

The “Nuts and Bolts” of Putting a Grant Proposal Together



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Topics



- Finding the Right Timing to Submit an Application
- Selecting the Best Funding Opportunity
- Finding Resources for Grant Writing
- Understanding the New NIH Application
- Developing a Budget

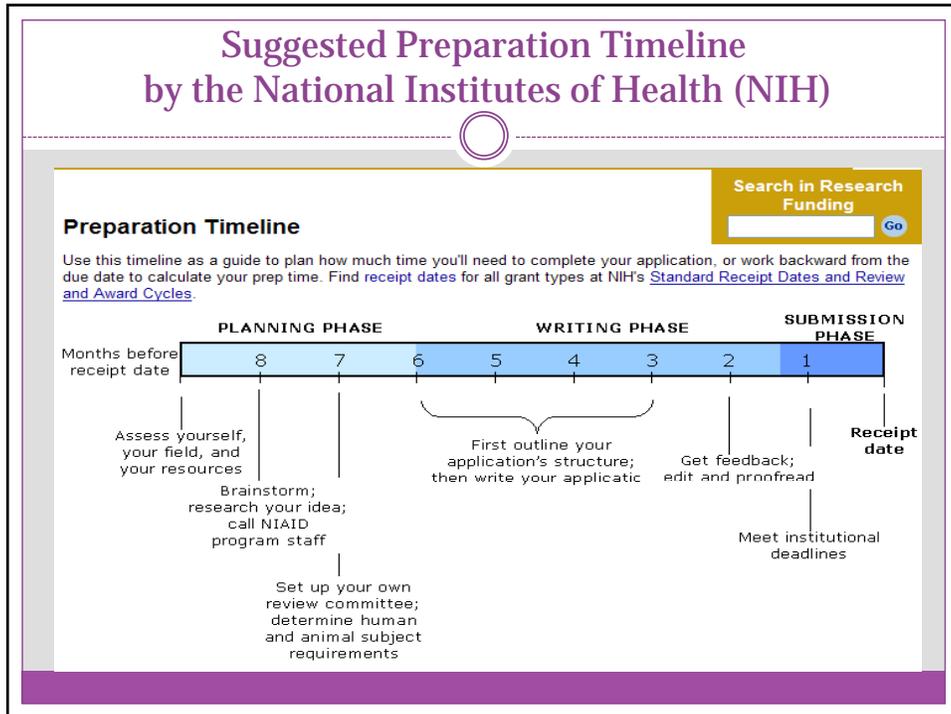
Timing is Everything!

- **Begin your funding search early.**
 - Requests for proposals have less lead time than in the past (sometimes 6 weeks between publication and due date)
 - It can be **6 months to a year** before beginning of the grant (period between an application deadline and notification of an award).

Timing is Everything!

- Use standard grant cycles to plan your research interests
 - **Principal Investigator Initiated Research Grants (R Series)** – due dates are February, June and October of each year
 - **Research Career Development (K Series)** due dates are February 12, June 12, and October 12 of each year

Suggested Preparation Timeline by the National Institutes of Health (NIH)



Questions to Ask Yourself in Reviewing a Request for Proposal (RFP)

- Eligibility?
- Project Period?
- Funding Amount?
- When the Proposal is Due?
- Does the RFP meet the goals of your project?
- Can you meet the sponsor expectations?

Grants.Gov



[Search](#) [Contact Us](#) [Site Map](#) [Hel](#)

Alert: Grants.gov will be unavailable Saturday, November 14, 2009 from 12:01 a.m. through 6:00 a.m. EST for system maintenance. We apologize for any inconvenience.

FOR APPLICANTS

- [Applicant Login](#)
- [Find Grant Opportunities](#)
- [Get Registered](#)
- [Apply for Grants](#)
- [Track My Application](#)
- [Applicant Resources](#)
- [Search FAQs, User Guides and Site Information](#)

Find. Apply. Succeed.

Grants.gov is your source to FIND and APPLY for federal grants. The U.S. Department of Health and Human Services is proud to be the managing partner for Grants.gov, an initiative that is having an unparalleled impact on the grant community. [Learn more](#) about Grants.gov and determine if you are eligible for grant opportunities offered on this site.

Grants.gov does not provide personal financial assistance. To learn where you may find personal help, check [Government Benefits](#), [Student Loans](#) and [Small Business Start-up Loans](#).



In response to The American Recovery and Reinvestment Act or Recovery Act, Grant-making agencies are posting Recovery Act specific grant opportunities on Grants.gov. [View all opportunities >](#)

Other information and opportunities regarding the Recovery Act is available. [Learn more >](#)

Update-to-date information on the state of recovery. [Learn more >](#)



Recovery Act Grant Opportunities

Portal for Funding Opportunity Announcements (FOA)

<http://www.grants.gov>

Grants.Gov Funding Opportunities

Sort: Close Date, Ascending
[Sort by Open Date](#)

