Roles & Responsibilities Throughout the Grants Life Cycle

**Presenters:**
- Dr. Ashlee Lane, Scientific Review Officer, Center for Scientific Review (CSR)
- Dr. Amanda Melillo, Branch Chief, National Institute of Dental and Craniofacial Research (NIDCR)
- Ms. Susan Medve, Grants Management Specialist, National Institute of Dental and Craniofacial Research (NIDCR)

**Moderator:**
- Ms. April L. Harrison, Grants Management Specialist, National Institute of Dental and Craniofacial Research (NIDCR)
Where do I turn when I need help or advice from the NIH?
The NIH Extramural Team

- Review
- Program
- Grants Management
Roles of Your Scientific Review Officer

- Recruits reviewers and assigns applications
- Manages the meeting and conflicts
- Prepares summary statements
- Provides information to NIH Institutes and Centers

Grant Life Cycle

- Share Results
- Plan
- Find Opportunity
- Apply
- Manage Grant Award
- Make Award (Months 9-10)
- Review Application (Months 4-8)
- Receive and Refer Application (Months 1-3)
When Should You Contact Your Scientific Review Officer?

**Before You Submit Your Application**
- A Program Officer at an NIH Institute or Center
- Scientific Review Officer
  - Locate at the bottom of funding opportunity announcement or Institute/Center’s website

**After You Submit**
- Your Scientific Review Officer
  - Assigned once application is submitted and assigned to a peer review panel
  - Can be found in eRA Commons
  - Post-submission materials – 30 days before review meeting

**After Your Review**
- Your Assigned Program Officer
  - Assigned once application is submitted
  - Can be found on the upper left-hand corner of your summary statement
An SRO may help you determine an appropriate Study Section

Different Methods to Find an SRO

• Center for Scientific Review study sections
  • https://public.csr.nih.gov/StudySections
• CSR Assisted Referral Tool (ART)
  • https://art.csr.nih.gov/ART/selection.jsp

Study Section Rosters

• https://public.era.nih.gov/pubroster/rosterIndex.era
Poll

Do you know who your program officer is?
Roles of your Program Officer

- Scientific portfolio of awards within the mission of an institute
- Initiative development
- Recommends applications to be considered for award to the IC director
- Programmatic, scientific, and/or technical guidance pre- and post-award
- Post-award oversight by monitoring research progress

Grant Life Cycle
<table>
<thead>
<tr>
<th>When Should You Contact Your Program Officer?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Before you submit your application</strong></td>
</tr>
<tr>
<td>- Discuss application topics for relevance</td>
</tr>
<tr>
<td>- Discuss options for appropriate funding opportunities (FOAs)</td>
</tr>
<tr>
<td>- Guidance on submitting a large budget application (&gt;$500K in direct cost per year)</td>
</tr>
<tr>
<td>- Guidance with application preparation</td>
</tr>
<tr>
<td><strong>During the award</strong></td>
</tr>
<tr>
<td>- Discuss natural disasters or other emergencies that may affect your research progress</td>
</tr>
<tr>
<td>- Discuss other supplement opportunities</td>
</tr>
<tr>
<td>- Questions about prior approvals for changes to your award</td>
</tr>
<tr>
<td>- Discuss progress of funded award</td>
</tr>
<tr>
<td><strong>After you receive your Summary Statement</strong></td>
</tr>
<tr>
<td>- Discuss summary statement and next steps</td>
</tr>
<tr>
<td>- Ask questions about NIH policies</td>
</tr>
<tr>
<td><strong>After the Award</strong></td>
</tr>
<tr>
<td>- Share upcoming publications related to your award</td>
</tr>
<tr>
<td>- If applicable, discuss preparing a competing renewal</td>
</tr>
</tbody>
</table>
Role of the Grants Management Branch

Grant Life Cycle
Grants Management Specialist

- Acts as an agent of the GMO
- Assures compliance with Federal laws and NIH policies and procedures
- Analyzes grant applications prior to award
- Prepares award for GMO release
- Provides technical assistance, interprets NIH policies and Institute procedures
- Reviews and responds to grantee prior approval requests
- Assures documentation of official grant files
Chief Grants Management Officer

