**NIH GRANT PROCESS**

The Office for Research and Innovation (OfRI) aims to create a thriving, inclusive, and sustainable research and innovation ecosystem at Meharry that sparks scholarly activities, provides economic growth, and addresses disparities in education and health care. Thus, the OfRI supports Meharry faculty and students in submitting and successfully procuring extramural NIH funds. The Research and development awards from the NIH form a major component of Meharry's grant portfolio.

Meharry uses the NIH's recommended process for the application, submission, and management of grants and awards. All NIH grant applications must be submitted through and all Notices of Award received by the OfRI’s Grants Management Office (GMO). Federal Grants require submission by the Institutional Officer, the Authorized Organizational Representative (AOR; Dr. Shanker), or his Designee Signing Official (Mr. Ballard). The GMO reviews budgetary, administrative and regulatory components of grant applications before submitting them to NIH. We support the process at each step of the application preparation, submission, review, and pre-award management, which takes an average of 10 months. We also oversee the post-award monitoring, including submitting progress reports prepared by the investigators and close-out of completed awards. The key steps in the process are summarized below:

* Keep abreast of how NIH approaches grant funding and how new funding announcements fit into our research portfolio. We explore the different types of grant programs offered at NIH and their eligibility requirements. Funding is received through the 27 Institutes and Centers (ICs). Each IC has its own mission, priorities, budget, and funding strategy.
* Find and understand funding opportunities, ensure the research proposed in submitted applications is original, and assist with the procedures and preparation to write a competitive application for Requests for Applications (RFA), Parent Announcements, Program announcements (PAs), Notices of Special Interest (NOSIs) regarding Research Grants (R series), Career Development Awards (K series), Research Training and Fellowships (T & F), Program Project/Center Grants (P series) and Resource Grants.
* Ensure all applicant registrations are in place, get familiar with requirements, and choose the appropriate submission portal option.
* Obtain and complete application forms following provided instructions. Find information on developing the budget and formatting application documents and attachments.
* Validate and submit the application to NIH. Track the application to verify receipt and confirm with the applicant that the assembled document correctly reflects the submission.
* Ensure the submitted applications comply with NIH policies and are assigned to an NIH IC and to a scientific review group for evaluation of scientific and technical merit.
* Assist the applicants with any information requested by the NIH Program Officers while the applications undergo a two-stage review. The first level is carried out primarily by non-federal scientists, while the second is performed by NIH Advisory Councils or Boards.
* Assist the applicants who have scored well to prepare the “just-in-time” information for submission to the NIH. Final administrative reviews are conducted, and Notice of Award documents are sent to successful applicants.
* Monitor grants progress carefully. Active monitoring includes reports and correspondence from the grantee, audit reports, site visits, and other information.