NIGMS Basic Biomedical and Medical Scientist Predoctoral Institutional Research Training Grant Programs (T32)

Program: Mercedes Rubio
Grants Management: Brett Hodgkins
Review: Isaiah Vincent
• This webinar video and slides will be available on the NIGMS webpage.

• You may type your questions in the Q&A box throughout the webinar.

• If time permits, there will be an open Q&A period at the end of the webinar.
**DISCLAIMER**

This webinar and accompanying slides 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 FOA and any Related Notices.
Is the proposed predoctoral program a good match with NIGMS?

Scientific Areas

- **Clinician-Scientist Training** – Medical Scientist Training Program (MSTP) or Leading Equity and Advancing Diversity in the Medical Scientist Training Program (LEAD MSTP).

- **Basic Biomedical Sciences Training** areas correspond to the NIGMS-supported areas of basic biomedical sciences and/or other emerging areas within the NIGMS mission.

Check with NIGMS Program Officials before submitting!

Scientific Areas for Basic Biomedical Sciences

- Behavioral-Biomedical Sciences Interface
- Biostatistics
- Biotechnology
- Cellular, Biochemical, and Molecular Sciences
- Chemistry-Biology Interface
- Computational Biology, Bioinformatics, and Biomedical Data Science
- Genetics
- Molecular Biophysics
- Molecular Medicine
- Pharmacological Sciences
- Systems and Integrative Biology
- Transdisciplinary Basic Biomedical Sciences

Check with NIGMS Program Officials before submitting!

Are the goals aligned?

NIGMS Program Objectives

- To develop a diverse pool of well-trained scientists available to address the Nation’s biomedical research agenda.
- Provides support to eligible, domestic institutions to develop and implement effective, evidence-informed approaches to biomedical graduate training and mentoring that will keep pace with the rapid evolution of the biomedical research enterprise.
- NIGMS expects that the proposed research training programs will incorporate didactic, research, and career development elements to prepare trainees for careers that will have a significant impact on the health-related research needs of the Nation.
Major Themes in NIGMS Training Programs

- **Trainee skills development** – use evidence-informed approaches to provide technical, operational and professional skills
- **Training Objectives** – specific, obtainable and measurable training objectives
- **Rigor & transparency, responsible & safe conduct** of research throughout the training experience
- **Commitment to diversity & inclusion**
- **Promote a culture of safety**
- **Mentor training and oversight** of trainee/mentor matches
- **Career preparedness** – provide knowledge of and skills to transition into the range of careers in the biomedical research workforce
- **Strong institutional support** for research training
- **Evaluation** - the collection and dissemination of data on the success/failure of educational aims; make career outcomes publicly available
Follow the SF424 Guide, FOA, and Notices

Check the SF424 Application Guide – FORMS H for institutional Training:

Check the FOA for Required Items:

- Notices
- Required Attachments
- Required Appendices

- The FOA supersedes the SF424 Guide
- The Notices supersedes the FOA and the SF424 Guide
Latest FOAs – check the NIGMS webpage

NRSA Institutional Predoctoral Training Grants Program Description and Guidelines

The information provided below represents only a brief overview of the NIGMS-sponsored Institutional Predoctoral T32 Training programs. Applicants are strongly encouraged to carefully read the relevant T32 Funding Opportunity Announcements (FOAs) (see below), and contact program staff for specific information about these training programs.

Predoctoral T32 FOAs:

- Basic Biomedical Sciences: PAR-20-213 (NIGMS-specific Predoctoral T32 FOA).
- Leading Equity and Advancing Diversity in the Medical Scientist Training Program (LEAD MSTP): PAR-23-030
- Medical Scientist Training Program (MSTP): PAR-21-189

https://www.nigms.nih.gov/training/instpredoc/Pages/predoctrainingdescription.aspx
Example of “Related Notices” for PAR-20-213 that could lead to rejection if not followed