- Responsible for completion of business management requirements
- Evaluates applications for administrative content and compliance with policy
- Interprets grants administration policies
- Monitors a grant’s administrative and fiscal aspects
- Assures compliance with Federal laws and NIH administrative policies and procedures
- Is the NIH official authorized to obligate the NIH to the expenditure of funds or to change funding amounts, budget/project period dates, or other terms and conditions of a grant award
When to Contact your Grants Management Specialist

• Pre-award requests, our “just-in-time” process.
• Delay in completing paperwork required to issue your award.
• To discuss financial or grants administration issues- Budget questions.
• Adding a foreign component
• Questions about your budget or other support on your grant
• Questions about any terms and conditions on your Notice of Award
• Clarification of NIH Grants Rules and Policies.
• For interpretation of grants policies.
When to Contact your Grants Management Specialist: Prior Approval

• Any action that requires prior approval—read more in Some Actions Require Our Approval in Changes to Project or Budget

• Common prior approval requests:
  • Change of scope
  • Reducing principal investigator (PI) effort by 25 percent or more
  • Going from a single PI to a multiple PI award
  • Carryover of un-obligated funds from a previous budget period to a subsequent budget period (only when automatic carryover is not authorized as a term and condition on the Notice of Award or if executing any carryover type will cause a change in scope)
  • Any issue that your business office does not handle or cannot advise on
NIH Grant Quick Links and Virtual Assistant
https://grants.nih.gov/help

Valuable Guidance at Your Fingertips
Links to policies, application guide pages, and FAQs. Chatbot can help guide you to answers as well!
General Policies, Application Forms, and Guidance

NIH Grants Website: https://grants.nih.gov

General Policy Resources, Application Forms and Guidance

Links to policies, writing tips, deadlines, forms, and more:

• Coronavirus Disease 2019 (COVID-19): Information for NIH Applicants and Recipients
• Electronic submission (NIH)
• Application forms and instructions (NIH)
• How your application is reviewed
  Details and additional information about the NIH application review process.
• All About Grants Podcast (OER)
• System of Award Management (SAM) Registration
  Organizations must renew their SAM registration annually.
• Policy on Resubmission Applications (NIH)

Institute and Centers also provide guidance:

• Who can apply for funding
  Lists of organization requirements, eligible institutions, and more.
• Grant-writing advice and sample applications
  Useful websites to help you plan, write, and apply for a research project grant.
• Grantee Policies
Additional Resources

Where to Find Contact Information

After finding an FOA
Refer to section VII of the FOA for Financial/Grants Management Contact(s)

After application submission and/or award
Look in your eRA account for the name and contact information for the assigned grants management staff for your application

Grant Applications Over $500,000

Applications for Centers of Excellence for Research on Complementary and Integrative Health (P01) Over $500,000 in Direct Costs in Any Year

Applications for Large Budget Clinical Trials With Budgets Over $500,000 in Direct Costs in Any Year

Clinical Research Resources

NCCIH Clinical Trial Funding Opportunity Announcements

NCCIH Clinical Research Toolbox

Natural Product Clinical Trial Resource
Understand FDA Requirements for a clinical trial that will use a natural product

Pre-Application Events and Summaries

Preapplication Technical Assistance Webinars

*All Resources on this page provided by NCCIH.
NIH Acronyms

Frequently Encountered Abbreviations

- NOA – Notice of Award
- FFR-Federal Financial Report
- OPERA – Office of Policy for Extramural Research Administration
- CSR – Center for Scientific Review
- RPG – Research Project Grant
- RFA – Request for Application
- PA – Program Announcement
- FOA – Funding Opportunity Announcement
- IC – Institute/Center

Complete NIH Acronym List: [https://grants.nih.gov/grants/acronym_list.htm](https://grants.nih.gov/grants/acronym_list.htm)
NIH Grants Glossary: [https://grants.nih.gov/grants/glossary.htm](https://grants.nih.gov/grants/glossary.htm)
thank you