



National Institute of  
General Medical Sciences



Division of Training &  
Workforce Development

National Institute  
of General  
Medical Sciences

# **NIGMS Biomedical Undergraduate Research Training (BURT) T34 Program (PAR-26-033)**

**Program:** Lameese Akacem, Moushumi Paul,  
Laurie Stepanek, Mohammed Aiyebo

**Grants Management:** Adam Barnhart

# Webinar Information

- The webinar slides are available on the [BURT website](#).
- This meeting is being recorded and will be posted online.
- Please type your questions in the Q&A box. If time permits, we will answer questions at the end of the presentation.

# Disclaimer

- This webinar and accompanying slides are **for informational purposes only**. This is an overview and is not meant to be comprehensive.
- 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.

# Outline

---

Introduction to the Program

---

Eligibility and Key Dates

---

Key Program Considerations

---

Highlights of the Application Components

---

Budget Overview

---

Peer Review Overview

---

General Tips and Advice



# Introduction to the BURT Program

# Program Goals

To strengthen research training environments and develop a pool of well-trained students who:

- Complete their baccalaureate degrees in biomedically-related fields, and
- Transition into and complete biomedical, research-focused higher degree programs (e.g., PhD or MD/PhD).



# Program Tracks

## Single Site



To support trainees from a single baccalaureate-degree granting organization

NIGMS will accept only one application, and support only one award, **per applicant organization**.

## Community College Partnerships



To support community college trainee development through strong collaborations between at least one associate-degree granting organization and at least one baccalaureate-degree granting organization

# Training Program Considerations

Provide a rigorous, well-designed research training program that includes mentored research experiences, courses, seminars, and additional training opportunities to equip trainees with the following skills required for careers in the biomedical research workforce:

- **Technical:** Appropriate methods, technologies, and quantitative/computational approaches.
- **Operational:** Independent knowledge acquisition, rigorous experimental design, interpretation of data, and conducting research in the safest manner possible.
- **Professional:** Management, leadership, communication, and teamwork.



# Eligibility and Key Dates



National Institute of  
General Medical Sciences

# Eligibility Overview

<b>Organization</b>	<ul style="list-style-type: none"><li>• Must enroll undergraduate students <u>and</u></li><li>• Have received NIH Research Project Grant (RPG) funding averaging less than \$50 million in total costs (direct and F&amp;A/indirect) per year over the last three fiscal years (see <a href="#">BURT webpage</a> for details on how to calculate).*</li></ul>
<b>Principal Investigator</b>	<ul style="list-style-type: none"><li>• Must have full time appointment.</li><li>• For Community College Partnerships, require at least one PI from each partner organization</li><li>• Multiple PIs are encouraged – at least one established biomedical investigator.</li></ul>
<b>Trainees</b>	<ul style="list-style-type: none"><li>• Applicant organization selects and establishes qualifications, consistent with applicable law.</li><li>• US Citizen, Permanent Resident or non-citizen National.</li><li>• Pursue research training full time (see NIH Grants <a href="#">Policy Statement</a>).</li></ul>

\*Community Colleges can partner with organization(s) receiving >\$50M RPG, if the Community College is the applicant organization.



# Key Program Dates (for 2026 Due Dates)

NOFO	Application Due Date	Application Review	Advisory Council	Budget Start Date
PAR-26-033	<b>February 25, 2026*</b> May 25, 2026 September 25, 2026	July 2026 November 2026 March 2027	October 2026 January 2027 May 2027	December 2026 April 2027 July 2027

\* The first due date is 2/25. Subsequent cycles will use [standard due dates](#).

Late applications will NOT be accepted.



National Institute of  
General Medical Sciences

# Key Program Considerations



# General Considerations

Programs should provide trainees with the following:



**Foundational  
Research  
Skills**

**Mentored  
Research  
Experiences**

**Scientific  
Collaboration  
and  
Communication**

**Career  
Development**

# General Considerations (Cont'd)

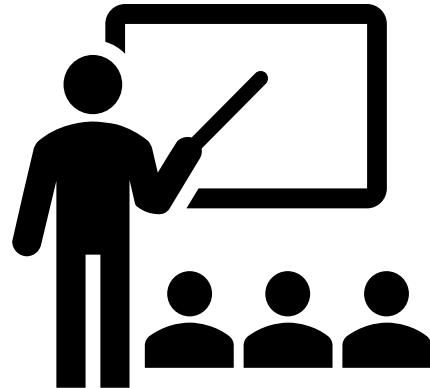
NIGMS encourages applications from a wide variety of eligible organizations, including:

- Those in [Institutional Development Award \(IDeA\)-eligible](#) states,
- Historically Black Colleges and Universities (HBCUs),
- Tribal Colleges and Universities (TCUs), and
- Institutions that enroll significant proportions of Pell Grant-eligible students.

