

TSCI 6064 Grantsmanship and Peer Review

Spring 2017

CLASS DAYS and TIME: Mondays (11:00 a.m. – 1:00 p.m.)
CLASSROOM: ALTC 2.211
COURSE DIRECTOR: Linda M. McManus, PhD
OFFICE LOCATION & HOURS 426A MED
9:00 a.m. – 5:00 p.m. by appointment
EMAIL mcmanus@uthscsa.edu
TELEPHONE 210-567-0509

READ THIS DOCUMENT CAREFULLY - YOU ARE RESPONSIBLE FOR KNOWING ALL CONTENTS.

COURSE DESCRIPTION AND OBJECTIVES

This interdisciplinary course is designed to train participants in all aspects of grant peer review using the National Institutes of Health (NIH) as a model funding agency.

Pre-requisites – There are no pre-requisites for this course.

Semester credit hours – 1 .0 SCH

By the end of this course, each student should be able to:

1. Understand the diversity of extramural funding agencies
2. Understand the basis of the NIH peer review process
3. Identify appropriate NIH Study Sections for grant review
4. Interpret Summary Statements from grant reviews
5. Communicate with NIH staff during grant preparation and administration
6. Understand responsibilities of investigators post-funding

COURSE ORGANIZATION

The main teaching modalities used in this course include:

1. Lectures
2. Class discussions requiring active student participation
3. Reading and homework assignments.

Materials – No special materials are required for this course.

Reading Assignments – Reading assignments are listed in the individual class sessions as applicable. All reading assignments should be completed prior to the individual class session.

ATTENDANCE

Attendance at scheduled classes and examinations is crucial to meeting course objectives. Therefore, regular attendance in class is expected of each student.

- Attendance is defined as being present within 15 minutes after the scheduled beginning of the class and until 15 minutes before the scheduled ending of the class.
- Excused absences may be granted by the Course Director in cases such as formal presentations at scientific meetings, illness, or personal emergency.
- Excused absences are considered on an individual basis and require electronic communication with the Course Director to request an excused absence. The e-mail request to the Course Director for consideration of an excused absence must provide details regarding the circumstances and specific dates.
- It is expected that students will provide *advanced notice* of absence for scheduled events.
- If a student has excessive unexcused absences in a given course, they will automatically receive a grade of *unsatisfactory* unless *makeup* has been approved by the Course Director.
- Makeup of absences (both excused and unexcused) is allowed at the discretion of the Course Director.
- Allowable unexcused absences will be determined by the credit hours of the course as follows:

Course Semester Credit	Allowable Unexcused
3.0	3
2.0	2
1.0	1

TEXTBOOKS

There are no required textbooks for this course.

GRADING POLICIES AND EXAMINATION PROCEDURES

1. Class attendance is essential for anyone who wishes to obtain credit for the course. You must attend 7 of the 8 class sessions in order to obtain credit for the course. You can make up any sessions missed due to unexpected schedule conflicts, professional travel, or other extenuating circumstances, provided you contact the Course Director as soon as you know you will need to miss a class. Any student who fails to meet this requirement will receive an UNSATISFACTORY grade for the course.
2. Homework assignments are to be completed throughout the semester. These assignments are posted on Canvas and must be submitted on Canvas. Each assignment will be assigned a score out of a total of 100 points. **You must complete and turn-in all assignments on time and receive a minimum score of 70/100 points on the collective assignments in order to receive credit for the course.** A student who fails to complete the assignments with a score of 70/100 points will receive an UNSATISFACTORY grade for the course.
3. Completion of an online final exam is required. **A score of 70/100 points is the minimum acceptable grade in order to receive credit for the course.** A student who fails to receive 70/100 points on the final exam, will receive an UNSATISFACTORY grade for the course.
4. A student who receives an INCOMPLETE must meet with the Course Director and develop a plan of action to complete any outstanding work. All outstanding work must be completed within 6 months after the end of the course; otherwise the grade will be changed to UNSATISFACTORY.
5. A student who receives an UNSATISFACTORY grade must retake the course in order obtain a change of grade.

Grading system

Grading will be conducted on a pass/fail basis. Homework assignments and a final exam must be graded as Satisfactory in order to pass the course.

S = Satisfactory U = Unsatisfactory

REQUESTS FOR ACCOMODATIONS FOR DISABILITIES

In accordance with policy 4.2.3, **Request for Accommodation Under the ADA and the ADA Amendments Act of 2008 (ADAAA)**, any student requesting accommodation must submit the appropriate request for accommodation under the American with Disabilities Act (ADA, form 100). to his/her appropriate Associate Dean of their School and a copy to the ADA Coordinator. Additional information may be obtained at <http://uthscsa.edu/eeo/request.asp>.