Close Date	Opportunity Title	Agency
04/01/2010	Building Effective Civic Engagement	
04/01/2010	Building Effective Civic Engagement	Georgia USAID-Tbilisi
04/02/2010	NIJ 2010 Electronic Crime and Digital Evidence Recovery	National Institute of Justice
04/05/2010	NIJ FY 2010 Information Technologies: Improved Delivery of Information to the Officer at the Scene	National Institute of Justice
04/05/2010	Pesticide Safety Program for Agricultural Workers and Farmworker Children: Request for Applications (RFA)	Environmental Protection Agency
04/05/2010	1890 Facilities Grant Program	National Institute of Food and Agriculture
04/05/2010	Strategic Agricultural Initiative (SAI) Grant Program FY2010	Environmental Protection Agency
04/05/2010	Integrated Services for CSHCN	Health Resources & Services Administration
04/05/2010	Integrated Community Service Systems /CSHCN	Health Resources & Services Administration
04/05/2010	NIJ FY 2010 Criminal Justice Training Through The Use of Virtual Environments	National Institute of Justice
04/05/2010	National Center for Chronic Disease Prevention and Health Promotion	Centers for Disease Control and Prevention
04/06/2010	School Leadership Grant Program CFDA 84.363A	Department of Education
04/06/2010	Fiscal Year 2010 Pollution Prevention Grant Program	Environmental Protection Agency
04/07/2010	DoD Breast Cancer Era of Hope Scholar Award	Dept. of the Army -- USAMRAA
04/07/2010	Comprehensive Partnerships to Reduce Cancer Health Disparities (Limited Competition US4)	National Institutes of Health
04/07/2010	DoD Breast Cancer Innovator Award	Dept. of the Army -- USAMRAA

Example of Funding Opportunities from Grants.Gov

Centers for Disease Prevention (<http://www.cdc.gov/>)

Requests for proposals include:

- chronic disease prevention
- health promotion
- conference support
- occupational health
- and health disparities

Example of Funding Opportunities from Grants.Gov

USDA United States Department of Agriculture
Cooperative State Research, Education, and Extension Service



Home About Us **Funding Opportunities** Forms Business with CSREES Newsroom Help Contact Us

Search CSREES

Go

Search Help

Browse by Subject

▸ Agricultural & Food Biosecurity

▸ Agricultural Systems

You are here: Home / Funding Opportunities / National Research Initiative - Human Nutrition and Obesity

Funding Opportunities

National Research Initiative - Human Nutrition and Obesity

This crosscutting program addresses the complex problem of obesity prevention. Projects funded by this program are intended to lead to a better understanding of the behavioral and environmental factors that influence obesity and to the development and evaluation of effective interventions to prevent obesity. Applicants are strongly encouraged to read the

Department of Defense

Funding Opportunities

FY10 Breast Cancer Research Program (BCRP)

[Synopsis of FY10 BCRP Award Mechanisms](#) - Adobe PDF - provides a brief description and key elements of all award mechanisms.

Mechanism	Program Announcement	Application Instructions	Release Date	Submission Deadline	
Predocutorial Traineeship Award	Adobe PDF	Adobe PDF	February 3, 2010	Pre-Application: March 24, 2010 Application: April 7, 2010	Submit a PreApplication
Postdoctoral Fellowship Award	Adobe PDF	Adobe PDF	January 29, 2010	Pre-Application: March 24, 2010 Application: April 7, 2010	Submit a PreApplication
Inter-Institutional Training Award	Adobe PDF	Adobe PDF	January 29, 2010	Pre-Application: March 18, 2010 Invited Application: June 23, 2010	Submit a PreApplication
Idea Award	Adobe PDF	Adobe PDF	January 29, 2010	Pre-Application: April 21, 2010 Application: May 5, 2010	Submit a PreApplication
Era of Hope Scholar Award	Adobe PDF	Adobe PDF	February 16, 2010	Pre-Application: March 24, 2010 Application: April 7, 2010	Submit a PreApplication
Innovator Award	Adobe PDF	Adobe PDF	February 16, 2010	Pre-Application: March 24, 2010 Application: April 7, 2010	Submit a PreApplication
Multi-Team Award	Adobe PDF	Adobe PDF	January 29, 2010	Pre-Application: March 18, 2010 Invited Application: June 23, 2010	Submit a PreApplication
Transformative Vision Award	Adobe PDF	Adobe PDF	January 29, 2010	Pre-Application: March 18, 2010 Invited Application: June 23, 2010	Submit a PreApplication

NIH Funding Opportunities

The screenshot shows the NIH website homepage with the following elements:

- Header:** U.S. Department of Health & Human Services, National Institutes of Health, The Nation's Medical Research Agency.
- Navigation:** HOME, HEALTH, GRANTS, NEWS, RESEARCH, INSTITUTES, ABOUT NIH.
- Left Sidebar:**
 - NIH at a Glance
 - Training at NIH
 - Jobs at NIH
 - Visitor Info
 - Newsletters & Feeds
 - Funding for Research** (circled in blue):
 - » Grant Application Basics
 - » Forms
 - » Deadlines
 - » Funding Plans by Institute
 - » Award Information & Data
 - Search Funding Opportunities
- Main Content Area:**
 - HEART DISEASE DOESN'T CARE WHAT YOU WEAR. IT'S THE #1 KILLER OF WOMEN.** (Advertisement for HEARTTRUTH.GOV)
 - Health Information:** For A-Z in consumer health topics, visit Health.nih.gov.
 - Clinical Trials:** For info about clinical trials, visit clinicalresearch.nih.gov.
 - Recovery & Reinvestment:** NIH Research and the American Recovery and Reinvestment Act.
 - Flu Facts:** Comprehensive information on Pandemic and Avian Influenza. Includes a "Know what to do about the flu" button for FLU.GOV.

