

NIH Grant Submission Assistance Guidelines
(June submissions and July resubmissions, 2015 Deadlines)

The programs detailed below can be used individually or together. It is our belief that using both embodies best practices.

All investigators involved in multi-investigator proposals must agree to the project's involvement in the program and designate one investigator to lead participation in the program.

PEER-REVIEW

The Peer-Review Program connects investigators with colleagues on or off campus who can provide a scientific review of the proposal.

To participate in the Peer-Review Program the investigator must:

1. *be an assistant professor, an [early stage investigator](#) seeking an R, K, or career development award, OR an applicant for a grant containing \$500K or greater in total direct costs.*
2. *identify five potential peer-reviewers on or off campus. OVPRGS will try to find three among the listed individuals who can provide a thorough review of the project. The investigator does not need to have known the reviewer previously. A peer-reviewer cannot also be an investigator on the grant. We cannot guarantee that it will be possible to find three available reviewers. In the event of inadequate peer-review, the proposal will be classified as non-reviewed for editing and consulting purposes.*
3. *contact the department chair with a completed [application for grant assistance form](#) by the deadline specified below. Applicants are encouraged to contact their department chair as soon as possible.*
4. *provide a full proposal for review by the deadline specified below. Inclusion of a draft budget is acceptable.*
5. *be willing to peer-review another investigator's proposal at a future date.*
6. *fill out a feedback survey on the review process after proposal is submitted.*

Proposals that are peer-reviewed will receive editing/consulting support unless a majority of the peer-reviewers recommend that the grant not be submitted, in which case editing support will not be made available.

Off-campus peer-reviewers will be compensated with a minimum payment of \$250 for their effort. Subject to the [MSU Overload Pay Policy](#), on-campus reviewers will be compensated at levels, and in a manner, established by the colleges with no minimum level required. Payments to each reviewer will receive a 60% subsidy from the OVPRGS up to a total payment of \$250; colleges must provide the balance and may provide policy-compliant extra compensation at their own discretion and cost.

GRANT CONSULTING AND EDITING:

The Grant Consulting and Editing Program connects investigators with an NIH proposal specialist, who will help hone and “sell” the proposal. Prior peer-review is recommended but not required. Those who consent to peer-review typically will receive editing support. Proposals that do not undergo peer-review will be offered editing support subject to resource availability.

To participate in the Grant Editing/Consulting Program the investigators must:

1. *be an assistant professor, an early stage investigator seeking an R, K, or career development award, OR an applicant for a grant containing \$500K or greater in total direct costs.*
2. *contact the department chair with a completed [application for grant assistance form](#) by the deadline specified below. Applicants are encouraged to contact their department chair as soon as possible.*
3. *provide a full proposal for review a minimum of one month before the internal deadline. Inclusion of a draft budget is acceptable.*
4. *fill out a feedback survey on the editing process after proposal is submitted.*

If the department chair is confident a proposal will pass pre-submission peer-review, the investigator can begin to work with the grant-editing consultant before that peer-review is complete.

Anyone who does not fit the criteria designated in the guidelines but is still interested in editing consulting may set up a 45 minute appointment with Tom Hollon at vprgs.hollonappts@campusad.msu.edu to discuss options for editing and peer-review of their grant proposal.

Peer-Review AND Editing/Consulting TIMELINE *

*relative to internal OSP deadlines for June and July (OSP regulations require proposals be turned in to their office 3 business days before the agency deadline.)

- **10 WEEKS:** Latest date to inform department chair of interest in peer-review with grant editing and consulting. Date at which investigator must provide list of possible reviewers
- **8 WEEKS:** Proposal given to peer-reviewers
- **6 WEEKS:** Proposal returned to investigators with review
- **4 WEEKS:** Proposal with reviewer comments addressed given to grant editing consultant

Peer-Review ONLY or Editing/Consulting ONLY TIMELINE *

*relative to internal OSP deadlines for June and July (OSP regulations require proposals be turned in to their office 3 business days before the agency deadline.)