<table>
<thead>
<tr>
<th>Related Notices</th>
</tr>
</thead>
<tbody>
<tr>
<td>• <strong>December 16, 2022</strong> - Notice of Informational Webinar for PAR-20-213 &quot;National Institute of General Medical Sciences Predoctoral Institutional Research Training Grant (T32)&quot; and PAR-21-189 &quot;Medical Scientist Training Program (T32)&quot;. See Notice <strong>NOT-GM-23-025</strong></td>
</tr>
<tr>
<td>• <strong>NOT-OD-23-012</strong> Reminder: FORMS-H Grant Application Forms and Instructions Must be Used for Due Dates On or After January 25, 2023 - New Grant Application Instructions Now Available</td>
</tr>
<tr>
<td>• <strong>August 25, 2022</strong> - Adjustments to NIH and AHRQ Grant Application Due Dates Between September 22 and September 30, 2022. See Notice <strong>NOT-OD-22-190</strong>.</td>
</tr>
<tr>
<td>• <strong>October 28, 2021</strong> - Reminder: FORMS-G Grant Application Forms &amp; Instructions Must be Used for Due Dates On or After January 25, 2022 - New Grant Application Instructions Now Available. See Notice <strong>NOT-OD-22-018</strong>.</td>
</tr>
<tr>
<td>• <strong>September 13, 2021</strong> - Updates to the Non-Discrimination Legal Requirements for NIH Recipients. See Notice <strong>NOT-OD-21-181</strong>.</td>
</tr>
<tr>
<td>• <strong>August 5, 2021</strong> - New NIH &quot;FORMS-G&quot; Grant Application Forms and Instructions Coming for Due Dates on or after January 25, 2022. See Notice <strong>NOT-OD-21-169</strong></td>
</tr>
<tr>
<td>• <strong>August 5, 2021</strong> - Update: Notification of Upcoming Change in Federal-wide Unique Entity Identifier Requirements. See Notice <strong>NOT-OD-21-170</strong></td>
</tr>
<tr>
<td>• <strong>May 28, 2021</strong> - Notice of Change to the Instructions for Appendices in PAR-20-213. See Notice <strong>NOT-GM-21-046</strong>.</td>
</tr>
<tr>
<td>• <strong>April 20, 2021</strong> - Expanding Requirement for eRA Commons IDs to All Senior/Key Personnel. See Notice <strong>NOT-OD-21-109</strong></td>
</tr>
<tr>
<td>• <strong>August 20, 2020</strong> - Notice of Informational Webinar on PAR-20-213. See Notice <strong>NOT-GM-20-052</strong>.</td>
</tr>
</tbody>
</table>
New vs. Renewal Applications

• There are different requirements for NEW vs RENEWALS (e.g., Training Tables, Progress Report)

• Considered a NEW applications if:
  - The institution does not have an NIGMS T32 in the area
  - The previous program was funded by NIGMS under a parent announcement (e.g., PA14-015, PA16-152, PA18-403)

• Considered a RENEWAL application only if funded under recent NIGMS FOAs:
  - PAR-17-341, PAR-20-213 (basic biomedical program)
  - PAR-19-036, PAR-21-189 (MSTP)
Examples of Application Pitfalls

NIGMS Feedback Loop on January 13, 2022

• **Training data tables:** Each FOA specifies a required set of tables that must be included with the application (renewals require an additional table).

• **Page Limits Attachments and Appendices:** Follow the SF424 Guide, the FOA, and Related Notices (FOA supersedes the SF424 Guide, Notices supersede the FOA)
<table>
<thead>
<tr>
<th>Section of Application</th>
<th>Page Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Summary/Abstract</td>
<td>(30 lines of text)</td>
</tr>
<tr>
<td>Program Plan</td>
<td>25</td>
</tr>
<tr>
<td>Attachment: Advisory Committee (optional)</td>
<td>1</td>
</tr>
<tr>
<td>Attachment: Recruitment Plan to Enhance Diversity</td>
<td>3</td>
</tr>
<tr>
<td>Attachment: Trainee Retention Plan</td>
<td>3</td>
</tr>
<tr>
<td>Attachment: Outcomes Data Collection and Storage Plan</td>
<td>2</td>
</tr>
<tr>
<td>Attachment: Dissemination Plan</td>
<td>1</td>
</tr>
<tr>
<td>Plan for Instruction in Methods for Enhancing Reproducibility</td>
<td>3</td>
</tr>
<tr>
<td>Plan for Instruction in the Responsible Conduct of Research</td>
<td>3</td>
</tr>
<tr>
<td>Each Biographical Sketch</td>
<td>5</td>
</tr>
<tr>
<td>Institutional Support Letter</td>
<td>10</td>
</tr>
<tr>
<td>Appendix: Required Training Activities</td>
<td>2 per activity</td>
</tr>
<tr>
<td>Appendix: Responsible Conduct of Research Syllabi</td>
<td>2</td>
</tr>
<tr>
<td>Appendix: Trainee Selection and Appointment Procedures—<em>not allowed for the MSTP applications, only for PAR-20-213</em></td>
<td>3</td>
</tr>
<tr>
<td>Appendix: Elective Activities (optional; maximum of 4 activities)</td>
<td>2 per activity</td>
</tr>
<tr>
<td>Appendix: Conflict Resolution Protocols (optional)</td>
<td>3</td>
</tr>
<tr>
<td>Appendix: Blank Evaluation and Assessment Instrument (optional)</td>
<td>Unspecified limit in FOA</td>
</tr>
</tbody>
</table>

