


**Fundamentals of the  
NIH Grants Process**

NIH Regional Seminar on  
Program Funding and Grants  
Administration

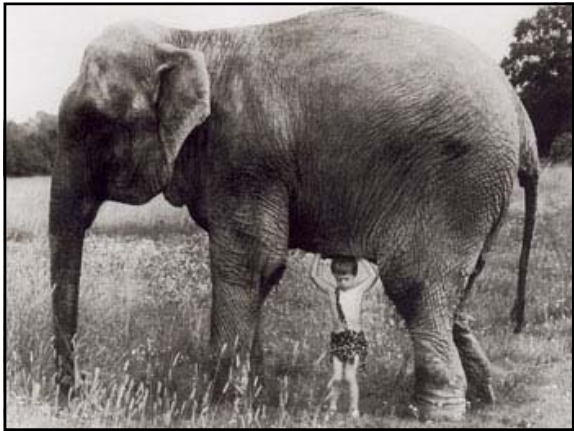
Boston, MA  
March 30-31, 2006




## Presenters

**Cheryl Chick**  
*Chief Grants Management Officer*  
National Human Genome Research Institute, NIH

**S. Charles Selden, Ph.D.**  
*Extramural Staff Training Officer*  
Office of Extramural Programs, OER, OD NIH



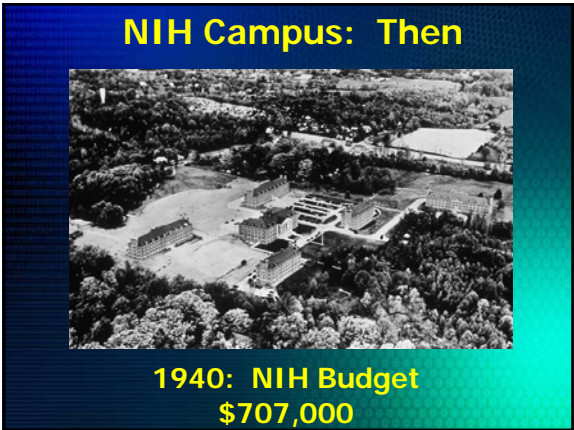
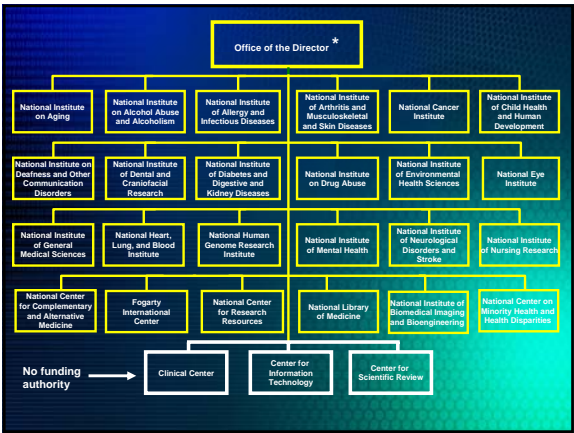
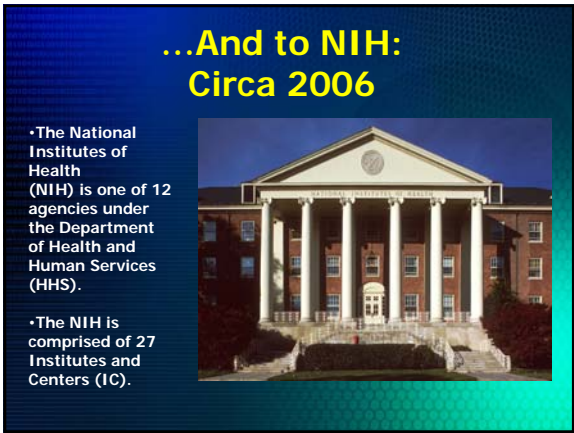
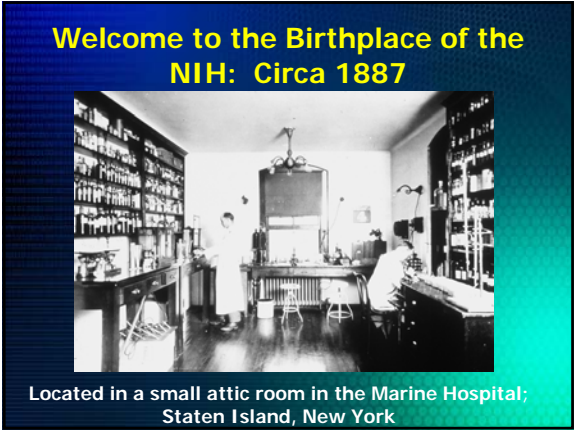
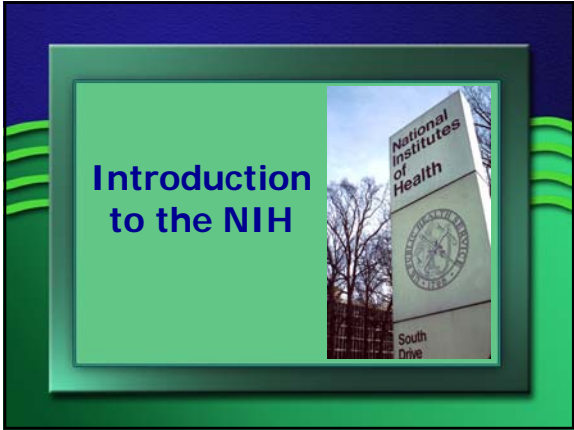
## TYPICAL FISCAL YEAR




