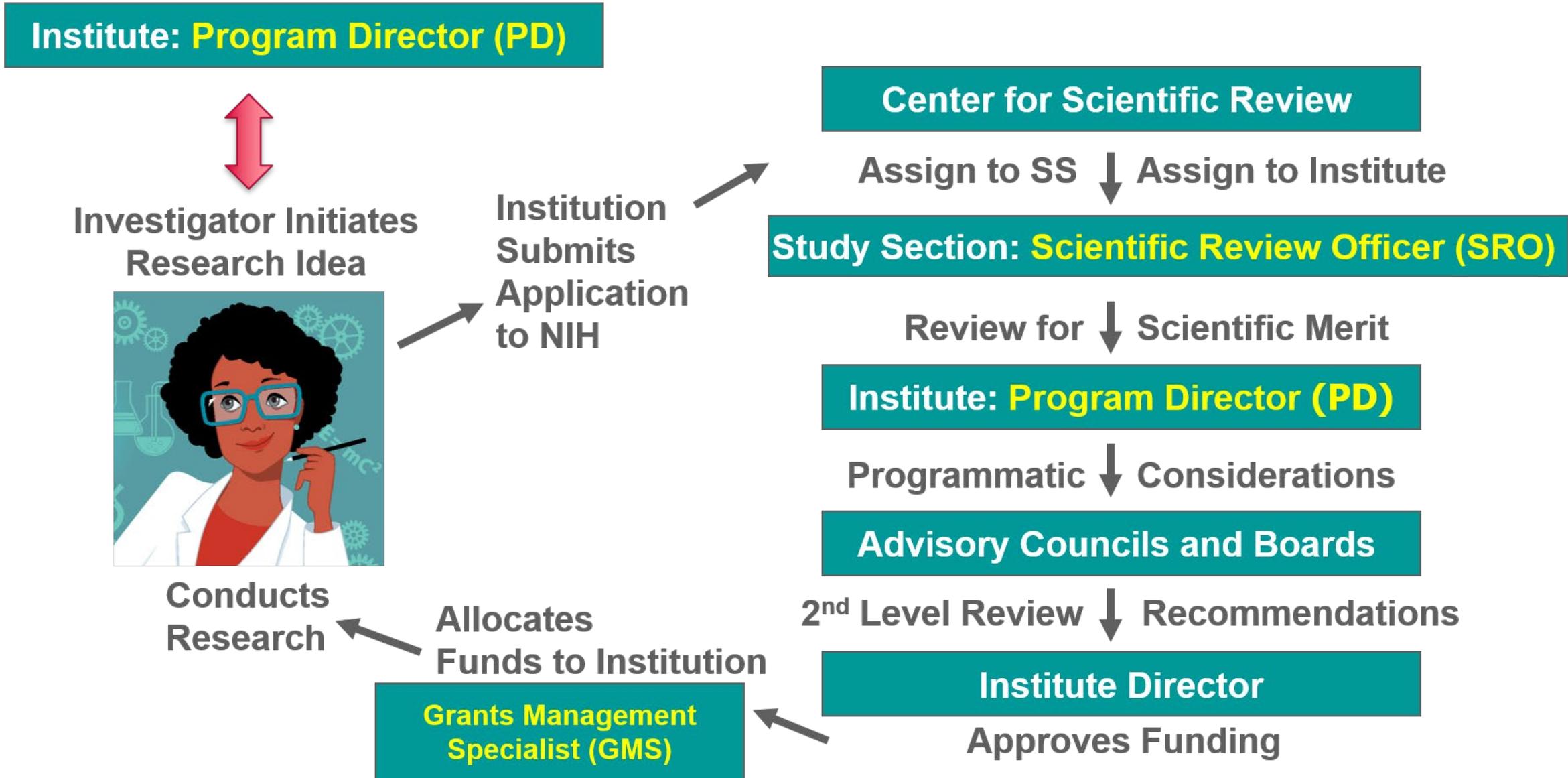


Communicating with Your NCI Program Director: It's a Two-Way Street

Nas Zahir, PhD

NIH Grants Lifecycle: Who to talk with and when



Why would you talk with your NCI PD?

NCI PD expertise can help strengthen your project and your science.

