

Pre-submission Review
Steps for submission of mentored grant applications

1. Contact OROS or the co-chairs of the Next Generation Success Implementation Committee as early in the process as possible to indicate your intention to submit a mentored award (e.g., NIH K or alternative Career Development Award). Even a year or more in advance is useful for discussion and planning purposes.
2. Notify OROS and / or the co-chairs of the Next Generation Success Implementation Committee that you plan to submit a minimum of **8 weeks** before the external grant submission deadline. Members of the Implementation Committee will work with you to select faculty for the pre-submission review and to schedule the meeting. Note, identifying faculty reviewers and scheduling the meeting may take up to 3 weeks.
3. At least **one week** before the scheduled review, you will provide drafts of the following sections: 1) Specific Aims, 2) Research plan, 3) Candidate Information and Goals for Career Development, 4) NIH biosketch, and 5) if available, Mentor and consultant letters.
4. For the review meeting, you will present a brief (< 10 min) slide overview of the research and training components of the proposal. That will be followed by a group discussion of your research plan, then discussion of your career / training plan. The meeting should last one hour.
5. Following the meeting, the chair of the review committee will fill out a checklist that will be shared with you. As part of the checklist, the reviewers provide an assessment as to whether the proposal is likely to be of high quality at the time of the submission. If there are major concerns, the review committee will discuss those with the primary mentor(s). However, the decision about whether to submit for a given deadline is up to the applicant and mentor(s).