## Topics

**FUNDAMENTALS OF THE NIH GRANTS PROCESS**

- Introduction to NIH
  - Organization
  - NIH Funding Facts
- Fundamentals of the Grants Process
  - Overview/Mechanisms/Application Types
  - Team Players/Roles & Responsibilities
    - The Grantee Institution Team
    - NIH Extramural Team
  - Scientific Review
  - Program Staff Review: Pre-Award & Post-Award
  - Grants Management Review: Pre-Award & Post-Award



## NIH Campus: Now



**NIH Budget: FY2006  
\$28.6 Billion**

## NIH Campus Tour

The main campus of NIH is located in Bethesda, Maryland (approx. 20 miles NW of Washington, DC).

- \* 17 miles of sidewalk
- \* 42 acres of parking lot
- \* 12.5 miles of road
- \* 497 building entrances



Building 50



Building 31



Building 1



Building 45



Building 10

Building 10, the NIH Clinical Research Center



## NIH Grants Administration: Off-Campus Facilities



Executive Plaza, Rockville, MD: Home of the Grants Administration Branch offices for the National Cancer Institute and the National Institute on Deafness and Other Communication Disorders.

All but 3 NIH Grants Management offices are located in facilities away from the main campus.

Most are located in the Rockville/Bethesda area of Maryland which is located (approx. 5 miles away from the NIH campus).



Rockledge, Bethesda, MD: Home of OPERA, the Office of Extramural Research, the National Heart, Lung, and Blood Institute's Grants Management Branch, and many more.



The main facility for the National Institute of Environmental Health Sciences is located in North Carolina.



The National Cancer Institute has a research facility and grants management satellite office located in Frederick, MD (approx. 40 miles North of the NIH Campus.)

**Grants Management Offices...  
Off the Beaten Path!**

## NIH Intramural Research

(Established 1938)

NIH Scientists conduct their research in laboratories located on the main campus



in Bethesda, and in several field units across the country and abroad including Baltimore, Maryland and Hamilton, Montana.



## DID YOU KNOW?

The NIH is the Nation's leading medical research agency.

- The NIH Bethesda is the largest research organization in the world!
  - 6000 scientists
  - Over 50 members of the National Academy of Sciences, 5 Nobel Prizes
  - 11/27 directors (and 3 members of the Office of the Director) are members of the Institute of Medicine
- NIH Extramural Research Program
  - Over 105 Nobel Prize winners trained & funded by NIH
  - Over half of all American Nobel prizes

## NIH Amazing 'Fun'ding Facts



## Amazing Facts About NIH

In Fiscal Year 2005:

- NIH awarded almost 47,000 research grants, totaling approximately \$19.7 billion.
- The top 50 institutions received approximately 55% of total grant dollars.
- Of those top 50 institutions, approximately 82% were colleges and universities.
- Institutions of higher education received approximately 73% of all NIH extramural awards.

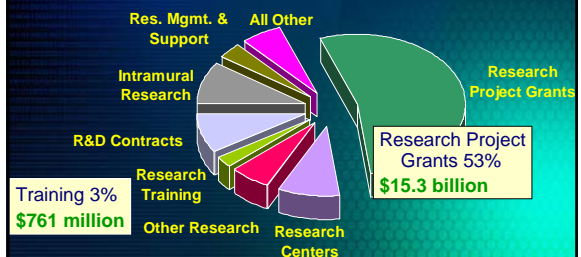
## NIH Funding Stats Research Project Grants

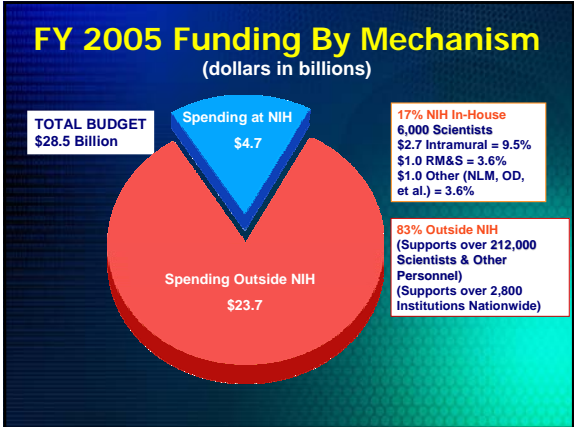
In FY 2005, NIH:

	Reviewed	Awarded	Success Rate
New	35,874	6,739	18.1%
Continuation	7,025	2,809	40.0%
Competing Supp.	170	51	30.0%
<b>Totals</b>	<b>43,069</b>	<b>9,599</b>	<b>22.3 %</b>

## FY 2006 Budget

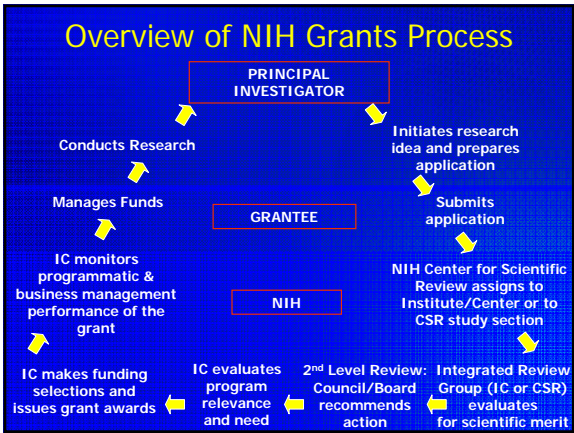
\$28.6 Billion





## Fundamentals of the NIH Grants Process:

- Overview
- Mechanisms of Support
- Application Types



- ### Grants vs. Contracts
- | GRANTS   | CONTRACTS                                      |
|--|--|
| - Assistance                                   | - Acquisition                                  |
| - Government is a Partner/Patron               | - Government is a purchaser                    |
| - Purpose is to support and stimulate research | - Purpose is to acquire goods or services      |
| - Benefit a public purpose                     | - The direct benefit and use of the government |
| - Investigator initiated                       | - Government initiated                         |

- ### Who is Eligible for an NIH Grant?
- A qualified scientist at an institution that can provide the needed resources.
  - Awards to foreign institutions for projects not having comparable research in the U.S.
  - For most training and career awards, person needs U.S. permanent residency by the time of award.
  - Grants are awarded to institutions, not individuals (Except for fellowships).
- \*\*\*\*\*
- Domestic/Foreign
  - Public/Private
  - Non-profit/For-Profit

- ### Developing the Application
- Identify NIH Program
    - Search Institute Web Sites
    - Identify Pool of Potential Staff
    - Send E-Mail about Idea
    - Identify relevant RFA or PA

## What is the difference between a RFA and PA?

### RFA: Request for Application

- Applications for Cooperative Agreements
- Construction grant applications
- Research Grant applications for a one-time competition
- Grant applications in a well-defined scientific area

### PA: Program Announcement

- New, continuing, or expanded program interests of an IC
- Announce the availability of a new mechanism of support
- May be used for any support mechanism except Construction awards.

## Must I contact NIH *before* applying?

*Yes ... under certain circumstances*

- Applications with budgets  $\geq$ \$500,000 (direct cost) for any single year
  - IC must agree to accept the application
  - Request must be six weeks before receipt date
  - NIH Guide NOT-OD-02-004 (10/16/2001)
- RFA's request Letter of Intent
- Contact with program staff is always **highly recommended**

## Award Mechanisms: Research Project Grants

- Traditional - R01
- Exploratory/Development Grants- R21/R33/R34
- Program Project - P01
- Usually investigator initiated

## Award Mechanisms: Grants

- Research Center Grants
  - Established by ICs to meet special needs
  - Research and core facility
  - Examples
    - Specialized – P50, U54
    - Core Grants – P30
    - General Clinical – M01
    - Exploratory Grants – P20

## Award Mechanisms: Grants

- Other Research Grant Examples
  - Small grants – R03
  - Conference grants – R13
  - AREA (Academic Research and Enhancement Award) – R15
  - Small Business – R41, R42, R43, R44

## Research Training and Career Awards

- Training Grants (T's)
  - Institutional
  - Predoctoral and Postdoctoral
- Fellowships (F's)
  - Individual
    - Predoctoral (F31)
    - Postdoctoral (F32)
- Career Awards (K's)



## The Grantee Institution

- Actual recipient of award
- Legally responsible for proper conduct and execution of grant
- Provides fiscal management
- Provides oversight on allocation decisions
- Assures compliance with Federal, NIH, and organization-wide requirements

## Responsibilities of the Authorized Organizational Official (AO) [aka Signing Official (SO)]

*Designated representative of the grantee institution*

- Accountable for appropriately utilizing Federal funds and for the performance of a project
- Signs all official correspondence to NIH, including the grant application

## Responsibilities of the Principal Investigator (PI)

*Designated by the grantee institution*

- Responsible for the scientific and technical aspects of project
- Assures scientific compliance by maintaining contact with the Program Director
- Ensures Federal support is acknowledged in publications

## Responsibilities of the Research Administrator

*Acts as an agent of the Principal Investigator and the Authorized Institutional Official*

- Gathers information needed to ensure compliance with Federal regulations, as well as organization-wide requirements
- Provides essential grant-related support
- Cannot assume responsibilities assigned to the Authorized Organizational Official or the PI

