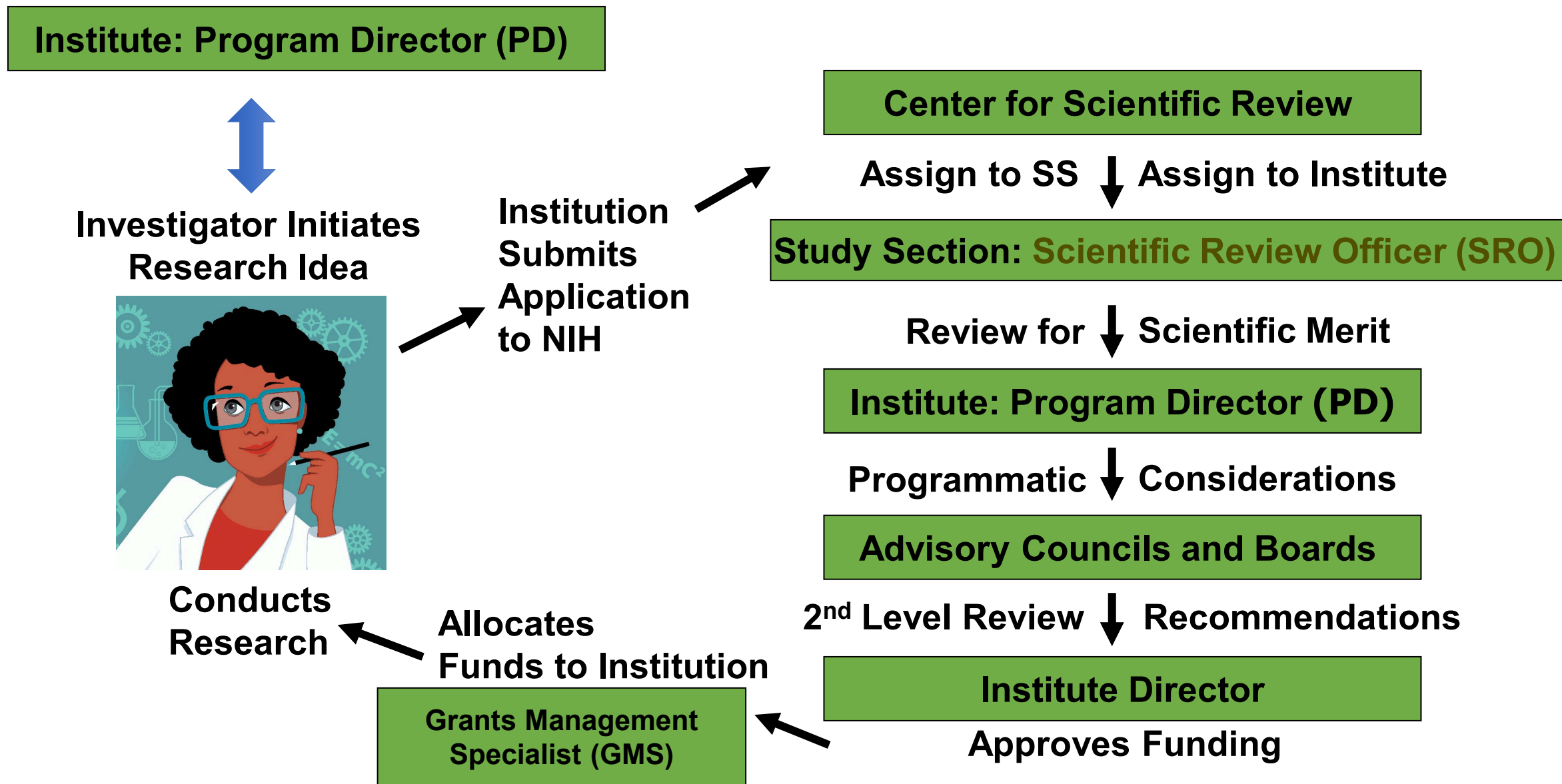


# Communicating with Your NCI Program Director: It's a Two-Way Street

*Kris Willis, 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

U.S. Department of Health & Human Services | Text Size A A

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

MyRePORTER | Login | Register | RePORTER Manual | System Health | GREEN

NIH RePORTER Version: 7.40.0

ABOUT RePORTER DATA | FAQ | EXPORTER | RSS of Newly Added Projects

QUERY | BROWSE NIH | MATCHMAKER | SEARCH PUBLICATIONS BETA

SUBMIT QUERY | CLEAR QUERY

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

RESEARCHER AND ORGANIZATION

Principal Investigator (PI) / Project Leader: (Last Name, First Name) | City: | State: | Country: | Congressional District: | DUNS Number: | Organization: | Department Type: | Organization Type: |

TEXT SEARCH

Text Search (Logic): | Search in: | Limit Project search to: | Limit Publication search to: |

PROJECT DETAILS

Project Number/ Application ID: | Agency/Institute/Center: | NIH Spending Category: | Funding Mechanism: |

- 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.

PROJECTS | PROGRAM OFFICIAL

Matching Text: cancer metastasis angiogenesis drug resistance pathways

Fiscal Year (FY): Active Projects | Exclude Subprojects? | Characters left: 14945

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

Click on chart labels to filter search results by the Institute/Center or Activity Code or Study Section

INSTITUTE/CENTER

Institute/Center	Projects
NCI	300
NHLBI	100
NIGMS	50
NEI	20
NINDS	10
NIA	5

ACTIVITY CODE

Activity Code	Projects
R01	240
R21	20
ZIA	10
P01	5
F30	5
