**Agenda for the NIH Application Training Camp**

*Society for Gynecologic Surgeons, March 24, 2-4pm, Phoenix, AZ*

Coaches: Dr. Kathie Hartmann, Vanderbilt and Dr. Susie Meikle, GHDB/NICHD/NIH

*OBJECTIVES*:

* Exposing yourself to the application “plays” is key to win the game
* Internal mock study sections may help mentors and junior applicants
* Understanding the playbook makes for good study section team members!

[10 min] *Introduction*—Susie Meikle

1. Review number of applications that NIH gets yearly and the success rate; mention review procedures for new investigators
2. Introduce Kathie Hartmann and the training camp approach to preparing NIH applications

[1 hour] **FIRST HALF**: ***Why and how to train for the application process***--Kathie Hartmann

1. Short Video of an institutional internal K review at Vanderbilt
2. Discussion

[40 min] **SECOND HALF:**  ***Mock Study section for an R21 and an RO1***; break into 2 groups

* ***HAWK*** Study Section: *Order of Review*
	+ Dr. Kathie Hartman (SRO); Dr. Ingrid Nygaard (Study Section Chair) and half of general audience
		- 2 Senior Reviewers
			* Dr. Miles Murphy for fibroids and pre-term birth RO1
			* Dr. Charlie Nager for the Patient Reported Outcomes R21
		- 4 Junior/Fellow reviewers
			* 2 to be second and third reviewer for the fibroid RO1
			* 2 to be second and third reviewer for the PRO R21
* ***BRONCO***Study Section: *Order of Review*
	+ Dr. Susie Meikle (SRO); Dr. Linda Brubaker (Study Section Chair) and half the general audience
		- 2 Senior Reviewers
			* Dr. Amy Park for the fibroids and pre-term birth RO1
			* Dr. Joe Schaffer for Patient Reported Outcomes R21
		- 4 Junior/Fellow reviewers
			* 2 to be second and third reviewer for the fibroid RO1
			* 2 to be second and third reviewer for the PRO R21

[10 min]  *Closing Comments*; group gets back together--Susie Meikle

1. review top plays applicants ask about
2. final discussion/closing comments/feedback on how it went

**GENERAL OVERVIEW OF STUDY SECTION PROCEDURES**

1. SRO introduces themselves
	1. introduces the Chair
	2. reviews COI
		1. pre-meeting COI/post-meeting COI
		2. those with conflict will leave when that application is discussed
		3. study section discussion is confidential FOR LIFE
	3. reviews scientific misconduct
	4. discusses triage
2. Study Section Chair
	1. review process of scoring
	2. will ask for preliminary scores
3. Assigned reviewers go over the application
	* 1. Chair summarizes review
			1. Asks about vertebrate animal concerns
			2. Asks about human subjects concerns
		2. Checks for any scores outside the range, more discussion if needed
		3. Final scores
		4. Budget concerns
4. Asks if any triaged applications should be brought back for review
5. Review of real summary statement comments and scores
6. Closing discussion

**MEETING MATERIALS**:

*ONLINE*:

1. Agenda
2. Pre-meeting COI form
3. Post-meeting COI form
4. Scoring and criterion basic plays
5. Sample critique template
6. Manning RO1 application
7. Wilson R21 application
8. Suggestion for a discussion of a proposal
9. Chart on determining overall impact
10. Human Subjects codes

*PRINTED*:

1. Final Scoring Sheet
2. Manning RO1 Summary Statement
3. Wilson R21 Summary Statement