Consistent with existing NIGMS practices and applicable law:

- Funded programs may not use the race, ethnicity, or sex of a trainee or faculty candidate as an eligibility or selection criteria.
- NIGMS does not use the race, ethnicity, or sex of trainee candidates, trainees, or faculty in the application review process or funding decisions.

# Summer Research Experience (SRE)



Trainees must participate in **at least one** SRE (at least 8 weeks) that will broaden and deepen their research training.



**Single Site Trainees** are strongly encouraged to pursue a SRE at an organization different from the awardee.



**Community College Partnership Trainees** are expected to participate in a SRE at the baccalaureate-degree granting partner.

For additional details, see NOFO (Section VI. 2)

# Breadth of Research Training Disciplines

- Programs should provide research training opportunities to students from the **breadth of biomedical disciplines at the organization**.
- Proposed programs focused on a single biomedical discipline or approach at an organization with multiple biomedically relevant departments will be a low priority for funding.

# Trainee Support

- For all programs:
  - Trainees are typically provided full-time support for the final 2-3 years of undergraduate studies.
  - Training grant funds are not intended to support short-term undergraduate biomedical research training (for example, one-year appointments).
- For Community College Partnerships:
  - Programs are expected to facilitate at least one SRE at a baccalaureate-degree granting partner for the trainee while enrolled at the community college.
- Plans for cohort structure:
  - Plan to appoint a new cohort each year of the five years of the program.
  - Explain any planned or expected deviations in the application.



# Highlights of the Application Components



# Application Title Format

Use the format:

“[BURT] at \_\_\_\_\_  
*name of organization(s)*”

Examples:

BURT at Fantastic College and Great University  
BURT at the University of Success

# Agency Routing Identifier Field

- Applicants are expected to identify the track to which they are applying from the list below by entering the numerical code and abbreviation (for example, 1 SS) in the Agency Routing Identifier Field 4b of the application.
  - **1 SS: Single Site Track**
  - **2 CCP: Community College Partnership Track**

# Follow the SF424, NOFO, and Notices

- Use training instructions and current forms. Check the SF424 Application Guide—Forms I for institutional training: [Training Instructions For NIH and Other PHS Agencies](#).
- NOFO supersedes the SF424 Guide.
- Check the NOFO for required items:
  - [Notices](#)
  - Required attachments
  - Optional material
  - Appendices

FORMS VERSION I SERIES  
Released: March, 2025



## TRAINING INSTRUCTIONS FOR NIH AND OTHER PHS AGENCIES

SF424 (R&R) APPLICATION PACKAGES

### Related Notices

- Check for any recent [Notices of NIH Policy Changes](#) that may impact application requirements.



National Institute of  
General Medical Sciences

# Selected Application Components and Page Limits

Application Components	Page Limit
Project Summary/Abstract	30 lines of text
Project Narrative	3 sentences
Research Training Program Plan	25 pages
Plan for Instruction in the Responsible Conduct of Research	3 pages
Plan for Instruction in Methods for Enhancing Reproducibility	3 pages
Each <u>Biosketch</u> (use <u>SciENcv</u> format)	5 pages
Organizational Eligibility and Support Letter	10 pages
<i>Optional Other Letters of Support</i>	
<b>Optional Other Attachment #1:</b> Advisory Committee	1 page
<u>Data Tables</u> (for Undergraduate Training Programs)	

# Research Training Program Plan Format

[View Burden Statement](#)

