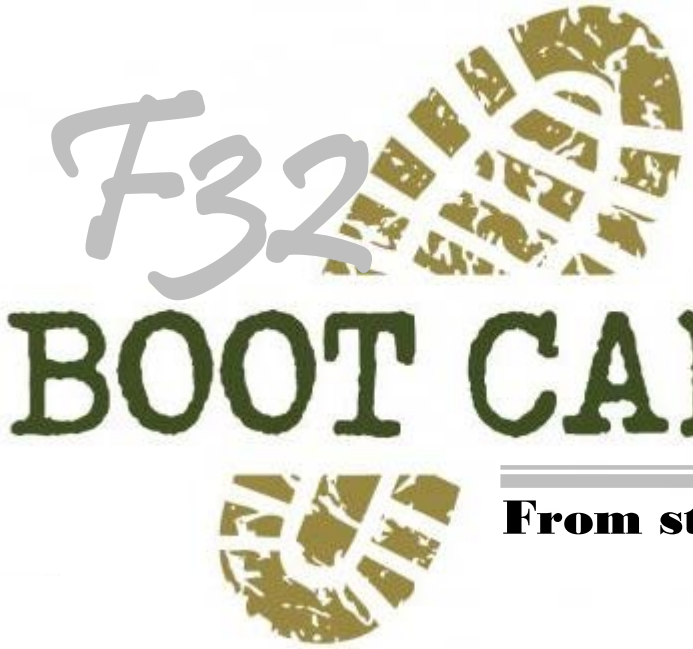

From start to submission (grants due April 8, 2020)

Becky Kinkead, PhD

Director of Grants Development, OPE

Associate Professor, Department of Psychiatry and Behavioral Sciences

bkinkea@emory.edu

14Jan2020

F32 BOOT CAMP

‘Class’ designed to walk you through all sections of the F32 submission

- **Resources**
- **Timelines**
- **Proposal submission**

F32 BOOT CAMP

More than a proposal submission…

- **Collaborations**
- **Skills**
- **Habits**
- **Support**

Goals for today

- Introduction to the F32
- Boot Camp Structure
- Tools to get started
- The Review Process or Applicant Section

F32 BOOT CAMP

Where do you find current information on the F32?

Search ‘NIH Grants’

Choose OER (Office of Extramural Research) Homepage

On the funding tab, select ‘Research training and career development’

Click on the ‘Fellowship Kiosk’

Under F32, select ‘View Current Funding opportunities’

F32 BOOT CAMP

Where do you find current information on the F32?

F32

Ruth L. Kirschstein Postdoctoral Individual National Research Service Award

To provide postdoctoral research training to individuals to broaden their scientific background and extend their potential for research in specified health-related areas.

Details | *View Current Funding Opportunities*

- **Ruth L. Kirschstein National Research Service Award (NRSA) Individual Postdoctoral Fellowship (Parent F32)**
- Agency for Healthcare Research and Quality (AHRQ)-sponsored National Research Service Award (NRSA)Individual Postdoctoral Fellowship (F32)
- BRAIN Initiative Fellows: Ruth L. Kirschstein National Research Service Award (NRSA) Individual Postdoctoral Fellowship (F32)
- NIDCD Research Dissertation Fellowship for Au.D. Audiologists (F32) (Clinical Trials Not Allowed)
- NINDS Ruth L. Kirschstein National Research Service Award (NRSA) for Training of Postdoctoral Fellows (F32 Clinical Trial Not Allowed)

https://researchtraining.nih.gov/programs/fellowships

NRSA F32 – Program Announcement (PA)

Department of Health and Human Services

Part 1. Overview Information

Participating Organization(s)

National Institutes of Health (NIH)

Components of Participating Organizations

National Center for Complementary and Integrative Health (NCCIH)
National Cancer Institute (NCI)
National Eye Institute (NEI)
National Human Genome Research Institute (NHGRI)
National Heart, Lung and Blood Institute (NHLBI)
National Institute on Aging (NIA)
National Institute on Alcohol Abuse and Alcoholism (NIAAA)
National Institute of Allergy and Infectious Diseases (NIAID)
National Institute of Arthritis and Musculoskeletal and Skin Diseases (NIAMS)
National Institute of Biomedical Imaging and Bioengineering (NIBIB)
Eunice Kennedy Shriver National Institute of Child Health and Human Development (NICHD)
National Institute on Deafness and Other Communication Disorders (NIDCD)
National Institute of Dental and Craniofacial Research (NIDCR)
National Institute of Diabetes and Digestive and Kidney Diseases (NIDDK)
National Institute of Environmental Health Sciences (NIEHS)
National Institute of General Medical Sciences (NIGMS)
National Institute of Mental Health (NIMH)
National Institute on Minority Health and Health Disparities (NIMHD)
National Institute of Nursing Research (NINR)
National Institute on Drug Abuse (NIDA)

Special Note: Not all NIH Institutes and Centers participate in Parent Announcements. Applicants should carefully note which ICs participate in this announcement and view their respective areas of research interest and requirements at the ***Table of IC-Specific Information, Requirements and Staff Contacts*** website. ICs that do not participate in this announcement will not consider applications for funding. Consultation with NIH staff before submitting an application is strongly encouraged.