## The NIH Extramural Team



## Scientific Review Administrator (SRA)

*Responsible for the scientific and technical review of applications.*

## Responsibilities of the Scientific Review Administrator

The SRA:

- Manages the review process
- Staffs the review meeting
- Selects reviewers, assigns duties
- Serves as Designated Federal Official during review meeting
- Prepares summary statements

## Program Officer (aka Program Director or Program Official)

Responsible for the programmatic, scientific, and/or technical aspects of a grant

## Responsibilities of the Program Officer

The Program Officer:

- Stimulates interest in scientific areas of emphasis for each Institute
- Communicates program priorities
  - Program Announcements (PA)
  - Request for Applications (RFA)
- Observes review meetings

## Responsibilities of the Program Officer *Continued...*

- Discusses review issues with applicant
- Evaluates the programmatic merit and mission relevance of applications
- Prepares funding recommendations
- Reviews the annual grant progress
- *Important resource for applicants & PIs*

## Chief Grants Management Officer (CGMO)

*Responsible for ensuring that all required business management actions are performed by the grantee and the federal government in a timely and appropriate manner both prior to and after award.*

## Responsibilities of the Grants Management Officer (GMO)

*Monitors administrative and fiscal aspects of a project.*

- Larger IC's may have more than one GMO
- GMO is *only* NIH official authorized to obligate expenditure of funds, or other terms and conditions of a grant award
- GMO advises and assists staff in developing program strategies and procedures
- Reviews applications for conformity to laws, regulations, and policies

## Responsibilities of the Grants Management Specialist

*Acts as an agent of the GMO*

- Assures compliance with US laws & NIH policies and procedures
- Analyzes the grant application prior to award, including budget information
- Prepares the Notice of Grant Award for GMO release
- Reviews and responds to grantee requests concerning prior approval and rebudgeting requests

Need Help with Your Application?...

Who Ya' Gonna' Call?



## The Program Officer can help to...

- Find the right program and Institute
- Suggest the most appropriate award mechanism
- Provide technical assistance as the researcher develops the application
- Help navigate to most appropriate peer review group

## The Grants Management Specialist can help to...

- Answer questions about completing application forms
- Provide guidance on the administrative and fiscal aspects of an award
- Help navigate NIH grants management information on the Web

## Like another dynamic duo we know... Grants Management & Program Staff

- Share a common goal to respond to the needs of investigators and the grantee in a timely manner while exercising their responsibility as stewards of public funds.
- Work together as partners during the life of the grant.



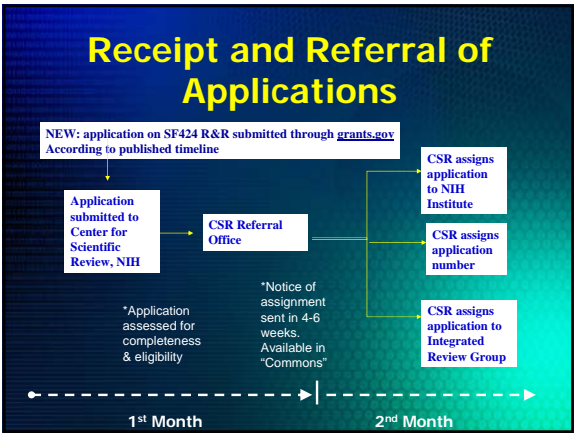
Fundamentals of the NIH Grants Process:  
Scientific Review  
*(The short version!)*



## Peer Review Process

2 Level System

- **1<sup>st</sup> Level: Initial Scientific Peer Review**
  - Independent, outside reviewers
  - Evaluate scientific merit & significance
- **2<sup>nd</sup> Level: IC Advisory Council or Board**
  - Each IC has legislatively-mandated advisory council or board
  - 2/3 scientists and 1/3 public representatives



## Referral for Review

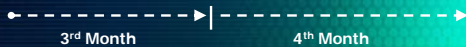
- Assignments are made to CSR Study Section or to an Institute/Center Review Group
  - Topics addressed in the application
  - Areas of expertise in the Study Section
  - Certain kinds of applications always go to an Institute/Center for review

## Where are Applications Reviewed?

<p><b>CSR</b></p> <ul style="list-style-type: none"> <li>Study Sections</li> <li>Special Emphasis Panels</li> </ul> <hr/> <p><b>Institutes</b></p> <ul style="list-style-type: none"> <li>Scientific Review Committees</li> </ul>	<p><b>APPLICATIONS REVIEWED</b></p> <ul style="list-style-type: none"> <li>Research projects</li> <li>Academic Research</li> <li>Enhancement Awards</li> <li>Postdoctoral Fellowships</li> <li>Small Business Innovation Research</li> </ul> <hr/> <ul style="list-style-type: none"> <li>Shared Instrumentation</li> <li>Program Projects</li> <li>Centers</li> <li>Institutional Training Grants</li> <li>Conference Grants</li> <li>Career Awards</li> <li>Small Grants</li> <li>RFAs</li> </ul>
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## Review of Applications

