**Suggested activities for select R elements v4.2**

***Before the next workshop***

* Complete your timeline if you did not do so in Session 1
* Complete prework for session 2 (handout); send requested materials by **deadline noted in** **Pre-work Session 2**
	+ From VU grants repository, select three proposals similar to yours (RO1, area similar to yours, same institution)
	+ Pick at least one that was resubmitted; review the critique of the resubmitted grant carefully; identify pit falls to avoid
	+ Read proposals for organization (not the science); note information provided, flow of information, length of each section, how the writer used the 12 pages, how writer organized the research strategy section, etc.
	+ Develop an **outline** from the narrative of one proposal and send to carol\_lorenz@unc.edu by **date noted in Pre-work Session 2**
	+ Write a **one-page description** of your proposal and send to Carol by **date noted in Pre-work Session 2**

Specific Aims (1 page)

* Discuss your ideas with your colleagues and/or mentor(s)
* Formulate your thoughts regarding specific aims
* Write draft 1 of Specific Aims
* Use the Powerful Aims Grid to critique your aims
* Obtain input from others—ask: are aims clear, concise, significant/important, innovative, focused, and doable?
* Discuss input with mentors/colleagues to clarify as needed
* Revise specific aims
* Repeat as needed (this is an iterative process)
* Finalize Aims

Research Strategy (12 pages)

* Refer to examples of successful proposals
* Decide how you want to structure this section; write an outline
* Decide on your mechanism for capturing references you will cite
* Develop a flow diagram of your research study (covered in Session 2 of this workshop)
* **Finalize your power calculations (do this early in the process because it drives much of the rest of your proposal, including the budget.)**
* Decide on who you want to review your research strategy (EDGE review? Others?)
* Obtain their agreement and provide timeframe to them (or submit Survey of Intent for EDGE review)
* Write draft 1 of Research Strategy
* Combine with Specific Aims and other pertinent sections (eg, Human Subjects section, Protection of Lab Animals section) for EDGE review submission
* Send draft to reviewers
* Get comments and input
* Discuss as needed
* Revise
* Repeat as needed (an iterative process)

Budget and Justification (NOTE: we will work on constructing budgets in Session 2 of this workshop)

* Review how others have structured their budgets
* Review the requirements and limitations of budgets for your particular proposal/institute
* Identify your departmental budget person
* Meet with him/her to notify of your intent to submit and discuss what they do versus what you do
* Confirm internal deadlines for budget submissions
* Identify costs associated with your proposal; pay particular attention to the numbers of participants, samples, records, etc. that you will need (power calculations drive these numbers)
* Determine whether you will need to purchase any equipment or data and its attendant costs
* Decide whether you will use subcontractors (use of subcontractors introduces another level of work and deadlines to consider and plan for)
* Draft budget and justification
* Review with your budget person
* Revise as needed
* Finalize

Biosketches (5 pages each)

* Determine whose biosketches you need
* Obtain their agreement
* Send letter of request; emphasize importance of personal statement, when you need the document returned, ensure they have the latest form
* Set up checklist
* Track receipt
* Review each biosketch, especially the personal statements to ensure they are congruent with your proposal
* Work with sender to revise as needed
* Finalize

Facilities and Resources Section

* List key resources (departments, labs, office space, people, other resources) that will support your proposal
* Obtain (or write) a succinct description of each and how important to your proposal
* Select the most pertinent ones
* Combine into a single document
* Edit to appropriate length

Human Subjects and Clinical Trials Information (if applicable)

* Go to <https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/research-forms-e.pdf> [Section R.500 (p. R-90)]; read thoroughly and refer to it as you draft your section on human subjects (or determine whether your study would be exempt)
* Two additional sites are:
	+ <https://grants.nih.gov/policy/clinical-trials/new-human-subject-clinical-trial-info-form.htm>
	+ <https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general/g.500-phs-human-subjects-and-clinical-trials-information.htm>
* Write your Human Subjects and Clinical Trials Information form and attachments section using these guidelines
* Combine Human Subjects and Clinical Trials information with your Specific Aims and Research Strategy
* Send to review team and get comments back
* Incorporate comments and input
* Finalize Protection of Human Subjects and Clinical Trials Information

Vertebrate Animals (if applicable)

* Know all internal requirements for use of animals in research
* Contact your local IACUC early to gain awareness of all procedures and their timelines
* Review other grants with statements of use of vertebrate animals
* Write your statement
* Consult with the Vanderbilt IACUC on ongoing basis
* Create single pdf for upload

Letters of Support

* Decide who to get letters from
* Ask for and gain agreement
* Construct a tracking list
* Draft LOS
* Write instructions to recipients
* Send drafts to appropriate people (include instructions)
* Track responses
* Follow up as needed
* Collect letters in a single file
* Compile into a pdf

Appendices

* Review what materials can be placed in Appendices
* Determine whether you need/want to use Appendices
* Decide what you will put in them
* Collect materials
* Create mock-up
* Convert all materials to pdf for upload