## PHS 398 Research Training Program Plan

OMB Number: 0925-0001  
Expiration Date: 09/30/2024

### Introduction

1. Introduction to Application  
(for Resubmission and Revision applications)

### Training Program Section

2. \* Program Plan
3. Plan for Instruction in the Responsible Conduct of Research
4. Plan for Instruction in Methods for Enhancing Reproducibility
5. Multiple PD/PI Leadership Plan (if applicable)
6. Progress Report (for Renewal applications)

### Faculty, Trainees and Training Record Section

7. Participating Faculty Biosketches
8. Letters of Support
9. Data Tables

### Other Training Program Section

10. Vertebrate Animals
11. Select Agent Research
12. Consortium/Contractual Arrangements
13. Other Plan(s)

### Appendix

14. Appendix

**Multiple Sections - FOLLOW THE NOFO!**  
**See page limits [here](#).**

- Training Program Plan – use headers
- Responsible Conduct of Research
- Instruction in Methods for Enhancing Reproducibility
- Multi PD/PI Leadership Plan (if applicable)

- Biosketches
- Required Organizational Letter (10 pages maximum)
- Required Data Tables
  - New: 1, 2, 3, 4, 5D, 8D Part II

Generally, not applicable

Appendix: Not required. follow [SF424 Application Guide](#)

## 2. Research Training Program Plan

Follow all instructions provided in the SF424 (R&R) Application Guide, and the additional instructions outlined on NOFO (Section IV. 2)

- Describe how the program **will further the goal of this NOFO** to strengthen research training environments and develop a pool of well-trained students who complete their baccalaureate degrees, and transition into and complete biomedical, research-focused higher degree programs.
- Describe how the program is **tailored to the organizational context(s)** and will enhance the development of safe and supportive research training environments that **promote the success of all individuals** (beyond simply providing financial assistance for trainees to conduct research).
- Applications proposing Community College Partnership(s) should provide a sound **rationale for selection of partnering institutions** and include a clear description of **how the proposed partnership(s) will enhance the research training environments** at the participating organizations and **facilitate an efficient and timely transfer** for community college trainees (for example, articulation agreements).



## 2. Research Training Program Plan (Cont'd)

- Background
- Program Administration
- Program Faculty
- Proposed Training
- Training Program Evaluation
- Trainee Candidates and Retention Plans
- Institutional Environment and Commitment to Training
- Training Outcomes (**Describes baseline data** for recent graduates)

# Training Outcomes

The application must provide baseline data on the proposed program.

- Baseline data for Recent Graduates ([Table 8D](#)) on metrics relevant to the NOFO goals such as degree completion rates, time-to-degree, and the rate of and timeframe for graduates transitioning into and completing research-focused higher degree programs.
- As applicable, participation by Recent Graduates in authentic research experiences and scholarly activities to promote career development.
- For Community College Partnership Track programs, information on the outcomes of students involved in previous partnerships between the applicant and partner organizations.

### **3. & 4. Plan for Instruction in the Responsible Conduct of Research (RCR) & Plan for Instruction in Methods for Enhancing Reproducibility**

- Applicants are required to comply with the SF424 Application Guide instructions:
- RCR
  - [RCR Policy](#) and [Updated Guidance](#)
  - [Resources](#)
- Rigor & Reproducibility Resources:
  - [NIH Website on Rigor and Reproducibility](#)
  - [Clearinghouse for Training Modules to Enhance Data Reproducibility](#)

# 5. Multiple PD/PI Leadership Plan (if applicable)

- Provide strong justification that approach will benefit the training program and trainees.
- Include designated roles and responsibilities, governance and organizational structure consistent with the aims of the training program.
- Describe communication plans, decision-making processes, and conflict resolution procedures.
- Highlight complementary expertise of the PD(s)/PI(s)
- Describe an appropriate succession plan for key administrative positions (for example, PD(s)/PI(s)).