- 23 CSR Integrated Review Groups
  - 189 Standing Study Sections
  - 319 special emphasis panels in 2005
- Review groups at each Institute
  - Several hundred SEP meetings



## Integrated Review Group Members

- Scientists with appropriate expertise
- Recruited and selected by SRA
- Assigned to applications based on knowledge of specific content
- 4 year term typical
- Temporary reviewers sought as needed

## What are the Results from 1<sup>st</sup> Level Review?

- Is application scored or unscored
- Priority score for scored proposals
  - Range from 100 to 500
- Percentile (if applicable)
- Written Summary Statement goes to applicant

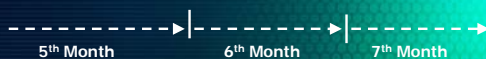
## What are Percentiles?

- Application's rank relative to others reviewed by SRG at current and previous 2 meetings
- Protect against "tough" or "easy" batches

$$\text{Percentile} = \frac{100 \times (\text{relative rank minus } 0.5)}{\text{Number of Applications}}$$

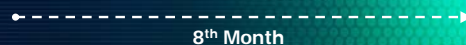
## After 1<sup>st</sup> Level Review

- Priority Scores recorded
- Summary Statements prepared
  - Mailed to PI approx. 7 months after application is received
  - Summary statement is also available through the NIH Commons



## 2<sup>nd</sup> Level Review: Advisory Council/Board

- Open to the public:
- Approval of new program initiatives and concept clearances
- Consideration of policy issues
- Closed to the public:
- Review of summary statements
  - Most approved *en bloc*
  - Some get individual discussion (e.g., foreign applications, human subjects/animal welfare concerns, PI appeals)



## Who Makes the Final Funding Decisions?

### The Institute Director!

- Factors Considered:
  - Scientific Merit
  - Contribution to the Mission of the Institute
  - Program Balance
  - Availability of Funds/Funding Strategy

## Timeline: New Applications



Receipt Date

February 1

June 1

October 1



Scientific Review

July

October

March



Council Review

October

February

June



Award Date

December

April

July

Postmark/Submission Cycles:	Cycle I	Cycle II	Cycle III
<b>Non-AIDS Applications</b>			
• <b>International Health, Biotechnology National Research Service Awards - T Series</b> *no competing contribution needed, supplemental	January 15	May 15	September 15
• <b>Academic Research Enhancement Award (AREA) - P15</b> *no competing contribution needed, supplemental (See <a href="http://www.nih.gov/grants/areas/areas.htm">http://www.nih.gov/grants/areas/areas.htm</a> for change in submission dates.) (Electronic applications required as of 1/1/2003)	February 25	June 25	October 25
• <b>Program Project Grants and Center Grants - T Series</b> *no competing contribution needed, supplemental	February 1	June 1	October 1
• <b>Research Grants - e.g., R01, R03, R02</b> • <b>Research Career Development - e.g., K01, K02, K05</b> • <b>Education Grants - F02</b> *no competing contribution needed, supplemental	February 1	June 1	October 1
• <b>Research Grants - e.g., R01, R03, R02</b> • <b>Research Career Development - e.g., K01, K02, K05</b> • <b>Education Grants - F02</b> *competing contribution needed, supplemental	March 1	July 1	November 1
• <b>Small Business Innovation Research (SBIR), Small Business Technology Transfer (STTR) Grants - R41, R42, R43</b> *no competing contribution needed, supplemental (Electronic applications required as of 1/1/2003)	April 1	August 1	December 1
• <b>International Health, Biotechnology National Research Service Awards (Standard) - e.g., P16, P17, P18, P19</b> *no competing contribution needed, supplemental	April 5	August 5	December 5
• <b>Conference Grants and Conference Organizational Agreements - R12, R13</b> *no competing contribution needed, supplemental (Electronic applications required as of 1/1/2003)	April 15	August 15	December 15
Postmark/Submission Cycles:	Cycle I	Cycle II	Cycle III

## Timeline: AIDS-Related



Receipt Date

May 1

September 1

January 2



Scientific Review

July

October

March



Council Review

October

February

June



Award Date

December

April

July

## When is My Application Late?

- **Unsolicited Applications:**
  - Must be **postmarked** on or before the published receipt date
- **Solicited Applications:**
  - Must be **received** by the specified date
- Use **only one business day** if falls on weekend or holiday
- **No waiver of a receipt date** will be considered in advance

**Program Staff:**  
Pre-Award and Post-Award

## Grant Process

- Application Development
- Referral
- Review
- Council
- Pre-Award
- Post-Award

## Application Development

- Develop concepts for Institute/Center Initiatives
- Communicate goals of Institute/Center Initiatives
- Advise applicants on funding mechanisms
- Provide grant writing advice and study section information
- Advise on application procedures, requirements and general grant policy