Funding Opportunity Title

Ruth L. Kirschstein National Research Service Award (NRSA) Individual Postdoctoral Fellowship (Parent F32)

https://grants.nih.gov/grants/guide/pa-files/PA-19-188.html

NRSA F32 – Parent Announcement (PA)

Department of Health and Human Services

Part 1. Overview Information

Participating Organization(s)

National Institutes of Health (NIH)

Components of Participating Organizations

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National Institute on Alcohol Abuse and Alcoholism (NIAAA)
National Institute of Allergy and Infectious Diseases (NIAID)
National Institute of Arthritis and Musculoskeletal and Skin Diseases (NIAMS)
National Institute of Biomedical Imaging and Bioengineering (NIBIB)
Eunice Kennedy Shriver National Institute of Child Health and Human Development (NICHD)
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Funding Opportunity Title

Ruth L. Kirschstein National Research Service Award (NRSA) Individual Postdoctoral Fellowship (Parent F32)

https://grants.nih.gov/grants/guide/pa-files/PA-19-188.html

NRSA F32 - Overall Goal

Part 2. Full Text of Announcement

Section I. Funding Opportunity Description

The overall goal of the NIH Ruth L. Kirschstein National Research Service Award (NRSA) program is to help ensure that a diverse pool of highly trained scientists is available in appropriate scientific disciplines to address the Nation's biomedical, behavioral, and clinical research needs. NRSA fellowships support the training of pre-and postdoctoral scientists, dual-degree investigators, and senior researchers. More information about NRSA programs may be found at the Ruth L. Kirschstein National Research Service Award (NRSA) website.

Diverse pool

Highly trained

Appropriate discipline

Addressing a research need

https://grants.nih.gov/grants/guide/pa-files/PA-19-188.html

NRSA F32 - Purpose

The purpose of the Ruth L. Kirschstein National Research Service Award (NRSA) Individual Postdoctoral Fellowship (Parent F32) is to support promising applicants during their mentored postdoctoral training under the guidance of outstanding faculty sponsors. The integrated program of research and training should enhance the individual's potential to develop into a productive, independent researcher. The training plan should document the need for, and the anticipated value of, the proposed mentored training in relationship to the individual's research career goals. The training plan should also facilitate the fellow's transition to the next stage of his/her career.

Promising Applicant + Outstanding Faculty Sponsor

↓

Integrated Program of Research and Training

Need, Value and Structure

↓

Productive, Independent Researcher

https://grants.nih.gov/grants/guide/pa-files/PA-19-188.html

NRSA F32 – The mentored training experience will provide:

It is expected that the mentored training experience will provide:

- A strong foundation in research design, methods, and analytic techniques appropriate to the proposed research;
- An enhanced ability to conceptualize and think through research problems with increasing independence;
- Experience conducting research using appropriate, state-of-the-art methods;
- The opportunity to present and publish research findings (including first authorship as appropriate) and to interact with members of the scientific community at scientific meetings and workshops;
- Professional and scientific skills needed to transition to the next stage of the applicant's research career; and
- Refinement of the applicant's understanding of the health-related sciences and the relationship of his/her research to health and disease.

Research – techniques, methods, design, analysis, conceptualization

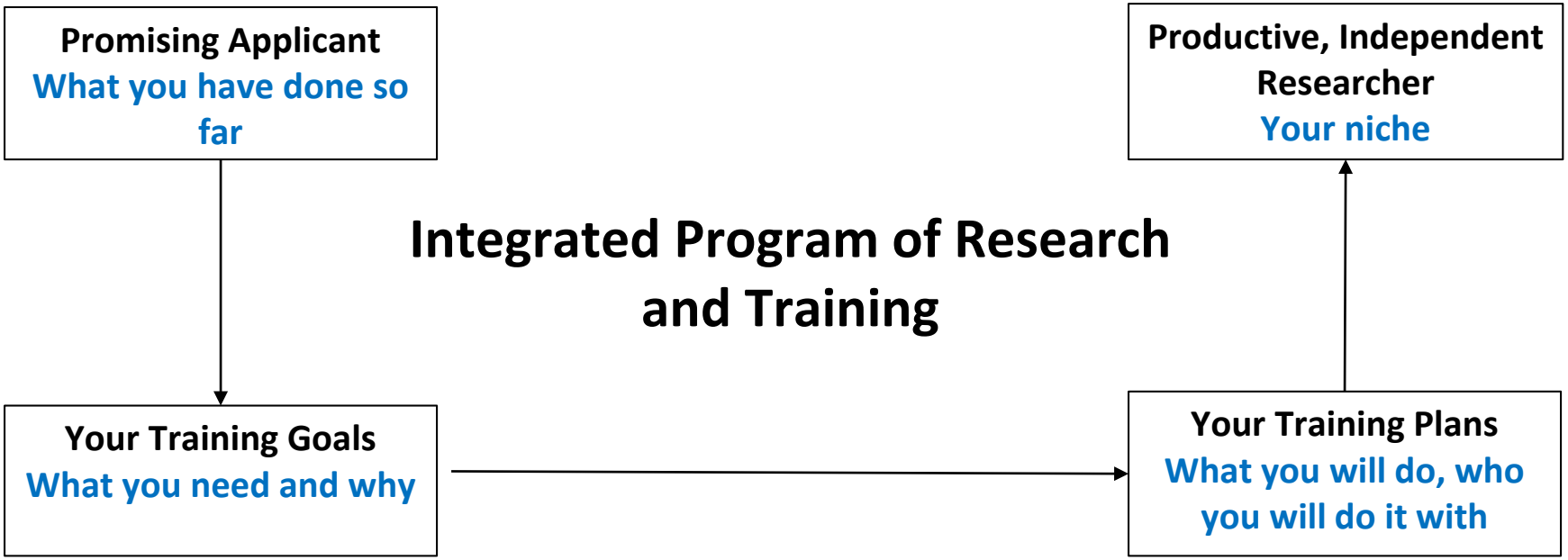
Presenting and publishing as first author

