Grant Writing Part II

HARVARD
T.H. CHAN
SCHOOL OF PUBLIC HEALTH

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Today's Seminar

- NIH Biosketch
- Letters of Support
- Budgets / Budget Justifications
- Electronic Submission

Peer Review
5 Core NIH Review Criteria

1) **Significance** – Addresses an important problem or critical barrier to progress
2) **Investigators** – Qualifications of the team: well-suited for the proposed work
3) **Innovation** – Novel concepts or approach: address challenges to current barriers (within and across fields)
4) **Approach** – Feasibility/strengths/match of overall strategy, methodology, instrumentation, and/or interventions to accomplish Specific Aims
5) **Environment** – Institutional support (infrastructure and resources) to achieve the work

NIH Biosketch

- All senior/key personnel and other key contributors must include biosketches to showcase their:

1) Education/training
2) Positions, scientific appointments, and honors
3) Contribution to Science (research accomplishments)

- All key personnel's biosketches have a personal statement, which must explicitly state how their experience qualifies them for **their role on the project**

- **Must be in the latest NIH format**
- **Must have an eRA commons user name**

What makes a Strong Biosketch?

- Convince reviewers that the individual and overall team can all perform the roles required to successfully complete the project
- Showcases skills/expertise specific to the proposed application
- Publications show skills/expertise of the individual and to the project deliverables of the team – **BOLD YOUR NAME**
- ➢ Hint/advice: "accidentally" list conference proceedings if publication record is weak – for junior investigators
- Biosketches need to be consistent with other parts of the application and specific to the application
- ➢ Hint/advice: Ensure the formatting is the same for all investigators

NIH Biosketch Format

- Name
- eRA commons user name
- Position Title
- Education/Training

A. Personal Statement

- Ongoing and recently completed projects that I would like to highlight include:
- Citations related to the proposed activities

B. Positions, Scientific Appointments, and Honors

C. Contributions to Science

- Completed List of Published Work in MyBibliography: (link)

Research Support – now not included – list in the beginning of the document after (A) Personal Statement

NIH Biosketch Format

May not exceed **5** pages per person. This 5-page limit includes the table at the top of the first page.

Do not adjust margins or page size.

Figures, tables, or graphics are not allowed in the biosketch

Header

BIOGRAPHICAL SKETCH

Provide the following information for the Senior/key personnel and other significant contributors.
Follow this format for each person. DO NOT EXCEED FIVE PAGES.

NAME: Hunt, Morgan Casey

eRA COMMONS USER NAME (credential, e.g., agency login): huntmc

POSITION TITLE: Associate Professor of Psychology

Education / Training

INSTITUTION AND LOCATION	DEGREE *(if applicable)*	Completion Date MM/YYYY	FIELD OF STUDY
University of California, Berkeley	BS	05/2003	Psychology
University of Vermont	PHD	05/2009	Experimental Psychology
University of California, Berkeley	Postdoctoral	08/2013	Public Health and Epidemiology

A. Personal Statement

- Describe why you are well-suited for the role in this project
- This may include your training; your previous experimental work on this specific topic; your technical expertise; your collaborators or scientific environment; and/or your past performance in this or related fields
- You may cite up to 4 publications or research products that highlight your experience and qualifications for this project

A. Personal Statement

A. Personal Statement

I am an Associate Professor of Psychology, and my research is focused on neuropsychological changes associated with substance use disorders. I have a broad background in psychology, with specific training and expertise in ethnographic and survey research and secondary data analysis on psychological aspects of substance use disorders. As PI or co-Investigator on several university- and NIH-funded grants, I laid the groundwork for the proposed research by developing effective measures of disability, depression, and other psychosocial factors relevant to older people with substance use disorders, and by establishing strong ties with community providers that will make it possible to recruit and track participants over time as documented in the following publications. In addition, I successfully administered the projects (e.g. staffing, research protections, budget), collaborated with other researchers, and produced several peer-reviewed publications from each project. As a result of these previous experiences, I am aware of the importance of frequent communication among project members and of constructing a realistic research plan, timeline, and budget.