ACADEMIC INTEGRITY AND PROFESSIONALISM

Any student who commits an act of academic dishonesty is subject to discipline as prescribed by the UT System Rules and Regulations of the Board of Regents. Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an exam for another person, signing attendance sheets for another student, and any act designed to give unfair advantage to a student or the attempt to commit such an act. Additional information may be obtained at <http://catalog.uthscsa.edu/generalinformation/generalacademicpolicies/academicdishonestypolicy/>

TITLE IX AT UTHSCSA

Title IX Defined:

Title of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads “no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

University of Texas Health Science Center San Antonio’s Commitment:

University of Texas Health Science Center San Antonio (UTHSCSA) is committed to maintaining a learning environment that is free from discriminatory conduct based on gender. As required by Title IX, UTHSCSA does not discriminate on the basis of sex in its education programs and activities, and it encourages any student, faculty, or staff member who thinks that he or she has been subjected to sex discrimination, sexual harassment (including sexual violence) or sexual misconduct to immediately report the incident to the Title IX Director.

In an emergency, victims of sexual abuse should call 911. For non-emergencies, they may contact UPD at 210-567-2800. Additional information may be obtained at <http://students.uthscsa.edu/titleix/>

EMAIL POLICY

Every student is issued a University “LiveMail” e-mail address and account at the time when the student first enrolls. As a standing University Policy, only the students' University “LiveMail” e-mail address shall be used for any electronic institutional communications of an official nature.

USE OF RECORDING DEVICES

Recording of any activities in this course by any means, e.g., video, audio, etc., is not permitted unless approved by the instructor or required for compliance with the American with Disabilities Act (ADA).

ELECTRONIC DEVICES

Cell phones must be turned off during all class meetings and exams. Computers and electronic tablets are allowed only for participating in classroom activities (e.g., viewing slides presented in lecture or conference materials). No texting, tweeting, e-mailing, web-surfing, gaming, or any use of electronic devices that is not directly connected with classroom activities is permitted.

TENTATIVE CLASS SCHEDULE
TSCI 6064
Grantsmanship and Peer Review

Spring 2017

SCHEDULE

Session	Date	General Area	Topic
1	Jan 9	Grant Submissions	Extramural Funding Agencies/Missions/Deadlines/Instructions
2	Jan 23		Institutional Grantsmanship Issues / Budget
3	Feb 6	Navigating the NIH	NIH Organization (Institutes/Councils, Centers, Budgets)
4	Mar 6		NIH Awards /Study Section Overview
5	Mar 20	Perils and Process in Peer Review	Initial Review Process / Communications with the NIH
6	Apr 3		Study Sections in Action
7	Apr 17		Mock Study Section Meeting
8	May 1	After the award	Interpreting/Responding to Written Critiques Grantsmanship after Funding

Grantsmanship and Peer Review (TSCI 6064)

Spring 2017 – Mondays 11-1, Every other week

Course Director - Linda M. McManus, PhD

1 Semester Credit Hour; weekly sessions, 2 hours each

Required Course Activities

- Complete assigned reading *prior* to class and be prepared for brief presentations as per homework instructions. Homework assignments are to be submitted *via* Canvas.
- Prepare a grant application. This will be due by **MARCH 20, 2017**.
- Prepare grant reviews and participate in a Mock Study Section Meeting as a Reviewer on **APRIL 20, 2017**.
- Complete the on-line final exam on Canvas; to receive credit for this course, 80% of the questions must be correctly answered. This must be done by **May 8, 2017**.

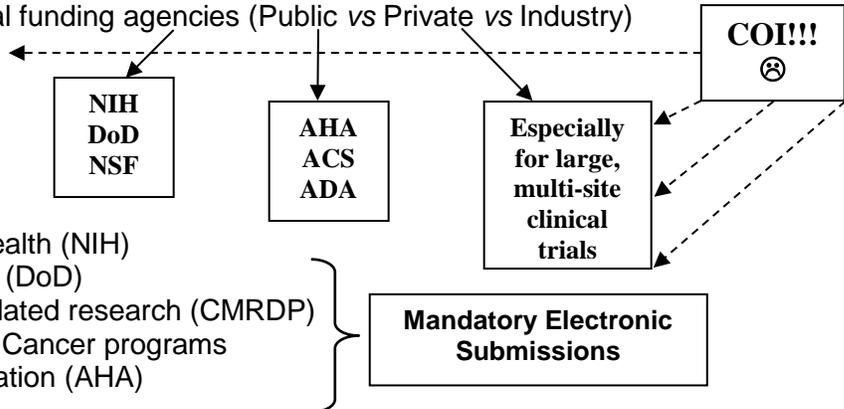
Session 1
Grantsmanship and Peer Review (TSCI 6064)