<http://www.nih.gov/>

Types of Research Projects

TERMINOLOGY DESCRIPTIONS

Types of Funding Opportunities

Type	Receipt Date	Money Set Aside	Peer Review	Specificity of Topic	Advantage to Applicant
Parent Announcement	Standard receipt dates, usually open for three years	None	In Center for Scientific Review (CSR) or in an IC, by one of many review committees	Non-specific, investigator-initiated. Not all ICs participate in all parent FOAs.	May submit any topic within the breadth of the NIH mission. Competition tied mainly to an IC's overall payline
IC-specific Program Announcements (PA)	Standard receipt dates, usually open for three years	No set asides (unless PAS); high-priority applications may be funded beyond the payline	In CSR or in an IC, by one of many review committees (unless PAR)	Often broadly defined or a reminder of a scientific need; investigator-initiated	Competition tied mainly to the IC's overall payline
Request for Applications (RFA)	Single	Specifies funds and targets number of awards	Usually in and IC, but sometimes in CSR. Same review committee for all applications. Usually reviewed by a Scientific Review Group, called a Special Emphasis Panel, that is convened on a one-time basis	Well-defined scientific area	Competition depends on number of applicants and dollars set aside

- [Research Grants](#) (R series)
- [Career Development Awards](#) (K series)
- [Research Training and Fellowships](#) (T & F series)
- [Program Project/Center Grants](#) (P series)

Parent (Investigator-Initiated) Grants

Activity Code(s)	Title	Announcement Number
R01 *	Research Project Grant (Parent R01)	PA-10-067
R03 *	NIH Small Research Grant Program (Parent R03)	PA-10-064
R21 *	NIH Exploratory Developmental Research Grant Program (Parent R21)	PA-10-069

Award to support a discrete, specified, circumscribed project to be performed by named Project Directors/Principal Investigators (PDs/PIs) in areas representing the investigators' specific interests and competencies, based on the mission of the NIH

Research ("R") Types of Funding Opportunities

- **Small Grant Program (R03)**- supports small research projects that can be carried out in a short period of time (up to 2 years) with limited resources (e.g. data analysis) and a budget for direct costs of up to two \$25,000 modules or \$50,000 per year
 - ✦ PAR-09-003 - Small Grants Program for Behavioral Research in Cancer Control (R03)
 - ✦ PAR-10-039- Dissemination and Implementation Research in Health (R03)
 - ✦ PA-08-085 -The Effect of Racial and Ethnic Discrimination/Bias on Health Care Delivery

Research (“R”) Types of Funding Opportunities

- **Program Announcement (PA)** - Released by the institute to announce its interest in building or enhancing its research program in a particular area. The PA typically is an **ongoing** solicitation, accepting applications for **multiple receipt dates**, for **up to three years**.
- ▶ **NIH Exploratory/Developmental Research Grant Award (R21)**
 - ▶ Provide support for the early and conceptual stages of project development
 - ▶ Project period of up to two years. Direct costs for the two year project period may not exceed \$275,000
 - ▶ PA 08-084 -The Effect of Racial and Ethnic Discrimination/Bias on Health Care Delivery (R21)
 - ▶ PA 09-144 - Cancer Surveillance Using Health Claims-based Data System (R21)

Requests for Applications (RFA)

What is a Request for Application (RFA)?

Typically **one-time solicitations** for grant applications addressing a defined research topic. Each RFA specifies the scope and objectives of the research to be proposed; application requirements and procedures; and the review criteria to be applied in the evaluation of applications submitted in response to the RFA.

RFA-MD-10-003 NCMHD Innovative Faith-Based Approaches to Health Disparities Research (R01)

Release/Posted Date: Dec. 9, 2009

Application Due Date(s): Feb. 26, 2010

Expiration Date: Feb. 27, 2010

Applications that propose translational and transdisciplinary interventions on health disparities, social determinants of health, health behavior and promotion and disease prevention.....

Other “R” Grants

- **Conference (R13)** - Funding for conferences to coordinate, exchange, and disseminate information related to its program interests. Generally, such awards are limited to participation with other organizations in supporting conferences rather than provision of sole support.
- **Research Demonstration and Dissemination Projects (R18)** – support for projects designed to develop, test, and evaluate health service activities, and to foster the application of existing knowledge for the control of categorical diseases.

Recovery Act Grant Information



National Institutes of Health

The Nation's Medical Research Agency

HOME HEALTH GRANTS NEWS RESEARCH INSTITUTES ABOUT NIH

Recovery Act Grant Information

Supported by the American Recovery & Reinvestment Act of 2009 (ARRA)

The recent ARRA legislation provides an unprecedented level of funding (\$8.2 billion in extramural funding) to the NIH to help stimulate the US economy through the support and advancement of scientific research. While NIH Institutes and Centers have broad flexibility to invest in many types of grant programs, they will follow the spirit of the ARRA by funding projects that will stimulate the economy, create or retain jobs, and have the potential for making scientific progress in 2 years. We expect to:

1. Select recently peer reviewed highly meritorious research grant applications (R01s and others), that can be accomplished in 2 years or less.
2. Fund new research applications.
3. Accelerate the tempo of ongoing science through targeted supplements to current grants.
4. Support new types of activities such as the NIH Challenge Grant program that meet the goals of the ARRA.
5. Use other funding mechanisms as appropriate.