*Renewals Only: Progress Report (e.g., funded under PAR-17-341, PAR-20-213, PAR-19-036, PAR-21-189 )* 5 pg for overview, 1 pg per trainee
Basic Biomedical Sciences Areas

1 BBS: Behavioral-Biomedical Sciences Interface
2 BS: Biostatistics
3 BT: Biotechnology
4 CBM: Cellular, Biochemical, and Molecular Sciences
5 CBI: Chemistry-Biology Interface
6 CBB: Computational Biology, Bioinformatics, and Biomedical Data Science
7 GEN: Genetics
8 MB: Molecular Biophysics
9 MM: Molecular Medicine
10 PS: Pharmacological Sciences
11 SIB: Systems and Integrative Biology
12 TBB: Transdisciplinary Basic Biomedical Sciences

• One area per institution, normally defined by a Unique Entity Identifier (UEI) or Institution Profile File (IPF) number

• Must indicate entering the digit code and abbreviation (e.g., 1 BBS) in the “Agency Routing Identifier” field of the application
## Research Training Program Plan Forms

### Multiple Sections - FOLLOW THE FOA!

**Training Program Section**
- Training Program Plan (25 pg) – use headers
- Responsible Conduct of Research (3 pg)
- Instruction in Methods for Enhancing Reproducibility (3 pg)

**Faculty, Trainees and Training Record Section**
- Biosketches (5 pg each)
- Required Institutional Letter (10 pg)
- Required Data Tables
  - New: 1, 2, 3, 4, 5A, 8A
  - Renewal: 1, 2, 3, 4, 5A, 7, 8A

**Other Training Program Section**
- Generally, not applicable

**Appendix**
- Appendix – compile the required and allowable appendices – follow page limit guidelines!
2. Training Program

Follow the FOA, not the Application Guide

- Rationale, Mission, and Objectives
- Curriculum and Overall Training Plan
- Career Development
- Program Oversight, Participating Faculty Selection, and Mentor Training
- Institutional and Departmental Commitment to the Program
- Training Program Director(s)/Principal Investigator(s) (PDs/PIs)
- Preceptors/Mentors (Participating faculty)
- Application Process, Trainee Positions, Retention and Support
- Trainee Positions
- Retention and Support
- Training Outcomes
- Program Evaluation and Dissemination
3. Plan for Instruction in the Responsible Conduct of Research (RCR)

- All applications must include a plan to fulfill NIH requirements for instruction in RCR.
  - Five required components must be addressed
  - Components should be well integrated into the overall curriculum at multiple stages of trainee development in a variety of formats and contexts
- Explain how teaching of RCR synergizes with the curriculum designed to enhance trainees' abilities to conduct rigorous and reproducible research.
- Describe how all program faculty will reiterate and augment key elements when trainees are performing research in their labs.
- See requirements detailed in the FOA and the SF424 Application Guide.

4. Plan for Instruction in Methods for Enhancing Reproducibility

- The plan must describe how trainees will be instructed in principles important for enhancing research reproducibility.