P30	5

STUDY SECTION

Study Section	Projects
TPM	55
TME	20
VCMB	18
DPVS	10
TCB	5
MABS	5

Click on the column header to sort the results

Records per page: 25 | 1 of 20 | Next | Last

Application Type: Act. Activity Code/Project Admin IC.Serial No./Year/Support Year/Supplement/Amendment

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)

Click on chart labels to filter search results by the Institute/Center or Activity Code

INSTITUTE/CENTER

Institute/Center	Program Official
NCI	80
NHLBI	20
NIGMS	10
NIA	5
NIDDK	5
NIAMS	5

ACTIVITY CODE

Activity Code	Program Official
R01	80
R21	20
R00	10
R35	5
U01	5
R03	5

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	<a href="#">Click to view PO_email_address</a>	38
AULT, GRACE S	NCI	<a href="#">Click to view PO_email_address</a>	38
GAO, YUNLING	NHLBI	<a href="#">Click to view PO_email_address</a>	20
WOODHOUSE, ELIZABETH	NCI	<a href="#">Click to view PO_email_address</a>	17
DAMICO, MARK W	NCI	<a href="#">Click to view PO_email_address</a>	12
CHEN, WEIWEI	NCI	<a href="#">Click to view PO_email_address</a>	12
WATSON, JOANNAM	NCI	<a href="#">Click to view PO_email_address</a>	11
ZAHIR, NASTARAN Z	NCI	<a href="#">Click to view PO_email_address</a>	11
SATHYAMOORTHY, NEERAJA	NCI	<a href="#">Click to view PO_email_address</a>	9
SHEN, GRACE L	NEI	<a href="#">Click to view PO_email_address</a>	9
HILDESHEIM, JEFFREY	NCI	<a href="#">Click to view PO_email_address</a>	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.

Not a prediction of assignment!

## 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 pages (3 max), 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?