Topic: COURSE ORIENTATION/INTRODUCTION
GRANT SUBMISSIONS

Funding Agencies/Missions/Deadlines/Instructions

Learning Objectives – participants will be able to:

1. Appreciate that hundreds of hours are required to collect preliminary data, organize and prepare a proposal, submit and wait for the decision (score) generated after a ~15 minute discussion by qualified peer reviewers
2. Understand that most awards (\$) are made to institutions ... **not** individuals
3. Compare and contrast extramural funding agencies (Public vs Private vs Industry)



4. Overview prototypical agencies
 - National Institutes of Health (NIH)
 - Department of Defense (DoD)
 - Congressional mandated research (CMRDP)
 - Prostate and Breast Cancer programs
 - American Heart Association (AHA)
 5. Appreciate forms, forms, and more forms
 6. Find information/application procedures of individual funding agencies/programs (mostly electronic)
 - Intramural resources
 - UTHSA Office of Sponsored Programs (OSP; <http://research.uthscsa.edu/osp/>)
 - GrantsNet via UTHSA subscription
 - Word of mouth...ask your mentor!
 - Extramural resources
 - Subscribe to electronically receive the *NIH Guide* (free service)
<http://grants.nih.gov/grants/guide/listserv.htm>
 - Individual agency websites
 - Texas Department of Health (TDH) Funding Information Center (free service)
 - Fee for service organizations
-

Class Assignment: Review the following on-line documents and come prepared to discuss.

1. UTHSA Office of Sponsored Programs (<http://research.uthscsa.edu/osp/>)
 2. UTHSA "Forms": http://research.uthscsa.edu/osp/forms_ut.shtml
 3. UTHSA Research Education Resources (<http://iims.uthscsa.edu/seminars>)
 4. NIH – Office of Extramural Research (<http://grants1.nih.gov/grants/oer.htm>)
 5. NIH Guide <http://grants.nih.gov/grants/guide/index.html>)
-

Homework Assignment (to be handed in at Session 2):

1. Complete a NIH grant application face page (form 398)
(<http://research.uthscsa.edu/osp/forms/398HSCfp1.pdf>)
 2. Complete an UTHSA Certification of Proposal (COP)
(<http://research.uthscsa.edu/osp/forms/cop.pdf>)
-

Session 2
Grantsmanship and Peer Review (TSCI 6064)

Topic: GRANT SUBMISSIONS

Institutional Grantsmanship Issues

Instructor: Linda McManus

Learning Objectives – participants will be able to understand the relevance and importance of each of the following in the preparation and submission of proposal/grant application:

1. IRB
2. IACUC
3. Biosafety

Formal applications / established deadlines

4. Indirect vs Direct Costs
5. Modular vs non-modular NIH budgets
(Institutional budget vs submitted budget)
6. Collaborators vs consultants
7. Inter-departmental relations / Certification of Proposals (COP)
8. UTHSA Office of Sponsored Programs (OSP)
 - Review of application and required components...especially the budget
 - Provide institutional signatures
 - Forward final documents to funding agency

Reading Assignment: Review the following on-line documents and come prepared to discuss.

1. UTHSA Proposal Information (<http://research.uthscsa.edu/osp/propinfo.shtml>)
2. IRB (<http://research.uthscsa.edu/irb/>)
3. IACUC (<http://research.uthscsa.edu/iacuc/>)
4. NIH (<http://www.nih.gov/about/mission.htm>)

Homework Assignment (to be handed in at Session 3):

1. Prepare information for a **brief** oral presentation (2-3 minutes) and handout for the class regarding the scope and focus of a NIH Institute (to be assigned to each student by the Course Director)
 2. Refine/revise face page and COP
 3. Prepare pages 2, 4, & 5 of NIH grant application (form 398), *i.e.*, grant application abstract and budget with justification (in a non-modular format)
(<http://grants.nih.gov/grants/funding/phs398/phs398.html#forms>)
-

Session 3
Grantsmanship and Peer Review (TSCI 6064)

Topic: NAVIGATING THE NIH

NIH Organization: Institutes/Councils, Centers, Budgets

Learning Objectives – participants will be able to appreciate:

1. NIH Organizational Chart
 2. NIH Personnel
 3. NIH Institutes/Councils and Centers
 4. NIH Center for Scientific Review (CSR)
 5. NIH Study Sections / Scientific Review Officers (SRO)
-

Class Assignment: Review the following on-line documents and come prepared to discuss.