- Describe how instruction strategies are well integrated into the overall curriculum, that is, how they are taught at multiple stages of trainee development and in a variety of formats and contexts.

- See the SF424 Application Guide for instructions.

- Rigor & Reproducibility Resources
  - NIH Website on Rigor and Reproducibility: [https://www.nih.gov/research-training/rigor-reproducibility](https://www.nih.gov/research-training/rigor-reproducibility)
  - NIGMS Administrative Supplements: [https://www.nigms.nih.gov/training/instpredoc/Pages/rigor-rep.aspx](https://www.nigms.nih.gov/training/instpredoc/Pages/rigor-rep.aspx)
## Faculty, Trainees, and Training Record Section

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>Introduction</strong></td>
<td>1. Introduction to Application (for Renewal and Revision applications)</td>
</tr>
<tr>
<td><strong>Training Program Section</strong></td>
<td>2. Program Plan</td>
</tr>
<tr>
<td></td>
<td>3. Plan for Instruction in the Responsible Conduct of Research</td>
</tr>
<tr>
<td></td>
<td>4. Plan for Instruction in Methods for Enhancing Reproducibility</td>
</tr>
<tr>
<td></td>
<td>5. Multiple PD/PI Leadership Plan (if applicable)</td>
</tr>
<tr>
<td></td>
<td>6. Progress Report (for Renewal applications)</td>
</tr>
<tr>
<td><strong>Faculty, Trainees and Training Record Section</strong></td>
<td>7. Participating Faculty Biosketches</td>
</tr>
<tr>
<td></td>
<td>8. Letters of Support</td>
</tr>
<tr>
<td></td>
<td>9. <strong>NIH</strong> Data Tables</td>
</tr>
<tr>
<td><strong>Other Training Program Section</strong></td>
<td>10. Vertebrate Animals</td>
</tr>
<tr>
<td></td>
<td>11. Select Agent Research</td>
</tr>
<tr>
<td></td>
<td>12. Consortium/Contractual Arrangements</td>
</tr>
<tr>
<td><strong>Appendix</strong></td>
<td>13. Appendix</td>
</tr>
</tbody>
</table>

*Required*

7. Participating Faculty Biosketches
8. Letters of Support
9. **NIH** Data Tables
7. Faculty Biosketches - with personal statement addressing

- Training, mentoring, and promoting inclusive, safe and supportive scientific research environments
- Maintaining a record of, and providing training in rigorous and unbiased experimental design, methodology, analysis, interpretation, and reporting of results
- Promoting the use of highest standards of practice to ensure the safety of all individuals in the research environment
- Supporting trainees participating in activities required to identify and transition into biomedical research workforce careers of interest
- Fulfilling the need of the trainees to complete the dual-degree in a timely fashion

NEW FORMAT- (NOT-OD-21-073) failure to follow the appropriate Biosketch format may cause NIH to withdraw your application from consideration.
8. Letters of Support

• Institutional Support Letter (10 page maximum) **must** be attached as part of Letters of Support
  - The letter must be on institutional letterhead and signed by a President, Provost, Dean or similar key institutional leader that describes the activities and resources provided by the institution that will ensure the success of the planned training program and its trainees.
  - See detailed examples of components in the FOA
  - **If this letter is not included, the application will be considered incomplete and will not be reviewed.**

• Other Letters of Support: Additional letters of support are permitted; however, these letters may not contain any information that is required in the Institutional Support Letter.

• Combine all Letters of Support into a single PDF file.
9. Required NIH Data Tables

Helpful Information before you fill out your Data Tables:

<table>
<thead>
<tr>
<th>Introduction</th>
<th>Date Posted</th>
<th>File Link/Format/Size</th>
</tr>
</thead>
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<tr>
<td>Introduction to Data Tables – Read this first!</td>
<td>9/16/2022</td>
<td>MS Word (53 KB), PDF (437 KB)</td>
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<th>Date Posted</th>
<th>Blank Data Tables File Link/Format/Size</th>
<th>Instructions and Sample Data Tables File Link/Format/Size</th>
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</thead>
<tbody>
<tr>
<td>New Applications</td>
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<tr>
<td>New Predoctoral Training</td>
<td>9/16/2022</td>
<td>MS Word (40 KB)</td>
<td>MS Word (87 KB), PDF (453 KB)</td>
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</table>

