



# Key Contacts and Steps in the Grant Funding Process

Sometimes the hardest part of any effort is getting started. That's why we developed this document to help researchers prepare their application for submission and to offer resources to assist them through to award and closeout.

Here are the best people to contact at different stages of the process. **Start planning early for your submission.** Begin your preparation at least a year from idea conception to application submission.

## DCCPS PROGRAM DIRECTOR

Before applying, contact a **DCCPS program director** to ask about

- DCCPS funding opportunities, initiatives, and programs
- Resources available from NIH/NCI
- Eligibility, mechanisms, and requirements for funding
- Information on policies or guidelines
- Priority areas for an institute, program, or branch

## eRA HELP DESK

Contact the **electronic Research Administration (eRA) Help Desk** at [era.nih.gov](http://era.nih.gov) to ask about

- Submitting the online application
- Managing information on the eRA Commons

## SCIENTIFIC REVIEW OFFICER

Discuss with a **Scientific Review Officer**

- Specific expertise for review of your application
- Ways to avoid reviewer assignment conflicts
- Information about post-submission materials
  - ▶ Revised budget page(s)
  - ▶ Biographical sketches for changes in key personnel
  - ▶ Additional letters of support
  - ▶ News of an article accepted for publication since submission

## FIND THE RIGHT PROGRAM DIRECTOR

Determine which program best relates to your project interests and contact the program director. (A program director is the same as a program official or program officer.)

- **BEHAVIORAL RESEARCH PROGRAM** | [staffprofiles.cancer.gov/brp/prgmStaffHome.do](http://staffprofiles.cancer.gov/brp/prgmStaffHome.do)
- **EPIDEMIOLOGY AND GENOMICS RESEARCH PROGRAM** | [epi.grants.cancer.gov/staff](http://epi.grants.cancer.gov/staff)
- **HEALTHCARE DELIVERY RESEARCH PROGRAM** | [healthcaredelivery.cancer.gov/about/staff](http://healthcaredelivery.cancer.gov/about/staff)
- **IMPLEMENTATION SCIENCE** | [cancercontrol.cancer.gov/IS/staff.html](http://cancercontrol.cancer.gov/IS/staff.html)
- **SURVEILLANCE RESEARCH PROGRAM** | [surveillance.cancer.gov/about/staff.html](http://surveillance.cancer.gov/about/staff.html)
- **OFFICE OF CANCER SURVIVORSHIP** | [cancercontrol.cancer.gov/ocs/about/staff.html](http://cancercontrol.cancer.gov/ocs/about/staff.html)
- **HEALTH DISPARITIES AND HEALTH EQUITY** | [cancercontrol.cancer.gov/hdhe/about/staff.html](http://cancercontrol.cancer.gov/hdhe/about/staff.html)

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## SUBMISSION



## RECEIPT & REFERRAL

1 month  
after submission



## PEER REVIEW

2-8 months  
after submission



## AWARD

7-10 months  
after submission

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## GRANTS PROCESS AND POLICIES OVERVIEW

Learn about the steps required for an application to proceed from planning and submission through award and closeout at [https://grants.nih.gov/grants/grants\\_process.htm](https://grants.nih.gov/grants/grants_process.htm). Learn also about policy requirements for research grants at [www.cancer.gov/grants-training/policies-process/nci-policies](http://www.cancer.gov/grants-training/policies-process/nci-policies).



### BEFORE YOU APPLY

Learn how NIH approaches grant funding and how your research may fit within DCCPS research and funding priorities.

Explore DCCPS funding opportunities, scope, eligibility requirements, and submission deadlines.

Ensure that your research is original, understand your organization's internal grant submission procedures, and prepare to write a competitive application.

Speak with a program director to discuss how your research may align with NCI strategic priorities, clarify questions about funding opportunity announcements, learn about NIH pre-submission policies and procedures, coordinate pre-application meetings, and get general information about current peer review standards, as well as appropriate funding mechanisms.



### REACHING OUT

Always email the program director first to request information or to schedule a phone call to discuss your research idea (aims), application, or grant.

Send him or her a one-page summary of your specific aims or an abstract in advance of the call, and come prepared with specific questions to ask during the call.

Calls typically last 15-30 minutes, so line up your questions! Sending your project information ahead of time can help you spend more time asking key questions.



### WRITING YOUR APPLICATION

Prepare, write, and **submit your application early!** Start your preparation and planning for a submission early.



### AFTER YOU APPLY

Applications undergo a two-stage review by non-federal scientists and advisory councils or boards. Some factors influencing a decision to advance the application include

- Overall impact of the project
- Scored review criteria
  - ▶ Significance
  - ▶ Investigators
  - ▶ Innovation
  - ▶ Environment
  - ▶ Approach
  - Study design (clinical trials)
- Data management and statistical analysis (clinical trials)



### AFTER SUBMISSION AND SCIENTIFIC REVIEW

We recommend that you talk to a program director about the outcome of the review once the summary statement is available, usually 4-6 weeks after the study section meeting is completed.

## AFTER AWARD

An award notification typically comes 7-10 months after you apply, but **your work doesn't stop there**. NIH monitors grants carefully. Active monitoring includes reports and correspondence from



### THE GRANTEE



### AUDIT REPORTS



### SITE VISITS



### OTHER INFORMATION

Be sure to fulfill all your requirements to maintain your grant funding.

## GRANTS MANAGEMENT SPECIALIST

Ask a grants management specialist about

- Your grant funding
- Changes to your NCI-funded projects (e.g., changes in research aims)
- Grant transfer or closeout
- Annual reports

## IF NIH DOES NOT FUND YOUR APPLICATION

You will have three basic options:

1. REVISE AND RESUBMIT
2. CREATE A NEW APPLICATION
3. APPLY OUTSIDE OF NIH

Talk to your program director for insights and suggestions. Note that resubmitting has unique rules. Be sure to review the requirements.

## LEARN ABOUT OUR CURRENT GRANTEES

Learn about NIH grantees and the kinds of projects that NIH is helping to advance through the NIH RePORTER search engine at <https://projectreporter.nih.gov>. The current list of active DCCPS grants is available at <https://go.usa.gov/x7XCH>.

Search using research keywords such as “behavior” or “implementation” to see which NIH institutes or centers have funded projects in the field. This is a good way to find the right institute or program to apply to for grant funding.

See also our searchable database that highlights citations from research conducted by DCCPS staff, grantees, and contract investigators at <https://publications.nci.nih.gov>.

## WE WANT TO HEAR FROM YOU!

Contact us anytime for assistance with your research and grant funding questions. A list of DCCPS personnel and their responsibilities is available at <https://cancercontrol.cancer.gov/about-dccps/about-division/who-we-are>.

Learn more at <https://cancercontrol.cancer.gov/funding.html>.