- **6 WEEKS:** Latest date to inform department chair of interest in peer-review ONLY or grant editing and consulting ONLY. Date at which investigator must provide list of possible reviewers
- **4 WEEKS:** Proposal given to grant editing consultant OR peer-reviewers

Deadlines for Combined Peer-Review AND Editing*

Submission Type	Grant Type	Interest Deadline	Proposal Draft for Review	Proposal Returned to Investigator with review	Revised Proposal to Grant Editor	OSP Deadline	NIH Deadline
new	R01, U01	24-Mar	7-Apr	21-Apr	5-May	2-Jun	5-Jun
new	K series	31-Mar	14-Apr	28-Apr	12-May	9-Jun	12-Jun
new	R03, R21, R33, R21/R33, R34, R36	2-Apr	16-Apr	30-Apr	14-May	11-Jun	16-Jun
All - new, renewal, resubmission, revision	R15	13-Apr	27-Apr	11-May	25-May	22-Jun	25-Jun
renewal, resubmission, revision	R01, U01	21-Apr	5-May	19-May	2-Jun	30-Jun	5-Jul
renewal, resubmission, revision	K series	28-Apr	12-May	26-May	9-Jun	7-Jul	12-Jul
renewal, resubmission, revision	R03, R21, R33, R21/R33, R34, R36	4-May	18-May	1-Jun	15-Jun	13-Jul	16-Jul

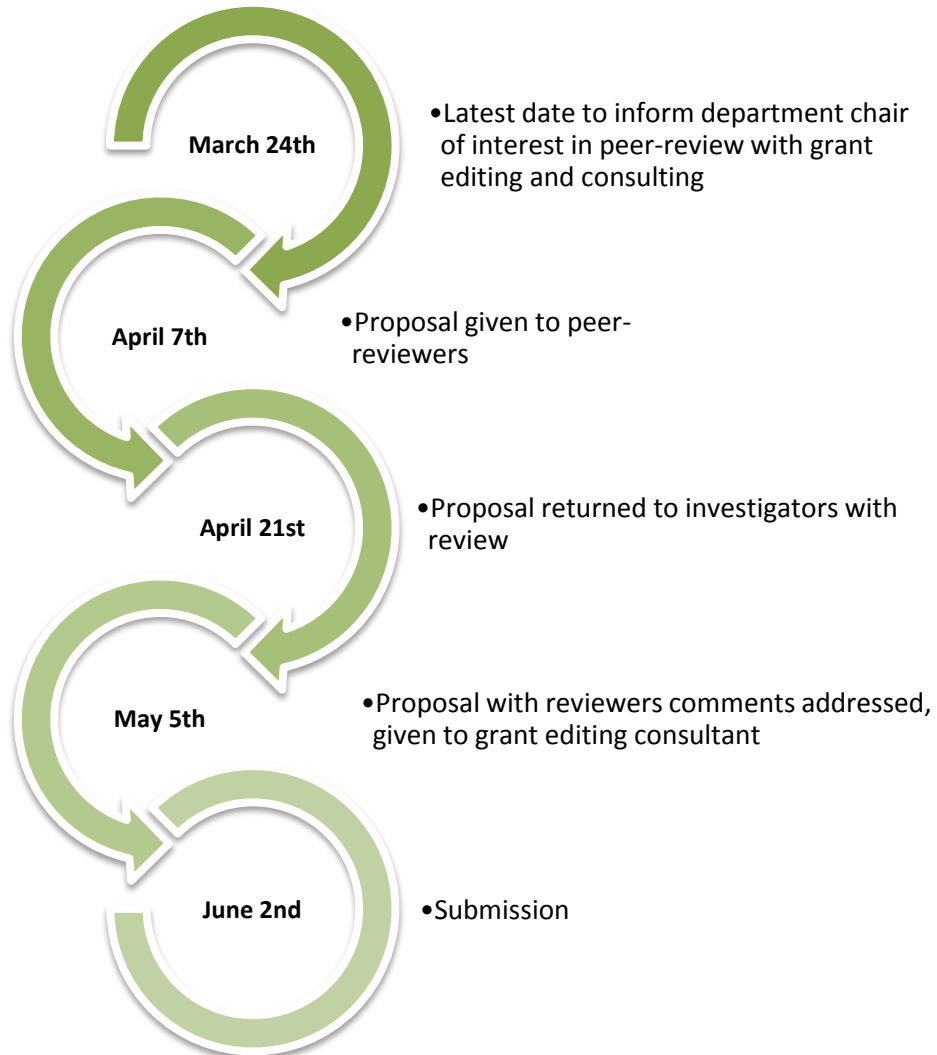
Deadlines for Peer-Review ONLY or Editing ONLY*

