NIH Grant Submission Assistance Guidelines  
(Cycle I, 2016 Deadlines)

The programs detailed below can be used individually or together. It is our belief that using both embodies best practices and will maximize the prospects for success.

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 still be eligible for editing and consulting services.
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. 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.

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 above criteria, but is still interested in editing consulting may set up a 45 minute appointment with Tom Hollon at RGS.hollonappts@campusad.msu.edu to discuss options for editing and peer-review of their grant proposal.

Please direct any further questions to RGS.review@campusad.msu.edu.
Peer-Review AND Editing/Consulting TIMELINE
- **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
- **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 & Editing**
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<th>Submission Type</th>
<th>Grant Type</th>
<th>Interest Deadline</th>
<th>Proposal Draft for Review</th>
<th>Proposal Returned to Investigator with review</th>
<th>Revised Proposal to Grant Editor</th>
<th>OSP Deadline (8am day of)</th>
<th>NIH Deadline</th>
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<td><strong>Cycle I</strong></td>
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<td>24-Nov</td>
<td>8-Dec</td>
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