• Provides NIH Policy and Administrative Information
• Supplies links to application forms
• Available on the NIH Web Site: http://www.nih.gov
A Window to Your Application: eRA Commons

eRA Commons is an online interface where a grant applicant can:

• Check submitted grant application for errors and warnings and view final image
• Track review assignment, view review outcomes (score, summary statements), find contact info
• Update Personal Profile to ensure Early Stage Investigator eligibility is in place
• Submit pre-award information (just in time)
• View Notice of Award and other key documents

And much more!

https://commons.era.nih.gov/commons/
NIH Encourages Applicants to Describe their Research in Terms Easily Understood by Reviewers, Scientists, Congress and the Public

Titles, statements of public health relevance & abstracts should:

- Convey value of research in plain language
- Be understandable by both scientists and the public
- Clearly relay the potential impact of the research on health

The public accesses funded NIH grant info through

http://ProjectRePORTER.NIH.gov

Examples and more info: http://grants.nih.gov/grants/plain_language.htm
NIH’s Resubmission Policy

After an unsuccessful new (A0) application or an unsuccessful resubmission (A1) application, you may submit a new (A0) application with the same idea as long as your summary statement has been issued.

NIH Guide Notices
• NOT-OD-14-074
• NOT-OD-14-082

Resubmission FAQs
View the Videos

- NIH Peer Review Revealed
- Jumpstart Your Research Career with CSR’s Early Career Reviewer Program
- NIH Tips for Applicants
- What Happens to Your NIH Grant Application

Meet the Experts in NIH Peer Review Webinars

For Researchers Seeking:

• R01 Grants
• Fellowship Awards
• AREA/R15 Grants
• Small Business Grants

www.csr.nih.gov/webinar
NIH Peer Review Information on the Web

**National Institutes of Health:** [http://www.nih.gov](http://www.nih.gov)

- Office of Extramural Research
- Grants Policy
- Electronic Submission

**Center for Scientific Review:** [http://www.csr.nih.gov](http://www.csr.nih.gov)

- Resources for Applicants
- CSR Study Section Descriptions
  [http://public.csr.nih.gov/StudySections](http://public.csr.nih.gov/StudySections)
- CSR Rosters and Meeting Dates
  [http://public.csr.nih.gov/RosterAndMeetings](http://public.csr.nih.gov/RosterAndMeetings)
Your Application Was Reviewed
What Do You Do Next?

Visit NIH's Next Steps Website

http://grants.nih.gov/grants/next_steps.htm
CSR Web Site

- About CSR
- Applicant Resources
- Study Sections
- Rosters and Meetings

http://www.csr.nih.gov
Key NIH Review and Grants Web Sites

NIH Center for Scientific Review
http://www.csr.nih.gov

NIH Office of Extramural Research
http://grants.nih.gov/
The NIH Web Site

http://www.nih.gov