<http://grants.nih.gov/recovery/>

Stimulus Monies Funding Opportunities

Global Health

Announcement Number	Title	Issuing Org	Release Date	Receipt Date(s)
RFA-OD-10-006	Recovery Act Limited Competition: Program to Enhance NIH-supported Global Health Research Involving Human Subjects (S07)	FIC	01/28/2010	03/22/2010
RFA-OD-10-007	Recovery Act Limited Competition: Framework Programs for Global Health Signature Innovations Initiative (R24)	FIC	01/26/2010	03/22/2010

Comparative Effectiveness Research

Announcement Number	Title	Issuing Org	Release Date	Receipt Date(s)
NOT-OD-10-037	NIH Announces the Availability of Recovery Act Funds for Administrative Supplements for Comparative Effectiveness Research Workforce Development	NIH	01/04/2010	03/01/2010
RFA-OD-10-001	ARRAOS: Recovery Act Limited Competition: Behavioral Economics for Nudging the Implementation of Comparative Effectiveness Research: Clinical Trials (RC4)	NIH	12/28/2009	04/07/2010

K Career Development Grants

K01-Mentored Research Scientist Development Award

- **Target Audience:** New faculty members that need additional supervised research experience because:
 - a career hiatus
 - or moving to a substantially new area of research
 - or faculty from underrepresented groups who may want to enhance their research skills and knowledge through a period of supervised training at a research center.
 - × K01-Mentored Career Development Award to Promote Faculty Diversity in Biomedical Research

Goal of NIH K Awards

- Goal for NIH mentored career awardees is to plan, submit, and receive independent research grant (e.g., R01) support.
- Applicants must be able to devote a minimum of **75% of full-time professional effort** conducting the research and career development activities proposed.

Getting Started

- NIH Website: K Kiosk - Information about NIH Career Development Awards
(<http://grants1.nih.gov/training/careerdevelopmentawards.htm>)
- NIH Institutes vary on their emphasis for K awards – contact the program officer early.
- Due Dates for New K submissions- February 12, June 12, October 12

K99/R00-NIH Pathway to Independence (PI) Award

- **Target Audience:** Postdoctoral trainees with clinical or research doctorate and no more than 5 years of postdoctoral research training at the time of application.
- **Purpose:** Provides an opportunity for promising postdoctoral scientists to receive both mentored and independent research support from the same award

K99/R00

- **Support:** Up to 5 years of support consisting of two phases.
 - Initial phase: 1-2 years of mentored support for highly promising, postdoctoral research scientists.
 - Independent phase: 3 years of independent support contingent on securing an independent tenure-track or equivalent research position.
- The total cost per year for the mentored phase is generally up to \$90,000.
- The total cost per year of the independent investigator phase is up to \$249,000.

Foundations

Foundation Center: Non-Profits

Locate **grantmakers** in your field.
 Search our **databases** for what's getting funded.
 Connect to **helpful resources**.

FIND FUNDERS

Fact Finder

- Foundation Finder
- 990 Finder
- Trend Tracker

Identify Funding Sources

- Foundation Directory Online
- Corporate Giving Online
- Foundation Grants to Individuals Online
- Print Funding Directories
- Requests for Proposals
- Associates Program
- Map of International Grants

Related Tools

- Common Grant Application Forms
- Prospect Worksheets
- Grants Classification

Check Statistics

- Top Funders
- Grantmaker Stats

Look Up Organizations

Looking for information about a specific grantmaker? Need to identify funders by state, city, or ZIP code? **Foundation Finder** provides grantmakers' addresses, web sites, and fiscal data. **990 Finder** directs you to an organization's IRS returns. Both services are free and easy to use.

Check Statistics

Access national, state, and metropolitan area data on U.S. foundations and their grants. Find out the assets and giving of the nation's **grantmaking foundations**, learn how they **distribute their grant dollars**, and identify the top recipients of their gifts.

Identify Funding Sources

With monthly, annual, and two-year subscription options, **Foundation Directory Online** allows you to search our databases of more than 98,000 grantmakers and more than 1.7 million grants. **Take a guided tour»**

Local Resources

We have offices in **Atlanta, Cleveland, New York, San Francisco, and Washington, DC**, where you can use our resources free of charge. And throughout the country hundreds of **Cooperating Collections** carry a core collection of our tools.

<http://www.foundationcenter.org>

Proposal Central

Welcome to **proposalCENTRAL**, an e-grantmaking website shared by many government, non-profit, and private grant-making organizations.

Hope Street Kids	Pediatric Cancer Research Fellowship	
Hope Street Kids	Pediatric Cancer Research Grant	
Juvenile Diabetes Research Foundation	High Priority, Short-Term Bridge Award	
Juvenile Diabetes Research Foundation	Reprioritizing for Beta Cell Replacement and Regeneration Therapies	12/15/2009 11:59:59 PM
Juvenile Diabetes Research Foundation	Beta Cell Survival and Function	3/12/2010 11:59:59 PM
Lupus Foundation of America	Gina Finzi Memorial Student Summer Fellowships	
Lupus Research Institute	Novel Research Program	
Lymphoma Research Foundation	Project Planning Grant	
Lymphoma Research Foundation	Correlative Clinical Studies Grant	
Melanoma Research Alliance	Team Science Award	2/1/2010 5:00:00 PM
Multiple Myeloma Research Foundation	2010 Research Fellow Award	
Muscular Dystrophy Association	Restricted Research Grant (By Invitation Only)	4/10/2010 5:00:00 PM
Muscular Dystrophy Association	Special Grant	4/10/2010 5:00:00 PM
Muscular Dystrophy Association	Clinical Research Training Grant	8/16/2010 5:00:00 PM
Protect Your Lungs	Lung Cancer Early Detection Award	12/25/2009 11:59:59 PM