1. The NIH Almanac; Office of the Director
(<http://www.nih.gov/about/almanac/organization/OD.htm>)
 2. The NIH Almanac; Institutes and Centers
(<http://www.nih.gov/about/almanac/organization/index.htm>)
 3. NIH Institutes, Centers, & Offices (<http://www.nih.gov/icd/>)
 4. Description: Center for Scientific Review
(<http://www.nih.gov/about/almanac/organization/CSR.htm>)
 5. Action Page: Center for Scientific Review (<http://www.csr.nih.gov/>)
 6. eRA Commons (<https://commons.era.nih.gov/commons/>)
-

Homework Assignment (to be submitted online prior to Session 4):

1. **Briefly**, summarize (1 paragraph) the scope and focus of a NIH Study Section (to be assigned to each student by the Course Director). Be prepared to provide a brief oral presentation (2-3 min) to the class.
 2. **Briefly**, summarize (1 paragraph) the scope and focus of one RFA (to be assigned to each student by the Course Director). Be prepared to provide a brief oral presentation (2-3 min) to the class.
 3. Prepare checklist form page of NIH grant application (form 398),
(<http://grants.nih.gov/grants/funding/phs398/phs398.html#forms>)
 4. Prepare an NIH-style biosketch (5 page limit) using NIH form
(Biographical Sketch Format page (<https://grants.nih.gov/grants/forms/biosketch.htm>))
-

Session 4 Grantsmanship and Peer Review

Topic: NAVIGATING THE NIH

NIH Awards and Study Section Review Process

Instructor: Linda McManus

Learning Objectives – participants will be able to understand:

1. R, K/T/F, and P awards
 2. RFA vs volunteered applications
 3. Study Section Focus
 4. Study Section Administration and Chairman
 5. Qualifications/Selection/Appointment/Term for Study Section Members
 6. Annual lifeline of an “average” study section member
 7. Initial Peer Review vs Secondary (Council) Review
-

Reading Assignment: Review the following on-line documents and come prepared to discuss.

1. NIH Grant Programs (http://grants1.nih.gov/grants/funding/funding_program.htm)
 2. CSR (<http://www.csr.nih.gov/>)
 3. Study Sections (http://www.csr.nih.gov/Roster_proto/sectionl.asp)
 4. Reviewers (<https://public.csr.nih.gov/ReviewerResources/Pages/default.aspx>)
-

Homework Assignment (to be electronically submitted on or before Session 5):

1. Completed Grant Application (as a *single* pdf file). Using NIH forms throughout as organized below:

NIH Forms to be used: Face Page (form)

Abstract Page (form page 2)

Initial Year Budget (form page 4)

Full Budget & Justification (form page 5)

Biosketch(es); 5 page format

Specific Aims (**maximum 1 single-spaced page; ½ in margins**)

Research Strategy (**maximum 6 single-spaced pages**)

Literature citations (unlimited pages)

Checklist Page (form page)

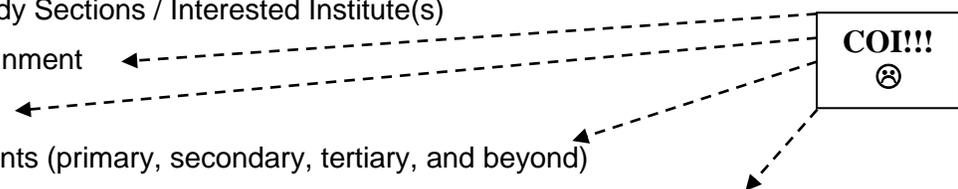
Session 5 Grantsmanship and Peer Review

Topic: PERILS AND PROCESS IN PEER REVIEW

Review Process and Initial Communications with the NIH

Instructor: Linda McManus

Learning Objectives – participants will be able to understand:

1. CSR / Standing Study Sections / Interested Institute(s)
 2. Study Section Assignment
 3. Initial Peer Review
 4. Reviewer Assignments (primary, secondary, tertiary, and beyond)
 5. Conflict of Interest /declarations before, during and after participation in peer review
 6. Preparation of written critiques / tentative scoring (1 to 9 scale; 1 = best and 9 = worst)
 - Significance
 - Approach
 - Investigator
 - Environment
 - Innovation
 7. Study Section Meeting (timing, timing, timing, and location, location, location)
 8. Discussion of Meritorious (and/or Streamlined Applications)
 9. Recommendation / Voting Final Scores
 10. Percentile Ranking
 11. Preparation of the Summary Statement
- 

Reading Assignment: Review the following on-line documents and come prepared to discuss.

