Major Changes to Applications

Major changes for due dates on or after January 25, 2010

- Restructured application forms
  - Adobe Forms Version B for electronic submission
- New instructions including *shorter page limits*
- Electronic submission of institutional training and career development applications

For ALL competing applications: New, Renewal, Resubmission, and Revision
So which forms do I use?
PHS 398 - Paper

Due dates **prior to** January 25, 2010
- Form Approved Through 11/30/2010
- PHS 398 (Rev. 11/07)

Due dates **on or after** January 25, 2010
- Form Approved Through 6/30/2012
- PHS 398 (Rev. 6/09)
So which forms do I use?
SF 424 Electronic (via S22 Grants)

Due dates **prior to** January 25, 2010

**ADOBE-FORMS-A**

Due dates **on or after** January 25, 2010

**ADOBE-FORMS-B**
Why the Change?
To Enhance NIH Peer Review

- Align the structure and content of the forms with review criteria
  - To focus the applicants and reviewers on the same elements
  - To help ensure a more efficient and transparent review process
- Identify and encourage new and early stage investigators
  - New Investigator checkbox removed from PHS 398 Face Page (paper) and PHS 398 Cover Page Supplement (electronic)
- Streamline time to award
- Fund the best science, by the best scientists, with the least amount of administrative burden
Overview of the Changes

- Application forms will be revised in three sections:
  1. Research Plan
  2. Biographical Sketch
  3. Resource and Facilities
Overview of the Changes

- Elimination of checkbox for New Investigator
  - PHS 398 face page
  - SF 424 PHS 398 Cover Page Supplement
- Elimination of Personal Data page (end of paper application)
- Information captured in Commons Professional Profile
New Research Plan Components

Introduction
Specific Aims

Background and Significance
Preliminary Studies/Progress Report
Research Design and Methods

Inclusion Enrollment Report
Progress Report Publication List
Human Subjects Sections.... protections, women/minorities, enrollment, children

Other Research Plan Sections.... animals, select agents, MPI, consortium, support, resource sharing
Appendix
New Research Strategy Preparation

- A **single attachment** for the Research Strategy (previously 3 files) increases applicant control over the look and feel of the application.
  - Simpler preparation for the applicant
  - Easier reading for reviewers
  - Electronic validation of page limits for Research Strategy in one file
**New Research Strategy Section**

Structure of research narrative changed to match new review criteria

<table>
<thead>
<tr>
<th>Current Application</th>
<th>New Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Background and Significance</td>
<td><strong>Research Strategy</strong></td>
</tr>
<tr>
<td></td>
<td>a. Significance</td>
</tr>
<tr>
<td></td>
<td>b. Innovation</td>
</tr>
<tr>
<td></td>
<td>c. Approach</td>
</tr>
<tr>
<td>Research Design and Methods</td>
<td>• Preliminary Studies for New Applications</td>
</tr>
<tr>
<td>Preliminary Studies/Progress Report</td>
<td>• Progress Report for Renewal/Revision</td>
</tr>
</tbody>
</table>
Research Strategy - Significance

- Explain importance of problem or critical barrier to progress in field
- Explain how project will improve scientific knowledge, technical capability, clinical practice in one or more broad fields
- Describe how concepts, methods, etc. that drive this field will be changed if aims achieved
Research Strategy - Innovation

- Explain how application challenges and seeks to change current research
- Describe novel concepts, approaches, methodologies …
- Explain refinements, improvements, or new applications of theory…
Research Strategy - Approach

- Describe overall strategy, methodologies, and analyses proposed in specific aims
- Discuss potential problems
- If in early stages, describe strategy to establish feasibility, management of high risk aspects
- Point out any hazardous procedures, materials
- Experimental detail should be referenced and need not be included in narrative
Revisions to Biographical Sketch

**New section “A”**

- Personal statement: *briefly* describe why person’s experience and qualifications make one well-suited for role in project (PD/PI, mentor, etc.)

**Section B (formerly part of A)**

- Positions and Honors
Revisions to Biographical Sketch

Section C

- Publications (suggest limiting to 15 selected peer-reviewed pubs (formerly B))
  - Choose based on recency, importance to field, and/or relevance to proposed research
  - Remember to comply with NIH Public Access Policy

Section D

- Research Support (formerly C) – no change to instructions
Revisions to Address Environment

- **Instructions added to Facilities and Other Resources:**
  - Provide a description of how the scientific environment will contribute to the probability of success of the project
  - For ESIs describe the institutional investment in the success of the investigator

- **Instructions added to Research Plan**
  - In Select Agents Research section describe the biocontainment resources available at all performance sites
Facilities and Other Resources –
Additional Information

- Describe how the scientific environment for this research contributes to probable success
  - Unique features
  - Subject population
  - Collaborative arrangements

- **Early Stage Investigators: describe institutional investment**
  - Resources for classes, travel, training
  - Collegial support, e.g., career enrichment programs
  - Logistical support: administrative management/oversight
  - Financial support: protected time with salary

- **Describe any special facilities for biohazard work**
Page Limit Revisions

Goals of Shortened Page Limits

- Reduce the administrative burden
- Focus on the essentials of the science
- Avoid information overload
Page Limit Revisions

Note: Follow FOA page limit requirements if different from the application instructions.