<https://proposalcentral.altum.com/>

**American
Cancer
Society**

Index of Grants

Research Grants for Independent Investigators

- ▶ [Research Scholar Grants in Basic, Preclinical, Clinical and Epidemiology Research](#)
- ▶ [Research Scholar Grants in Cancer Control: Psychosocial and Behavioral Research](#)
- ▶ [Research Scholar Grants in Cancer Control: Health Services and Health Policy Research](#)
- ▶ [Institutional Research Grants](#)

Mentored Training and Career Development Grants

- ▶ [Postdoctoral Fellowships](#)
- ▶ [Mentored Research Scholar Grant in Applied and Clinical Research](#)
- ▶ [Cancer Control Career Development Awards for Primary Care Physicians](#)
- ▶ [Physician Training Awards in Cancer Prevention](#)
- ▶ [Doctoral Training Grants in Oncology Social Work](#)
- ▶ [Master's Training Grants in Clinical Oncology Social Work](#)
- ▶ [Doctoral Degree Scholarships in Cancer Nursing](#)
- ▶ [Graduate Scholarships in Cancer Nursing Practice](#)

Professors

- ▶ [Research Professor](#)
- ▶ [Clinical Research Professor](#)

Special Initiatives

- ▶ [Research Proposals Directed at Poor and Underserved Populations](#)

**Robert
Wood
Johnson**

Current calls for proposals

We are currently seeking proposals for the following areas programs. Click on the titles for in-depth information and instructions on how to apply.

Deadline	Title	Release Date	Program area
Feb 25, 2010	Communities Creating Healthy Environments: Improving Access to Healthy Foods and Safe Places to Play in Communities of Color	Jan 14, 2010	Childhood Obesity
Feb 26, 2010	Robert Wood Johnson Foundation Clinical Scholars	Oct 28, 2009	Building Human Capital
Feb 26, 2010	Health Impact Project	Oct 20, 2009	Public Health
Mar 17, 2010	Harold Amos Medical Faculty Development Program	Jan 20, 2010	Building Human Capital
Apr 1, 2010	Finding Answers: Disparities Research for Change	Dec 17, 2009	Quality/Equality
Apr 14, 2010	Active Living Research and New Connections Grant Opportunities	Jan 26, 2010	Childhood Obesity
Apr 14, 2010	Public Health Law Research: Making the Case for Laws That Improve Health	Feb 10, 2010	Public Health

Tips in Finding Foundation Monies

- Annual reports for corporate foundations often provide direction on their funding. Priorities are also often listed on the web site.
- Review the recent award recipients that are listed on web sites. Application packages are usually on the web site.
- Develop a good 1 to 3 letter page of intent that can be modified according to who the sponsor is. All foundations have different personalities.

Resources for Grant Writing

Resources for Grant Writing

NIH Grant Tutorials

General Information about applying for NIH grants

- The Grant Review Process (from NCI)
<http://deainfo.nci.nih.gov/extra/extdocs/grantreviewprocess.htm>
- The Peer Review Process at NIH (from CSR)
<http://cms.csr.nih.gov/AboutCSR/OverviewofPeerReviewProcess.htm>

Human Subjects in NIH research grants

- Protecting Human Research Participants (from OER) - a two-hour online course that satisfies the NIH Human Subjects education requirement. The course is available at <http://phrp.nihtraining.com>
- Human Subjects Regulations Decision Trees (from OHRP) - A set of charts to help you decide whether your project is research that needs to be reviewed. Available at <http://www.hhs.gov/ohrp/humansubjects/guidance/decisioncharts.htm>

Grant-writing tip sheets for NIH research grants

- All About Grants - A multi-part site, including sections on Grant Application Basics, How to Plan a Grant Application, How to Write a Grant Application. Available at <http://ncn/grants/default.htm>
- Quick Guide for Research Grant Applications (NCI)
<http://deainfo.nci.nih.gov/extra/extdocs/gntapp.htm>
- Tips for New NIH Grant Applicants (NIGMS)
<http://www.nigms.nih.gov/Research/Application/Tips.htm>
- Common mistakes in grant applications (NINDS)
http://www.ninds.nih.gov/funding/grantwriting_mistakes.htm
- Writing a grant application: A Technical Checklist
http://www.ninds.nih.gov/funding/grantsmanship_checklist.htm
- Annotated Sample R01 grant (from NIAID)
<http://www.niaid.nih.gov/ncn/grants/app/default.htm>

Resources for Grant Writing: NIH Research Portfolio Online Reporting Tool (RePort)

The screenshot shows the NIH RePORTER search interface. At the top, it displays the U.S. Department of Health & Human Services logo and the website URL www.hhs.gov. Below this is the RePORTER logo and a search bar. The main navigation menu includes links for HOME, FREQUENTLY REQUESTED REPORTS, REPORTS, CATEGORICAL SPENDING, REPORTER, GLOSSARY, FAQs, LINKS, and CONTACT US. The current page is titled "Home > RePORTER > Query Form".