Submission Type	Grant Type	Interest Deadline	Revised Proposal to Grant Editor or Reviewer	OSP Deadline	NIH Deadline
new	R01, U01	21-Apr	5-May	2-Jun	5-Jun
new	K series	28-Apr	12-May	9-Jun	12-Jun
new	R03, R21, R33, R21/R33, R34, R36	30-Apr	14-May	11-Jun	16-Jun
All - new, renewal, resubmission, revision	R15	11-May	25-May	22-Jun	25-Jun
renewal, resubmission, revision	R01, U01	19-May	2-Jun	30-Jun	5-Jul
renewal, resubmission, revision	K series	26-May	9-Jun	7-Jul	12-Jul
renewal, resubmission, revision	R03, R21, R33, R21/R33, R34, R36	1-Jun	15-Jun	13-Jul	16-Jul

***relative to internal OSP deadlines for June and July (OSP regulations require proposals be turned in to their office 3 business days before the agency deadline.)**

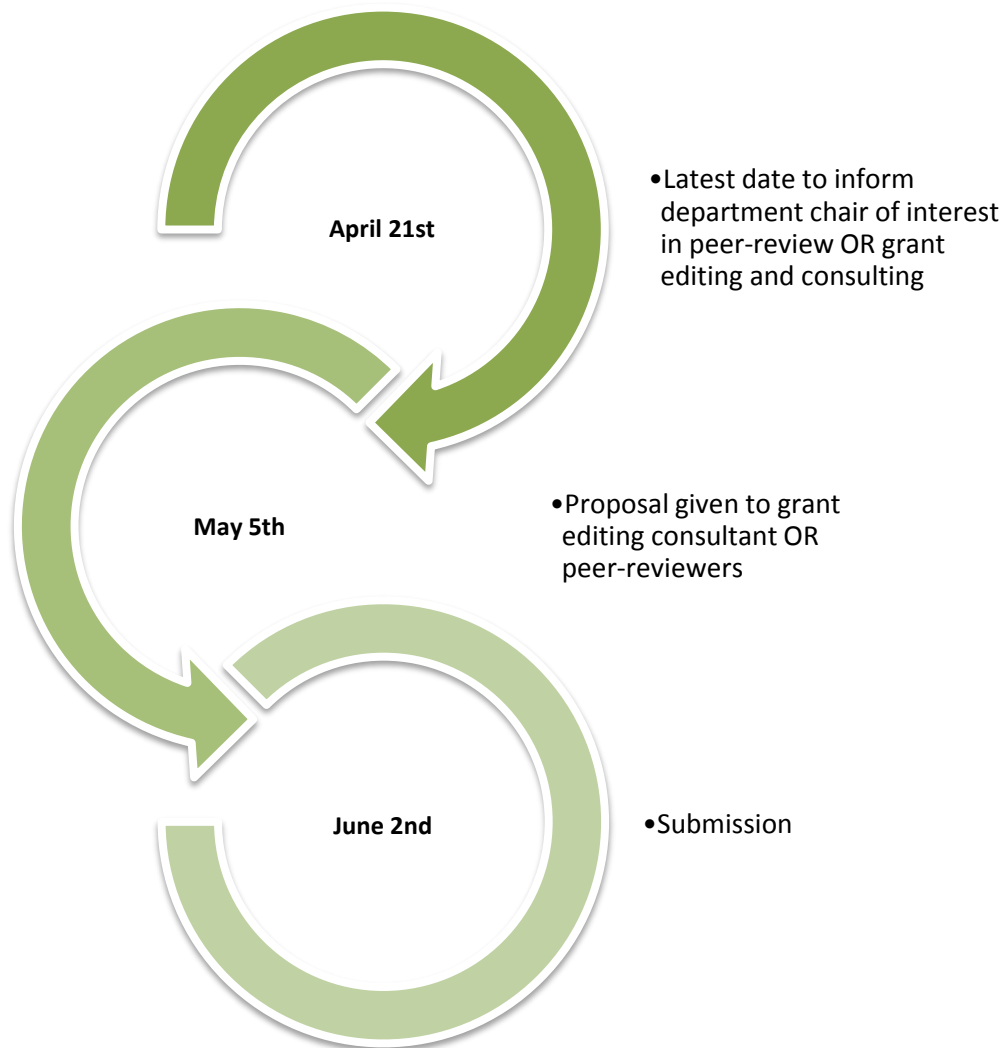
EXAMPLE R01 TIMELINES:

Peer-Review AND Editing/Consulting Timeline for First Submissions of R01s this Cycle*



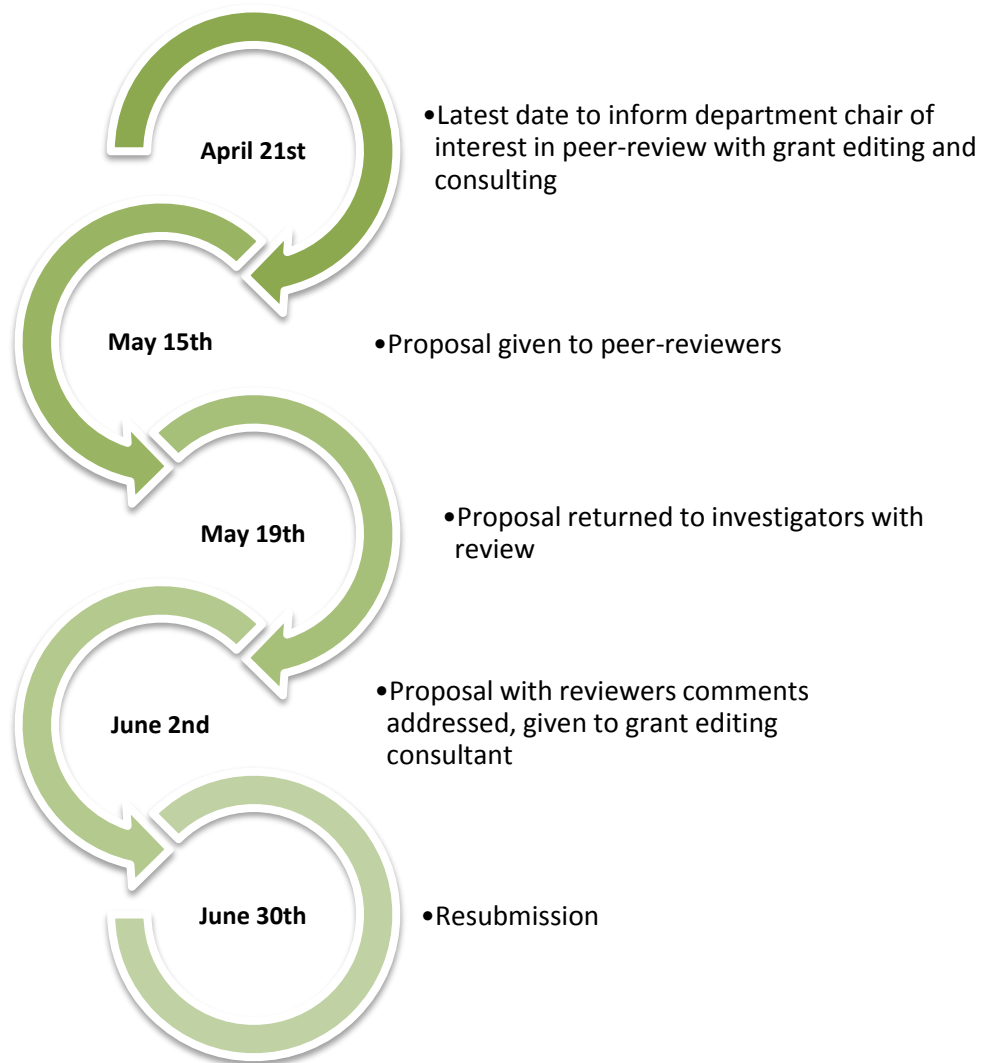
*dates reflect weeks from internal OSP deadline of June 2nd for an agency deadline of June 5th