<table>
<thead>
<tr>
<th>Current Page Limit (Section 2-5 of the Research Plan)</th>
<th>New Page Limit (Research Strategy)</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;25</td>
<td>6</td>
</tr>
<tr>
<td>25</td>
<td>12</td>
</tr>
<tr>
<td>&gt;25</td>
<td>Follow FOA Instructions</td>
</tr>
</tbody>
</table>
Institutional Training/Career Development Grants

**IT’S OFFICIAL!!!**

Beginning with submissions intended for the January 25, 2010 due date, applications for the following Institutional Training and Institutional Career Development Programs must be submitted electronically through Grants.gov (S2S Grants/Cayuse at UCLA) using the SF424 (R&R) forms:

- **Institutional National Research Service Awards (NRSA):** T32, T34, T35, T36, T90
- **Other institutional training grants:** D43, D71, T01, T02, T03, T14, T15, T37, TU2, U2R
- **Institutional career development programs:** K12
# Table of Page Limits (Part I)

<table>
<thead>
<tr>
<th>Section of Application with Page Limits</th>
<th>Page Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Revision Application</td>
<td>1 page</td>
</tr>
<tr>
<td>For all Activity Codes</td>
<td></td>
</tr>
<tr>
<td>Introduction to Resubmission Application</td>
<td>1 page</td>
</tr>
<tr>
<td>For all Activity Codes, EXCEPT Training (T, D), K12, and R25</td>
<td></td>
</tr>
<tr>
<td>Introduction to Resubmission Application</td>
<td>3 pages</td>
</tr>
<tr>
<td>For institutional Training (T), International Training (D43, D71), Institutional Career Awards (K12), and Research Education Applications (R25)</td>
<td></td>
</tr>
<tr>
<td>Introduction to Revision or Resubmission Applications</td>
<td>1 page</td>
</tr>
<tr>
<td>For each project and core of multi-component applications</td>
<td></td>
</tr>
</tbody>
</table>
# Table of Page Limits (Part II)

<table>
<thead>
<tr>
<th>Section of Application with Page Limits</th>
<th>Page Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Specific Aims</strong>&lt;br&gt;For all Activity Codes that use an application form with the Specific Aims section</td>
<td>1 page</td>
</tr>
<tr>
<td><strong>Research Strategy</strong>&lt;br&gt;For Activity Codes R03, R13/U13, R21, R36, R41, R43, Fellowships (F), SC2, SC3</td>
<td>6 pages</td>
</tr>
<tr>
<td><strong>Research Strategy</strong>&lt;br&gt;For Activity Codes R01, single project U01, R10, R15, R18, U18, R21/R33, R24, R33, R34, U34, R42, R44, DP3, G08, G11, G13, UH2, UH3, SC1</td>
<td>12 pages</td>
</tr>
<tr>
<td><strong>Research Strategy</strong>&lt;br&gt;For each project and core of multi-component applications, such as Program Project/Center (P)</td>
<td>Generally 6 or 12 pages**</td>
</tr>
<tr>
<td>Section of Application with Page Limits</td>
<td>Page Limits</td>
</tr>
<tr>
<td>--------------------------------------------------------------------------------------------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td><strong>Research Strategy</strong></td>
<td>Follow FOA instructions</td>
</tr>
<tr>
<td>For all other Activity Codes</td>
<td></td>
</tr>
<tr>
<td><strong>Combined: Research Strategy and first four items of Candidate Information</strong></td>
<td>12 pages</td>
</tr>
<tr>
<td>For Individual Career Development Award (K) Applications</td>
<td></td>
</tr>
<tr>
<td><strong>Items 2-5 of Research Training Program Plan</strong></td>
<td>25 pages</td>
</tr>
<tr>
<td>For Institutional Career Development and Research Training Applications, including K12, T, D43, and D71</td>
<td></td>
</tr>
<tr>
<td><strong>Research Education Program Plan</strong></td>
<td>25 pages</td>
</tr>
<tr>
<td>For Research Education Grant Applications (R25)</td>
<td></td>
</tr>
<tr>
<td><strong>Biographical Sketch</strong></td>
<td>4 pages</td>
</tr>
<tr>
<td>For all Activity Codes except DP1 and DP2</td>
<td></td>
</tr>
<tr>
<td><strong>Biographical Sketch</strong></td>
<td>2 pages</td>
</tr>
<tr>
<td>For DP1 and DP2</td>
<td></td>
</tr>
</tbody>
</table>
Steps for Success

- Read about the upcoming requirement changes *now* so that you can begin writing your Research Strategy

- Information available on the Enhancing Peer Review website:
  - Policy Announcement: NOT-OD-09-149
  - New FAQs
  - Training & Communications Resources

http://enhancing-peer-review.nih.gov/
Steps for Success

- Double-check your application to ensure you are using the updated FOA
- For both electronic and paper, choose the **correct** instructions to download

Applications submitted using incorrect forms will be delayed and may not be reviewed!
Steps for Success

- Read new instructions **carefully two or three times** to ensure successful preparation and submission.

- For due dates on or after January 25, 2010, submit your electronic and paper applications using the new application forms to OCGA for review **five working days** before the deadline.
Steps for Success

**REMEMBER** …

We’re all in this together and we all want a positive outcome for submissions.
Application Information


- NIH Grants Information Help Desk: For questions about the content of new forms and instructions.
  - E-mail: grantsinfo@od.nih.gov
  - Phone: 301-435-0714
Application Support

- **S2S Grants:**
  - [s2sgrantshelp@research.ucla.edu](mailto:s2sgrantshelp@research.ucla.edu)
    (for questions related to system functionality)
  - [s2sgrantsadmin@research.ucla.edu](mailto:s2sgrantsadmin@research.ucla.edu)
    (to request new user access)

UCLA S2S Grants Project Support Site

- Grant Analyst or DRA  For post-submission questions or technical issues that threaten NIH’s timely receipt of your application.

  - [ora-news-subscribe@lists.ucla.edu](mailto:ora-news-subscribe@lists.ucla.edu)
  For the latest information
QUESTIONS