BBAL Tips for Grant Submission

Identify a Funding Source

The University of Maryland School of Nursing (UMSON) Office of Research sends out a weekly email about possible federally funded grants. You may also use these links to help you to identify a funding source for your grant proposal.

- Funding Options and Standard Due Dates
- National Institutes of Health (NIH) Funding Search
- NIH RePORTER
- NIH Institutes, Centers, and Offices
- Choose Approach and Find FOAs

The University of Maryland School of Medicine's Research Career Development Program also issues a monthly newsletter, which offers classes to help faculty identify funding sources. Faculty can also contact Stacie Small at the School of Medicine to meet one on one to identify funding sources.

Complete Online Funding Proposal Review Form

Prior to scheduling your mock review, complete the online funding proposal review form.

After you submit the online funding proposal review form, you will receive approval from the associate dean of research at UMSON and your department chair, OR a request for more information.

Contact the Appropriate Program Officer

Once approved and your specific aims are ready, you should contact the appropriate program officer(s) for feedback and assess their interest.

- Top Questions Investigators Ask Program Officers
- Should I Contact a Program Officer Before I Apply?
- Working with NIH Program Officials PowerPoint

BBAL Feedback on Specific Aims

While this is not required, investigators often find it helpful to receive feedback from BBAL colleagues who may or may not be familiar with their research. You can utilize the BBAL listserv to request feedback on your specific aims prior to your mock review.

Other BBAL Feedback

While it is not required, investigators can use the BBAL lunch and learn (second Monday of each month at noon) to informally present their ideas before submitting a grant. In the past, investigators have

presented ideas across a continuum (concept development to completed pilots). If interested in presenting at the BBAL lunch and learn, contact Cindy Renn at the School of Nursing.

Before Writing Your Grant

NIH has several tips and guides to help investigators before the start writing their grant.

- Getting Started
- Writing Your Application
- New Investigator Guide to NIH Funding
- Highlight Significance and Innovation

Schedule Mock Review

Once you have received your approval, you can contact the UMSON Research Office to schedule your mock review, which is optional, but highly recommended. The mock review should be scheduled at least six weeks prior to the grant submission date. Plan to submit the following sections for your mock review:

1. Specific Aims
2. Research Strategy
3. Bibliography/References
4. Budget Justification
5. Biosketches of Key Personnel
6. Environment/Resources
7. Abstract
8. Animals (if applicable)
9. Prior critique (if resubmission)
10. Introduction to application (if resubmission)

The instruction manual and forms for NIH grants are available here:

- Instructions for Restructured Application Forms
- NIH Electronic Applications: Annotated SF424 (R&R) Form Set

Some other examples:

- Sample Applications and Summary Statements
- Example of Application Elements
- Creating Your Cover Letter

Develop Your Budget

Meet with the pre-award staff in the Office of Research to develop your budget. Below are links that you can use to help you develop a budget.

- [Developing Your Budget](#)
- [Budget Example 1](#)
- [Budget Example 2](#)

Revise Your Proposal Based on Feedback from Mock Review

Once you receive feedback from the mock review, utilize it to revise your grant proposal.

Finding the Correct Study Section

Before you submit your NIH proposal, you should identify a study section that you believe is best suited to review your research. You can request this study section via your cover letter.

- [Orientation for Peer Review](#)
- [NIH Grant Review Process YouTube Videos](#)
- [NIH Scientific Review Group Roster Index](#)
- [Roster Index for Regular Standing Study Sections and Continuing SEPs](#)
- [Find a Study Section (search box in bottom left)](#)
- [Researching Your Study Section](#)
- [Ensure You Get the Right Assignments](#)

Submit Your Proposal

The grant must be submitted to the pre-award grant officer at UMSON for internal routing before the grant due date. Contact your UMSON grant officer to determine the date. The Office of Research will submit your grant for you. All grants must be submitted electronically.

- [Standard Due Dates for Competing Applications](#)
- [Submitting Your Application](#)

Accessing Your Score

Once your grant is reviewed by the NIH study section, the score awarded to the application will be listed on your eRAcommons account. Check your eCommons to identify the review date. Once you receive your score, you can also contact the program officer for additional information.

Revising Your Proposal

If you plan to resubmit your grant you will need to start the process again.

- [Example Paylines](#)
- [How to Read Your Score](#)