

# Table of Contents

**Foreword** ..... 9

**Introduction**..... 13

**CHAPTER 1**

**Starting Your Grant Application Process** ..... 15

**DETERMINE YOUR PROJECT IMPACT** ..... 16

        Utilize LikeThis Tool to Track Competition ..... 19

**QUALIFYING FOR AN NIH GRANT**..... 20

        Target the Perfect Institute or Center ..... 21

        Be Positive the R01 Is Right for You ..... 22

        Researcher Must-Have Qualifications ..... 23

        What if You Do Not Meet Funding Requirements? ..... 24

        Institutional Qualification Requirements..... 27

        Understanding Funding Opportunities ..... 28

        Utilizing Your Program Officer ..... 30

        Get New Research Ideas from POs ..... 31

        Identify the Right PO for You..... 32

**DEVELOP A WINNING GAME PLAN**..... 33

        Nail Down Your Strategy ..... 33

        Know Your Application Deadlines ..... 34

        Create a Schedule That Works for You..... 36

        Example R01 Grant Submission Task Completion Schedule..... 37

        Give Yourself Enough Time ..... 38

        Creating an Effective Hypothesis ..... 39

        Writing a Focused Provisional Title ..... 40

**CONCLUSION**..... 44

**CHAPTER 2**

**Get Reviewers Engaged in Your Application** ..... 47

    What is the Division of Receipt and Referral? ..... 48

**WRITE A WINNING PROJECT SUMMARY** ..... 49

        Engage Reviewers Fast..... 50

        Project Summary Formatting Requirements ..... 51

**KEEP YOUR PROJECT NARRATIVE BRIEF** ..... 63

        Project Narrative Examples From Funded Grants..... 64

**USE BIOSKETCH TO MAXIMIZE REVIEWER CONFIDENCE** ..... 66

        Deciding Who to Include ..... 66

        Biographical Sketch Form OMB No. 0925-0001 ..... 67

        NIH R01 Biographical Sketch Guidelines ..... 69

        Personal Statement (Biosketch Form Section A) ..... 70

        New and Early Investigator Personal Statement ..... 71

        Hyperlink and URL Guidelines ..... 78

        Positions and Honors (Biosketch Form Section B)..... 78

        Contribution to Science (Biosketch Form Section C) ..... 84

        Research Support (Biosketch Form Section D) ..... 92

CRAFTING SUCCESSFUL LETTERS OF SUPPORT ..... 94  
 Keys to Effective Letters of Support ..... 96  
 Multiple PIs Means Additional Documentation ..... 99  
 CONCLUSION..... 103

**CHAPTER 3**

**Make Your Research Environment Work to Your Benefit ..... 107**

COVER KEY FACILITY ENVIRONMENTS IMPORTANT TO REVIEWERS ..... 109  
 Resources That Support Independence ..... 112  
 General Scientific Environment ..... 114  
 Applying as an Early Stage Investigator ..... 115  
 Listing Your Available Equipment ..... 123  
 RESOURCE SHARING: PROS, CONS AND RATIONALE..... 130  
 Data Sharing Plan Requirements ..... 132  
 Sharing Model Organisms ..... 137  
 What Are Model Organisms? ..... 138  
 NIH Genomic Data Sharing (GDS) ..... 145  
 CONCLUSION..... 153

**CHAPTER 4**

**Knock Your Research Strategy & Specific Aims Out of the Park ..... 155**

Importance of Language in Your Strategy and Aims..... 156  
 MEET SPECIFIC AIMS GOALS EVERY TIME ..... 157  
 Overcome Specific Aims Challenges ..... 159  
 NIH General Application Formatting Requirements..... 159  
 CREATING SPECIFIC AIMS THAT WORK FOR YOU..... 162  
 Four-Paragraph Specific Aims Template ..... 163  
 Four-Paragraph Specific Aims Template Quick Reference ..... 164  
 Determining Well Written Specific Aims ..... 168  
 Assessing the Viability of Your Specific Aims ..... 175  
 USE YOUR RESEARCH STRATEGY AS A REVIEWER ROAD MAP ..... 176  
 Rigor and Transparency Principals..... 177  
 Section 1: Significance ..... 180  
 Section 2: Innovation..... 193  
 Use Strong Preliminary Data to Convince Reviewers ..... 201  
 Preliminary Data Implications..... 203  
 Section 3: Approach ..... 206  
 BRING YOUR RESEARCH STRATEGY TOGETHER ..... 215  
 NIH Difference Between Significance and Impact..... 217  
 Reviewer Recommendations When Submitting a  
 Progress Report for Renewal/Revision Applications ..... 224  
 INTEGRATE YOUR OVERALL IMPACT THROUGHOUT YOUR APPLICATION .... 225  
 CITING YOUR BIBLIOGRAPHY AND REFERENCES ..... 226  
 CONCLUSION..... 228