Interact with scientific community

Other skills needed for independence (eg managing a lab, personnel, mentoring, teaching, etc)

Enhanced understanding of health-related sciences and the relationship of research to health and disease

NRSA F32 - Overview



https://grants.nih.gov/grants/guide/pa-files/PA-19-188.html

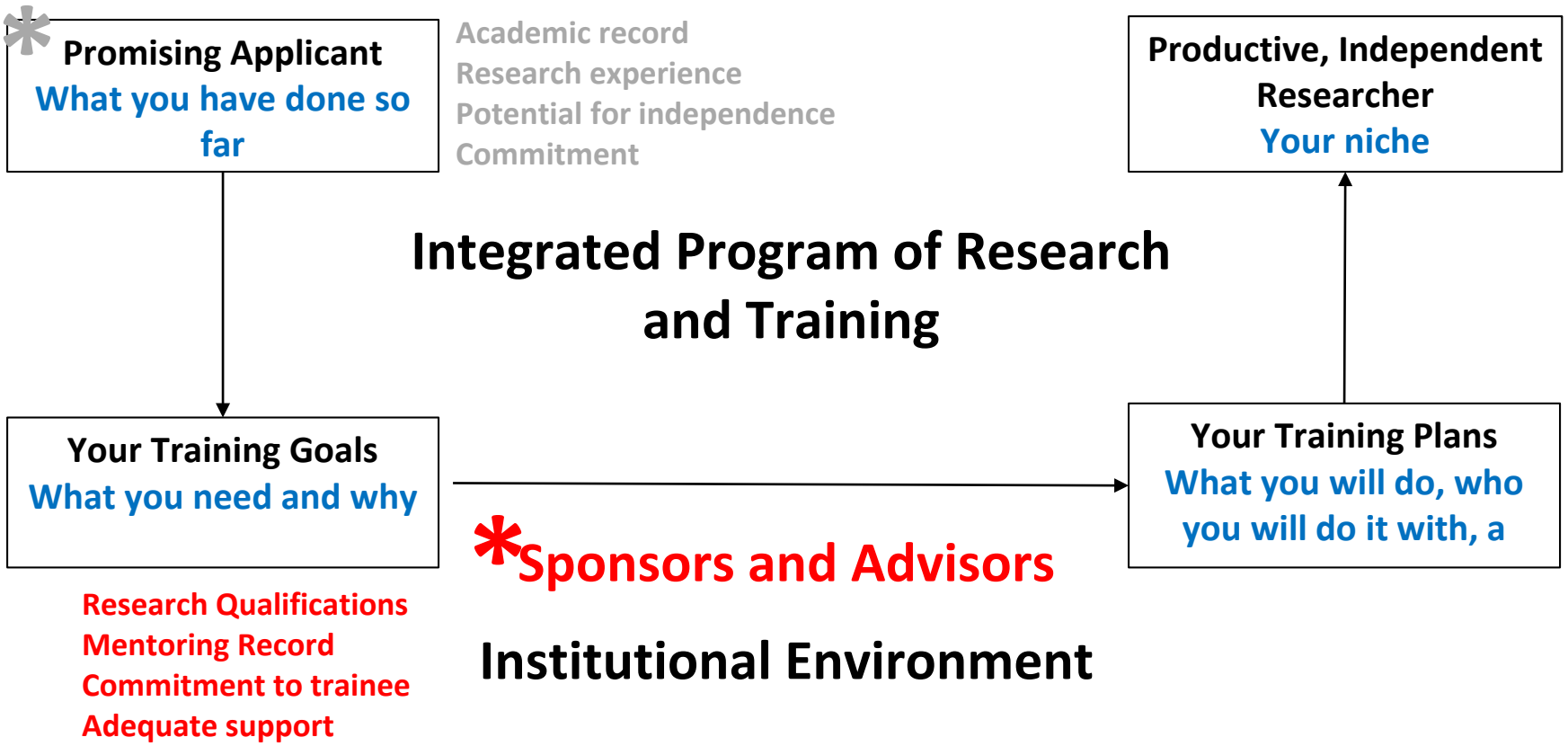