<table>
<thead>
<tr>
<th>Renewal or Revision Applications</th>
<th>Date Posted</th>
<th>Blank Data Tables File Link/Format/Size</th>
<th>Instructions and Sample Data Tables File Link/Format/Size</th>
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<tr>
<td>Renewal or Revision Predoctoral Training</td>
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<td>MS Word (43 KB)</td>
<td>MS Word (93 KB), PDF (472 KB)</td>
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</tr>
</tbody>
</table>
Removing Table 6A from Your Application

- To avoid the inclusion of Table 6A in a training data table set generated via xTRACT, applicants should **omit the "Start year of the most recently completed academic year" when prompted in the Applicants/Entrants section**. (See FAQ’s for more info)
- The resulting PDF will then exclude Table 6A
Data Tables for Applications

In the Program Plan, applicants should also summarize key data from the tables that highlight the characteristics of the applicant pool, program faculty, institutional support, student outcomes, and other factors that contribute to the overall training environment of the program.

- Do not submit Table 6A
- Instead, use Suggested Format Table A and upload as an Attachment in the “Other Project Information” section

Applications that do not include the required data tables or that submit additional data tables in the Data Table section will be withdrawn prior to review.
Additional Table Resources

- FAQs: [https://grants.nih.gov/grants/forms_updates_faq.htm](https://grants.nih.gov/grants/forms_updates_faq.htm)
- xTRACT User Guide and Resources: [https://era.nih.gov/modules_user-guides_documentation.cfm](https://era.nih.gov/modules_user-guides_documentation.cfm)
- xTRACT videos: [https://era.nih.gov/era_training/era_videos.cfm](https://era.nih.gov/era_training/era_videos.cfm)
The following are required Appendix materials:
- Required Training Activities (2 pg max per activity).
- Responsible Conduct of Research Syllabi (2 pg max).
- Trainee Selection and Appointment Procedures (3 pg max) — **not allowed for the MSTP applications, only for PAR-20-213**

The following are allowable Appendix materials:
- Elective Activities (4 activities max; 2 pg max per activity).
- Blank Evaluation and Assessment Instruments.
- Conflict Resolution Protocols (3 pg max).

Applications that do not include the required appendices or that exceed the number of allowed appendices or the page limitation of any of the allowed materials will be considered noncompliant and will not be reviewed.
Other Project Information: Attachments

Attachments – required in bold

- Advisory Committee (optional, however list names if one exists, 1 pg.)
- Application and Admissions Data (required, see Suggested Format Table A)
- Recruitment Plan to Enhance Diversity (required, 3 pg.)
- Trainee Retention Plan (required, 3 pg.)
- Outcomes Data Collection and Storage Plan (required, 2 pg.)
- Dissemination Plan (required, 1 pg.)

Name these files as indicated in the FOA, upload in #12.
Application and Admissions Data (3 pg.)

- Allows for the evaluation of the ability of participating departments/interdepartmental programs to recruit training grant eligible individuals.
- To assess the admissions and recruitment process, the diversity of the pool, and the appropriate number of training positions to be awarded.
- Provide the numbers and characteristics of training grant eligible (I) applicants, (II) admitted individuals, and (III) matriculants for each of the past 5 academic years as well as the average over those years.
- Please use the Suggested Table Format Table A provided on the NIGMS website and report on the categories listed in NIH’s Interest in Diversity.

If this plan is not included, the application will be considered incomplete and will not be reviewed.
NIGMS recommends using Suggested **Format Table A** for applications with:

**Single departmental programs**
- Instructions and examples: [Word](#) | [PDF](#) | [HTML](#)
- No instructions, blank: [Word](#) | [PDF](#) | [HTML](#)

**Interdisciplinary programs with multiple admissions**
- Instructions and examples: [Word](#) | [PDF](#) | [HTML](#)
- No instructions, blank: [Word](#) | [PDF](#) | [HTML](#)

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**Sample: Suggested Format Table A, Part Ia: Numbers and Characteristics of Applicants**

