

Sydella A. Blatch  
Alexander, PhD

&

Marie Harton, Ph.D.

Program Directors  
NIGMS

[NIGMSBRE-  
SPAD@nigms.nih.gov](mailto:NIGMSBRE-SPAD@nigms.nih.gov)

# **Biomedical Research Environment & Sponsored Programs Administration Development Program (**BRE-SPAD**)**

## **PAR-24-268**

## **Informational Webinar**

**November 22, 2024**

# Disclaimer

- This webinar and accompanying slides or notes are for informational purposes only. They serve as an overview and are not meant to be comprehensive in coverage of all required components of an application.
- For any submission, applicants are responsible for following the instructions detailed in the [SF424 Guide](#), the [Notice of Funding Opportunity \(NOFO\)](#) and any Related Notices.

# Availability of Webinar Materials

- These webinar slides are posted on the BRE-SPAD webpage.
- This webinar will **not** be recorded. This content is covered in more detail in BRE-SPAD Applicant Video Series on the BRE-SPAD webpage.



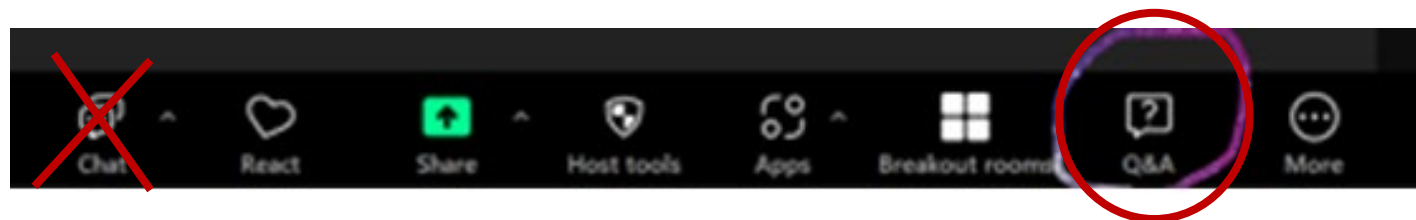
**BRE-SPAD webpage**

<https://www.nigms.nih.gov/Research/mechanisms/Pages/bre-spad.aspx>

# Webinar Agenda

1. Introduction to the Program
2. Eligibility
3. Application Submission Information
4. Overview of Review
5. Next Steps & Resources
6. Questions & Answers

**Please enter questions in the Q&A feature and not the chat.**



# Introduction to the Program



National Institute of  
General Medical Sciences

# Biomedical Research Capacity

- Research capacity is not a “yes/no” or “presence/absence” state.
  - Organizations have different starting points and end-point goals along a continuum.
- Research capacity is multi-faceted:
  - Requires investments of time from faculty, staff & students, research skills, sponsored programs administration functions, grantspersonship, etc.
  - Requires facilities, equipment, supplies, institutional research culture, resources, policies, etc.

# Goal of the BRE-SPAD Program

- The NIH acknowledges that enabling full, innovative contributions to the biomedical and behavioral research enterprise requires that a broad and diverse range of institutions have the appropriate foundation for success.
- BRE-SPAD aims to promote broad participation in biomedical research by supporting resource-limited institutions to conduct research, enhance their research environments, and increase sponsored programs administration capacity.
  - Please note that the race, ethnicity, or sex of an institution's current students and faculty will not be considered in the application review process or when making funding decisions.

# Award Information

## (PAR-24-268)

- First Application Due Date: **February 19, 2025** (NOT-GM-010)
  - Next Application Dates January 27, 2026 and 2027.
  - Earliest start dates are approximately 11 months after the due date.
- Only New applications are allowed.
  - No Resubmission applications are accepted, but unfunded applicants are encouraged to apply again with a New application.
- Application budgets for Direct Costs should not exceed **\$500,000/year**.
- The maximum project period is **five years**.
- Only one application can be submitted per organization, but multiple organizations can participate in a program.