- **Service**: help the PI optimize the application, so reviewers can evaluate the best version, and NCI fund highly meritorious science.
- **Stewardship**: Ensure that the nation's investment in NCI is well-spent, in a legal and ethical manner.
- **Vision**: Be current and forward-looking about the big picture in our field, so we can help NIH leadership and PIs make decisions about how best to advance cancer research.
- SROs, PDs, and GMSs have a different balance of these three roles.
- Different PDs have a unique balance of these three roles, too.

Pre-Award Phase: Interaction of PD with PI

- **Early discussions** about: ideas for an application, relevance to NCI mission, relevant funding mechanisms and study sections, when to apply, budget policies, the team, etc.
- Listen to study section reviews for providing **feedback on summary statements** and potential next steps.
- **Advocate for your application** if there are discretionary funds or if you applied to a specialized research program (e.g., cooperative agreements).
- **Help resolve pre-award issues** such as concerns with scientific overlap, budget, human/animal subjects, foreign applications/components.
- **Work with GMS** on administering grants: both the PD and the GMS must hit the “GO” button to award a grant.

Tips and Tricks – NIH RePORTER

- Find information about current NIH awards.
- Use Matchmaker to find PDs with portfolios in your area of research or to find funded projects like yours.

U.S. Department of Health & Human Services

NIH Research Portfolio Online Reporting Tools (RePORT)

HOME | ABOUT RePORT | FAQs | GLOSSARY | CONTACT

QUICK LINKS RESEARCH ORGANIZATIONS WORKFORCE FUNDING REPORTS LINKS & DATA

Home > RePORTER > Query Form

NIH RePORTER Version: 7.40.0

FIND PROGRAM OFFICIALS OR SIMILAR PROJECTS

QUERY BROWSE NIH **MATCHMAKER** SEARCH PUBLICATIONS BETA

SUBMIT QUERY CLEAR QUERY

Fiscal Year (FY): Current FY is 2020 Active Projects

RESEARCHER AND ORGANIZATION

Principal Investigator (PI) / Project Leader: (Last Name, First Name) Use %* for wildcard in PI names

Organization: LOOKUP

Department Type: SELECT

Organization Type: SELECT

City: Use %* for wildcard

State: SELECT

Country: SELECT

Congressional District: SELECT

DUNS Number:

TEXT SEARCH

Text Search (Logic): And Or Advanced

Search in: Projects Publications News

Limit Project search to: Project Title Project Terms Project Abstracts

Limit Publication search to: Start Year End Year

PROJECT DETAILS

Project Number/ Application ID: 5R01CA012345-04/8515397

Agency/Institute/Center: SELECT

NIH Spending Category: SELECT

Funding Mechanism: SELECT

PROJECTS PROGRAM OFFICIAL

Matching Text: Cancer metastasis angiogenesis drug resistance pathways

Fiscal Year (FY): Active Projects

500 projects with similar concepts to the entered text. (500 maximum)

INSTITUTE/CENTER

ACTIVITY CODE

STUDY SECTION

Click on the column header to sort the results

Records per page: 25

1 of 20 Next Last

Match Score	T Act	Project	Year	Sub #	Project Title	Contact PI / Project Leader	Organization	FY	Admin IC	Funding IC	FY Total Cost by IC	Similar Projects
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138 Program Officials from the matched projects. (500 projects maximum)

INSTITUTE/CENTER

ACTIVITY CODE

Click on the column header to sort the results

Records per page: 25

1 of 6 Next Last

Program Official	IC	Contact Information	Projects
SNYDERWINE, ELIZABETH G	NCI	Click to view PO_email_address	38
AULT, GRACE S	NCI	Click to view PO_email_address	38
GAO, YUHLING	NHLBI	Click to view PO_email_address	20
WOODHOUSE, ELIZABETH	NCI	Click to view PO_email_address	17
DAMICO, MARK W	NCI	Click to view PO_email_address	12
CHEN, WEIWEI	NCI	Click to view PO_email_address	12
WATSON, JOANNA M	NCI	Click to view PO_email_address	11
ZAHIR, NASTARAN Z	NCI	Click to view PO_email_address	11
SATHYAMOORTHY, NEERAJA	NCI	Click to view PO_email_address	9
SHEN, GRACE L	NEI	Click to view PO_email_address	9
HILDESHEIM, JEFFREY	NCI	Click to view PO_email_address	8

Tips and Tricks – CSR Assisted Referral Tool (ART)



Assisted Referral Tool (ART)

[Help](#) | [Disclaimer](#) | [User Guide](#)

[ART Home](#) >> SRG

Animal Usage?