# Faculty, Trainees, and Training Record Section

[View Burden Statement](#)

**PHS 398 Research Training Program Plan**

OMB Number: 0925-0001  
Expiration Date: 09/30/2024

**Introduction**

1. Introduction to Application (for Resubmission and Revision applications)

**Training Program Section**

2. \* Program Plan

3. Plan for Instruction in the Responsible Conduct of Research

4. Plan for Instruction in Methods for Enhancing Reproducibility

5. Multiple PD/PI Leadership Plan (if applicable)

6. Progress Report (for Renewal applications)

**Faculty, Trainees and Training Record Section**

7. Participating Faculty Biosketches

8. Letters of Support

9. Data Tables

**Other Training Program Section**

10. Vertebrate Animals

11. Select Agent Research

12. Consortium/Contractual Arrangements

**Appendix**

13. Appendix

[Add Attachments](#) [Delete Attachments](#) [View Attachments](#)

## Required

7. Participating Faculty Biosketches
8. Letters of Support
9. NIH Data Tables:
  - 1, 2, 3, 4, 5D, 8D: Part II



National Institute of  
General Medical Sciences

# 7. Faculty Biosketches

- Participating faculty should provide a personal statement that describes the appropriateness of their research background for the proposed training program.
- Include approach to teaching scientific rigor to undergraduate trainees, commitment to mentoring and promoting safe & supportive scientific environments.
- See: NIH's Implementation of Common Forms for Biosketch for Due Dates on or after January 25, 2026 ([NOT-OD-26-018](#)). **Failure to follow the appropriate Biosketch format may result in withdrawal of your application from consideration.**

# 8. Letters of Support

- **Required:** Organizational *Eligibility and Support Letter* (10-page maximum) must be attached as part of Letters of Support.
  - The letter must be on organizational letterhead and signed by a President, Provost, Dean or similar key leader.
  - **Eligibility:** Certify eligibility of the applicant organization.
  - **Support:** Describe the activities and resources provided by the organization that will ensure the success of the planned training program and its trainees (see NOFO).
  - **If this letter is not included, the application will be considered incomplete and will not be reviewed.**
- Additional letters of support are permitted; however, these letters may not contain any information that is required in the Organizational Support Letter.
- Combine all Letters of Support into a single PDF file.

# 9. Required NIH Data Tables

TABLE	CONTENT
Table 1	Census of Participating Departments and Interdepartmental Programs
Table 2	Participating Faculty Members
Table 3	Federal Organizational Research Training Grant and Related Support Available to Participating Faculty Members
Table 4	Active Research Support of Participating Faculty Members
Table 5D	Publications of Trainees Supported by this Program: Undergraduate
Table 8D	Program Outcomes: Undergraduate. Part II. Recent Graduates

Please refer to [Training Data Tables](#) for templates and instructions.

Research Training Data Tables FAQs and [NIH Training Tables — Associated Slides](#) have tips.

Key data from the training tables that describe the overall training environment can be summarized in the Research Training Program Plan narrative.



# Resources

- [BURT Webpage](#)
- [NIGMS Training Program FAQs](#) (including specific section on BURT)
- [Notices of NIH Policy Changes](#) and [NIH Guide](#) for IC-specific Notices (you can subscribe!)

We strongly encourage you to consult with program officers via the [NIGMS BURT mailbox](#) before submission.

# Budget Overview



National Institute of  
General Medical Sciences

# Stipends, Tuition and Fees

- Kirschstein-NRSA awards provide stipends as a subsistence allowance to help defray living expenses during the research training experience.
- NIH will contribute to the combined cost of tuition and fees at the rate in place at the time of award.
- Stipend levels and Tuition/Fees funding amounts announced annually in *NIH Guide for Grants and Contracts* and on the NRSA webpage.

# Trainee Travel

- NIGMS will provide **up to \$1,000 (\$1,250 for institutions outside the continental US)** per trainee for travel to scientific meetings and workshops.
- Trainees must be appointed to the training grant at the time of the actual travel for this to be an allowable cost.
- Plans for trainee travel should be well justified.

# Summer Research Experience

- NIGMS provides SRE funds for up to **50% of the awarded number of trainees** at the time the competing award is made.
- Funds for the SRE will be provided as follows:
  - **\$4,000** per trainee, to be used in accordance with the institutional policies as a per diem for a period of up to ten weeks
  - **\$750** for travel to and from the host research organization.

# Training Related Expenses (TRE)

- NIH provides funds to help defray other research training expenses, such as health insurance, staff salaries, consultant costs, equipment, research supplies, and faculty/staff travel directly related to the research training program.
- NIGMS will provide TRE at a rate of \$12,500/trainee/year. **The maximum number of trainees supported on any BURT award is 30.**
- Expect organizations to prioritize trainee benefits (such as health insurance).
- Training related expenses should be well justified.