See Section II, Part 1 and Part 2 of PAR-24-268



# BRE-SPAD is a Cooperative Agreement

- NIH staff will have substantial programmatic involvement that is above and beyond the normal stewardship role in awards.
- BRE-SPAD awardees will be expected to attend program-wide meetings with NIH.
  - Mostly virtual + an annual in-person meeting (include in your Travel budget).
- Each BRE-SPAD awardee will form a Steering Committee with the following members
  - Two senior level stakeholders from each participating organization's research and/or training enterprise (for example, Department Chair, Dean of the Sciences, Director of Finance, Vice President/Director of Development, etc.).
  - End-users of sponsored program activities, such as biomedical research faculty.
  - Participating Organization PD/PI Mentor(s). Additional mentors from partner organizations are optional (described in Segment 3).
  - NIH Project Coordinator (will be assigned by NIH).

See Part 2, Sections IV and VI of PAR-24-268

# BRE-SPAD Developmental Funding Areas

All applications should propose plans in **at least two** of the funding areas listed below:

## 1-Sponsored Programs Administration Development

- For activities to increase sponsored programs administration capabilities, including staff, resources, training, policy development and other activities related to grants, contracts, activities to increase organizational funds available for research, and technology transfer.

## 2-Research Environment

- For activities to cultivate growth in research and research education activities. Example activities include, but are not limited to, faculty grant writing training, student research training activities, course-based research development, research symposia, and research oversight policies and implementation.

## 3-Pilot Research Project Program (PRP) - See [BRE-SPAD Applicant Video Series: How Pilot Research Project Funding Works](#)

- For the development of a program to administer internal pilot research project funding to faculty conducting biomedical research with the goal of generating preliminary data to enhance competitiveness for securing external research funding.

See Part 2, Sections I and IV of PAR-24-268

# How the Pilot Research Project (PRP) Funding Works

## BRE-SPAD Application

- Describes the overall PRP Program
  - e.g. scope, **general** types of research, selection process, # of projects, data on interest, training etc. Include details from Section IV, #6c of NOFO.
- Letters of Support from potential PRP applicants/candidates are strongly encouraged

IF  
FUNDED  
→

# How the Pilot Research Project (PRP) Funding Works (cont'd)

## BRE-SPAD Application

- Describes the overall PRP Program
  - e.g. scope, **general** types of research, selection process, # of projects, data on interest, training etc. Include details from Section IV, #6c of NOFO.
- Letters of Support from potential PRP applicants/candidates are strongly encouraged

IF  
FUNDED  
→

## After receipt of a BRE-SPAD Award

- Post-award process where NIH reviews information on **specific** pilot research projects selected by your organization
- Described in Section VI of the NOFO and summarized in a different video

# Funding Priorities

The following applications will be considered low priority for funding, even if other aspects review favorably. Low priority applications include those that:

- Fail to demonstrate that there will be sufficient faculty or staff time for research, mentoring of student researchers, grant writing, or student activities.
- Propose to fund ongoing activities currently supported through organizational funds. BRE-SPAD is intended to build capacity that would not be possible without the funds, not to free up organizational funds.

# Program Considerations

- Programs are expected to assemble a team of individuals who will promote lasting change at the participating organization(s).
  - This team should include organizational leaders, administrators, and biomedical research faculty, experienced mentors, and knowledgeable steering committee members.
- Applications among multiple participating organizations are encouraged and may promote sharing of research administration functions, personnel, electronic systems, or forming alliances to organize central offices such as Institutional Review Boards (IRBs) or Institutional Animal Care and Use Committees (IACUCs).
- BRE-SPAD funding may help organizations become more competitive for further biomedical funding such as
  - [NIH Research Enhancement Award \(R15\)](#)
  - [Support for Research Excellence \(SuRE\) Program \(R16\)](#)
  - [Instrumentation Grant for Resource-Limited Institutions \(RLI-S10\)](#)
  - [Undergraduate Research Training Initiative for Student Enhancement \(U-RISE\)](#)

