



## College of Medicine Internal Study Section: FAQs

### **Why have a COM Study Section? What is in it for me as a grant applicant?**

National Institutes of Health (NIH) pay lines are low and you only get one chance to revise your grant. The main mission of the COM Study Section is to improve the quality and competitiveness of our NIH R and K applications by cultivating panels of experts who provide critical review and suggestions for improvement of proposals prior to submission. We will help strengthen your grant by making sure your ideas, logic and experiments are clear, and that you are poised to benefit maximally from links to local colleagues and resources.

### **What will the COM Study Section review?**

R and K series proposals being submitted to NIH for the first time, as well as research proposals to other sponsors provided we have advance notice from you (e.g., National Science Foundation (NSF), American Heart Association (AHA), Gates Foundation, etc.). Our recurring schedule of review is designed around NIH deadlines for new grants on June 5, Oct. 5 and Feb. 5.

### **Will you also help investigators respond to NIH critiques?**

Yes. We review grants that have already been evaluated by NIH, on an ad hoc basis. Our goal is to help you respond to NIH reviewer comments even before you prepare your revised application. Our goal is fast response from a subject matter expert, with emphasis on reviewer comments and your proposed one page response to critique, rather than revised A1 text.

### **Are Cincinnati Children's-based investigators eligible?**

Yes.

### **When will COM Study Section reviews occur?**

Remember the published deadlines in our recurring schedule of review only apply to proposals being submitted to the granting agency for the first time. A1 Revision proposals are accepted on an on-going basis. You need to get your proposal text to the COM Study Section six to seven weeks prior to the official submission deadline. Reviewers complete their reviews in two weeks. Our goal is to get comments back to you four weeks prior to the date the proposal must be submitted to College of Medicine Operations and Finance for review.

### **Who will review the grants, and how do you pick these reviewers?**

A Review Organizing Committee will recruit your fellow faculty to review on an ad hoc basis. Reviewers could be either UC-based, or Children's-based. We will be recruiting from faculty with recent granting successes. Occasionally we may solicit reviewers from outside of the Academic Health Center. The process starts with your notice of participation (due a few weeks before you submit your proposal to the COM Study Section), which will help us find two reviewers close to your topic area. **IMPORTANT:** If you have some area that is essential to your grant that you worry about (e.g., that new area you are stretching into...), let us know and we will find someone to help with that area.

### **What's in it for the proposal reviewers?**

Goodwill and a chance to help colleagues, especially junior colleagues, succeed. As a token of appreciation, internal reviewers will receive \$150 in a research special purpose fund for each timely review. Those dollars can be used to pay for books, memberships, research supplies or other academic needs. Each reviewer will have a maximum of two reviews per cycle.

### **What will the style of the review be?**

For first-submission reviews, reviewers will provide a full NIH-style written review, including scores. Two things will deviate from the NIH format. One is that reviews will not be anonymous, so that you will have an opportunity to meet with your reviewers and discuss their concerns and ideas. Second is that the reviewers will be encouraged to point you to others in the local environment who may have reagents, animal models or expertise that could enhance your proposal.



## College of Medicine Internal Study Section: Timeline and Structure

### Timeline for October 5, 2014 NIH Review Cycle

<b>August 4</b>	Investigator notice of participation due.
<b>August 5 - 15</b>	Review Organizing Committee uses notice of participation to pre-recruit reviewers based on submissions.
<b>August 18</b>	Complete applications due.
<b>August 19</b>	Applications distributed to reviewers.
<b>August 19 – September 2</b>	Panelists review and score the grants, and complete NIH-style template.
<b>September 5</b>	Reviews and scores distributed
<b>September 5 - 26</b>	Reviewers available to meet with investigator to discuss reviews and recommendations.