NRSA F32 – Overview

https://grants.nih.gov/grants/guide/pa-files/PA-19-188.html

NRSA F32 – Scored Review Criteria

https://grants.nih.gov/grants/guide/pa-files/PA-19-188.html

NRSA F32 – Scored Review Criteria



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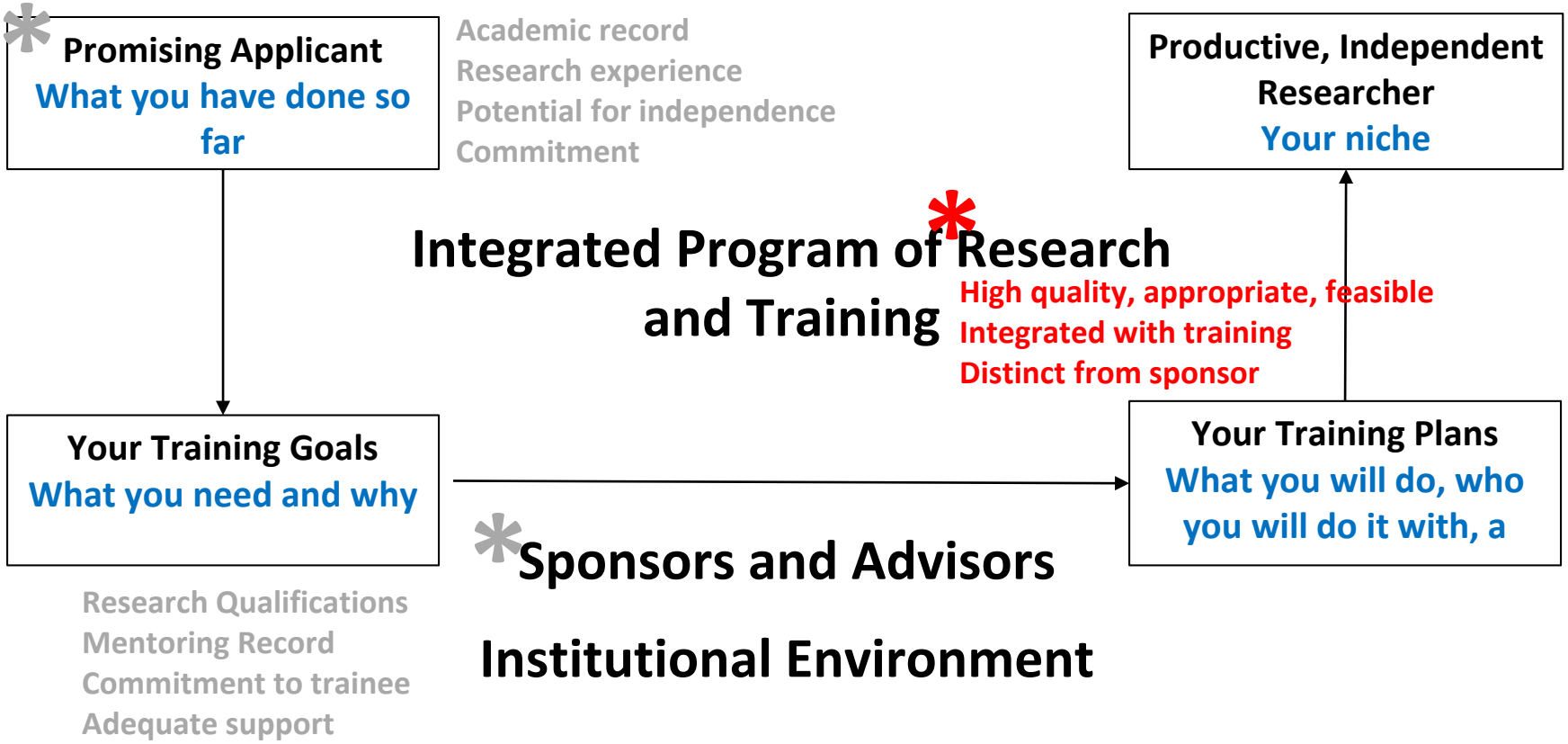
NRSA F32 – Scored Review Criteria