# Eligibility

# BRE-SPAD Organization Types

Organization Type	Definition	Characteristics of Eligible Organizations	Receives Developmental funding?
<b>Applicant organization</b>	<ul style="list-style-type: none"> <li>-Submits the BRE-SPAD application.</li> <li>-Considered to be a participating organization.</li> </ul>	<p>All Historically Black Colleges &amp; Universities (HBCUs) and Tribal entities as defined in PAR-24-268</p> <p style="text-align: center;">OR</p> <p>Limited amount of NIH funding &amp; biomedical PhDs (see next slide)</p>	Yes
<b>Additional participating organization(s)</b>  <b>(optional)</b>	<ul style="list-style-type: none"> <li>-Works with the applicant organization.</li> <li>-Only one member organization of a group of participating organizations serves as the applicant organization.</li> </ul>	Same as Applicant organization (above)	Optional



# BRE-SPAD Organization Types (cont'd)

Organization Type	Definition	Characteristics of Eligible Organizations	Receives Developmental funding?
<b>Applicant organization</b>	<ul style="list-style-type: none"> <li>-Submits the BRE-SPAD application.</li> <li>-Considered to be a participating organization.</li> </ul>	<p>All Historically Black Colleges &amp; Universities (HBCUs) and Tribal entities as defined in PAR-24-268 OR Limited amount of NIH funding &amp; biomedical PhDs (see next slide)</p>	Yes
<b>Additional participating organization(s) (optional)</b>	<ul style="list-style-type: none"> <li>-Works with the applicant organization.</li> <li>-Only one member organization of a group of participating organizations serves as the applicant organization.</li> </ul>	Same as Applicant organization (above)	Optional
<b>Partner organization(s) (optional)</b>	<ul style="list-style-type: none"> <li>-Collaborates with the participating organization(s) to provide expertise and services.</li> <li>-May receive consulting or service fees, for example.</li> </ul>	No BRE-SPAD specific characteristics are required for eligibility	No

# Overview of Organizational Eligibility

- All applicants must include the Organizational Eligibility & Commitment Letter (as detailed in Section IV of PAR-24-268).
- Higher Education Institutions & Nonprofits with or without 501(c)(3) status
- Resource-Limited Institutions defined in PAR-24-268
  - **Historically Black Colleges and Universities (HBCUs), OR**
  - **Tribal entities:**
    - A federally recognized AI/AN Tribe, as defined under 25 U.S.C. 1603(14); or
    - A Tribal college or university, a Tribal health program, or a Tribal organization as defined under 25 U.S.C. 1603 (24), (25), and (26), respectively; or
    - A consortium of two or more of those Tribal entities. **OR**
  - **Non-HBCU or Non-Tribal entity with specific criteria** defined on the next slide and in PAR-24-268

**Review our online guide for help determining organizational eligibility.**

# Overview of Organizational Eligibility (cont.)

- Third type of Resource-Limited Institution for BRE-SPAD: **Non-HBCU or Non-Tribal entity** that at the time of application
  - Have not received support from the NIH totaling more than \$6 million per year (in both direct and F&A/indirect costs) in 4 of the last 7 fiscal years, excluding C06, S10 and all G activity codes; &
  - Have awarded five or fewer (**including zero**) biomedical research doctorates (Ph.D.s) on average per year in the **most recent five years** of data reported in publicly-available NSF NCSES data
    - for example, the earned doctorates by major field of study including biological sciences, health sciences, chemistry, and biological/biomedical sciences within engineering.
    - MDs and other professional degrees are not included.

# Sponsored Programs & Research Development Associations

- Sponsored programs or research development associations can be applicant organizations provided other BRE-SPAD eligibility criteria are met.
- Any funds requested cannot go towards development of the professional association but must go toward building research capacity at one or more organizations of higher education that meet the NIH funding level and doctoral degree conferment, or HBCU, Tribal entity status eligibility criteria.

# Eligible Individuals for Program Director/Principal Investigator (PD/PI)

- PD/PI should possess the skills, knowledge, and resources necessary to carry out the proposed project.
- The **contact PD/PI** must be from the applicant organization.
- Each participating organization(s) that is an organization of higher education should have at least one PD/PI that is an academic administrator (for example, Chair, Dean, Provost).
- For applicants that are not organizations of higher education, a PD/PI in a leadership position, as defined by the applicant organization, is required.