Ongoing and recently completed projects that I would like to highlight include:

R01 DA942367
Hunt (PI)
09/01/16-08/31/21
Health trajectories and behavioral interventions among older people with substance use disorders

R01 MH922731
Merryle (PI), Role: co-investigator
12/15/17-11/30/22
Physical disability, depression, and substance use among older adults

R21 AA998075
Hunt (PI)
01/01/19-12/31/21
Community-based intervention for alcohol abuse

Citations:

1. Merryle, R.J. & **Hunt, M.C.** (2015). Independent living, physical disability and substance use among older adults. Psychology and Aging, 23(4), 10-22.
2. **Hunt, M.C.**, Jensen, J.L. & Crenshaw, W. (2018). Substance use and mental health among community-dwelling older adults. International Journal of Geriatric Psychiatry, 24(9), 1124-1135.
3. **Hunt, M.C.**, Wiechelt, S.A. & Merryle, R. (2019). Predicting the substance use treatment needs of an aging population. American Journal of Public Health, 45(2), 236-245. PMCID: PMC9162292
4. Merryle, R. & **Hunt, M.C.** (2020). Randomized clinical trial of cotinine in older people with nicotine use disorder. Age and Aging, 38(2), 9-23. PMCID: PMC9002364

B. Positions, Scientific Appointments, and Honors

- **Position:** List in reverse chronological order (present to past) the positions held that are relevant to this application

- **Honors:** List any relevant academic and professional achievements and honors. In particular:
  - Includes scholarships, traineeships, fellowships, and development awards, as applicable.

B. Positions, Scientific Appointments, and Honors

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Positions and Scientific Appointments

2021– Present	Associate Professor, Department of Psychology, Washington University, St. Louis, MO
2020 – Present	Adjunct Professor, McGill University Department of Psychology, Montreal, Quebec, Canada
2018 – Present	NIH Risk, Adult Substance Use Disorder Study Section, member
2015 – 2017	Consultant, Coastal Psychological Services, San Francisco, CA
2014 – 2021	Assistant Professor, Department of Psychology, Washington University, St. Louis, MO
2014 – 2015	NIH Peer Review Committee: Psychobiology of Aging, ad hoc reviewer
2014 – Present	Board of Advisors, Senior Services of Eastern Missouri
2013 – 2014	Lecturer, Department of Psychology, Middlebury College, Middlebury, VT
2011 – Present	Associate Editor, Psychology and Aging
2009 – Present	Member, American Geriatrics Society
2009 – Present	Member, Gerontological Society of America
2009 – 2013	Fellow, Intramural Research Program, National Institute on Drug Abuse, Baltimore, MD
2006 – Present	Member, American Psychological Association

Honors

2020	Award for Best in Interdisciplinary Ethnography, International Ethnographic Society
2019	Excellence in Teaching, Washington University, St. Louis, MO
2018	Outstanding Young Faculty Award, Washington University, St. Louis, MO

C. Contributions to Science

- Briefly describe up to five of your most significant contributions to science. The description of each contribution should be no longer than one-half page, including citations (4=limit).

- For each contribution, indicate the following:
  - Historical background that frames the scientific problem;
  - Central findings;
  - Influence of the finding(s) on the progress of science or the application of those finding(s) to health or technology; and
  - Your specific role in the described work.

- For each contribution, you may cite up to four publications or research products that are relevant to the contribution

- **Tailor your achievements to the Application!**

C. Contributions to Science

My early publications directly addressed the fact that substance abuse is often overlooked in older adults. However, because many older adults were raised during an era of increased drug and alcohol use, there are reasons to believe that this will become an increasing issue as the population ages. These publications found that older adults appear in a variety of primary care settings or seek mental health providers to deal with emerging addiction problems. These publications document this emerging problem but guide primary care providers and geriatric mental health providers to recognize symptoms, assess the nature of the problem and apply the necessary interventions. By providing evidence and simple clinical approaches, this body of work has changed the standards of care for addicted older adults and will continue to provide assistance in relevant medical settings well into the future. I served as the primary investigator or co-investigator in all of these studies.

a. Gryczynski, J., Shaft, B.M., Merryle, R., & Hunt, M.C. (2002). Community based participatory research with late-life addicts. American Journal of Alcohol and Drug Abuse, 15(3), 222-238.

b.Shaft, B.M., Hunt, M.C., Merryle, R., & Venturi, R. (2003). Policy implications of genetic transmission of alcohol and drug abuse in female nonusers. International Journal of Drug Policy, 30(5), 46-58.

c. Hunt, M.C., Marks, A.E., Shaft, B.M., Merryle, R., & Jensen, J.L. (2004). Early-life family and community characteristics and late-life substance abuse. Journal of Applied Gerontology, 28(2),26-37.

d. Hunt, M.C., Marks, A.E., Venturi, R., Crenshaw, W. & Ratonian, A. (2007). Community-based intervention strategies for reducing alcohol and drug abuse in the elderly. Addiction, 104(9), 1436-1606. PMCID: PMC9000292.