1. Assignment process
(<https://public.csr.nih.gov/ApplicantResources/ReceiptReferral/Pages/Submission-and-Assignment-Process.aspx>)
2. Overview (<https://grants.nih.gov/grants/peer-review.htm>)
3. IRG & Study Section Descriptions (<https://public.csr.nih.gov/StudySections/Pages/default.aspx>)
4. Review guidelines and templates
(https://grants.nih.gov/grants/peer/reviewer_guidelines.htm)
(https://grants.nih.gov/grants/policy/review_templates.htm)

Homework Assignment (to be submitted on or before Session 6):

1. Prepare a cover letter to the CSR requesting a specific Study Section assignment for your grant application
 2. Begin the review of assigned grants and the preparation of corresponding critiques in anticipation of required participation in a study section.
-

Session 6 Grantsmanship and Peer Review

Topic: PERILS AND PROCESS IN PEER REVIEW
Critique Preparation and Mini-Study Section

Instructor: Linda McManus

Learning Objectives – participants will be able to understand:

1. Initial Peer Review
2. Conflict of Interest /declarations before, during and after participation in peer review
3. Preparation of written critiques / tentative scoring (1 to 9 scale; 1 = best and 9 = worst)
 - Significance
 - Approach
 - Investigator
 - Environment
 - Innovation
4. Recommendation / Voting Final Scores

Reading Assignment: Review the following on-line documents and come prepared to discuss.

1. Guidelines for the review process (<http://public.csr.nih.gov/ReviewerResources/Pages/default.aspx>)
2. Guidelines for Reviewers
(<http://public.csr.nih.gov/ReviewerResources/GeneralReviewGuidelines/Pages/default.aspx>)
3. Reviewer orientation (<http://internet.csr.nih.gov/reviewerorientation/Default.aspx>)
4. Preparation of R01/R03/R21 Critique / Review Templates
(https://grants.nih.gov/grants/policy/review_templates.htm)

Homework Assignment (to be submitted on or before Session 7):

1. Complete critiques of assigned grants. See general instructions/guidelines for use of the Review Critique fillable Template (https://grants.nih.gov/grants/policy/review_templates.htm). You are assigned and will serve as either the Primary, Secondary, or Tertiary Reviewer.
 2. Be prepared to participate as a member of the study section. Review a video of the process here (<https://nexus.od.nih.gov/all/2016/06/30/insights-from-peer-reviewers-and-nih-staff-on-putting-together-your-application/>) or <http://www.csr.nih.gov/video/video.asp>
-

Session 7
Grantsmanship and Peer Review

Topic: PERILS AND PROCESS IN PEER REVIEW
Mock Study Section

Instructor: Linda McManus

Learning Objectives – participants will be able to:

1. Prepare a written critique of grant applications that includes:
 - Significance
 - Approach
 - Investigator
 - Environment
 - Innovation
2. Participate in a Peer Review of grants
3. Provide an overall recommendation and score (1-9) for assigned grant applications

Reading Assignment: Review the following on-line document and come prepared to participate in a mock study section.

1. Review video of an NIH study section in action (<http://www.csr.nih.gov/video/video.asp>)

Homework Assignment (to be submitted on or before Session 8):

1. Given the critiques provided for your grant application, prepare a 1 page Introduction for a revised grant application.
-

Session 8 Grantsmanship and Peer Review

Topic: AFTER THE AWARD

Grantsmanship after funding

Instructor: Linda McManus / Chris Green

Learning Objectives – participants will be able to:

1. Understand the “Just in Time” (JIT) processing of funded NIH grants
 2. Understand intramural and extramural fiscal activities and approval procedures
 3. Appreciate the value of annual non-competing renewal applications now known as Research Performance Progress Reports or RPPR
 4. Appreciate the importance of acknowledgements in presentations (meetings/seminars, publications, or press releases)
-

Class Assignment: Read the attached documents and come prepared to discuss:

Just in Time (JIT):

(<https://grants.nih.gov/grants/peer/jit.pdf>)

Research Performance Progress Reports (RPPR) <https://grants.nih.gov/grants/rppr/index.htm>