See Part 2, Section III of PAR-24-268

# **Application Submission Information**



National Institute of  
General Medical Sciences

# Where are the instructions for my NIH grant application? (I)

1. **The SF424 Application Guide** is the overall/general instruction set that NIH uses.
  - Linked in Notices of Funding Opportunities (NOFOs) and on <https://grants.nih.gov/grants/how-to-apply-application-guide.html>
  - There are several different subsets, e.g.: F = Fellowships, R = Research Instructions. BRE-SPAD uses the **R instructions**.
  - Because the SF424 is general, specific instructions are included elsewhere.
  - **IMPORTANT:** Per [NOT-OD-24-086](#) updated application forms (FORMS-I) will be used for this opportunity.

**The Overview of Application Information Video has more information on how to complete a BRE-SPAD application (using the SF424 & NOFO highlights.**

# Where are the instructions for my NIH grant application? (II)

2. The NOFO (Notice of Funding Opportunity) has program-specific information and instructions.
- The NOFO supersedes the SF424 where they differ.
  - There may be additional instructions, more specific instructions, or instructions that negate the SF424 instructions.

Department of Health and Human Services

## Part 1. Overview Information

Participating Organization(s)	National Institutes of Health (NIH)
Components of Participating Organizations	National Institute of General Medical Sciences (NIGMS) National Eye Institute (NEI) National Institute on Aging (NIA) National Institute of Arthritis and Musculoskeletal and Skin Diseases (NIAMS) National Institute of Dental and Craniofacial Research (NIDCR) National Institute on Drug Abuse (NIDA) National Institute of Mental Health (NIMH) National Institute of Neurological Disorders and Stroke (NINDS) National Center for Complementary and Integrative Health (NCCIH) <small>All applications to this funding opportunity announcement should fall within the mission of the Institutes/Centers. The following NIH Offices may co-fund applications assigned to those Institutes/Centers.</small> Office of Data Science Strategy (ODSS)
Funding Opportunity Title	Biomedical Research Environment & Sponsored Programs Administration Development (BRE-SPAD) Program (UC2- Clinical Trial Not Allowed)
Activity Code	UC2 High Impact Research and Research Infrastructure Cooperative Agreement Programs

**The Overview of Application Information Video has more information on how to complete a BRE-SPAD application (using the SF424 & NOFO highlights).**



# Where are the instructions for my NIH grant application? (III)

- 3. Any Notices published after the NOFO has been released.**
- Supersede the NOFO if they differ.
    - May clarify information in the NOFO.
    - May add to or subtract from the NOFO.
  - Important to periodically check Part 1 of the NOFO or the NIH Guide for any new Notices.

## **Subscribe to the NIH Guide:**

<https://grants.nih.gov/funding/subscribe.htm>

- Official publication to track NIH's grant policies, guidelines, and newly published funding opportunities and notices.

---

Funding Opportunity Title

## Biomedical Research Environment & Sponsored Programs Administration Development (BRE-SPAD) Program (UC2- Clinical Trial Not Allowed)

---

Activity Code

UC2 High Impact Research and Research Infrastructure Cooperative Agreement Programs

---

Announcement Type

New

Related Notices

- **November 15, 2024** - Notice of Change to First Application Due Date for PAR-24-268 "Biomedical Research Environment & Sponsored Programs Administration Development (BRE-SPAD) Program (UC2- Clinical Trial Not Allowed)". See Notice [NOT-GM-25-010](#).
- **November 4, 2024** - Notice of Informational Webinar for PAR-24-268 "Biomedical Research Environment & Sponsored Programs Administration Development (BRE-SPAD) Program (UC2- Clinical Trial Not Allowed)". See Notice [NOT-GM-25-007](#).
- **April 4, 2024** - Overview of Grant Application and Review Changes for Due Dates on or after January 25, 2025. See Notice [NOT-OD-24-084](#).
- **August 31, 2022**- Implementation Changes for Genomic Data Sharing Plans Included with Applications Due on or after January 25, 2023. See Notice [NOT-OD-22-198](#).
- **August 5, 2022**- Implementation Details for the NIH Data Management and Sharing Policy. See Notice [NOT-OD-22-189](#).