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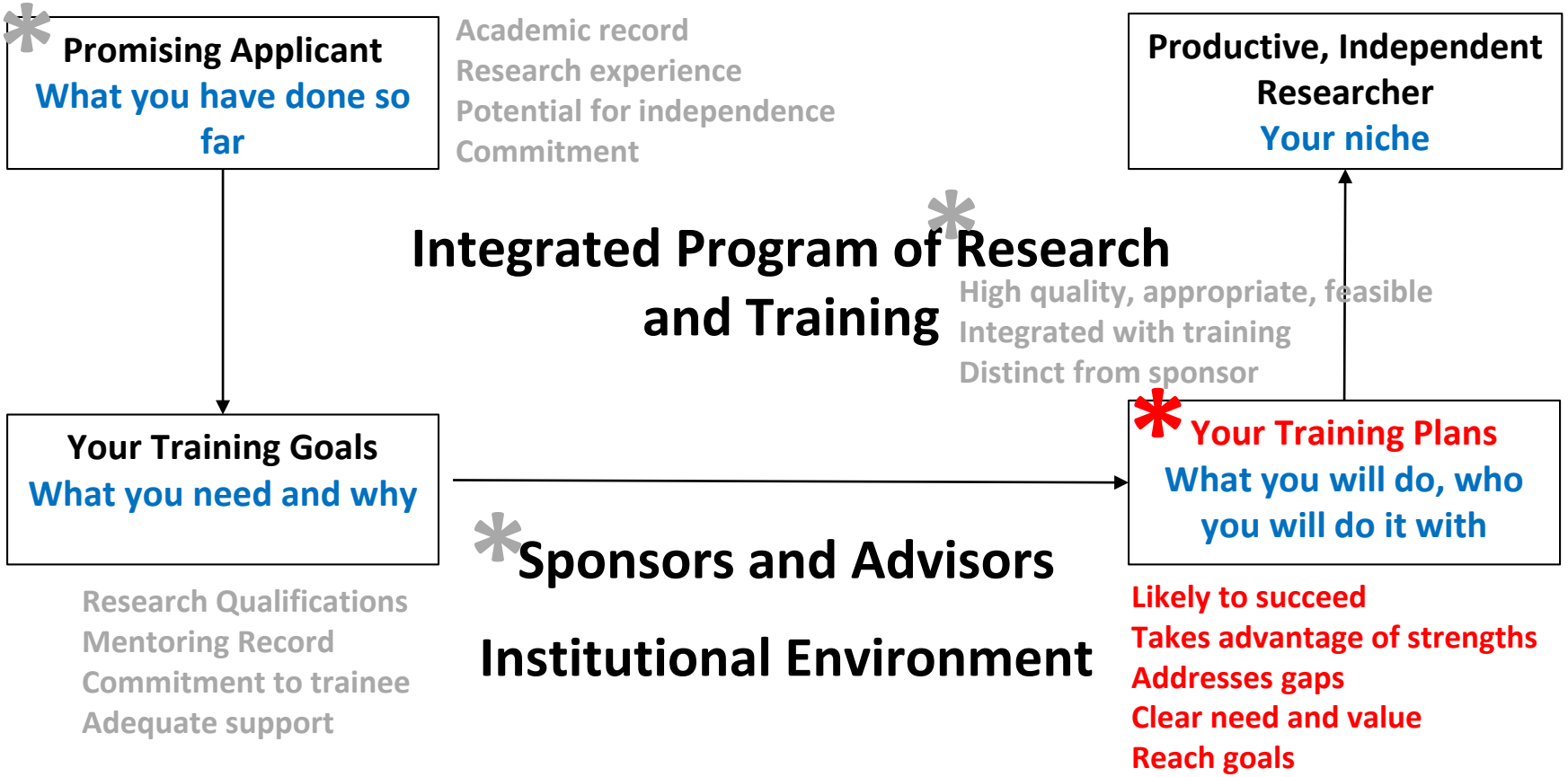
NRSA F32 – Scored Review Criteria



https://grants.nih.gov/grants/guide/pa-files/PA-19-188.html

NRSA F32 – Scored Review Criteria

https://grants.nih.gov/grants/guide/pa-files/PA-19-188.html

All - Responsible Conduct of Research
If Applicable:
- Human Subjects
- Vertebrate Animals
- Biohazards

NRSA F32 – Non-Scored Review Criteria

https://grants.nih.gov/grants/guide/pa-files/PA-19-188.html

F32 BOOT CAMP

Goals for today

- Introduction to the F32
- **Boot Camp Structure**
- **Tools to get started**
- **The Review Process**

F32 BOOT CAMP

Goals for today

- Introduction to the F32
- **Boot Camp Structure**
  - **Timeline**
  - **Format**
  - **Topics**
- **Tools to get started**
- **The Review Process**

F32 BOOT CAMP

Timeline

Start Now!
Steady Progress
Keep Deadlines

Allows you to:

- **Produce multiple drafts of all documents**
- **Self-edit**
- **Obtain review by multiple parties (you, sponsors, advisors, colleagues/lab members, unrelated scientist, OPE)**
- **Check coherence between all documents**
  - **Training need →→ goal →→ activity**
  - **Your training plan →→ sponsor's training plan**
  - **Resources →→ environment →→ institutional support**

F32 BOOT CAMP

Topics

- All sections of the F32
- Reference Letters
- Mentors/Advisors
- Program Officers
- Review Process
- General writing
- Self-Editing
- Routing
- Submission

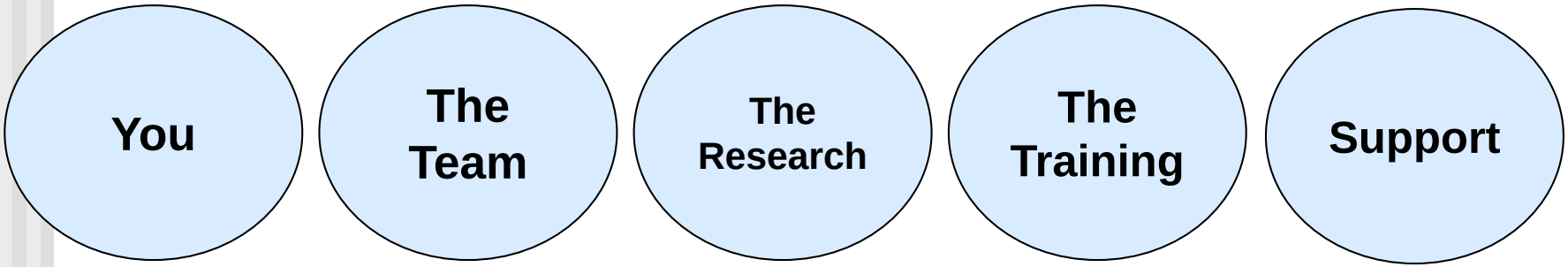
F32 BOOT CAMP

Goals for today

- Introduction to the F32
- Boot Camp Structure
- **Tools to get started**
- **The Review Process**