The search interface includes several filters and search options:

- NIH Recovery Act Projects:** A checkbox labeled "Show only projects supported by NIH Recovery Act funds".
- Term Search:** A text input field with a "GO" button. Below it, a "Logic" section with radio buttons for "And" (selected) and "Or".
- Hint:** "Multiple terms are accepted. Separate each term with a space. You may also use terms in "" (double quotes) for exact terms match."
- Fiscal Year:** A dropdown menu with "Current Projects" selected.
- NIH Spending Category:** A dropdown menu.
- State:** A dropdown menu with "All" selected.
- Congressional District:** A dropdown menu.
- Principal Investigator:** A text input field with a note "Use % for wildcard".
- Organization:** A text input field.
- Agency/Institute/Center:** A dropdown menu with "All" selected.
- Funding Mechanism:** A dropdown menu with "Admin" selected and "Funding" as an option.
- Funding Mechanisms:** A dropdown menu with "All" selected.
- Award Type:** A dropdown menu with "All" selected.
- Activity Code:** A dropdown menu with "All" selected.
- Project Number:** A text input field with a note "Format: 5R01CA121298-04" and "Use % for wildcard".
- Study Section:** A dropdown menu with "All" selected.
- RFA/PA:** A text input field with a note "Format: RFA-JC-09-003 or PA-09-003" and "Use % for wildcard".
- Public Health Relevance:** A text input field.

At the bottom of the search interface, there are "SUBMIT QUERY" and "CLEAR QUERY" buttons. Below the search interface, the URL <http://projectreporter.nih.gov/reporter.cfm> is displayed.

Application Package

- Face page
- Abstract
- Research Plan
- Literature citations
- Biosketches of investigators and key personnel
- Budget and budget justification
- Human subjects and inclusion of minorities/women/children
- Letters of support
- Appendices

PHS/SF424 Policies and Guidelines

Research Grants and Fellowships		
Forms / Applications / Instructions	Revision Dates	Description / Comments
SF424 (R&R)	01/2010	Standard Form 424 (Research & Related) Grant Application Forms – For use with application Includes application guides and forms to be used with all competing applications for . See Electronic Submission Page and Related NIH Guide Notices .
	08/2009	Standard Form 424 (Research & Related) Grant Application Forms – For use with application Includes application guides and forms to be used with all competing applications for . See Electronic Submission Page and Related NIH Guide Notices .
PHS 398	06/2009	Competing – Public Health Service Grant Application – For use with application Includes application guides and forms to be used with all competing applications for application package. See 11/23/2009 NIH Guide Notice.
PHS 398	11/2007	Competing – Public Health Service Grant Application – For use with application Includes application guides and forms to be used with all competing applications for SF424 (R&R) application package. See 11/23/2009 NIH Guide Notice.
PHS 2590	6/2009	Continuation – Progress Report for a Public Health Service Grant

<http://grants.nih.gov/grants/forms.htm>

New Forms and Applications from NIH

NIH Announces Release of New Forms (effective 1/25/2010)

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-10-016.html>

Highlights:

- ✓ Shortened research plans, now called RESEARCH STRATEGY
- ✓ Biosketch of investigator now includes a personal statement
- ✓ Recommendation to limit publications to 15

SF 424 Grant Application Package

Save & Submit Save Print Cancel Check Package for Errors



Opportunity Title:	Small Grants Program for Cancer Epidemiology (R03)
Offering Agency:	National Institutes of Health
CFDA Number:	
CFDA Description:	
Opportunity Number:	PAR-09-337
Competition ID:	ADOBE-FORMS-B
Opportunity Open Date:	12/22/2009
Opportunity Close Date:	11/19/2011
Agency Contact:	Grants Info Grants Information E-mail: GrantsInfo@nih.gov Phone: 301-435-0714

This opportunity is only open to organizations, applicants who are submitting grant applications to federal government, academia, or other type of organization.

* Application Filing Name:

Mandatory Documents		Mandatory Documents
SF424 (R & R)	Move Form to Complete	
Project/Performance Site Location(s)	⇒	
Research And Related Other Project Information		
Research And Related Senior/Key Person Profile	Move Form to Delete	
PHS 398 Cover Page Supplement		
PHS 398 Research Plan	⇐	
PHS 398 Checklist		
Optional Documents		Optional Documents
PHS Cover Letter	Move Form to Submission List	
PHS 398 Modular Budget	⇒	
Research & Related Budget		
R & R Subaward Budget Attachment(s) Form	Move Form to	

PHS Research Plan Components

PHS 398 Research Plan

1. Application Type:
From SF 424 (R&R) Cover Page. The response provided on that page, regarding the type of application reference, as you attach the appropriate sections of the Research Plan.
*Type of Application:
 New Resubmission Renewal Continuation Revision

2. Research Plan Attachments:
Please attach applicable sections of the research plan, below.

1. Introduction to Application <small>(for RESUBMISSION or REVISION only)</small>	<input type="text"/>	<input type="button" value="Add Attachment"/>
2. Specific Aims	<input type="text"/>	<input type="button" value="Add Attachment"/>
3. *Research Strategy	<input type="text"/>	<input type="button" value="Add Attachment"/>
4. Inclusion Enrollment Report	<input type="text"/>	<input type="button" value="Add Attachment"/>
5. Progress Report Publication List	<input type="text"/>	<input type="button" value="Add Attachment"/>

Human Subjects Sections

6. Protection of Human Subjects	<input type="text"/>	<input type="button" value="Add Attachment"/>
7. Inclusion of Women and Minorities	<input type="text"/>	<input type="button" value="Add Attachment"/>
8. Targeted/Planned Enrollment Table	<input type="text"/>	<input type="button" value="Add Attachment"/>
9. Inclusion of Children	<input type="text"/>	<input type="button" value="Add Attachment"/>