---

Funding Opportunity Number (FON)

PAR-24-268

# Use our list of the major BRE-SPAD application components & lengths

- This list is found on the BRE-SPAD webpage, Things to Do Before Applying
  - Link to “Review required and suggested application page lengths for key application components”
- It is a list of the major documents needed for a BRE-SPAD application, with suggested or maximum lengths

Suggested section lengths in the Research Strategy are not requirements, are rough guidelines, and do not represent characteristics of more favorable or more competitive applications. Applicants are not required to use all 30 pages of this document, especially if not applying to all three developmental funding areas.

Application Attachment or Component	Maximum or Suggested Length (if any)	Which applicants must include this?
<b>R&amp;R Other Project Information Form</b>		
Project Summary/Abstract	≤ 30 lines of text	Required for all
Project Narrative	3 sentences	Required for all
Bibliography & References Cited	-	Required for all
Facilities & Other Resources	-	Required for all
Equipment	-	Required for all
Other Attachments: Plan for Enhancing Diverse Perspectives	1 pp maximum	Required for all
<b>R&amp;R Senior/Key Person Profile Form</b>		
Biographical Sketch for each Senior/Key Person	5 pp max each	Required for all
<b>R&amp;R Budget Form</b>		
Budget Justification	-	Required for all
<b>PHS 398 Research Plan Form</b>		
Specific Aims Page	1 pp maximum	Required for all
Research Strategy: One file with the sections below. Up to 30 pages maximum. Required for all.		
1 -Organizational Assessment	2-3 pp suggested	Required for all
2 -Need for Proposed Programming	1 pp suggested	Required for all

# Application Withdrawal & Submission Errors

- Your application must meet all requirements of the SF424, NOFO and any related Notices. If not, it could be withdrawn by NIH, without review.
- Applications are checked in Grants.gov & our eRA systems.
  - **These system validations enforce many, but not all, application requirements.**
- Submit early enough to allow time to address any system identified errors and submit a corrected application prior to the deadline.
- NIH staff also perform checks before applications are referred for review that Grants.gov & eRA cannot detect.
  - **Applications that are successfully submitted, without submission errors, can still be withdrawn.**

# Examples of Potential Causes of Application Withdrawal

- Failure to follow any rules for the format of attachments.
  - A few examples: unallowed filenames, incorrect citation use, unallowed fonts, past page/line limits, and improper file size. See <https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/format-attachments.htm>
- Applicant does not meet eligibility criteria.
  - BRE-SPAD has very specific criteria detailed in the NOFO. See the BRE-SPAD website for assistance determining eligibility.
- Submitting a Resubmission or Renewal application when the NOFO does not allow those application types (See Section II of a NOFO).
  - PAR-24-268 only allows new applications.
- Missing a required application item (could be described in the NOFO only).
  - One example: all BRE-SPAD applications must have an Organizational Eligibility & Commitment Letter.

# Overview of Review

# Overview of Review Criteria

For this NOFO, note that depending on the developmental stage, participating organizations may vary in current biomedical research activity, research funding levels, experience with securing NIH or other extramural funding, capacity to collect baseline data, or BRE-SPAD goals. Accordingly, reviewers should:

- Assess the extent to which the plan is realistic and attainable (including whether individuals will have sufficient time to engage in the activities proposed in the application) and will advance biomedical research capacity of the participating organization(s) with respect to baseline organizational data.
- Consider whether the plan will result in significant and sustainable levels of change specific to organizational needs and proposed area(s) of development.
- Evaluate the impact of successful outcomes on promoting broad participation in the biomedical research workforce.