<table>
<thead>
<tr>
<th>Ac Yr</th>
<th>Total Applicants</th>
<th>URM</th>
<th>Applicants with Disabilities</th>
<th>Applicants from Disadvantaged Backgrounds</th>
<th>Women</th>
<th>Institutionally Defined</th>
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<tr>
<td>2014-15</td>
<td>399</td>
<td>80</td>
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<td>72</td>
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<td>2015-16</td>
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<td>19</td>
<td>69</td>
<td>230</td>
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<td>2016-17</td>
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<td>24</td>
<td>88</td>
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<td>2017-18</td>
<td>342</td>
<td>68</td>
<td>17</td>
<td>62</td>
<td>205</td>
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<tr>
<td>2018-19</td>
<td>438</td>
<td>88</td>
<td>22</td>
<td>79</td>
<td>263</td>
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<tr>
<td>Avg</td>
<td>410</td>
<td>82</td>
<td>21</td>
<td>74</td>
<td>246</td>
<td>n/a</td>
</tr>
</tbody>
</table>

Ac Yr, Academic Year; URM, Underrepresented Racial & Ethnic Minorities; n/a, not applicable; Avg, average
Useful Websites

• NIGMS Predoctoral Research Training Grant Website: https://www.nigms.nih.gov/Training/InstPredoc/Pages/default.aspx

• Predoctoral Training Grants FAQs: https://www.nigms.nih.gov/training/instpredoc/Pages/predoc-training-grants-faqs.aspx

• NIGMS T32 Staff: https://www.nigms.nih.gov/training/instpredoc/pages/PredocDesc-Contacts.aspx
Important Dates

• Application Due date(s): May 25, September 25, and January 25 by 5:00 PM local time of applicant organization
  Submit early to allow adequate time to make any corrections to errors found in the application during the submission process by the due date

• Peer Review: Fall, Winter, Summer

• Advisory Council Review: January, May, September

• Earliest Start Date: July
Advice for Submitting the Application

• Submit early – e.g., at least 2 days before the due date.

• Always view your application and check for completeness (2 day viewing period)!

• Correct any errors and address all warnings – please note that not all failures to comply are caught by the automated notifications.

Budget Overview
Budget - Participants

- Support is allowed for **trainees** in the form of **stipend**.

- Trainees may be appointed the grant for **one to three years**. Note NRSA support is limited to 5 years for predoctoral trainees (6 years for dual-degree training).

- Students may not concurrently hold another federally sponsored award that duplicates the T32 support.
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, as well as funding amounts for tuition and fees are announced annually in the NIH Guide for Grants and Contracts and are also posted on the Ruth L. Kirschstein National Research Service Award (NRSA) webpage.
Trainee Travel

- NIGMS will provide up to $300 per trainee to travel to scientific meetings or training experiences that will enhance scientific development, build science identity, create a sense of belonging in the scientific community, and build professional networks.
Training Related Expenses

• TRE that may be requested is limited to a maximum of $4,400/trainee/year.

• TRE funds may be used for costs associated with skills development training activities; seminar speakers; and with training or mentoring interventions.

• Limited program evaluation costs (typically, up to $3,000 for the 5-year training grant period).

• Other program-related expenses may be included within the budget for training-related expenses.
Personnel Effort

- TRE funds may be used for personnel costs/staff salary. Typically, salary support for the PD/PI/co-Investigators (or in a combination of multiple PD(s)/PI(s)/co-Investigators) does not exceed **1.8 person months** (i.e., 15% effort on a 12-month basis) in total, depending on the size and scope of the program.

- Typically, the total combined salary support for other administrative personnel (e.g., program administrator/program coordinator and/or program assistant/clerical support) **does not exceed 3.0 person months** (i.e., 25% effort on a 12-month basis) depending on the size and scope of the program.
xTrain for Student Appointments

• All participants **must** have an appointment form submitted through the eRA Commons to xTrain before they may receive their compensation.

• If a participant cannot continue in the grant program for the full appointment period, a termination notice must be submitted to xTrain with the correct appointment period.

• For all appointments, a termination notice must be submitted at the end of the appointment period.

xTrain Web Page - application guide, quick reference sheets, FAQs, training materials: https://era.nih.gov/services_for_applicants/other/xTrain.cfm

**Appointments are normally made in 12-month increments.**
Peer Review
Peer Review

• Please read the review criteria while preparing your application to make sure all the required information is included.

