



Programs to Increase Diversity (PRIDE) Annual Meeting

April 23-25, 2018

Bethesda North Marriott

5701 Marinelli Road, North Bethesda, MD 20852

This document summarizes some useful information about the upcoming 2018 PRIDE Annual Meeting.

- General Participation Guidelines for Mentees
- Oral Platform Presentation Guidelines for Mentees
- Grant Reviewer Guidelines for Mentees and Mentors
- Grant Submitter Guidelines for Mentees
- Poster Presenter Guidelines for Mentees
- Poster Judging Criteria and Score Sheet for All Participants
- Tips to Make Annual Meeting More Interactive for All Participants
- Non-Disclosure Statement for All Participants

Some Important Dates

Jan 8	Deadline for Mentees to send participation choices to Site PM
Jan 22	Meeting Registration and Abstract Submission opens
Feb 20	Deadline for Mentees to send grant to Site PD (if applicable)
TBD	Training webinar required for grant reviewers, highly suggested for others
Feb 20	Deadline to submit abstract (web survey)
Feb 26	Deadline to register for meeting and for workshops (web surveys)
Mar 5	Deadline for CC to receive approved grant from Site PDs
Mar 26	Deadline for hotel registration (check with your PRIDE Site program first!)
Mar 26	Deadline for Reviewers to receive copy of grant application for review
Apr 2	Deadline to schedule a meeting with your PRIDE Program assigned NIH Program Officer
Apr 9	Deadline for Reviewers to return reviews to the CC
Apr 23	Meeting Begins!
May 4	Deadline for Reviewers to send REVISED reviews to CC
May 4	Deadline for All Participants to complete post annual meeting evaluation (web survey)

Abbreviations: *Site PD or Site PM* (your PRIDE Summer Institute Site Program Director or Program Manager); *CC* (the PRIDE Coordination Core)

Prior to meeting: Download QR Reader App on your smartphone (Google Play Store on Android devices, QR Reader and Scanner for iTunes store on iPhones)

General Participation Guidelines for Mentees

General Expectations

Each Mentee should attend all scheduled activities during the meeting.

Each Mentee will submit an abstract that describes your current research project (i.e., related to your PRIDE grant preparation).

- Abstracts will be distributed to meeting attendees.
- This allows more informed networking with your PRIDE peers, faculty and NHLBI program officers.
- See “Non-Disclosure Statement” about maintaining the confidentiality of the information in these abstracts.

Each Mentee will participate at the meeting by one of four methods described below. Your presentation for the first three methods should be based on your current research project (i.e., related to your PRIDE grant preparation):

- Oral Platform Talk
- Poster Presentation
- Grant Application Submission (for Mock Study Section Review)
- Grant Application Reviewer (for Mock Study Section Review)

Guidelines for Each of the 4 Methods of Participation:

Each Mentee should discuss the four methods of participation with your PRIDE Summer Institute Program Director (Site PD) and/or Mentors. You will rank each of the 4 participation methods from 1 (most preferred) to 4 (least preferred). If you absolutely do not want to participate in a given method (e.g., you do not want to submit a grant application for mock study review) you may rank that method as a zero (0). The Program Committee will make every effort to place you in your first choice. However, if there are conflicts a first-come-first-serve method is used, so it is to your benefit to submit your choices to your PRIDE Site PD as soon as possible.

Expectations for each method of participation are briefly described here. Detailed guidelines are found later in this document.

Oral Platform Talk: Your talk should be based on your current research project. It should be sufficiently developed in order to make a reasonable presentation that includes the background/purpose, methods, results and interpretation. Alternatively, if you are working with novel methods, they should be sufficiently developed so they will invite concrete feedback from the audience. See “Guidelines for Oral Platform Presentation” for details about preparing your talk and slides.

Poster Presentation: Your poster should be based on your current research project. It should be sufficiently developed in order to make a reasonable presentation that includes the background/purpose, methods, results and interpretation. Alternatively, if you are working with novel methods, they should be

sufficiently developed so they will invite concrete feedback from the poster viewers. See “Guidelines for Poster Presentation” for details about preparing your poster.

Grant Application Submitter: Your grant application should be sufficiently developed and the write-up should be sufficiently polished so that a reviewer can offer substantive comments and suggestions.

- Prior to your grant application being accepted for the Mock Study review, it will be briefly reviewed by your PRIDE Site PI/PD to determine if it is ready for the mock study review.
- If your application is not sufficiently developed, your presentation method will default to your second-ranked choice.
- If accepted for the Mock Study Review, at least two reviewers are assigned to your application, one peer (another Mentee at your level) and one experienced reviewer (usually a PRIDE program faculty or mentor).
- Reviewers are instructed (see below) to keep their comments “positive” in tone and to provide helpful suggestions that can lead to improvements in your overall plan and write-up. See “Guidelines for Grant Submitter” for details about preparing your grant application.

Grant Application Reviewer: You will be given ONE month to review ONE grant.

- *Prior to the PRIDE meeting, you will be **required** to attend a webinar led by NIH study review experts. This webinar explains the NIH review process and the different components of a NIH review. Your review will follow the NIH guidelines for study section review.*
- Most PRIDE Mentees report that this experience is invaluable in helping them write better grants.
- You will review **ONLY** the sections of the grant application that were actually submitted for review (i.e., not all grant sections are required).
- Prior to the meeting, you will submit a written NIH-style report. The deadline to submit your written review is April 9th.
- During the meeting, you will sit with the other reviewers as a panel, orally present your review, and participate to the extent you are able in the discussion of all grants that are presented.
- Your review should be couched in a positive tone. The Mentee who submitted the grant will be part of the audience listening to this panel discussion.
- See “Guidelines for Grant Reviewer” for details about preparing your review.
- See “Non-Disclosure Statement” about maintaining the confidentiality of the applications you have access to.