







**Pauses in Research Experience:** For all applicants with and without clinical responsibilities, if  
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Please see the University of California, Irvine site for helpful guidance on writing a diversity and inclusion statement : <https://ap.uci.edu/faculty/guidance/ieactivities/> .

Consistent with current NIH policies <sup>3</sup>, funded clinical research must include women and minority groups as well as a rationale that speaks to composition of the study population. Any exclusions within the study population need to be described and scientifically justified.

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The criteria used by reviewers to evaluate the application include:

### Significance and Impact:

Project will advance knowledge relating to human diseases, their causes, and relief.

Research hypothesis is novel and innovative. The proposal describes the impact and value of the research.

The Proposed Work for Review (a) - 068rc97801f06 Q) 1qZ(wãñfu> BFC-i@2p ÖÉÀ)y4E@1À(4)B.2





Secrets to Writing a Winning Grant: <https://www.nature.com/articles/d41586-019-03914-5>

NIH grant writing tips:

<https://www.nlm.nih.gov/ep/Tutorial.html>

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## Related Documents and Materials

Download and review the following items at [www.hria.org/tmf/Patterson](http://www.hria.org/tmf/Patterson)

Frequently Asked Questions

Application Forms

Program Budget and Other Support Form

Application Checklist

**Direct any Questions to Program Staff:** [\(e\)](mailto:PattersonAwards@14.0.42.ref.EMC.B5n0.5(por)-1)



online system. Please confirm with your recommenders that they have received your request. For additional instructions regarding the monitoring and upload of letters, please see the





5. **Project Ownership Plan** : Complete the form according to the instructions.
  
6. **Project Title, Summary , and Performance Sites** : Complete the form according to the instructions at the top of that page. This summary will be posted on the HRiA website if the project is funded.
  
7. **Non-Technical Summary** : Prepare a lay-language description of the proposed research that can be understood by the general public .
  
8. **Applicant's Biosketch** :



Possible risks of the study .

Steps planned to reduce risks and protect subject safety .

Justification for the sample size included in the research design must be provided. Consistent with current NIH policies <sup>4</sup>, funded clinical research must include women and minority groups as well as a rationale that speaks to composition of the study population. Any exclusions within the study population need to be described and scientifically justified.

- All proposals should include as much of the information required above as possible. If an applicant believes that this information is not applicable to the proposed project, the applicant should contact program staff.

References

#### 11. Research and Career Development Plan ( ):

Create a table that outlines the project timeline, milestones, related research/career





commit the expected time to research . If the applicant has indicated any pauses to research experience , the mentor should comment and confirm, if applicable .

**Mentorship Plan:** Provide a clear mentorship plan stating why the mentor has taken on this role for the applicant and how the mentor will be involved in the planning, execution, and supervision of the proposed research, and use their professional and scientific knowledge to support that the applicant to further develop their scientific career and promote their independence. It is encouraged that the mentor reference the applicant's Research and Career Development Plan.

**Mentorship Team:** If the applicant has a mentorship team overseeing their research project, the roles of each member of the mentorship team should be described in this section. Provide assurance that appropriate time and support will be available for any proposed mentor(s) and/or other staff consistent with the career development plan (biosketches are not required for all members of the team).

**Research Environment:** Provide a description of how the research environment (department and laboratory environment) is supporting diversity and inclusion ,





## Requesting Confidential Letters of Recommendation

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THREE confidential letters

1) your mentor

2) your choice of two additional Recommenders

Applicant sends email via the online application system to each Recommender

The Recommenders must use the link provided in the email request to upload the confidential letters

Recommenders provide official letters recommendation

Application is ready of submission

### **Instructions for Sending an Email Request to each Recommender:**

On the “Recommenders” page of your application, input the Recommenders names and emails.

Check the “Write and Send Email” box for the specific individual you are contacting.

(Note: the form default is to have all the “Send Email” boxes checked so make sure you uncheck the others until you are ready to draft each individual message).

Click on the “Send” button.

This will bring you to the “Notify Selected Recommenders” page. Customize the

subject line and draft your email message for each Recommender with your request

Click on the “Email and Send” button again. This will send the email to your selected



If the troubleshooting steps above do not work, please contact Program Staff at:  
[PattersonAwards@hria.org](mailto:PattersonAwards@hria.org)



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connection with the Award to the extent caused by the Indemnifying Party's or its directors', officers', or agents' acts or omissions, or failure to comply with the terms of this Agreement.

**Research Misconduct:** Institution certifies that it has established administrative policies as



Expenses eligible for support include the Recipient's salary and fringe benefits; salaries and fringe benefits of personnel essential to the Project for only their work as it directly relates to the Project; publication of scientific data; travel to scientific meetings; laboratory and data processing supplies; and other direct expenses such as equipment essential to the Project. Award funds may only be used for salaries in proportion to the percent effort on the Project. However, percent effort may exceed the percent of total remuneration requested.

Funds may not be used to support the Mentor's or Division Chief's salary. In addition, funds may not be used for new construction, the renovation of existing facilities, fundraising projects, or endowments. Funds may not be used for any political activity, accumulated deficits, or for any other purpose prohibited by the Internal Revenue Service Code. Funds awarded for the direct costs of the Project may not be used for general operating costs. Research-related expenses not directly related to the Project, general office supplies, individual institutional administrative charges (e.g. telephone, other electronic communication, IT network), professional membership dues, and pre-award charges are not allowable expenses.

**Indirect costs** (institutional overhead): Indirect costs are not allowed.

**Protected Time:** Award Recipients with clinical responsibilities must have protected time of at least 70% for research; Awardees without clinical responsibilities must commit at least 90% time to research. Salaries must be in direct proportion to the percent effort on the research project. However, percent effort may exceed the percent of total salary requested from this Award.

**Re-Budgeting** : Expenditures are expected to be within reasonable range of the Project budget as accepted by the Administrator. All requests for re-budgeting or reallocation of grant funds over \$10,000 must be clearly justified in the annual financial report or conveyed in an update to the report to the Administrator a minimum of thirty (30) days prior to requested effective date of change. The request must include the current allocation of resources along with specific detail and reason for the reallocation. If the Institution makes a request for re-budgeting or reallocation outside of the annual progress reporting process, Institution mu (it6.601 -to)-5.8-2.17 ( c 0.002(a)-2.1 (c a to botanthe reufedms.



between 30 and 90 days prior to the end of the award period. Incomplete forms will not be processed. The NCE request form includes a section for justifying the extension, the unexpended balance, and a timeline for expenditure of the remaining funds. A final scientific report is due at the completion of the extension period. Any portion of the award not expended at the conclusion of the extended period must be returned to the Administrator, within sixty (60) days. *NCEs will only be granted in exceptional circumstances.* 29(5)(8w)2.4(5(s)-7.4(n)92 re W n Bi b)1)-5.6 (



to the Administrator within sixty (60) days. Performance under this Agreement may be terminated by either party upon thirty (30) days written notice to the other.

It is the responsibility of the Recipient as well as the Institution to notify the Administrator of any change in employment status of the Recipient in a timely manner and usually not less than thirty (30) days prior to such change.

**Unused Funds**  $\int ds$  Feic(s) 0 T/MC27 0.c 0.007 Tw 10.98 -0 0 10.98 72 709.321994 Tm [(U)35.5 (:):4</8 (aS-5.



In order for the Funder to understand the impact of the award in the longer term, the Recipient will be expected to complete brief Alumni Reports as requested following the Award Period. Completing these forms will help ensure that all outcomes related to

