

CF@LANTA – CF Grant Pre-submission Review Requirement Guidelines

Overview

In response to our external advisors, CF@LANTA is establishing a new policy requiring pre-submission review of all CF-related grant submissions from our associated institutions that are requesting services and/or consultation from CF@LANTA Cores. The goal is to provide PIs and trainees with feedback in advance of grant deadlines in order to improve the likelihood of successful review by the extramural agency.

This policy applies to all investigators, from predoctoral trainees through full Professors (see below for details), and all grant types, if the PI on that grant is requesting a letter of support from the CF-AIR and RDP research Center Director or from Core Directors. Letters of support will not be provided for grants that have not gone through this pre-submission review.

This effort will help ensure that proposals submitted by our investigators and trainees have the highest chance of funding, which benefits the entire Center as well as the proposal PI. This also will help preserve the good reputation of our Center and our institutions. Senior CF research faculty are eager and willing to commit the time needed to provide a full and detailed review, to improve our chances of funding success.

To facilitate implementation of this policy, investigators are no longer required to present their ideas in white-board format. However, we strongly encourage that young investigators – or senior investigators new to CF – take advantage of this opportunity to hone their ideas before sitting down to write. The exception to this is that any investigative team that is proposing a clinical, intervention trial that will be conducted in the CF clinics of the Emory+Children's CF Care Center must present their ideas in white-board format for review in order to analyze feasibility and assure the trial does not interfere with ongoing studies.

Additionally, the Center's senior faculty will conduct mock study sections using the NIH and CFF study section framework, providing to the PI both scores and written critiques that are intended to improve the quality of the grant before submission. Proposal will be scored based on significance to CF, the scientific foundation upon which the proposal is based (premise), the investigative team, innovation, and experimental approach (rigor).

Guidelines and timeline

- The following applies to anyone requesting service and/or consultations from a Core, or requesting a letter of support from the Center Director. That includes trainees up through full Professors.
- The Letter of Intent (LOI) should be in the format of the one-page Hypothesis and Specific Aims page.
- Submitted research plan must be complete and include biosketch(es) of all key personnel
- For proposals of all types, mock study sections will be conducted approximately five weeks before the submission deadline, and NIH-style feedback provided within one week including summary statement, scores, and reviews. The goal is to provide applicants with feedback 3-4 weeks before the agency deadline.
- While the focus is on NIH and CFF grants, other grants can be included in mock study section reviews. Please contact Marvin Whiteley regarding such grants.
- We also strongly recommend that investigators take advantage of the opportunity to lead a discussion of their proposal in white-board format, via the CF-TR joint lab meeting venue, before submission of the LOI. Contact Dr. McCarty to schedule.³
- A major goal is to get you started much earlier in the writing process. Example timelines are as follows for proposals of two types: (a) in response to a call for internal pilots, and (b) for extramural research grants.

- For external grants, there often is more than one submission date per year so if the grant proposal still requires more work to make it an A+ grant, it may be better to postpone submission to the next deadline BUT keep working on the grant and request another mock study section on a revised proposal.

STEP	Rolling Date Targets	Example dates for Internal Pilot Proposals	Example dates for Extramural CFF or NIH Research Grants
(Optional) White-board discussion			
Submission of one-page LOI (also serves as notification to program leaders)	10 weeks before deadline	Mar 20	July 29
Review of LOI		Mar 21-27	July 30 – Aug 5
Revising		Mar 28 – Apr 18	Aug 6-26
Submission of full proposal for internal review	6 weeks before deadline	Apr 18	Aug 26
Review by senior faculty		Apr 19 – May 2	Aug 27 – Sep 8
Mock study section	4 weeks before deadline	n/a	Sep 9
Revising		May 11 – May 31	Sep 16 – Oct 6
Revised proposal is sent to leaders from whom a letter of support is requested		May 25	Sep 30
Submission deadline		June 1	Oct 5/7

Typical Application Deadlines	2019 dates
CFF basic science: research grants and P&F grants	May 13 and December 2
CFF clinical science: research grants	July 19
CFF postdoctoral fellowships	December 2
NIH R01 and R21 research grants, first submission	February 5, June 5, October 5
NIH F31 and F32 fellowships	April 8, August 8, December 8
CFF/NIH unfunded grant program	Rolling deadline, before October 31
For CFF grants: https://www.cff.org/Research/Researcher-Resources/Awards-and-Grants/Funding-Opportunities/	
For NIH grants: https://grants.nih.gov/grants/how-to-apply-application-guide/due-dates-and-submission-policies/due-dates.htm	

¹ Send email to: namccar@emory.edu

² Send PDF of grant proposal to: namccar@emory.edu

³ Schedule by sending email to: namccar@emory.edu