**CHAPTER 5**

**Human and Animal Subject Regulation Guidelines ..... 231**

VERTEBRATE ANIMAL TEST SUBJECTS ..... 232

    Animal Use Description Requirements ..... 234

    Effectively Justifying Animal Use..... 240

    Outline Your Minimization of Pain and Distress..... 241

    Clearly Report Your Euthanasia Standard..... 242

    NIH Research Involving Chimpanzees ..... 243

HUMAN SUBJECTS RESEARCH REQUIREMENTS ..... 244

    Is Your Human Subject Research Exempt or Non-Exempt? ..... 246

    Protection of Human Subjects ..... 250

ACCURATELY CONVEY USAGE OF SELECT AGENTS ..... 256

    Select Agent Example From Funded Grant..... 258

    Select Agents and Toxins List ..... 267

    Select Agents and Toxins Exclusions ..... 268

CONCLUSION..... 269

**CHAPTER 6**

**Give Reviewers What They Want From Your Research Budget..... 271**

STRATEGY FOR PLANNING YOUR BUDGET ..... 271

    Don't Forget Your Institution's Budget Deadline..... 273

    Avoid Common Budgeting Errors..... 273

    Determining Your Total Funding Amount..... 276

WHICH BUDGET TYPE IS RIGHT FOR YOU? ..... 278

    Modular or Detailed Budget Flowchart..... 279

    Modular Budget Component Breakdown..... 280

    Detailed Budget (R&R) Determining Factors..... 282

    Example Modular Budget from Successful R01 Application ..... 283

    Easily Calculate Person Months..... 289

CONCLUSION..... 305

**CHAPTER 7**

**Final Checks and Balances to Complete Your Application ..... 307**

AVOID THESE SIMPLE BUT CRITICAL CLOSING MISTAKES ..... 309

HEAD OFF REJECTION FOR INCOMPLETE COMPONENTS ..... 310

    Foreign Organization Requirements..... 311

    Multiple PI Application Nuances ..... 312

    Multiple Institution Application Requirements..... 312

    Revision Application Cautions..... 313

    Application Additions..... 314

CREATING A SUCCESSFUL COVER LETTER..... 320

    Know When You Must Include a Cover Letter ..... 321

    Make Sure Your Cover Letter is Complete ..... 321

    Late Application Guidelines ..... 323

SUBMITTING VIDEOS (NON-TRADITIONAL APPLICATION MATERIALS) ..... 326

    Video Submission Requirements ..... 327

ACCURATELY COMPLETE YOUR ASSIGNMENT REQUEST FORM ..... 329

    Optional Assignment Request Form Fields: ..... 329

    How To Best Make Peer Review Suggestions ..... 330

    Adding a Responsible Conduct of Research Plan ..... 331

TIPS TO AUDITING YOUR CONTENT ..... 334

    Project Summary/Abstract Review ..... 336

    Budget Check Essentials ..... 337

    Vital Research Strategy Components ..... 339

    Specific Aims Must Haves..... 340

    Assess Your Significance for Key Elements..... 340

    Innovation Examination ..... 341

    Give Your Approach the Once Over..... 342

REVIEW YOUR PROPOSAL’S QUALITY OF WRITING ..... 344

    Writing Examples ..... 345

    Consider Hiring a Professional Editor..... 346

FINALLY, SUBMIT YOUR APPLICATION..... 348

    Utilizing the Reject Feature..... 348

    Correctly Submitting Additional Materials ..... 349

WHEN SHOULD YOU WITHDRAW YOUR APPLICATION? ..... 349

CONCLUSION..... 352

**CHAPTER 8**

**Demystify NIH Application Review & Scoring Processes ..... 355**

RECEIPT AND ASSIGNMENT PROCESS..... 357

    Application is Assigned a Unique Identifier..... 358

    First Level Peer Review ..... 359

    How to Request a Change of Assignment ..... 361

    Inside the Scientific Review Meeting..... 363

DEMYSTIFY SCORING CRITERIA..... 365

    Streamlining Noncompetitive Applications ..... 366

    Understand Non-Numeric Scores ..... 366

    Five Criteria Determine Your Score ..... 367

    Reviewers’ Role in Your Score..... 369

    Assigning an Overall Impact Score ..... 370

    Overall Impact Scores Range From 1 to 9 ..... 371

    Understanding Your Percentile Score..... 372

    Additional Considerations Review Criteria ..... 373

DECIPHERING SUMMARY STATEMENTS..... 377

    Get Answers to Your Summary Statement Questions ..... 377

    Second Level Review by Advisory Council/Board..... 378

KEEPING TRACK OF YOUR APPLICATION ..... 379

    Finding Help When You Need It ..... 382

SUBMITTING ADDITIONAL INFORMATION ..... 382

    Five Steps for Successful Post-Submission of Materials ..... 384

    Just-In-Time Information..... 385

CONCLUSION..... 391

**CHAPTER 9**  
**Improve Funding Chances With Resubmissions ..... 393**

- COMBAT REASONS FOR REJECTION ..... 393
  - Resubmission Q&A..... 394
- EFFECTIVELY RESPOND TO REVIEWER COMMENTS ..... 399
  - Marking Your Changes in the Text..... 406
- UTILIZE YOUR PO BEFORE RESUBMITTING..... 406
  - Know Reviewer Lingo ..... 409
- EMPHASIZE YOUR RESEARCH IMPACT ..... 410
  - Nail Down Your Approach ..... 411
- WRITE A PROPER INTRODUCTION ..... 411
- RESUBMISSION ALTERNATIVES AND IDEAS..... 412
- CONCLUSION..... 413

**R01 GRANT WRITING RESOURCES..... 417**

- MOST COMMON NIH GRANT WRITING ACRONYMS:..... 418
- R01 APPLICATION COMPLETION CHECKLIST: ..... 422
- ROSTER OF NIH INSTITUTES, CENTERS AND OFFICES ..... 427
- MOST COMMON NIH RESEARCH GRANT WRITING TERM DEFINITIONS ..... 431
- R01 TOPIC-SPECIFIC GRANT WRITING RESOURCES ..... 442
  - Biologics:..... 443
  - Budgeting: ..... 446
  - CSR Change Request: ..... 448
  - Completion Schedule Sample: ..... 449
  - Deadlines for R01 Submission: ..... 450
  - Early Stage Investigators: ..... 451
  - Formatting Guidelines: ..... 452
  - ID Number Breakdown: ..... 454
  - Overall Impact: ..... 455
  - Preliminary Data:..... 457
  - Resubmissions: ..... 458
  - Specific Aims:..... 459