Other Research Plan Sections

10. Vertebrate Animals	<input type="text"/>	<input type="button" value="Add Attachment"/>
11. Select Agent Research	<input type="text"/>	<input type="button" value="Add Attachment"/>
12. Multiple PD/PI Leadership Plan	<input type="text"/>	<input type="button" value="Add Attachment"/>
13. Consortium/Contractual Arrangements	<input type="text"/>	<input type="button" value="Add Attachment"/>
14. Letters of Support	<input type="text"/>	<input type="button" value="Add Attachment"/>
15. Resource Sharing Plan(s)	<input type="text"/>	<input type="button" value="Add Attachment"/>

Research Strategy

- **“Research Plan” is now called “Research Strategy.” This section includes:**
 - Significance
 - Innovation
 - Approach

PHS 398 Research Plan

2. Research Plan Attachments:
Please attach applicable sections of the research plan, below.

1. Introduction to Application <small>(for RESUBMISSION or REVISION only)</small>	<input type="text"/>
2. Specific Aims	<input type="text"/>
3. *Research Strategy	<input type="text"/>

1 page max

1 page max

6 or 12 pages max

Research Strategy



- **Research Strategy (Research Plan)**
Activity Codes R03, R13/U13, R21, R36, R41, R43, Fellowships (F), SC2, SC3 – **limit to 6 pages**
- **Research Strategy (Research Plan)**
Activity Codes R01, single project U01, R10, R15, R18, U18, R21/R33, R24, R33, R34, U34, R42, R44, DP3, G08, G11, UH2, UH3, SC1, X01 – **limit 12 pages**
- **Research Strategy (Research Plan)** Activity Codes R25 – **25 pages**

Specific Aims



- Concise goals of the proposed research;
- Summarize the expected outcome(s);
- Include the impact that the results will have on the research field(s) involved.
- Have specific objectives, e.g., test a stated hypothesis, create a novel design, solve a specific clinical problem, address a critical barrier to progress in the field
- **1 page**

Significance

- Does the project address an important problem or a critical barrier to progress in the field?
- If the aims of the project are achieved, how will scientific knowledge, technical capability, and/or clinical practice be improved?
- How will successful completion of the aims change the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field?

Innovation

- Does the application challenge and seek to shift current research or clinical practice paradigms by utilizing novel theoretical concepts, approaches or methodologies, instrumentation, or interventions?
- Are the concepts, approaches or methodologies, instrumentation, or interventions novel to one field of research or novel in a broad sense?
- Is a refinement, improvement, or new application of theoretical concepts, approaches or methodologies, instrumentation, or interventions proposed?

Approach

- Are the overall strategy, methodology, and analyses well-reasoned and appropriate to accomplish the specific aims of the project?
- Are potential problems, alternative strategies, and benchmarks for success presented?
- If the project is in the early stages of development, will the strategy establish feasibility and will particularly risky aspects be managed?

The Researchers

Need to convince reviewers that you have the experience and expertise to design, implement, and disseminate the research.

- Are the researchers well suited to the project?
- If established, have they demonstrated an ongoing record of accomplishments that have advanced their field(s)?
- If the project is collaborative or multi-PD/PI, do the investigators have complementary and integrated expertise; are their leadership approach, governance and organizational structure appropriate for the project?

Your Biosketch

- **Personal statement.** Why your experience and qualifications make you well-suited for your role in the project.
- **Positions and Honors.** List in chronological order previous positions, concluding with the present position. List any honors. Include present membership on any Federal Government public advisory committee.

BIOGRAPHICAL SKETCH

Provide the following information for the Senior/key personnel and other significant contributors. Follow this format for each person. DO NOT EXCEED FOUR PAGES.

NAME Hunt, Virginia Lively		POSITION/TITLE Associate Professor of Psychology		
eRA COMMONS USER NAME (credential, e.g., agency login) huntvl				
EDUCATION/TRAINING (Begin with baccalaureate or other initial professional education, such as nursing, include postdoctoral training and residency training if applicable)				
INSTITUTION AND LOCATION	DEGREE (if applicable)	MMYY	FIELD OF STUDY	
University of California, Berkeley	B.S.	05/80	Psychology	
University of Vermont	Ph.D.	05/96	Experimental Psychology	
University of California, Berkeley	Postdoctoral	08/98	Public Health and Epidemiology	

Goal of Project

Plan for project

Expertise, Background, Previous Works, Collaboration, Leadership, Grantsmanship

The Team

A. Personal Statement

The goal of the proposed research is to investigate the interaction between drug abuse and normal aging processes. Specifically, we plan to measure changes in cognitive ability and mental and physical health across a five-year period in a group of older drug users and matched controls. I have the expertise, leadership and motivation necessary to successfully carry out the proposed work. I have a broad background in psychology, with specific training and expertise in key research areas for this application. As a postdoctoral fellow at Berkeley, I carried out ethnographic and survey research and secondary data analysis on psychological aspects of drug addiction. At the Division of Intramural Research at the National Institute on Drug Abuse (NIDA), I expanded my research to include neuropsychological changes associated with addiction. As PI or co-investigator on several previous university- and NIH-funded grants, I laid the groundwork for the proposed research by developing effective measures of disability, depression, and other psychosocial factors relevant to the aging substance abuser, and by establishing strong ties with community providers that will make it possible to recruit and track participants over time. In addition, I successfully administered the projects (e.g. staffing, research protections, budget), collaborated with other researchers, and produced several peer-reviewed publications from each project. As a result of these previous experiences, I am aware of the importance of frequent communication among project members and of constructing a realistic research plan, timeline, and budget. The current application builds logically on my prior work, and I have chosen co-investigators (Drs. Gryczynski and Nowlin) who provide additional expertise in cognition, gerontology and genetics. In summary, I have a demonstrated record of successful and productive research projects in an area of high relevance for our aging population, and my expertise and experience have prepared me to lead the proposed project.