C. Contributions to Science

Complete List of Published Work in MyBibliography:
https://www.ncbi.nlm.nih.gov/myncbi/1ICifFFV4VYQZE/bibliography/public/

Summary NIH Biosketch

- Highlight your accomplishments and tailor to needs of the project

- Follow Formatting guidelines and latest version

More information:
https://grants.nih.gov/grants/forms/biosketch.htm

- Utilize NIH's online Biosketch creation tool – SciENcv
https://www.ncbi.nlm.nih.gov/sciencv/

Note: Non-NIH funders will likely require biosketch/CV in another format

Letters of Support/Collaboration

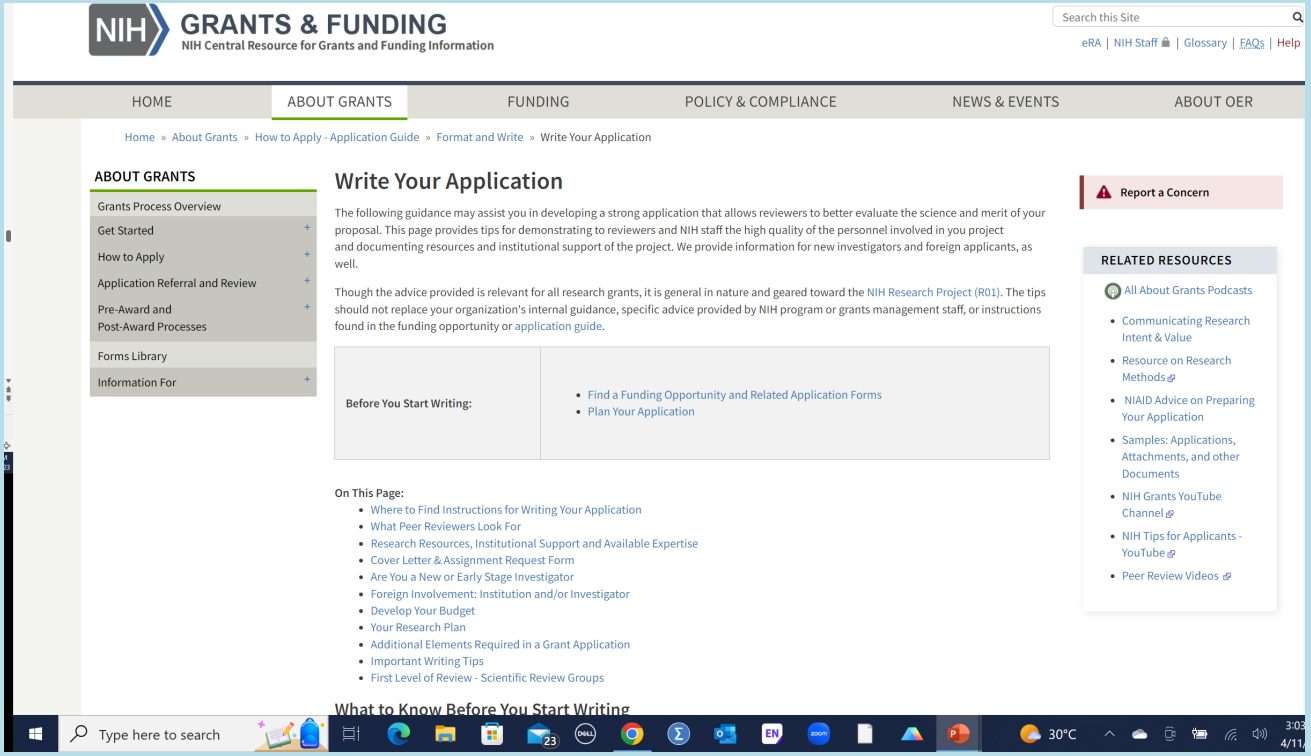
Illustrate support from Co-Investigators and views of key stakeholders (Ministry, Local Government, University Administration, Deans, etc.) – occasionally companies supporting technology

