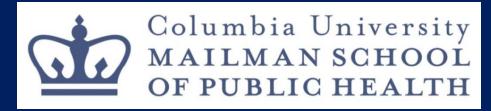
Grant Prep Boot Camp

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Research Resources (R²) Office

Grant Prep Battleplan

- Initiate 6-8 weeks prior to deadline
- At this point, you should have:
 - An RFA/PA in mind
 - Your science outlined
 - Collaborators under consideration
- Three Phases:
 - −Planning → Preparing → Submitting

Battleplan Flow Chart

- 1. Brainstorm with collaborators on the RFA/PA
- 2. Meet with your grants management staff
- 3. Draft your specific aims
- 4. Prepare draft budget
- 5. Solicit letters of support
- 6. Prepare Text
- 7. Finalize front end
- 8. Finalize all text, appendices, back end
- 9. Hand off to your grants management office

Planning: Finding Funding

- Grants.gov keyword search
- Email Notifications:
 - —Grants.gov <u>emails</u>
- Foundation Funding
 - Visit http://foundationcenter.org/

Planning: Identify Funding Opportunity

Most Common Types of Research Grants:

- R01 Research Project Grant Program
 - Up to 5 years, up to \$500,000 direct costs
 (higher only with waiver)
 - Renewable
 - Receiving an R01 ends your New/Early Stage Investigator status

Planning: Identify Funding Opportunity, continued...

Most Common Types of Research Grants:

- R03 Small Grant Program
 - Up to 2 years, up to \$50,000 direct costs
 - Not renewable
 - Receiving an R03 <u>does not end</u> your New/Early Stage Investigator status
- R21: Exploratory/Development Research Grant
 - Up to 2 y ears, \$275,000 direct costs (over both years)
 - Not renewable
 - Receiving an R21 <u>does not end</u> your New/Early Stage Investigator status

Planning: Review Funding Opportunity

- Read RFA <u>closely</u>, paying careful attention to details
- Make sure you have the most recent announcement and forms
- If this is a limited competition opportunity (only one application accepted per institution), contact your grants management office
- Don't forget to register with eRA commons: https://commons.era.nih.gov/commons/

Planning: Review Funding Opportunity

- Look over grant application guidelines— (i.e. page length, and required components. Please see "Cheat Sheet" handouts)
- Visit NIH RePORTER website (http://projectreporter.nih.gov/reporter.cfm), to see information about funded NIH grants (including abstracts)
- Remember that major changes have been made to NIH applications due on or after January 25, 2010. (Please see handout of updated NIH information)

Planning: Brainstorming with Collaborators

- Establish your research question
- Sketch out project idea. Bounce ideas off colleagues, mentors, etc.
- Determine the "impact" of your proposed research
- Draft your Specific Aims
- Call the <u>Project Officer</u>

Preparing:

Meet with your Grants Management Office

- Contact your department about your plans to submit.—
 check with them about the assistance you can expect
- Clearly establish what you will be responsible for and what your grants management office will take care of (i.e., who will upload text and other grant components)
- If there is a subcontract, coordinate with department (start early!)
- Establish your own timeline for grant submission and confirm grants office deadline
- Start your computer and hard files (Please see sample label handout)
- Review the presubmission checklist (Please see handout)

Preparing: Specific Aims

- Consider the aims the most critical part of your grant
 - It is not unusual to prepare a dozen or more drafts
- Review examples (please see Specific Aims handouts)
- Prepare a draft of your Specific Aims
- Ask collaborators, mentors, and colleagues review your Specific Aims

Preparing: Draft Budget

- Determine if your project requires a modular or detailed budget
- Make sure to use accurate salaries, fringe rate, and indirect costs for the fiscal year (s) of the proposed project
- Double check your excel spreadsheets
- Submit/ review with your business office

Preparing: Letters of Support

- Ask collaborators, advisory board, consultants, and stakeholders for letters far in advance
- Be polite and professional in your contact
- Offer to prepare a draft letter
- Follow up after making the initial request, especially if you do not know letter writers well
- If you have many letters to keep track of, use a spreadsheet

Preparing: Grant Text

- Use your Specific Aims to guide your text writing.
- For NIH grants, look over specific Institute's priorities and keep these in mind while writing your grant
- Start early-- a well-developed and well-written grant will require <u>many</u> revisions
- Always label and date each version
- Back up and save everything!
- Circulate text drafts to collaborators for editing
- We recommend using EndNote for reference management

Preparing: Finalize Front End

- "Front End" includes: personnel sections (biosektch, personnel information required on Adobe forms, information about your project site, resources, project narrative, project summary etc.)
- Download and familiarize yourself with Adobe Forms if you think that this will help you understand all front end elements (i.e., front end questions, personnel sections, human subjects sections)
- Make sure that you have clearly established with your grants management office who is responsible for which elements
- All elements must be uploaded in PDF form
- Use the SF424(R&R) guide if you need guidance

Preparing: Finalize all text, appendices, back end

- Make sure to include any additional elements that you reference in your text (figures, tables, appendices)
- Make sure your human subjects protection, inclusion of women and minorities, targeted enrollment, and other attachments are up-to-date and free of errors
- You may NOT use the appendix to get around page limits (shortened for NIH grants due after January 25, 2010)
- Use your checklist to make sure you have not left anything out

Submitting: Hand off to Department Administrator/ Grants office

- They "push the button" to electronically submit grants to grants.gov
- For paper submissions, they must approve and sign all documents. Be clear about who is responsible for sending out
- You may receive errors and warnings from grants.gov, so check your email and be available in in the days following submission
- Your response to errors is time sensitive

R² Contact Information



- R² Website:
 - http://www.mailman.hs.columbia.edu/faculty-staff/research-resources-r2-office
- Office Phone: 212-305-1186
- E-mail: her2109@columbia.edu