

Program Insights

Last week the *Program Insights* newsletter covered **required registrations** and **travel budgets**. This week's newsletter addresses the **application review process** and **review criteria** for your application. If you've missed previous newsletters, look for them on the Diversity program website: <http://commonfund.nih.gov/diversity/newsletter>.

REMINDER: Applications 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 Officials: 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 GMO Priscilla Grant, at grantp@mail.nih.gov.

Just added to the Diversity website: Last minute tips for writing a strong application. There's a presentation specific for the Diversity program and a presentation about the general road to funding at the NIH. Not what you need? Check out some of the links from the NIH Office of Extramural Research for more great tips on completing and submitting an application for funding. Take a look at the resources here: <http://commonfund.nih.gov/diversity/index>.

Application Review Process

The NIH peer review process includes two levels of review:

- Initial Peer Review – Conducted by a Scientific Review Group composed primarily of non-federal scientists who have expertise in relevant disciplines and current research areas. This group is assembled by the [Center for Scientific Review \(CSR\)](#) and is entirely separate from the NIH Institutes and Centers providing management or funding (National Institute on Minority Health and Health Disparities (NIMHD) and the Common Fund).
- Council Review – Conducted by the appropriate IC's National Advisory Council or Board composed of both scientific members and public representatives chosen for their expertise, interest, or activity in matters related to health and disease.

These are some of the steps your application will go through:

- Applications received by the Division of Receipt and Referral in the CSR and assigned to NIMHD.
- CSR staff assess applications for completeness.
- The Diversity Working Group members assess the applications for responsiveness.
- A Scientific Review Officer from CSR assembles a panel of experts from the extramural scientific community to perform review.
- Assigned reviewers (at least 3 per application) to read and assess applications based on established review criteria
 - Significance, Investigators, Innovation, Approach, Environment
- Peer Review Meeting
 - Applications undergo a selection process in which only those deemed to have the highest scientific and technical merit (generally the top half of applications) will be discussed and assigned an overall impact score.
 - For discussed applications, assigned reviewers summarize their prepared critiques for the group and an open discussion follows.
 - Final scoring of Overall Impact (likelihood that project will exert sustained, transformative influence on the field) is conducted by private ballot.
 - The final Overall Impact score is based on the average of all voting reviewers.
 - Scores range from 10 (Exceptional) to 90 (Poor).

The NIH Office of Extramural Research has several resources to help understand the peer review process on their website: <http://grants.nih.gov/grants/peer/peer.htm>.

Review Criteria

This evaluation is based on consideration of the five Core Review Criteria:

- Significance
- Investigators
- Innovation
- Approach
- Environment

In addition to the criteria above, reviewers will consider **Additional Review Criteria** listed in the FOAs, including:

- **BUILD:** Overall Component, Administrative Core, Institutional Development Core, Student Training Core, and Research Enrichment Core
- **NRMN:** Administrative Core; Mentorship and Networking Core; Mentor Training Core; Professional Development Core.
- **CEC:** Administrative Core; Data Coordination Core; Evaluation Core
- **All FOAs:** Protections of Human Subjects; Inclusion of Women, Minorities, and Children; Vertebrate Animals; and Biohazards

Reviewers will factor these additional review criteria into the overall impact score.

Make sure to review the additional review criteria in the [BUILD](#), [NRMN](#), and [CEC](#) FOAs. Check out the Technical Assistance Webinar for more information about the review process and the additional review criteria.

BONUS Tip: The anticipated timeline for post-application activities:

<u>Activity</u>	<u>Due Date</u>
Application Receipt Date	April 2, 2014
CSR Peer Review	June/July 2014
NIMHD Advisory Council Review	September 2014
Earliest Start Date	September 2014
Kick-off Meeting	October/November 2014; Bethesda, MD

If you have questions about your application or the Diversity program as a whole, you can always send your questions to BUILDNRMNCEC@nih.gov.

Share this newsletter with colleagues who might be interested in getting updates about the Diversity program. Encourage them to sign up to get their own copy delivered to their inbox! All they have to do is add their email address to the mailing list here: <http://commonfund.nih.gov/diversityregister>.

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.



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Enhancing the Diversity of the NIH-Funded Workforce Program