Your Biosketch



C. Selected Peer-reviewed Publications (Selected from 42 peer-reviewed publications)

Most relevant to the current application

1. Merryle, R.J. & Hunt, V.L. (2004). Independent living, physical disability and substance abuse among the elderly. *Psychology and Aging*, 23(4), 10-22.
2. Hunt, V.L., Jensen, J.L. & Crenshaw, W. (2007). Substance abuse and mental health among community-dwelling elderly. *International Journal of Geriatric Psychiatry*, 24(9), 1124-1135.
3. Hunt, V.L., Wiechelt, S.A. & Merryle, R. (2008). Predicting the substance-abuse treatment needs of an aging population. *American Journal of Public Health*, 45(2), 236-245. PMID: PMC9162292
4. Hunt, V.L., Newlin, D.B. & Fishbein, D. (2009). Brain imaging in methamphetamine abusers across the life-span. *Gerontology*, 46(3), 122-145.
5. Hunt, V.L. & Sher, K.A. (2009). Successful intervention models for older drug-abusers: Research across the life-span. *American Psychologist*, in press. NIHMSID: NIHMS99135

Additional recent publications of importance to the field (in chronological order)

1. Gryczynski, J., Shaft, B.M., Merryle, R., & Hunt, V.L. (2002). Community based participatory research with late-life addicts. *American Journal of Alcohol and Drug Abuse*, 15(3), 222-238.
2. Shaft, B.M., Hunt, V.L., Merryle, R., & Venturi, R. (2003). Policy implications of genetic transmission of alcohol and drug abuse in female nonusers. *International Journal of Drug Policy*, 30(5), 46-58.

Your Biosketch



- **Research Support.** List ongoing and completed research projects for the past three years.
- **Indicate the overall goals of the projects and responsibilities of the key person.**

Resources and Environment



Describe how the scientific environment in which the research will be done contributes to the probability of success (e.g., institutional support, physical resources, and intellectual rapport).

Discuss ways in which the proposed studies will benefit from unique features of the scientific environment or subject populations or will employ useful collaborative arrangements.

Resources and Environment



For Early Stage Investigators – Institutional Investment/Commitment

- Resources for classes, travel, training;
- Collegial support such as career enrichment programs and availability of organized peer groups;
- Logistical support e.g. adm management and oversight and best practices training;
- Protected time for research with salary support.

Beyond the Science

Beyond the Science

Format

- Separate sections with headers
- Do NOT exceed the page limit AND submit materials late
- Recommended font size is 11 or 12*
- 1/2 - 1 inch margins*
- Use the correct font type*
- Short sentences (over 17 to 25 words).

*Generally specified by sponsor

Beyond the Science

- Spend time on the abstract- it's the 1st item read. Abstracts can be 30 lines (NIH) or 500 words depending on the sponsor's guidelines.
- Spell check for typos as this indicates the level of detail orientation.
- Look at successful proposals of colleagues.

Beyond the Science

- Remember! READ the guidelines.
- Make contact with those most likely to sponsor the project (start off with a telephone call or letter of inquiry)

Developing Your Budget

Developing Your Budget

- Every sponsor requires a budget although the format may differ.
- Some budgets will have limitations on total amount requested or for specific categories.
- Submit a GOOD budget justification in addition to a budget. Otherwise, expect cuts.
- Develop your budget in conjunction with your budget justification. Many errors are found due to inconsistencies in the budget and the budget descriptions.

Developing Your Budget

- Detail all activities. List all tasks related to each activity;
- Develop a timeline for when activities will take place;
- Work with unit costs- dollars/unit;
- Use an Excel spreadsheet to capture costs;
- Verify all costs;
- Maintain paperwork to back up your costs;
- Check for what is allowable or not in budget guidelines
 - ✦ Food
 - ✦ “Incentives” for participation
 - ✦ Tuition remission for research assistants

Facilities and Administration

- Commonly known as “indirect costs” or as “overhead”.
- ✓ General operating costs such as electricity, water, gas or an institutional administration
- ✓ Many institutions have an indirect rate that is negotiated for federal grants and is established for use for several years.

At UIC, the F&A rate is 57% (effective July 1, 2007). Therefore, if a grant pays \$100,000, it is important to know if the F&A rate is INCLUDED into the \$100,000 or can be added to the \$100,000.

Tips in Writing a Good Budget Justification

- Use standard Excel budget templates that mirror the sponsor budget forms
- Sponsors review budget justifications very closely to ensure budgets match the verbiage
- Check your budget against your budget justification. Look for:
 - Missing personnel
 - Mismatched % effort
 - Not being specific for categories such as travel, supplies, and other expenses
 - Avoid last minute changes if possible

Tips in Writing a Good Budget Development

- Budget cuts are often made when items are not justified well.

Example: Travel Costs: \$2000 - Funds to travel to New York to attend American Dietetic Association conference
Travel Costs: \$2000 – Funds requested for staff of 2 (PI and project coordinator) to travel to New York to attend 2 day ADA conference. Air travel=\$1000 est. (\$500/person); lodging=\$500 (\$125/person/night)

**Thank You and Good
Luck!**