# Overview of Review Criteria, contd.

- Overall Impact
- Scored Review Criteria
  - Factor 1 - Importance of the Research
    - Significance
    - Innovation
  - Factor 2 – Rigor and Feasibility
    - Approach
  - Factor 3 – Expertise and Resources
    - Investigator(s)
    - Environment
- Additional Review Criteria
- Additional Review Considerations
- Applications are reviewed by NIH Center for Scientific Review (CSR)  
<https://grants.nih.gov/grants-process/review>



# Next Steps & Resources



# Things to Do Before Applying (See the BRE-SPAD Webpage)



## Applicants are encouraged to:

- ✓ Determine organizational eligibility. See the BRE-SPAD webpage for guidance.
- ✓ Read the NOFO [PAR-24-268](#) including any Related Notices in the Overview Section.
- ✓ Review participating NIH Institute or Center Funding Priorities on the BRE-SPAD webpage, although BRE-SPAD programs may focus on developing biomedical research across the broad range of areas at NIH.
- ✓ Consider reaching out to NIGMS BRE-SPAD staff to discuss organizational eligibility and proposed program's fit to this funding opportunity. Sending a one-page summary including information on the next slide to [NIGMSBRE-SPAD@nigms.nih.gov](mailto:NIGMSBRE-SPAD@nigms.nih.gov) will help facilitate non-binding feedback.
- ✓ Review [NIH's Application Form Instructions \(the SF424\)](#), Research (R) Instructions.
- ✓ Review required and suggested application page lengths for key application components, found on the BRE-SPAD webpage, under the Things to Do Before Applying section.

Email: [NIGMSBRE-SPAD@nigms.nih.gov](mailto:NIGMSBRE-SPAD@nigms.nih.gov)

# One-Page Summary for Preliminary Feedback

- Consider sending a one-page summary including the information below to help facilitate non-binding feedback.
  - ✓ List the application organization, any other participating organization(s), and any partner organization(s).
  - ✓ State the two or three developmental funding areas that will be proposed in the application.
  - ✓ Briefly describe the need for proposed programming.
  - ✓ A brief overview of the primary goals and activities for the proposed plans.
- Please send the one-page summary to [NIGMSBRE-SPAD@nigms.nih.gov](mailto:NIGMSBRE-SPAD@nigms.nih.gov)

# **BRE-SPAD Applicant Video Series**

- **Program Overview Video**

1. Introduction to the BRE-SPAD Program
2. Overview of Eligibility
3. BRE-SPAD Developmental Funding Areas
4. Funding Priorities
5. Application Submission Information

- **Overview of Application Information**

1. How to find application instructions
2. List of major BRE-SPAD application components w/ page lengths
3. A walk through of Section IV of the NOFO, highlights of application documents

- **How Pilot Research Project Funding Works**

# Resources

## NIH Resources

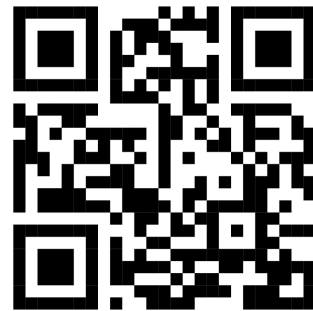
- NIH Central Resource for Research Grants and Funding Information: <https://grants.nih.gov/>
  - Plan to Apply Section: <https://grants.nih.gov/grants-process/plan-to-apply>
- NIH Guide to Contracts and Grants: <https://grants.nih.gov/funding/nih-guide-for-grants-and-contracts>
- NIH Extramural Nexus: <https://nexus.od.nih.gov/all/>

## NIGMS Resources

- NIGMS website: <https://www.nigms.nih.gov>
- Read or Subscribe to our Feedback Loop blog: <https://loop.nigms.nih.gov>
- Follow us on LinkedIn: <https://www.linkedin.com/company/national-institute-of-general-medical-sciences-nigms>
- NIGMS Grant Writing Webinar Series: <https://www.nigms.nih.gov/training/Pages/Grant-Writing-Webinar-Series-for-Institutions-Building-Research--and-Research-Training-Capacity.aspx>

# Q&A Session

Email: [NIGMSBRE-SPAD@nigms.nih.gov](mailto:NIGMSBRE-SPAD@nigms.nih.gov)



BRE-SPAD webpage