## 1<sup>st</sup> Level Review- Program Involvement

- Attend Study Section Meetings
- Note Reviewer Concerns
- Discuss Summary Statements and Issues Raised with Applicants
- Discuss Appeal Issues with SRAs

## 2<sup>nd</sup> Level Review – Program Involvement

- Report and address review concerns
  - Human Subjects
  - Women, Minorities and Children Representation
  - Animal Welfare
  - Biohazards
- Address foreign institution requirements
- Prepare review appeal packages for council review

## Funding Decisions – Program Involvement

- Prepare Recommendations to Institute Director
  - Priority Score/Percentile
  - Areas of Emphasis
  - Portfolio Balance

## Grants Management – Program Involvement

- Document Policy Compliance
  - Other Support
  - Human and Animal Concerns
    - Check Assurances
    - Resolve IRG Concerns
    - Check Required Human Subjects Training
    - Data and Safety Monitoring Plan
- Confirm Funding Level
  - Justify Budget Reductions

## Grant Oversight – Program Involvement

- Annual Non-competing Renewal Applications
  - Evaluate and monitor progress
  - Monitor policy adherence
- Review and Approve Renewal Documents
  - Non-competing renewal application only available electronically
- Assistance to Grantees During Award Period
  - Evaluate administrative supplement requests
  - Explain grant policy
  - Facilitate collaborations

## Grants Management: Pre-Award and Post-Award

## Elements of the Summary Statement Reviewed

- Council Data
- PAR/PA/RFA (these are all becoming “FOA”s in Grants.gov)
- Priority Score
- Human Subject Information
- Animal Subject Information
- Resume and Summary of Discussion
- Administrator Notes
- Project Descriptions & Overall Critiques
- Committee Budget Recommendations

**Are there additional recommendations, concerns, and/or comments?**

## Budget Review

- Modular budget vs. Categorical budget
  - Modular in \$25,000 increments up to \$250,000 and no breakdown of costs
  - Categorical breaks down request into specific line items and must be allowable
- Budget Justification
- Type 2 Cap (if applicable)

## Grants Management Issues

- Assurances in Place –
  - OHRP (humans)
  - OLAW (animals)
- Financial Status Report - (FSR) - (SF 269) – if applicable
- Human Subjects Education
- Performance Site(s)/Consortium(s) information
- Checklist completeness
- Just-In-Time Information

## Just-In-Time Information

- IRB\* Approval within 1 year
- Certification of Education on Human Subjects
- IACUC\*\* Approval within 3 years
- Other Support of Key Personnel

\* IRB: Institutional Review Board  
\*\*IACUC: Institutional Animal Care & Use Committee

## Grants Management: Special Issues

For Example:

- Are there bars to the award that must be lifted? (For example, restrictive terms of award on previous budget period or Office of Research Integrity issues)
- Is there Foreign Involvement?
  - State Department clearance must be obtained prior to the award.

## Award Negotiation & Issuance



## The Notice of Grant Award

- Content
- Overview of Terms and Conditions

## Notice of Grant Award (NGA): Overview

### LEGALLY BINDING DOCUMENT

- Indicates funding level for current & future years
- Indicates period of support
- F&A (Facilities & Administrative Costs)
- Sets forth Terms and Conditions
- Provides NIH Contact Information
  - Program Director (Administrator)
  - Grants Management Specialist

## What is in the Notice of Grant Award?

- Award Data & Fiscal Information
  - Budget information for current and future years
  - Indicates whether an unobligated balance has been applied to the award amount
- Grant Payment Information
- OIG Hotline Information
- Terms and Conditions
  - Standard
  - IC Specific

## What is in the Notice of Grant Award? (con't.)

### Standard Terms & Conditions

- Grant program legislation and regulations
- Restrictions on the expenditure of funds in appropriation acts
- 45 CFR 74 or 92 as applicable
- NIH Grants Policy Statement
- Carryover—automatic or prior approval
- Included/excluded from Streamlined Noncompeting Award Process (SNAP)
- FDP Institutions noted
- Program Income

## NGA Special Terms and Conditions

### IC Specific Terms and Conditions

- Cooperative agreement
- Requirement terms
- Restrictive terms
- Information items

## Grantee Acceptance

The grantee indicates acceptance of the terms and conditions of the award by **drawing down funds against the grant** from the Payment Management System.

## After the NGA... What Next?

## Post Award: Non-Competing Grant Progress Reports

- Due two months prior to anniversary date (unless E-SNAP: Due 45 days prior to anniversary date)
- SNAP and Non-SNAP processes
- NIH no longer sends pre-printed face pages but the grantee can access them through the Commons

## SNAP: Administrative and Fiscal Monitoring

- SNAP:  
Streamlined Non-Competing Award Process
  - Award in total direct and indirect costs
  - Total costs as commitment base
  - Modified financial reporting – FSR only due at the end of the competitive segment
  - Three questions in non-competing progress report

## SNAP: Administrative and Fiscal Monitoring

- SNAP Questions:
  - Change in "Other Support" of PI and other key personnel? If so, submit complete Other Support information.
  - Change in the level of effort for the PI or other personnel designated on the NGA from what was approved on the project?
  - Estimated unobligated balance greater than 25% of current year's total budget (including prior year carryover)?