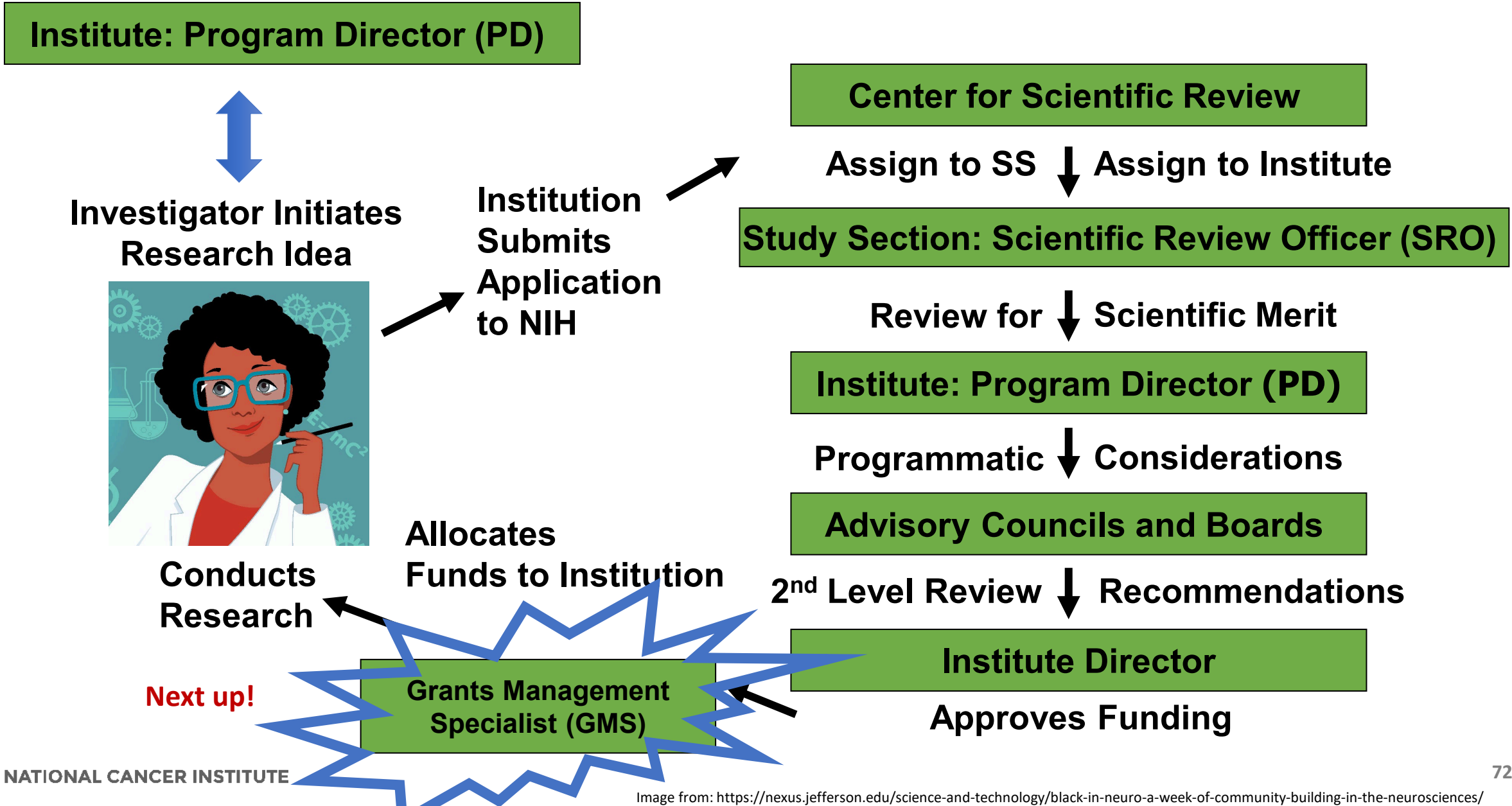
## “Too little” data/progress

- 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



Thank you for your attention



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CANCER  
INSTITUTE**



**@NCICancerBio**

[www.cancer.gov](http://www.cancer.gov)

[www.cancer.gov/espanol](http://www.cancer.gov/espanol)