

Grant Writing Program Outline

Step	Topic	Activities
1	Preliminary meeting with the applicant following application	Meeting with program lead, Mario Schootman, Ph.D., to discuss program scope, overall research ideas, grant strategy, timeframes, mentors, collaborators or other needs to improve the chance of success.
2	Evaluation of readiness	The applicant's biosketch and a rough draft of the specific aims page will be evaluated by a group of senior investigators for readiness to participate in the cohort.
3	Formal acceptance to the program	Feedback from the specific aims workshop panelists and assessment by the program leadership will facilitate the priority order for applicants to access the program and become part of the cohort. To provide adequate support, there is a limited number of openings for each cohort. Applicants who were not prioritized for a specific cohort will be invited to participate in the next cohort.
4	Orientation	All newly enrolled scholars will participate in the orientation meeting as a group. This will allow the group to get to know each other and help foster networking among scholars who will be going through the process of grant planning, writing and submission together.
5	Weekly/bi-weekly group meetings with other scholars	Purpose: 1) building professional relationships among the members of the group; 2) provide relevant workshops on specific topics regarding grant development and presented by topic experts (e.g., how to plan and build the research plan; career development plan and structure; budget and justification; biosketches, mentor letters).
6	1:1 meetings with each scholar	Progress meetings (as needed) or email checkups; writing coaching, and draft materials. These meetings will be held on a regular schedule based on the scholar's request (e.g., biweekly or monthly), which will occur until grant submission.
7	Biostatistics consultation	Scholars will have the opportunity to set up a consultation with the biostatistics team to discuss study design prior to fully developing their research strategy. It is recommended that this consultation occurs in the early stages of grant preparation after acceptance into the program.
8	Call with Program Officer	Once there is a solid draft of specific aims and career development plan, we will work with the scholar to identify the most suitable funding opportunity, NIH institute, and program officer contact(s) at NIH. The scholar, along with their primary mentor, will schedule a call with the appropriate program officer.
9	Project Readiness Panel (PRP)	A panel will be scheduled for a preliminary assessment of the overall proposal 12 weeks prior to grant submission to NIH. After incorporating feedback from the mentors, program lead, and biostatistics consultation, the scholar will be ready to develop a preliminary draft of their research proposal and career development plan. During the PRP, a working draft of

		the proposal will be reviewed and discussed with a multidisciplinary group.
10	Mock Study Section	Scholars are strongly encouraged to schedule a Mock Study Section to review their complete drafts six-eight weeks ahead of submission. The program lead will help facilitate this.
11	1:1 Post submission critiques, discussion, and next steps	After feedback from reviewers to strategize next steps, including support in response to just-in-time requests or response to reviewers prior to council meeting if requested by NIH.