

# Resources and Programs for NIH Grant Applicants

From the Center for Scientific Review (CSR) of the National Institutes of Health (NIH)



<https://public.csr.nih.gov>

CSR is the unit of NIH that oversees the first level of peer review for the majority of NIH grant applications, focusing on their scientific merit.

Note that CSR does not fund grants. In this infographic, we share some key information to assist scientists seeking NIH grants.

## A GREAT PLACE TO BEGIN!

Subscribe to the *NIH Guide for Grants and Contracts* to stay abreast of new funding opportunities and policy changes that can impact your application: <https://grants.nih.gov/funding/about-nih-guide-to-grants-and-contracts.htm>.

### For Organization Administrative Offices:

- Start today! It can take six weeks or more for the authorizing official to complete required registrations:
  - » **System for Award Management (SAM):** required to do business with the federal government
  - » **eRA Commons:** required to do business with NIH
  - » **Grants.gov:** required to submit grant applications through the federal-wide grant portal
  - » **Small Business Administration (SBA):** required to participate in SBIR and STTR federal funding programs\*
- Authorized organization representatives must submit grant applications on behalf of scientists.
- Learn about NIH submission policies including what to do if a federal system impacts your ability to submit on time.



### For Scientists:

- Identify a notice of funding opportunity (NOFO) that fits your research by searching the *NIH Guide for Grants and Contracts* (see link above) and /or Grants.gov.
- If you don't have an eRA Commons account, work with your organization's account administrator to get one. eRA Commons IDs are required for all named personnel on an application and are needed to prepare your application if using the Application Submission System & Interface for Submission Tracking (ASSIST). Also, obtain an ORCID ID at <https://orcid.org>.
- Work with your administrative officials on a submission plan. Discuss submission system (ASSIST, Workspace, or institutional system), roles and responsibilities, and internal deadlines.
- Upon submission, use eRA Commons Status to view your assembled application image and related documents. Work with your administrative officials to correct any issues prior to the due date.
- Continue to use eRA Commons Status to track review assignments and outcomes.

- **Find Grant Funding:** <https://grants.nih.gov/funding/searchguide/index.html#/>
- **eRA Overview:** <https://www.era.nih.gov/help-tutorials/era-commons/overview.htm>

\* Small Business Innovation Research (SBIR) and Small Business Technology Transfer (STTR) programs: <https://seed.nih.gov>.

## ESI RESOURCES

### Are You an Early Stage Investigator (ESI)?

- You can extend your ESI status for certain life events, such as COVID, having a child, and health issues: <https://grants.nih.gov/policy/early-stage/index.htm>.



## TIPS FOR SCIENTISTS

- 1 Read and carefully follow all general application guide, NOFO-specific, and related NIH Guide notice instructions.
- 2 Do not attempt to skirt page limits by re-homing information into non-limited sections. Your application could be withdrawn.
- 3 Consult with experienced colleagues, but do not consider another investigator's application as a "written in stone" example of what to do, or not to do.  
**Use the Assisted Referral Tool (ART) or Matchmaker** to match your abstract or specific aims to a study section/scientific review group, scientific review officer (SRO), and program officer (PO): <https://art.csr.nih.gov/ART/selection.jsp>; <https://reporter.nih.gov/matchmaker>. You can also search study sections at the CSR website at <https://public.csr.nih.gov>.  
**Use the Assignment Request Form** to make suggestions for study section assignment—requests cannot be guaranteed, however. Please do not suggest reviewers. <https://www.niaid.nih.gov/grants-contracts/phs-assignment-request>.
- 4 **Be sure the targeted NIH institute or center (IC) participates in the NOFO;** reach out to the IC PO before applying. If we cannot assign a funding IC, your application will not move forward. **The #1 reason for withdrawal is submitting under a NOFO that the targeted IC does not participate in.**  
**Submit early** to allow time to address unforeseen issues. Corrected submissions must be made by the deadline. The 2-day viewing window does not provide extra time beyond the deadline for corrections. CSR will not accept post-submission material to address errors or omissions.
- 5 Some ICs provide sample applications and related documents: <https://grants.nih.gov/grants/how-to-apply-application-guide/resources/sample-applications.htm>.
- 6 You can use NIH RePORTER (<https://reporter.nih.gov>) to search for NIH-funded colleagues from your institution. Seek them out for advice.
- 7 Discuss your specific aims with the scientific/research contact named in the NOFO; check back in before submission, in case of changes in the IC's focus.
- 8 When developing your application, **consider seeking advice from faculty** at your institution who have served as NIH peer reviewers. You may contact your grants office for this information. Do not contact current members of a study section to which your application is or might be assigned.
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## RESOURCES

### General Resources:

- Navigating NIH: <https://public.csr.nih.gov/sites/default/files/2022-06/outreach-navigatingNIH-flyer.pdf>
- Research Training: <https://researchtraining.nih.gov>
- FAQs: <https://public.csr.nih.gov/sites/default/files/2022-06/outreach-FAQs-flyer.pdf>
- Integrity and Fairness in Peer Review: <https://public.csr.nih.gov/sites/default/files/2022-06/outreach-bias-flyer.pdf>
- Understanding Staff Roles: <https://grants.nih.gov/help/ic-staff-roles>

### At CSR, We Care About Fairness:

- Bias Awareness and Mitigation training for reviewers and SROs
- Diversifying review panels
- Exploring blinded review processes
- Reporting avenues for unfair review ([reportbias@csr.nih.gov](mailto:reportbias@csr.nih.gov)) or review integrity breaches ([csrrio@mail.nih.gov](mailto:csrrio@mail.nih.gov))
- Learn more: <https://public.csr.nih.gov/AboutCSR/Address-Bias-in-Peer-Review>

### Select Grant Writing Resources:

- <https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/write-your-application.htm>
- NIH Grant Writing Playlist (YouTube): [https://youtube.com/playlist?list=PLOEUwSnjvqBjXGf6\\_OWtt-ueCZ-ye0bK-](https://youtube.com/playlist?list=PLOEUwSnjvqBjXGf6_OWtt-ueCZ-ye0bK-)
- NIH Grant Fundamentals Playlist (YouTube): <https://youtube.com/playlist?list=PLOEUwSnjvqBKWjASuPFjwWPYKXGjsC4wj>

## NIH SUBMISSION POLICIES

<https://grants.nih.gov/grants/how-to-apply-application-guide/due-dates-and-submission-policies/submission-policies.htm>

**Last Chance to Submit Data:** Now you can submit new, late-breaking data up to 30 days before the review meeting: <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-23-106.html>.

NEW!

## Talk to Us



Find submission help online at <https://www.era.nih.gov/need-help> or contact CSR's Division of Receipt and Referral ([csrdr@mail.nih.gov](mailto:csrdr@mail.nih.gov)) for submission and assignment questions.

Questions about review assignment or the review process: Contact your SRO (contact information on the study section webpage, or in eRA Commons following assignment).

Questions about the alignment between your grant application and an IC's funding priorities, or guidance needed after reading your summary statement: Contact the PO noted on the NOFO.

Other questions? Contact the CSR Office of Communications and Outreach, at [communications@csr.nih.gov](mailto:communications@csr.nih.gov).



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