


Preparation of an MSTP Grant Application

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- 1. Overview of what happens to your grant when it is submitted**
 - 2. The role of the Scientific Review Administrator and the NIGMS Program Director**
 - 3. Steps and Advice in Preparing a Competitive MST Program Grant Application**
 - 4. Why, When, and How a Site Visit**
 - 5. BRT A-B Review Committees**
 - 6. Scoring**
 - 7. Summary**

NRSA APPLICATION RECEIPT and REVIEW DATES

- The dates for receipt of applications requesting NIH support are established by the NIH Center for Scientific Review. All such applications must be submitted directly to the Center for Scientific Review and must be **postmarked** by the following dates:
- Receipt Dates: **January 10, May 10, and September 10**:
- IRG Meetings: **June, November, and March**
- Council Dates: **September, January, and May**
- Funding: **July 1**
- <http://www.csr.nih.gov/REVIEW/Peerrev.htm>

The Role of the Scientific Review Administrator and the NIGMS Program Director

- SRA
- Contact before preparing application
- Contact while preparing application
- Contact after submitting application
- NIGMS Program Director
- Contact when thinking about submitting an application
- Contact after the review of the application

Steps in Preparing a Competitive Grant Application

read the instructions

Read the Instructions

READ THE INSTRUCTIONS

Read the CORRECT Instructions

Read All of the Instructions

Down Load Sample Tables from the Web:

<http://www.nigms.nih.gov/funding/nrsatables.html>

MSTP SITE VISIT

- **Site Visits are not Automatic**
- **When and Why Programs are Site Visited**
- **Scheduling Site Visits**
- **Organization of the Site Visit**
- **Preparation of the Site Visit**
- **Agenda for the Site Visit**
- **Packet at the Hotel**

NATIONAL INSTITUTE OF GENERAL MEDICAL SCIENCES INITIAL REVIEW GROUP COMMITTEES

BRT A	Biomedical Research and Research Training Review Subcommittee A
BRT B	Biomedical Research and Research Training Review Subcommittee B

<http://www.csr.nih.gov/committees/cmtelist2.asp?ABBR=BRT>

Priority Score Guide I

The priority score reflects the balance of the strengths and weaknesses of the application.

SCORE*	BALANCE OF STRENGTH TO WEAKNESS
1.0	STRENGTH ⇔ WEAKNESS
2.0	STRENGTH ⇔ WEAKNESS
3.0	STRENGTH ⇔ WEAKNESS
4.0	STRENGTH ⇔ WEAKNESS
5.0	STRENGTH ⇔ WEAKNESS

The more an application's strengths outweigh its weaknesses, in number and/or significance, the closer the score should be to 1.0.

Similarly, to the extent that the weaknesses outweigh the strengths, the score should increase numerically towards 5.0.

3.0 is an average score; this could describe a program that is average in all aspects or one whose strong aspects are evenly counterbalanced by weaknesses.

PRIORITY SCORE GUIDE II

A score should reflect the number and relative importance of strengths and weaknesses.

Examples:

- 1.0 Many significant strengths and virtually no or very minor weaknesses
- ↓
- Many Significant Strengths and a few weaknesses
- ↓
- Several significant strengths and some significant weaknesses
- ↓
- 3.0 Strengths equal weaknesses in number and/or significance
- ↓
- A few strengths and several weaknesses
- ↓
- A few strengths and many serious weaknesses
- ↓
- 5.0 Very Few, if any, strengths and many serious weaknesses

SUMMARY

- 1. Contact the NIGMS Program Director for MST Programs and the SRA for Advice
- 2. Prepare the application early-well before the deadline-
 - ◆ **DO NOT RUSH**
- 3. Keep good records. For information in tabular form format the tables early and update on a regular basis.
- 4. Use and be familiar with Sample Tables and read the footnotes. Make sure that the data on one table is consistent on all applicable tables and the text.
- 5. The text should be in a clear and concise writing style
- 6. Carefully proofread the tables and text
- 7. Arrange the application with important information at the front and supportive information at the back or in appendices
- 8. Have someone not familiar with the program read the application
- 9. Use resources at your institution, e.g. past or current Review Committee Members
- 10. Submit all updated materials in one package a month before the Review Committee meeting or site visit.
 - ◆ **DO NOT OVERLOAD THE REVIEWERS WITH A LOT OF NEW INFORMATION THE NIGHT BEFORE THE COMMITTEE MEETING OR THE SITE VISIT.**