## Traditional/Non-SNAP: Administrative and Fiscal Monitoring

- Submit complete non-competing progress report (PHS 2590)
  - Detailed budget and updated other support
  - Address unobligated balance greater than 25%
- Categorical awards
- Total Costs as commitment base
- Annual Financial Status Reports

## Delayed Awards



## What Can Delay the Award Process?

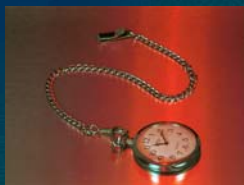
- Lack of or Slow Response to Inquiries
  - Late non-competing applications
- Delays Sending Just-In-Time Info
  - IRB Approvals
  - IACUC Approvals
  - Certification of Education
  - Other Support

## What Can Delay the Award Process? (Continued)

- Missing Information
  - Signature of the Business Official
  - Adequate Budget Justifications
  - Biographical sketches of Key Personnel
  - Population data for clinical trials
  - In-depth justifications for carryover

## What Can Delay the Award Process? (Continued)

- Overlap
  - Scientific
  - Budgetary
  - Commitment
- Timing of Requests
  - Requesting a transfer at the end of the fiscal year
  - Continuing Resolution



## NIH Administrative Requirements: Post-Award

## Grantee's Expanded Authorities: What does this mean for you?

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-01-070.html>

- **No Cost Extensions:**
  - The final budget period may be extended up to 12 months by the grantee.
  - Notify NIH awarding office 10 days prior to the expiration date of the project period or through the NIH Commons, notification may be provided up to the last day of the budget period.

## Grantee's Expanded Authorities: What does this mean for you?

- Carryover of an unobligated balance from one budget period to another, if the mechanism is not excluded from automatic carryover.
  - ✓ Unobligated balances over 25% of total costs awarded in current year should be justified in the progress report for all grants with or without automatic carryover authority.

## Expanded Authorities

- Transferring of performance of work to a 3<sup>rd</sup> party or changing a 3<sup>rd</sup> party, if not an indication of a change in scope and the third party is not a foreign organization
- Incurrence of patient care costs (if not previously approved) or rebudgeting additional funds into or rebudgeting funds out of this category, unless indicative of a change in scope.

## Prior Approval

- No-Cost Extensions beyond the first extension
- Change in Principal Investigator
- Change of Grantee Institution
- Pre-Award costs more than 90 days
- Addition of a foreign component

## Prior Approval

- Carryover of restricted funds
- Retention of research grant funds when a career (K) award is issued
- Undertaking activities disapproved or restricted as a term of award
- Change in Scope or Research Objectives

## Prior Approval Issues

- All requests for prior approval must be:
  - Submitted in writing
  - Submitted to the awarding IC's Grants Management Specialist no later than 30 days before the proposed change
  - Signed by the PI and administrative official
  - Only responses to prior approval requests signed by the GMO are valid.

See NIH Grants Policy Statement:  
[http://grants2.nih.gov/grants/policy/nihgps\\_2001/part\\_ija\\_5.htm](http://grants2.nih.gov/grants/policy/nihgps_2001/part_ija_5.htm)

## Prior Approval Issues

- E-mail requests should be sent by the administrative official and include:
  - Complete Grant #
  - Principal Investigator
  - Grantee Name
  - PI's phone/fax/e-mail

See Guide Notice dated 1/6/2000 (OD-00-009)  
<http://grants1.nih.gov/grants/guide/notice-files/not-od-00-009.html>

## Compliance Issues: Closeout

*Recent OIG audit findings criticized the NIH for not closing out grants in a timely manner!*

Reminder

## CLOSEOUT: Final Reports

Failure to submit timely and accurate closeout reports may affect future funding!

- Final Financial Status Report (FSR)
- Final Invention Statement and Certification
- Final Progress Report

90-day requirement is a term and condition of all NIH grant awards!

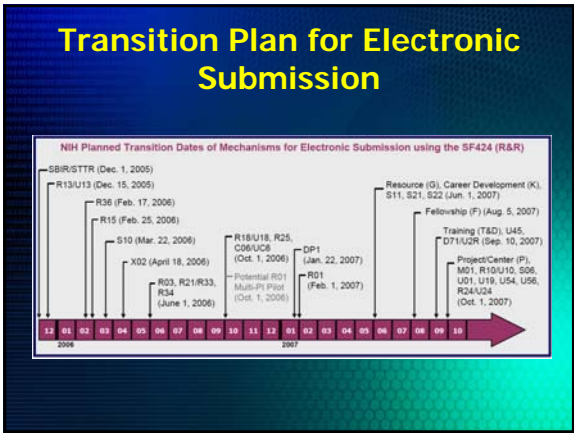
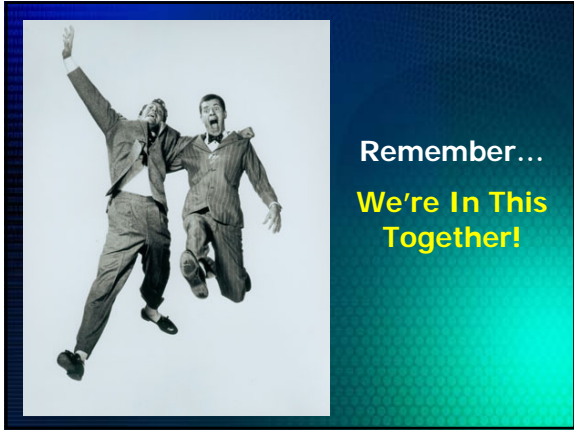
## Resources/Links