Peer-Review ONLY or Editing/Consulting ONLY Timeline for First Submissions of R01s
this Cycle*



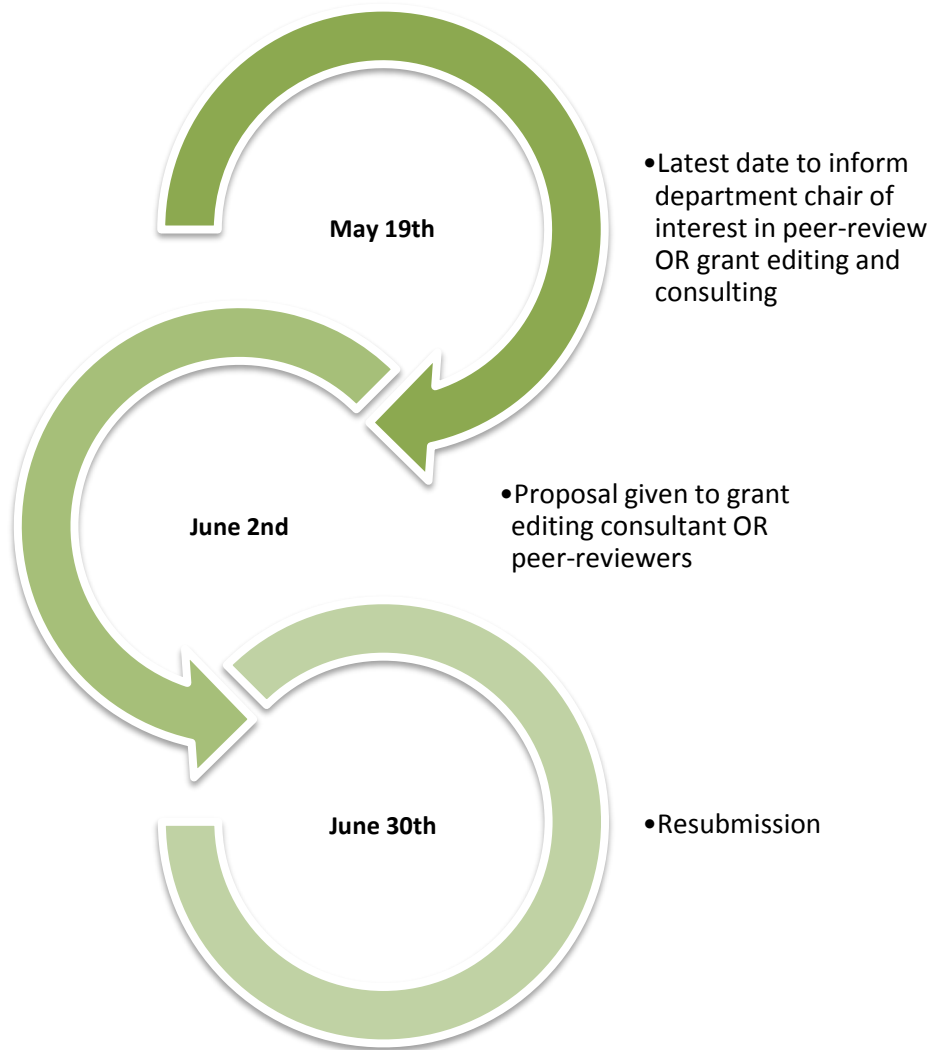
*dates reflect weeks from internal OSP deadline of June 2nd for an agency deadline of June 5th

Peer-Review AND Editing/Consulting Timeline for Resubmissions of R01s this Cycle*



* dates reflect weeks from internal OSP deadline of June 30th for an agency deadline of July 5th

Peer-Review ONLY or Editing/Consulting ONLY Timeline for Resubmissions of R01s this Cycle *



* dates reflect weeks from internal OSP deadline of June 30th for an agency deadline of July 5th