F32 BOOT CAMP

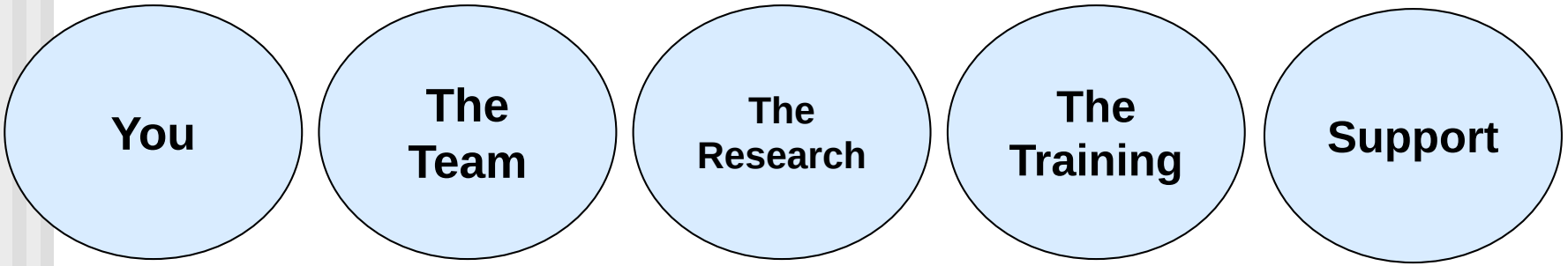
Getting started - How to start laying out the structure and content of the grant



F32 BOOT CAMP

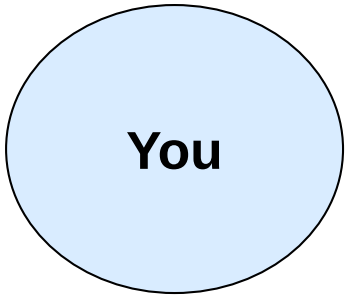
Goals for today

Getting started - Tools to start laying out the structure and content of the grant



You	The Team	The Research	The Training	Support
Biosketch Fellowship Applicant Section	Sponsors Advisors Collaborators	Aims Page	Fellowship Applicant Section	Reference Letters

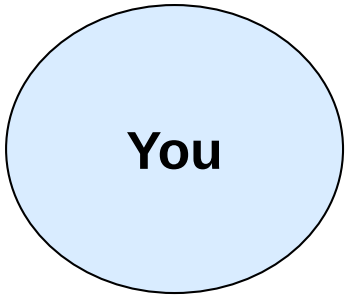
Biosketch



- The biosketch represents you – take time with it
- Before submission, you will need your biosketch when contacting the program officer, also good to send to potential referees
- After submission, reviewers will use your biosketch to determine if you are a promising applicant
- Follow the rules!
- Aesthetics and layout matter

'….One can tell a significant amount about an investigator's attention to detail in composing a biosketch.' *Comment on NIH Rock Talk – Now Open Mike.*

Biosketch



- Seminar was yesterday
- There is a specific form and very specific directions
  - Biosketch rules and examples (https://grants.nih.gov/grants/forms/biosketch.htm)
- Work on draft ASAP

F32- Instructions on sponsors/advisors

The Team

Sponsor

Before submitting the application, the applicant must identify a sponsor(s) who will supervise the proposed mentored training experience. The primary sponsor should be an active investigator in the area of the proposed research training and be committed both to the applicant's research training and to direct supervision of his/her research. The sponsor must document the availability of sufficient research funds and facilities for high-quality research training. The sponsor, or a member of the sponsor team, should have a successful track record of mentorship. Applicants are encouraged to identify more than one sponsor, i.e., a sponsor team, if this is deemed advantageous for providing expert advice in all aspects of the training program. When there is a sponsor team, one individual must be identified as the primary sponsor, and will be expected to coordinate the applicant's overall training. The applicant must work with the sponsor(s) in preparing the application.

- Active investigator, committed to your training and supervision
- Available funds and facilities
- Successful track record of mentorship

Applicants are encouraged to identify more than one sponsor, i.e., a sponsor team, if this is deemed advantageous for providing expert advice in all aspects of the training program.

Terminology:

Titles	Description	Comments
PI	You, Key Personnel	Biosketch attached, responsible for all information in the grant
Sponsor/s	Key Personnel	Biosketch attached, primary roles in mentorship/support etc, involved in routing
Advisors, mentors, collaborators, etc	Named in grant but not key personnel	No biosketch, just a letter attached to grant describing specifically what they will do, not involved in routing
Referee	3-5 people that provide you confidential letters of recommendation	Specific instructions for letters, referee uploads directly to eRA commons

The Team

F32- Adding sponsors/advisors

- **Research Qualifications**
  - Are they experts in everything you need to know (methods, analysis, health relevance)?
- **Mentoring Record**
  - Do they have a strong record of mentoring?
  - Experience to know what it takes for someone with your background to be successful/independent?
- **Adequate support**
  - Do they have the funds to support the research?

