



Enhancing the Diversity of the NIH-Funded Workforce Program



Program Insights

Last week the *Program Insights* newsletter covered **peer review** and **review criteria**. This week's newsletter addresses **last minute things to check before submitting your application**. If you've missed previous newsletters, look for them on the Diversity program website: <http://commonfund.nih.gov/diversity/newsletter>.

REMINDER: Applications are due **one week** from today. The application must be received by the NIH Center for Scientific Review no later than April 2, 2014. A postmark date of April 2 is **not** sufficient and applications received after the due date will **not** be considered. Applications must follow the PHS 398 Application Guide instructions except where instructed to do otherwise in the FOA or in a notice from the [NIH Guide for Grants and Contracts](#). Programmatic/scientific questions should be directed to the program contacts: Dr. Toya Randolph, toya.randolph@nih.gov (BUILD) or Dr. Pamela Thornton, pamela.thornton@nih.gov (CEC and NRMN). Financial/grants management questions should be directed to Chief Grants Management Officer Priscilla Grant at grantp@mail.nih.gov

MAILING ADDRESS: Submit a signed, typewritten original of the application, including the checklist, five signed photocopies, and five copies of the Appendix CDs in one package to:

Center for Scientific Review National Institutes of Health
6701 Rockledge Drive, Room 1040, MSC 7710
Bethesda, MD 20892-7710 (U.S. Postal Service Express or regular mail)
Bethesda, MD 20817 (for express/courier service; non-USPS service)

Applications cannot be hand-delivered to the Center for Scientific Review.

A selection of things to review before sending your application

(The FAQ includes other tips about things you could check before sending your application. Take a look here: <http://commonfund.nih.gov/diversity/faq>.)

1. Have you presented an innovative and transformative idea in a compelling narrative? ([FOAs](#), [FAQ #8](#), [Program Insights #1](#))
2. Have you addressed the relevant questions and additional review criteria found in the FOAs? ([FOAs](#), [PHS398](#), [FAQ #2](#), [Program Insights #6](#))
3. Have you followed the PHS398 instructions, except where instructed to do otherwise in the FOAs and notices? ([FOAs](#), [PHS398](#), [NOT-RM-14-008](#), [FAQ #16](#))
4. Does your budget address all needs (travel, increased participation in years 2-4 for BUILD)? Have you included all of the forms with required budget information? ([FOAs](#), [PHS398](#), [BUILD FAQ #45-55](#), [NRMN FAQ #72-73](#), [CEC FAQ #83](#))
5. Did you use the correct indirect cost rates? For the BUILD, indirect Costs (also known as Facilities & Administrative [F&A] Costs) are reimbursed at 8% of modified total direct costs (exclusive of tuition and fees and expenditures for equipment), rather than on the basis of a negotiated rate agreement for the Research Enrichment Core. Aside from in this core and the Student Training Core in the BUILD, use negotiated rates. ([FOAs](#), [Technical Assistance Webinar](#))
6. Have you included the overall component and all the core components? None of the research strategy response sections exceed 12 pages? ([FOAs](#), [PHS398](#), [Technical Assistance Webinar](#), [FAQ #21](#), [FAQ #22](#))
7. If you're using a multiple-PI structure, have you included a leadership plan and justification for needing multi-PIs? ([FOAs](#), [Technical Assistance Webinar](#), [FAQ #18](#), [FAQ #19](#))
8. Have you filled out the application completely, included the required letters of support, and attached your cover letter and all necessary bio sketches? ([FOAs](#), [PHS398](#), [Technical Assistance Webinar](#), [FAQ #20](#), [FAQ #21](#), [FAQ #63](#))
9. Did you double check for spelling and grammatical errors, clearly label the appendix CDs (if included), and ensure the application is signed? ([FOAs](#), [PHS398](#), [FAQ #17](#))
10. Have you checked your formatting? There are specific requirements for fonts and font size in the application instructions. ([PHS398](#))
11. Have you double checked the mailing address to the one listed above? (Notice in the address above that the zip code varies based on the means you use to send the application.) ([FOAs](#), [PHS398](#))

Other Information to Review

1. NRMN and BUILD – Have you addressed how established mentor/training programs will interact with the newly proposed BUILD or NRMN programs? ([FOAs](#), [FAQ #31](#), [FAQ #43](#))
2. BUILD – Are partner institutions and their responsibilities clearly identified, outlined and supported with detailed letters of support? ([FOAs](#), [FAQ #27](#), [FAQ #41](#))
3. NRMN and BUILD – Are you proposing a pilot program? If so, have you justified the pilot and laid out the plan for a ramp up period? ([FOAs](#), [Technical Assistance Webinar](#), [FAQ #65](#), [FAQ #66](#))
4. NRMN – Have you named particular mentors in your application? If so, go back and remove the names and do not include their biosketches. ([Program Insights #3](#), [FAQ #63](#))
5. NRMN – Have you addressed how BUILD mentoring programs and your proposed NRMN will interact? ([FOAs](#), [FAQ # 60](#))

Last minute questions about your application or the Diversity program as a whole can be sent to: BUILDNRMNCEC@nih.gov.

The [Enhancing the Diversity of the NIH-Funded Workforce](#) program is funded through the NIH Common Fund, and managed by the National Institute on Minority Health and Health Disparities in partnership with the National Heart, Lung, and Blood Institute.