• Review panel will assess your application against the review criteria.
## Review Process: Usual Timeline

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>(From submission date)</td>
<td></td>
</tr>
<tr>
<td>1 - 2 months</td>
<td>Referral</td>
</tr>
<tr>
<td>2 - 6 months</td>
<td>Review Panel</td>
</tr>
<tr>
<td>6 - 7 months</td>
<td>Summary Statement Available</td>
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<tr>
<td>7 - 8 months</td>
<td>Advisory Council</td>
</tr>
<tr>
<td>8 - 9 months</td>
<td>Funding Decisions</td>
</tr>
<tr>
<td>9 - 10 months</td>
<td>Award Start Date</td>
</tr>
</tbody>
</table>

Post review- reach out to your PO for next steps
• Applications are reviewed by one of two standing NIGMS review committees: TWD-A and TWD-B. 
  www.nigms.nih.gov/Research/application/Pages/reviewcommittees.aspx

• Committees are equivalent: applications assigned to one of two committees to balance conflicts and workload.

• Receipt letter from scientific review officer will provide information about meeting dates, instructions for providing updates, and a link for the committee roster.

• Scores and summary statements accessed through PI’s eRA Commons account.
Peer Review Cont.

All from PAR Section V under Application Review Information

Scored Review Criteria:
- Training Program and Environment
- Training Program Director(s)/Principal Investigator(s)
- Preceptors/Mentors (Participating Faculty)
- Application Process, Trainee Positions, Retention, and Support
- Training Record

Additional Review Criteria: Acceptable/Unacceptable (part of Overall Impact score but no separate scores given)
- Training in Methods for Enhancing Reproducibility
- Recruitment Plan to Enhance Diversity
- Training in the Responsible Conduct of Research

Additional Review Considerations (not scored or factored into a score):
- Budget and Period of Support (# of trainee slots)
Formatting Tips

Check Application
- Allow enough time to carefully check application after submission. We cannot accept any missing items after the receipt deadline.

Page Limits
- Supply all requested materials within page limits.
- Do not “overstuff” sections that don’t have page limits or use appendices to get around the limits.

Appendices
- Note that the Appendix should only be used in circumstances covered in the NIH policy on appendix materials and as the FOA specifically instructs applicants to do so.
Application Preparation Tips

Content

• Read the program announcement and ensure that your application contains the necessary elements.

• Successful submission through Grants.gov and eRA Commons does not mean appropriate responsiveness to and compliance with the program announcement.

Context

• Present the institutional framework and environment of your program.

• Be realistic in your program’s goals.
Application Preparation Tips Cont.

Comprehensive

• Address all requirements of the program announcement.
  ○ For example:
    • If you don’t have institutional baseline data, explain how you plan to obtain it.
    • If you haven’t fully formed your evaluation plan, at least acknowledge that you are working on it.

• Describe how your program “works”
  ○ For example:
    • How are students recruited and selected? By whom?
    • What does the advisory committee do, if you have one? How often do they meet?
    • How have you used evaluation information in designing/improving your program?
Application Preparation Tips Cont.

Clear

• Don’t bury important information.

• Don’t expect reviewers to “read between the lines” to figure out what you are proposing.

• Present outcomes data in a straightforward manner:
  • Don’t exaggerate.
  • Don’t hide data (reviewers will “do the math”).
  • It is far better to present results as they are and address how the program aims to improve.
Application Preparation Tips Cont.

Current
• Make sure faculty biosketches are up-to-date, in correct format, and relevant for training program (including statement of commitment to training and diversity)
• Provide data on current and prior students
• Use the most recent institutional data

Consistent
• **Data in tables and text should match**
• Data should be consistent across tables
• Match justification to budget items
• Refer to the correct program in text and tables
• Include a timeline for the activities
Common Pitfalls

• Appendix violations: Required documents not included, additional documents included, page limit violations.

• Training Tables: Required Training Tables not included, additional Training Tables included.

• NIGMS Feedback Loop Post on noncompliance
Contacts

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Questions