The Team

F32- Choosing sponsors/advisors

- What constitutes a successful record of mentorship?
  - Preferably at least one prior F32 recipient
  - Record of successful mentorship of others (indicated by current positions of past lab members)
  - If not – add co-sponsor/mentor/advisor with successful record

The Team

F32- Choosing sponsors/advisors

- What to do if sponsor has many mentees?
  - Acknowledge
  - Describe lab structure in place for successful mentoring in both fellows section and in sponsor section
  - Add second in command as advisor/mentor

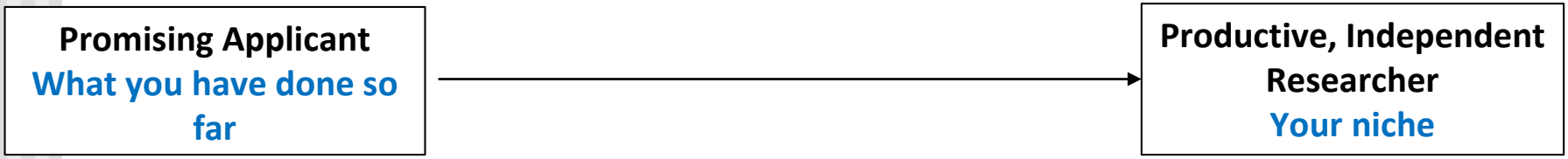
The Team

F32- Choosing sponsors/advisors

- How to decide co-sponsor vs advisor
  - Sponsor
    - Need them for money
    - Need them for significant part of the research (method/model)
    - Need them for mentoring (and don't already have co-sponsors)
  - Advisor/Mentor
    - Need them for one method/model/clinical experience
    - Need mentoring in your field
    - Mega lab mentoring support

F32- Benefit to having multiple sponsors/advisors

The Team



- You have to be distinct from your sponsor
- You have to take something away that is yours = Niche
- Opportunity for collaboration with other groups

Specific Aims

The Most Important Page

The Research

NIH Instructions: State concisely the goals of the proposed research and summarize the expected outcome(s), including the impact that the results of the proposed research will exert on the research field(s) involved.

List succinctly the specific objectives of the research proposed, e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology.

https://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/general-forms-d.pdf

The Research

Specific Aims

- Use when contacting program officer for advice on where/what to submit
- Send to potential referees
- This may be the only page of your proposal that some reviewers reads
- Covered the Specific Aims page yesterday
  - Ask for slides and the link if you missed it
- Start an outline of the aims as a tool to generate the entire grant

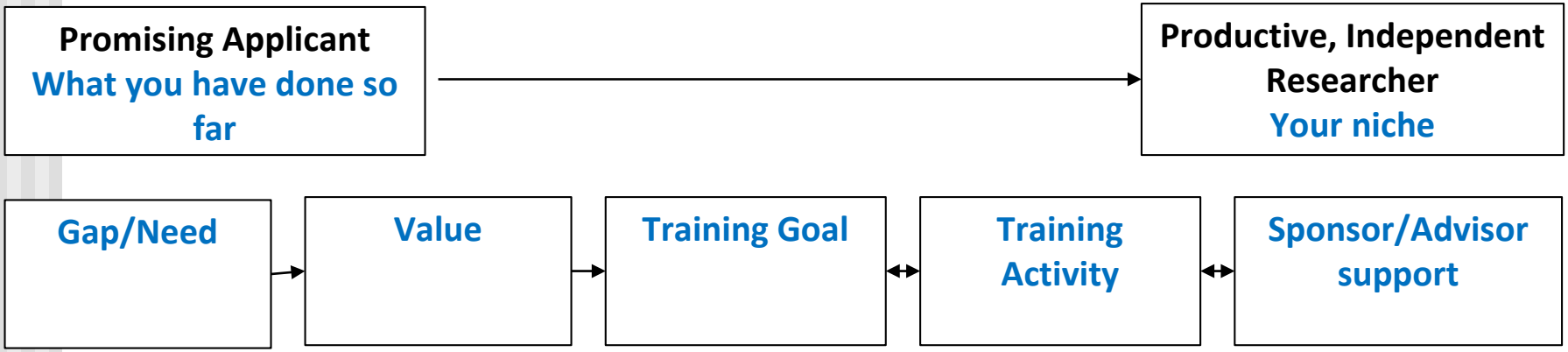
The Research

FAQ - Research

- Is the research plan held to the same standard as an R grant?
- What weight does the quality/significance of the research plan carry compared to the training value?
- Examples of F32s that were hurt by the research?
- Are dependent aims a deal breaker?

The Training

F32- Outlining the training plan



The Training

F32- Outlining the training plan

Promising Applicant
What you have done so far

→

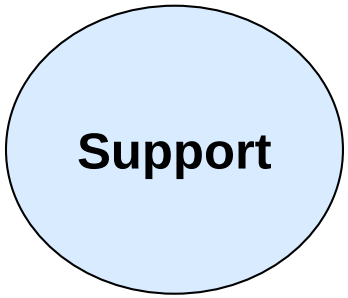
Productive, Independent Researcher
Your niche

Gap/Need	Value	Training Goal	Training Activity	Sponsor/Advisor support
Technique	New way of addressing question	Learn technique	Hands on Workshop Webinar	Provide expertise Send to workshop
Analysis	Deeper understanding	Learn analysis	Meet with Head of stats core	Monthly meeting
Critical Thinking				
Collaboration				
First Author				
Health relevance				

The Training

FAQ - Training Plan

- What makes a great training plan?
- Is staying at Emory for graduate degree and postdoc seen as a negative? If so, how do you overcome?
- What are ways to increase the need?
- What are training plan deal breakers?