Two key elements:

1) Enthusiasm
2) Convincing Details of Project

NIH Grant Writing Resources

https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/write-your-application.htm



NIH tutorial: https://www.nlm.nih.gov/ep/Tutorial.html

Quick Guide for NIH Grant Applications:
https://www.niaaa.nih.gov/sites/default/files/publications/Training_Quick_Guide_for_Grant_Applications-rev-2010.pdf

Grant Writing for Success (NIH):
https://grants.nih.gov/grants/regionalseminars/2014/docs/Presentations2014/Grant_Writing_for_Success.pptx

Budget and Budget Justification Overview

- The purpose & significance of a budget
- Budget main categories
  - Direct Costs
  - Indirect Costs
- Detailed budget categories
- Budget Templates
- Budget Justification

The purpose & significance of a budget

- A budget is a **key element** of most grant proposals and serves as a **blueprint** for spending the project's funds.
- Budget details usually reveal whether a proposed project has been **carefully planned** and may be **feasible**.
- A budget should be **complete**; it should include all the costs of any personnel, supplies, and activities required by the project.

Budget Main Categories

- **Direct Cost**: are costs that can be identified specifically with a particular project. These costs include expenditures for project personnel salaries, employee benefits, supplies, travel, equipment, telephones, and postage.. etc. All direct cost items must be included in the budget.

- **Indirect cost**: costs incurred by a grantee that cannot be identified specifically with a particular project or program. They include the costs of many services such as procurement, administrative, library, IT, space, as well as building maintenance and depreciation, and utilities. **These costs are often referred to as the "*cost of doing business*", *business overhead***, or ***Facilities and Administrative Costs (F&A)*.**

Detailed Budget Categories

Case of NIH: Research and Related Budget Form (R&R)

- **Senior/Key Personnel**: **(Section A)** The Senior/Key Personnel section should include any senior or key personnel from the applicant organization who are dedicating effort to this project.

  - *Definition of Key Personnel*: "Key personnel are defined as all individuals who **contribute in a substantive way** to the scientific development or execution of the project, whether or not salaries are requested. Typically, these individuals have doctoral or other professional degrees, although individuals at the masters or baccalaureate level should be included if their involvement meets the definition of key personnel."

Detailed Budget Categories (Cont.)

- **Other Personnel**: **(Section B)** This category should include other personnel who will be working and getting paid salary from the project.
  - Other personnel can be listed by project role – i.e Research Assistants, Nurses, Study Coordinator.
  - If multiple people share the same role such as “8 Study Nurses”, indicate the number of personnel, add their person months together, and add their requested salaries together.

Detailed Budget Categories (Cont.)

- **Equipment, Travel, and Participants/Trainees support (Sections C, D, and E)**
  - *Equipment:* Equipment is defined as a property having a useful life of more than one year and an acquisition cost of $5,000 or more per unit.
  - *Travel:* You should refer to the institutional travel policy for guidance on how you budget the travel cost.

Detailed Budget Categories (Cont.)

- **Other Direct Costs and total direct cost (Section F, Sections G)**
  - *Other Direct Costs* : Material and supplies, Publication cost, consortium, Section,…
  - *Total direct cost*: Sum A thru F

Detailed Budget Categories (Cont.)

- **Section H: Indirect cost (or OH)**
  - Overhead rates differ from sponsor to sponsor
  - Calculated on modified total direct cost (MTDC)
  - NIH OH rate is based on institutional policy

For example,

Direct costs = 100,000$

Indirect costs (15%) = $15,000

Total costs = $115,000

Sponsor Budget Template vs Institutional Budget Template

- Budget templates differ based on sponsors, funding agencies or funding amount.
- NIH: Research and Related Budget Form (R&R) or Modular budget form (PHS398)
- Institutional/departmental internal budget template
    - Example of a departmental budget template

Budget cost principles

- It is important to ensure that all costs meet the Federal Cost Principles criteria:
  - Allowable
  - Allocable
  - Reasonable
  - Consistent

Budget Final Review

Ask yourself, will the budget...

- provide sufficient resources to carry out the project?
- be in the format required by the sponsor and your organization?
- provide enough detail that the reviewer can easily see the way the items were calculated?
- show a clear relationship between the budget items and the research activities?