Grant Submitter Guidelines

Submission deadline by Mentee to Site PD: February 20, 2018

Submission deadline from Site PD to the CC: March 5, 2018

NO EXTENSIONS: No extensions will be granted for submitting your grant for review **to the CC**. Why? Philosophically, you will NOT be given extensions by NIH or AHA or other granting organizations. You either make the deadline or you submit in the next cycle. Practically, there must be ample time to complete the review process.

Procedure

1. **Finish your grant application** write-up BEFORE the first deadline specified above! It is to your benefit to do this early, as delays along the pipeline of processing your grant may delay receipt of the final version and you may miss the deadline.

2. **Missed Deadlines:** If a deadline is missed, your method of participation may be reassigned to your next choice or to a poster.

3. **Application reviewed by your PRIDE Site PD**
   a. Submit your application to your Site PD for an initial overview to determine if the application satisfies the requirements (see below), and that is written well enough to be given a fair review.
   b. If your application is approved by your Site PD, then YOUR SITE will transmit it to the CC for processing. They should notify you when that happens.
   c. If your application is NOT approved by your Site PD, you may be asked to complete or revise specific sections and resubmit to the site, or you may be reassigned to another participation method.

4. **Application processed by the CC**
   a. FINAL application must be received at the CC by the second deadline specified above. This means if you are asked to revise your application by your SITE PD, it must be done early enough so that the CC receives the final version by the deadline specified above.
   b. The application is checked again for completeness at the CC and may be returned to the Site PD if all required sections are not included. Again, this may delay receipt of the final application at the CC, which may result in your application missing the deadline. So, be sure ALL REQUIRED sections (see below) are submitted to your Site PD.
   c. Approved applications are assigned and sent to at least two reviewers: one peer (another Mentee) and one experienced reviewer (a PRIDE faculty or Mentor).

5. **Application is reviewed and discussed at the annual meeting**
   a. Reviewers have ONE month to review ONE grant and return their written comments to the CC.
   b. Reviewers will discuss your application during the open mock study section. The audience, including the grant submitter, will have an opportunity for Q&A during the session.
   c. See detailed procedure in the "Grant Reviewer Guidelines".

6. **Reviews returned to grant submitter**
   a. After the meeting, reviewers have two weeks to revise based on discussion during panel.
   b. Written comments will be returned to the grant submitter after that two-week period.

Some components of your grant application are **Required** while others are **Highly Recommended** or **Optional**.

If you DO NOT think you can have all REQUIRED components ready by the submission deadline then please choose a different method of participation!

The required components need not be in a final polished form, but should be complete enough for your reviewers to provide good feedback on your grant. Your Site PD will guide whether your grant is sufficiently complete for submission.

(1) Research Grants: (R awards)

a. Required
   i. Research Strategy: Specific Aims
   ii. Research Strategy: Significance
   iii. Research Strategy: Innovation
   iv. Research Strategy: Approach
   v. PI Biosketch / CV

b. Highly Recommended
   i. Research Strategy: Preliminary Studies
   ii. Introduction (if revision)
   iii. Summary statement from reviewers (if revision)

c. Optional
   i. Research Strategy: References
   ii. Multiple PD/PI

(2) Career Development Awards: (K awards)

a. Required
   i. Candidate's Background
   ii. Career Goals/Objectives
   iii. Career Development/Training Activities (if required)
   iv. Mentoring Plan
   v. Research Strategy: Specific Aims
   vi. Research Strategy: Significance
   vii. Research Strategy: Innovation
   viii. Research Strategy: Approach
   ix. PI Biosketch / CV

b. Highly Recommended
   i. Research Strategy: Preliminary Studies
   ii. Introduction (if revision)
   iii. Summary statement from reviewers (if revision)

   c. Optional
- i. Research Strategy: References

(3) AHA

a. Required
- i. Research Plan: Specific Aims
- ii. Research Plan: Research Design/Methods
- iii. Research Plan: Background/Significance
- iv. PI Biosketch / CV

b. Highly Recommended
- i. Research Plan: Preliminary Studies

c. Optional
- i. References

(4) Other grant application types will be specified, as needed