F32- Reference Letters

Letters of Reference

Applicants must carefully follow the SF424 (R&R) Application Guide, **including the time period for when letters of reference will be accepted**.

It is important to note that neither the sponsor nor any co-sponsor of this application may serve as a reference for the application. The sponsor/cosponsor's recommendation is included as part of the application.

Applications lacking the required reference letters will not be reviewed. This is a separate process from submitting an application electronically. Reference letters are submitted directly through the eRA Commons Submit Reference Letter link and not through Grants.gov.

http://grants.nih.gov/grants/guide/pa-files/PA-16-307.html

Selecting a Referee

- At least three, but no more than five, reference letters are required.
- The letters should be from individuals not directly involved in the application, but who are familiar with the applicant's qualifications, training, and interests.
- The sponsor/co-sponsor(s) of the application cannot be counted toward the three required references.
- Make sure you include a list of referees (including name, departmental affiliation, and institution) in the cover letter of the application so that the NIH staff will be aware of planned reference letter submissions.

https://grants.nih.gov/grants/how-to-apply-application-guide/submission-process/reference-letters.htm

F32- Reference Letters

Referees are asked to comment on your:

Support

- Research ability and potential to become an independent researcher
- Adequacy of scientific and technical background
- Written and verbal communication abilities including ability to organize scientific data
- Quality of research endeavors or publications to date, if applicable
- Perseverance in pursuing goals
- Evidence of originality
- Need for further research experience and training
- Familiarity with research literature
- Referees may provide any additional, related comments that they believe will help reviewers evaluate the merit of the fellow's application.

https://grants.nih.gov/grants/how-to-apply-application-guide/submission-process/reference-letters.htm

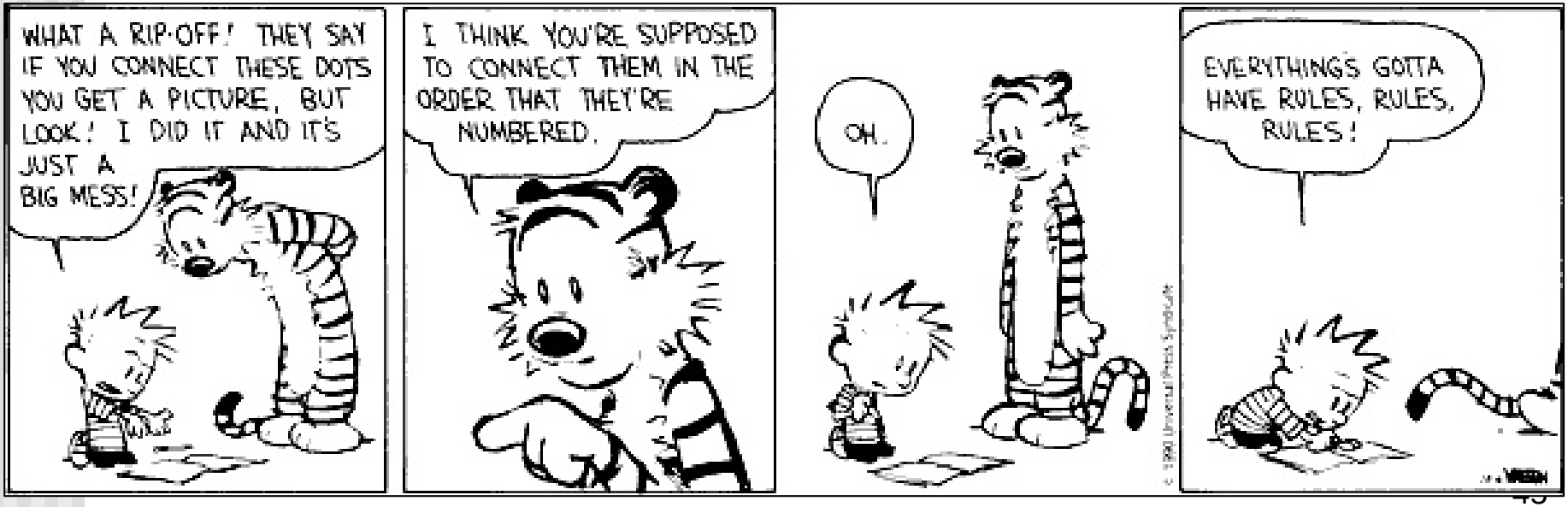
Support

FAQ - Letters of Reference

- Who do you ask if you don't have the obvious/easy choices?
- Any other information referee should be asked to include?
- When to ask?
- When to remind?

F32 - Emphasis

- ‘Follow Instructions’ – 16 times
- ‘Independent’ investigator – 7 times
- ‘Contact’ NIH – 5 times



Writing Tips

- Remember the goal – Independent Investigator
- Mirror the language in the PA (the instructions and the review criteria)
- Practice
  - Outline
  - Write, Edit, Seek review (lab members, sponsors, unrelated scientist, OPE)
  - Repeat
- Read all sections submitted by others
  - Confirm accuracy and relevance
  - Fill in gaps
  - Check coherence
- Don't re-invent the wheel
- Don't submit anything without review by someone

Next -

- Introduction to the F32
- Boot Camp Structure
- Tools to get started
- **The Review Process**