#### Proposals to be reviewed:

- 1) **PI Eligibility** – All full-time College of Medicine faculty, either UC-based or Children's-based, are eligible to participate in having their proposal reviewed by the COM Study Section.
- 2) **Grant Types** – R and K awards from NIH are a main target as these are the major grant categories we submit at the UC COM, and new (yet-to-be-submitted) applications are where we can have the highest impact.
  - a. **First-submission Proposals** – Panels of 2 reviewers per proposal available to examine individual proposals to provide feedback and meet with PI to help solve issues identified during review. Utilize the Notice to Participation form and the timeline specified above to tell us you will be sending us a grant application to review.
  - b. **A1 Revision Support** – These reviews are considered on an on-going basis, so the published COM Study Section timeline does not apply. Ad hoc recruitment of subject matter expert to help with response to NIH reviewer comments prior to resubmission. Goal is fast response for rapid turnaround, with emphasis on reviewer comments rather than revised A1 text. We would prefer to look at your critique, original grant, and a draft "response to critique" to help guide your revisions, NOT try to evaluate your fully revised proposal. Use the most current Notice of Participation format, but submit your request as soon as possible after having received your reviewer comments.
  - c. **Ad Hoc Support** – These are considered on an on-going basis, so the published COM Study Section timeline does not apply. Reviewers available to examine other NIH applications off-cycle, or applications from other agencies or foundations, to provide feedback. Use the most current Notice of Participation format, but submit your request in a timeframe to allow at least eight (8) weeks prior to the off-cycle or other sponsor submission deadline.



## College of Medicine Study Section: Notice of Participation – Due August 4, 2014

**Goal:** This form helps us pre-recruit two reviewers to examine your proposal. This notice is NOT used to decide whether your proposal is worthy of review or worthy of funding. Your full proposal will be reviewed if we receive this **Notice of Participation by 5 p.m. on August 4 and receive your grant application by 5 p.m. on August 18, 2014.** Note this date, as we will not remind you!

The following will be required on August 18 for **First-Submission Proposals:**

- For **NIH R proposals**, provide a PDF containing the following completed sections: Significance, Innovation, Specific Aims, Approach, PI Biosketch with personal statement, and Budget Justification (we don't need full budget details, just how you justify what you are requesting).
- For **NIH K proposals**, provide a PDF containing the following completed sections: Candidate's Biographical Sketch; Candidates Background, Career Goals and Objectives, Career Development/Training Activities, Research Strategy; Training in Responsible Conduct of Research; Mentoring Plan (when required); Statement of Support; Environment and Institutional Commitment to the Candidate, Specific Aims.
- For **other grant types**, include all elements evaluated as part of proposal scoring

For **A1 Revision Support** submission instructions, or other questions, please contact Pete Koch at [peter.koch@uc.edu](mailto:peter.koch@uc.edu).

Principal investigator <i>Name (faculty rank)</i>	
PI Department/Division	
Proposal Title	
Other Key Personnel <i>Name (role on grant – co-PI, collaborator, etc.)</i>	
Type of Grant Applying for	<input type="checkbox"/> R01 <input type="checkbox"/> R21 <input type="checkbox"/> R03 <input type="checkbox"/> K series (which one? _____) <input type="checkbox"/> Other (describe and attach RFA info) _____
Target Submission deadline	<input type="checkbox"/> Next R or K deadline <input type="checkbox"/> Other date, which is _____ To be submitted through: <input type="checkbox"/> UC <input type="checkbox"/> Children's
Any topic areas that need special attention during review?  <i>For example, this could be a new area for your research group where you feel less expert, or one that is emphasized by your NIH study section members.</i>  <i>Some suggestions are provided, but add those that are relevant for your situation.</i>	<input type="checkbox"/> Immunology <input type="checkbox"/> Clinical research evaluation <input type="checkbox"/> Physiology <input type="checkbox"/> Translational research evaluation <input type="checkbox"/> Metabolism <input type="checkbox"/> Clinical perspective on basic research <input type="checkbox"/> Genetics <input type="checkbox"/> Biologist perspective on clinical research <input type="checkbox"/> Cell biology <input type="checkbox"/> Molecular biology <input type="checkbox"/> Pharmacology <input type="checkbox"/> Signaling pathways <input type="checkbox"/> Microbiology <input type="checkbox"/> Statistical Analyses  <input type="checkbox"/> Specific methods or models _____ <input type="checkbox"/> Other area(s) _____

In addition to this face page, please use up to **one separate page** to tell us about your research project. Providing a draft of your specific aims page would be ideal.

Submit this face page and your research project description as a single PDF to [peter.koch@uc.edu](mailto:peter.koch@uc.edu) by **August 4, 2014.**