# Budget Justification

- State the number of requested funded trainee slots per year. Provide a justification for the number of requested funded slots per year in the context of the following:
  - Number of training grant eligible candidates provided in the trainee pool baseline data across all departments participating in the training program.
  - Number of participating faculty.
  - Other NIGMS-funded training grants at the organization that relate to the goals of this training program.
- Encouraged to describe the total effort for personnel in the budget justification (delineate effort charged to the grant and effort compensated by other sources).

# Peer Review Overview



National Institute of  
General Medical Sciences

# Review of Applications

- Please read the review criteria described in **Section V** of the NOFO while preparing your application.
- Make sure **all the required** information is included.
- Review panel will assess your application against the review criteria.

# Review of Applications

## Reviewers will:

**Evaluate proposed programs** considering the program's track (SS or CCP), stated goals and objectives, organizational context, available resources, and the capacity of those resources to meet the stated goals and objectives.

**Assess the strength of the program** to support undergraduate trainees completing their baccalaureate degrees and toward transitioning to and completing a research-focused higher degree program (such as Ph.D. or M.D./Ph.D.) to prepare them for careers in the biomedical research workforce.

**Note the identification of current challenges and shortcomings as potentially positive factors** if accompanied by sound plans for how the applicant would use the training award to overcome or remediate them.

# **Scored Review Criteria**

## **(Section V of NOFO)**

- Training Program and Environment
- Training Program Director(s)/Principal Investigator(s)
- Preceptors/Mentors
- Trainees
- Training Record

- Please note specific questions relevant to the NOFO.

# Additional Review Criteria

Contribute to the overall impact score but do not get separate scores.

- **Training in Methods for Enhancing Reproducibility Plan**
- **Training in the Responsible Conduct of Research Plan**
- *Criteria generally not applicable:*
  - Protection of Human Subject
  - Inclusion of Women, Minorities, and Individuals Across the Lifespan
  - Vertebrate Animals
  - Biohazards
  - Resubmissions (if applicable)
  - Revisions

# Additional Review Considerations

Not given individual scores and not considered in the overall impact score.

Will require resolution prior to funding

**Budget and Period of Support (# of slots)**  
*Select Agents (Generally not applicable)*

# Review Process: Usual Timeline From Submission

Timeframe	Activity
1 - 2 months	Referral
2 - 6 months	Review Panel
6 - 7 months	Summary Statement Available
7 - 8 months	Advisory Council
8 - 9 months	Funding Decisions
9 - 10 months	Award Start Date

During Review Phase - Reach out to your SRO with review questions  
Post review - Reach out to your PO for next steps

# General Tips and Advice



National Institute of  
General Medical Sciences

# Advice for Applying

- **Submit early**—at least two days before the deadline.
- Always review your application and check for completeness.
- Correct any errors and address all warnings:
  - Note that not all failures to comply are caught by the automated notification.
  - We cannot accept any missing items after the receipt deadline.

**🚫 Applications will be *withdrawn* if anything is missing or unallowed materials are included!**

**Always refer to the NIH grants application guide**

# Application Preparation - Tips

- Directly and clearly state the most important information. Reviewers should not be expected “read between the lines”.
- Include clear, measurable and attainable program goals.
- Ensure faculty biosketches are up-to-date and relevant for training program (personal statement).
- Data in tables, across tables, and text should match.
- Present outcomes data in a straightforward manner.
  - Avoid exaggeration.
  - Avoid hiding data (reviewers will “do the math”).

# Questions and Contacts

## Scientific/Research Contacts

NIGMS BURT T34 Program

Email: [NIGMSBURTT34@nih.gov](mailto:NIGMSBURTT34@nih.gov)

## Peer Review Contact(s)

Center for Scientific Review (CSR)

Email: [NOFORReviewContact@csr.nih.gov](mailto:NOFORReviewContact@csr.nih.gov)

## Financial/Grants Management Contacts

NIGMS Grants Administration Branch

Email: [NIGMSNRSAGABNOFO@nih.gov](mailto:NIGMSNRSAGABNOFO@nih.gov)



**Thank you and Good Luck on the  
Application!**

**We are happy to take questions.**