

**How to write a Successful Grant
Step-by-Step Guide**
To be used in conjunction with the OGS website [\[new link\]](#)

Process Overview (See below for detailed instructions and links to NIH resources)

1. Get started

- Before starting any proposal, speak to your mentor, collaborators, and department chair to review your idea.
- The Department Administrator should also be notified for Cayuse entry.
- For NIH, contact the Program Officer in the necessary Institute/Center.
- We also encourage you to contact OGS as soon as possible so that we can identify appropriate resources (a grant writing specialist) for you to be successful.
- Gain portal access to eRA commons, login-gov, Cayuse, Proposal Central, SPIN, etc
- Find collaborators with PURE
- Develop your idea
- Develop your team- always include a biostatistician in your team
- Contact IRB (as soon as possible), IACUC, Biosafety, EHS, OCT (1 month before the deadline) as applicable

2. Find Funding

[Spin](#) is our Portal for Finding Targeted Funding Opportunities or visit the OGS website [\[link\]](#)

3. Develop Proposal

- Write the proposal
- Develop the budget

4. Route Submit and Track Proposal

- Route the application (8 days before the deadline)
- Do NOT submit the application unless it is approved by OGS!
- Submit the application (1 day before the deadline latest) even if it is not completed. You can always submit changed/corrected applications until the deadline.
- After submission, you will get 4 subsequent emails from NIH to inform you if it was submitted or not.
 - Warnings- do not stop processing/ are addressed at the discretion of the applicant
 - Errors- you must submit a changed/corrected application before the deadline

5. Post-Submission Additional Materials

- After submitting, NIH allows post-submission materials 1 month before the Scientific Review Group meets.
- Applicants can submit 1-page preliminary data and 1-page for any other new information such as publications, patents, promotions, etc... in PDF. This should be submitted to the Scientific Officer, NOT the Program Officer.
- Depending on the proposal's impact score and the Institute/Center's (ICs) paylines (**conservative funding cutoff point**), JIT information may be requested.

Good Luck!

Detailed Instructions and links to NIH: To be used in conjunction with the OGS website [\[link\]](#)

1. Get started

- [NIH Grants Process Overview](#)- Learn the Basics, Plan your Approach
- [NIH Prepare to Apply](#)- Systems and Roles, Register, Types of Applications, Submission Options
- First you will need an **ORCID iD**, which is a unique, open digital identifier that distinguishes each individual researcher from every other researcher with the same or a similar name. Connect your eRA Commons with your ORCID iD.
- You'll need to **gain portal access**, such as login.gov, grants.gov, eRA Commons, and Cayuse.
- You can find collaborators with **PURE**.
- Ensure you have **grant capacity and readiness**.
- Develop your **idea** with Project Planning and Development
- Develop your **team**- always include a biostatistician in your team
- [Track for your Budget](#)

2. Find Funding

- **Spin** is our Portal for Finding Targeted Funding Opportunities or visit the OGS website [\[link\]](#)

3. Develop Proposal

Contact OGS if you need a grant consultant.

- [Plan your application](#)- Understand NIH, Find Funding, Determine submission date, Plan within your organization, obtain prior approvals if needed, get to know the NIH peer review process and criteria, organize your time to complete the application
- [Prepare your application](#)- sample applications, draft specific aims, outline your experiments, know your audience, write your research plan
- [Write your application](#)- where to find instructions, resources, cover letter, are you a new investigator, budget, your research plan, additional elements, writing tips
- [Write your Research Plan](#)- title, abstract, aims, significance, innovation, approach, budget
- Please visit NIAAA's [Quick Guide for Grant Applications](#) for more information on each section's purpose, content, [page limits](#), and suggestions.
- Prepare your Budget
 - [Develop your Budget](#)
 - [Plan your Budget and Personnel](#)
 - [Create a Budget](#)
 - [Subaward Budgets](#)
- [Collect Additional Elements Required](#)- Bibliography and Works Cited, [Biosketches](#), Data Management Sharing Plan, Assurances, Human or Animal Subjects if applicable, Facilities and other resources/ environment
- Complete the Cayuse Supplemental Form
- Contact your DA to enter the proposal into Cayuse

4. Route Submit and Track Proposal

- Please visit NIH's [Submit, Track, and View](#) site
- Start the routing chain in Cayuse to obtain approvals
- Submit through Cayuse or other submission portals as applicable
- View Errors and Warnings in eRA Commons

- View Assembled Application Image in eRA Commons
- Please visit NIH's [Receipt and Referral](#) and [Submission and Assignment](#) sites
- Track proposal status in eRA Commons
- [Review Criteria and Scoring](#), [What Peer Reviewers Look For](#)

5. Post-Submission Additional Materials

- See the NIH FAQ site for [Scores and Funding](#) and NIAID's [Understanding Paylines and Percentiles](#)
- Please see NIH's [Just-in-Time Procedures](#) for more information.
- [Finding your score and summary statement](#)
- Click [here](#) for more information on preliminary review, collection of JIT, and award negotiations.

See the NIH FAQ site for [Next Steps](#)