A GREAT PLACE TO BEGIN!


TIPS FOR SCIENTISTS

1. Read and carefully follow all general application guide, NOTO specific, and related NIH Guide notice instructions.
2. Do not attempt to skirt page limits by re-horning information into non-limited sections. Your application could be withdrawn.
3. Consult with experienced colleagues, but do not consider another investigator’s application as a “written in stone” example of what to do, or not to do.
4. Use the Assisted Request Tool (ART) or Matchmaker to match your abstract or specific aims to a study section, scientific review group, scientific review officer (SRO), and program officer (PO): https://art.csr.nih.gov/ART/selection.jsp; https://reporter.nih.gov/matchmaker. You can also study search sections at the CSR website at https://public.csr.nih.gov.
5. Use the Assignment Request Form to make suggestions for study section assignment—requests cannot be guaranteed, however. Please do not suggest reviewers. https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/g/4600-info-assignment-request-form.htm.
6. Be sure the targeted NIH institute or center (IC) participates in the NOFO; reach out to the IC PO before applying. If you cannot assign a funding IC, your application will not move forward. The #1 reason for withdrawal is under a NOFO that the targeted IC does not participate in.
7. Submit early to allow time to address unforeseen issues. Corrected submissions must be made by the deadline. The 2- day viewing window does not provide extra time beyond the deadline for corrections. CSR will not accept post-submission material to address errors or omissions. Some ICs provide sample applications and related documents: https://grants.nih.gov/grants/how-to-apply-application-guide/resources/sample-applications.htm.
8. You can use NIH RePORTER (https://reporter.nih.gov) to search for NIH-funded colleagues from your institution. Seek them out for advice.
9. Discuss your specific aims with the scientific/research contact named in the NOFO; check back in before submission, in changes of the IC’s focus. When developing your application, consider seeking advice from faculty at your institution who have served as NIH peer reviewers. You may contact your grantees office for this information. Do not contact current members of a study section to which your application is or might be assigned.

ESI RESOURCES

Are You an Early Stage Investigator (ESI)?

- You can extend your ESI status for certain life events, such as COVID, having a child, and health issues: https://grants.nih.gov/policy/early-stages/index.htm.

Are You an ESI Without Tenure? Consider CSR’S Early Career Reviewer (ECR) Program.

- The program helps early career scientists become more competitive as grant applicants through first-hand experience with peer review.
- Consider enrolling in the program: https://public.csr.nih.gov/ForReviewers/BecomeAnReviewer/ECR.

Resources and Programs for NIH Grant Applicants

From the Center for Scientific Review (CSR) of the National Institutes of Health (NIH)

https://public.csr.nih.gov

NIH SUBMISSION POLICIES

- For “Last Chance to Submit Data” link to: https://grants.nih.gov/grants/how-to-apply-application-guide/due-dates-and-submission-policies#submission-policies

Last Chance to Submit Data: Now you can submit new, late-breaking data up to 30 days before the review meeting: https://grants.nih.gov/grants/guide/noticefiles/NOT-OD-23-106.html.

ESI RESOURCES


For Organization Administrative Offices:

- System for Award Management (SAM): required to do business with the federal government
- eRA Commons: required to do business with NIH
- Grants.gov: required to submit grant applications through the federal-wide grant portal

Small Business Administration (SBA): required to participate in SBIR and STTR federal funding programs

Authorized organization representatives must submit grant applications on behalf of scientists.

Learn more about NIH submission policies including what to do if a federal system impacts your ability to submit on time.

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