- Office of Extramural Research Grants Home Page: <http://grants.nih.gov/grants/oer.htm>
- NIH Grants Policy Statement (12/03): [http://grants.nih.gov/grants/policy/nihgps\\_2003/index.htm](http://grants.nih.gov/grants/policy/nihgps_2003/index.htm)
- NIH Guide: <http://grants.nih.gov/grants/guide/index.html>
- SF 424 (R&R): <http://grants.nih.gov/grants/funding/424/index.htm>
- PHS 398 Application (form pgs are PDF-fillable): <http://grants1.nih.gov/grants/funding/phs398/phs398.html>
- PHS2590 Progress Report (form pgs are PDF-fillable): <http://grants.nih.gov/grants/funding/2590/2590.htm>

## Resources/Links (cont.)

- Grants Administration Information Sources (Provides contact information for Grants Administration individuals at all NIH ICs): [http://grants.nih.gov/grants/policy/grants\\_info.pdf](http://grants.nih.gov/grants/policy/grants_info.pdf)
- eRA Website: <http://era.nih.gov/>
- Contact list for NIH Chief Grants Management Officers: [http://grants.nih.gov/grants/stafflist\\_gmos.htm](http://grants.nih.gov/grants/stafflist_gmos.htm)
- OER Help and Other Resources (Includes Organizational Charts): <http://grants.nih.gov/grants/welcome.htm#new>
- Handy Reference: Activity Code, Organization Codes and Definitions Used in Extramural Programs: <http://grants.nih.gov/grants/funding/ac.pdf>

**NIH STAFF ARE PROUD TO BE PARTNERS WITH THE SCIENTIFIC RESEARCH COMMUNITY IN THE PURSUIT OF NEW KNOWLEDGE THAT WILL LEAD TO BETTER HEALTH FOR EVERYONE.**



#### Standard Postmark/Submission Dates for Competing Applications

Postmark/Submission Cycles:	Cycle I	Cycle B	Cycle III
<b>Non-AIDS Applications</b>			
<b>Individual Path 1, Kirschstein National Research Service Awards - T Series</b>	January 15	May 10	September 10
<b>Academic Research Enhancement Award (AREA) - R15</b>	February 20	June 20	October 20
<b>Program Project Grants and Center Grants - P Series</b>	February 1	June 1	October 1
<b>Research Grants - R, R01, R03, R01</b>	February 1	June 1	October 1
<b>Research Career Development - C Series</b>	February 1	June 1	October 1
<b>Education Grants - E05</b>	February 1	June 1	October 1
<b>Research Grants - R, R01, R03, R01</b>	March 1	July 1	November 1
<b>Research Career Development - C Series</b>	March 1	July 1	November 1
<b>Small Business Innovation Research (SBIR), Small Business Technology Transfer (STTR) Grants - R01, R42, R44</b>	April 1	August 1	December 1
<b>Individual Path 1, Kirschstein National Research Service Awards (Standard) - e.g. F06, F01, F02, F03</b>	April 5	August 5	December 5
<b>Conference Grants and Cooperative Cooperative Agreements - C01, C02</b>	April 15	August 15	December 15
<b>Postmark/Submission Cycles:</b>	Cycle I	Cycle B	Cycle III
<b>AIDS and AIDS-Related Applications</b>			

#### Review and Award Cycles

	Cycle I	Cycle B	Cycle III
<b>Scientific Staff Review</b>	June - July	October - November	February - March
<b>Advisory Council Review</b>	September - October	January - February	May - June
<b>Earliest Project Start Date</b>	December	April	July

**Submission Policies**

**Mailing**

- Mailing items to:
  - NIH/NIH
  - NIH/NIH
- All correspondence and other deliveries to the Center for Scientific Review via courier or the USPS.
- Send all applications and other documents to the Center for Scientific Review via courier or the USPS.
- The ZIP code for courier deliveries is different from the one used for the United States Postal Service (USPS). See [02] (June 1998) (June 2002).
- Proof of Mailing consists of either:
  - Flight record (U.S. Postal Service postmark or other record from a commercial carrier or the USPS).
  - Postage metered postmark and receipt.