NIH Grant Writing Series
2015 Syllabus & Schedule
Sessions are 4:00 – 5:30 p.m., held in Beckman Institute Room 5602

Session 1: Introduction to the NIH (September 30, Beckman Institute Room 5602, 4 – 5:30 p.m.)
This session is open to campus. It will give an overview of NIH and tips on how to speak with Program Officers, discuss review criteria, and will share insights on the peer review process. Faculty members will lead the session.

Session 2: Specific Aims (October 7)
Open to campus, attendees will learn how to develop the Specific Aims section of their proposal. A panel of faculty members will lead the session and answer questions. A faculty mentor will be assigned to each participant.

Session 3: Building a Successful Proposal (October 14)
Open to campus, this session will provide an overview of other components of a standard research grant, including: developing the research strategy, background/significance, methods, biosketches, narrative, cover letter, and more. Participants will leave prepared to write the additional sections of their proposal.

Session 4: Specific Aim Peer Review (October 28)
This session is loosely modeled after a study section, with participants acting as reviewers. A primary reviewer will make initial comments about the aims page (prepared ahead of time) and then the group will discuss. Participants will receive peer feedback to help them improve their Specific Aims page.

Session 5: Reviewing the Other Parts of the Grant (November 4)
This session is open to campus. It will cover any remaining sections such as compliance, key personnel, sub-awards, incorporating collaborators and subcontracts, an introduction to building the budget and budget justification, cost sharing, data dissemination, data sharing, letters of support, research resources, etc. Participants will leave prepared to write the remaining sections of their grant.

Mentor Meeting 1: Specific Aims Review (weeks of November 1 and November 8)
Junior faculty is expected to schedule a one-on-one meeting with their mentor to discuss their proposal’s Specific Aims. These meetings should be held during week six or seven of the series. This will be the first opportunity for formal feedback from mentors to participants.

Session 6: Working with the Business Office and Office of Sponsored Programs (OSP) (November 18)
Open to campus, participants will learn about the roles the PI (primary investigator), business office, and OSP play during the grant writing process and how to work with research administrators to ensure a smooth process.

Mentor Meeting 2: Draft Research Plan Review (weeks of November 22 and November 29)
Participants should share their draft Research Plan with their mentor prior to this meeting, which will be held during week nine or 10. The faculty mentor will review the draft Research Plan and provide feedback for the participant.

Session 7: Networking and Reception (December 9)
Faculty panelists will lead a discussion about how to network effectively with Program Officers, what needs to be in your elevator pitch, and how to promote your proposal. The panel discussion will be followed by a reception for all the participants and their mentors.

Mentor Meeting 3: Draft Proposal Review by Faculty Mentors
Participants meet individually with their faculty mentors. The mentor will review a completed draft of the proposal and provide feedback. Additional meetings may be scheduled, as needed, until the proposal is submitted.