Enter application text and hit the Submit button to get a list of relevant study sections in two groups, “Strong” and “Possible”. Within a group, study sections are listed alphabetically by the SRG acronym

Title Optional but strongly recommended, as title concepts receive full weight in the models

Enter your application text here. Entering both Abstract and Specific Aims is recommended. Section subheaders and delimiters (e.g. 'Abstract') will be ignored. At least 10 scientific concepts from the RCDC Thesaurus must be detected for ART to submit your job.

Terms will be weighted by frequency of appearance in the text above. The process is automated and confidential. ART does not track or store submitted text. For more information consult the [User Guide](#).

Helpful place to start when trying to determine appropriate NIH standing study sections for your application.



Post-Award Phase: Interaction of PD with PI

- Monitor progress of your research grant by keeping an eye out for your papers, touching base with you at scientific meetings and workshops, etc.
- Review, evaluate, and approve annual progress reports.
- Monitor compliance of regulations, policies, special terms of the award.
- Identify gaps/needs/opportunities and solve problems in the project throughout the grant life-cycle.
- Serve as point of contact for information about additional sources of funding (e.g., administrative supplements) and resources for your project and your lab.
- Report your major research advances to DCB colleagues and NCI/NIH leadership.

And It's a Two-Way Street: PI responsibilities

- Update “Personal Profile” section of eRA Commons (e.g., name, degrees, institution, department, academic rank, address, phone number, email).
- Monitor status updates for applications and grants as they move through the system, via the “Status” section of eRA Commons.
 - Documents received/accepted, study section assignment and SRO, NIH referral assignment, NIH PD, Score, Summary Statement, Just-in-Time (JIT) requests, Notice of Award (NoA), etc.
- Submit required materials on time: Just-in-Time info, Progress Report (RPPR), required certifications and documentation (e.g., IACUC, IRB, training certification, data sharing, resource sharing, genomic data sharing, grant close-out reports).
- Inform PD about major advances and publications – no need to wait for next Progress Report (optional, but easy).

A Typical Progress Report (RPPR)

Annual progress reports are required to document grantee accomplishments and compliance with the terms of the award.

Guidance:

- About 2-3 pages, including figures if appropriate.
- Highlight overall summary of progress followed by specific progress towards each Specific Aim, describing successes and challenges.
- Discuss plans for the next year.
- Include Supplement Progress Report if you have a Supplement.
- List relevant Publications, entering them into the NIH Public Access Policy system.
- Include any other assurances/certifications required for your award.
- Seek advice from colleagues on the science, and from Sponsored Research Office for guidance on the administrative sections.
- Take a day or two to prepare - not an hour and not a week.

An Atypical Progress Report (RPPR)...

“Too much” data/progress

- Is this one year’s progress? Does it distinguish between prior years’ progress and the most recent year’s progress?
- Is the progress from just this grant? Are some data from other funding, which may synergize with this project?

“Too little” data/progress

- Is this an accurate account of total progress for the year?
 - If so, is this a recurring issue? Discuss the challenges and plans to get back on track; determine any help the PD can provide, especially for New PIs.
 - If not, then PI will be requested to revise and provide sufficient information on progress and results.

What NCI PDs *cannot* do for you...

- Tell you how to do your project.
- Provide exemptions for submission deadline or rules-violation.
- Change a study section assignment.
- Change the NCI funding policy.
- Change the requirements that must be fulfilled for an award to be issued.
- Write you a letter of recommendation as your PD.
- Talk to your Chairperson, or *anyone* outside of NIH except you, about your application, your Summary Statement, or your job/position status.

NIH Grants Lifecycle: Who to talk with and when

Institute: **Program Director (PD)**



Investigator Initiates
Research Idea



Institution
Submits
Application
to NIH

Center for Scientific Review

Assign to SS ↓ Assign to Institute

Study Section: **Scientific Review Officer (SRO)**

Review for ↓ Scientific Merit

Institute: **Program Director (PD)**

Programmatic ↓ Considerations

Advisory Councils and Boards

2nd Level Review ↓ Recommendations

Institute Director

Approves Funding

Conducts
Research

Allocates
Funds to Institution

Next up!

**Grants Management
Specialist (GMS)**

Thank you for your attention



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www.cancer.gov/espanol