



NATIONAL CENTER FOR COMPLEMENTARY AND ALTERNATIVE MEDICINE

GRANTSMANSHIP WORKSHOP

AGENDA

JUNE 3, 2008 – DAY 1

9:00 a.m.	Welcome	Josephine Briggs
	Introduction and Agenda Overview	Richard Nahin
9:15 a.m.	Part 1: Overview of NIH	Richard Nahin
	Mission	
	History and Organization	
	Facts	
9:30 a.m.	Part 2: Overview of NCCAM	Richard Nahin
	Mission	
	History and Organization	
	Facts	
9:45 a.m.	Part 3: Lifecycle of a Grant Application	
	Grant Process Overview	Martin Goldrosen
	Electronic Submissions	
	Registration	Dale Birkle
	Submission	
	Validation	
	How to Get Help	
	Peer Review	
	Overview	Dale Birkle
	Application Assignments	
	Peer Reviewers	
	Review Criteria	
	Actions and Outcomes	
	NCCAM's Advisory Council	Martin Goldrosen
	Budget Review by Grants Management	
	Notice of Grant Award	George Tucker
	Terms and Conditions of Award	
	Just-in-time (JIT) Information	

11:00 a.m.	Part 4: Roles of NIH Staff Scientific Review Administrators Program Officer Grants Management Specialist OCRA PIWG	Carol Pontzer Sheila Caldwell
11:15 a.m.	Part 5: Types of Grants and Fellowships <i>(Funding Mechanisms)</i> R mechanisms U mechanisms K mechanisms F mechanisms	Carol Pontzer
11:30 a.m.	Part 6: Solicited vs. Unsolicited (Investigator-initiated) Applications Types of Initiatives Program Announcements Request for Applications Request for Proposals	Barbara Sorkin
11:45 a.m.	LUNCH	

AFTERNOON

1:00 p.m.	Part 7: Grant Writing (or How to Get a Grant or Fellowship) General Info Research Plan Specific Aims and Hypotheses Background and Preliminary Data Choice of Outcomes Sample Size Analysis Plan Problems and Common Pitfalls (examples of good and bad) Special Issues When Resubmitting Applications Developing a Budget	Kate Stoney Laura Lee Johnson
2:30 p.m.	BREAK	
3:00 p.m.	Part 8: FDA The IND and IDE Process as Relating to CAM	Shaw Chen, Chiu Lin, Josh Berman

3:45 P.M. **Part 9: Issues in Recruitment and Retention of Human Subjects** April Bower
NIH Inclusion Policies
Roles & Responsibilities
Issues with Diverse Populations
Recruitment and Retention Planning
Subject Incentives
Data & Safety Monitoring and Verification

4:30-6:00 p.m. **One-on-One Sessions with NCCAM staff**

JUNE 4, 2008 - DAY 2

8:30 a.m. **Part 10: Hints from Seasoned Researchers** Cherkin, Gardner, Maki,
Phillips, Ritenbaugh
Strategies and Tricks of the Trade
Successful Stories
Writing a Grant
Creating Applications Teams (vs. research teams)
Developing Collaborations

10:00 a.m. **Part 11a: How to Read a Summary Statement with Examples** Dale Birkle

10:30 a.m. **BREAK**

11:00 a.m. **Part 11b: Hints from Seasoned Study Section Members** Clarke, Dusek,
Duffy, Winkelstein,
Wayne
What really goes on during peer-review?
What makes a good application?
How to make a study section member smile
What makes a bad application?
How to make a study section member cringe

12:30 p.m. **LUNCH**

AFTERNOON

2:00 p.m. **Part 12a: CSR Mock Review (taped)** Dale Birkle

3:00 p.m. **Part 12b: Commentary/Discussion of CSR Mock Review** Dale Birkle,
moderator

4:00-6:00 p.m. **One-on-One Sessions with NCCAM staff**

JUNE 5, 2008 - DAY 3

- 8:30 a.m.** **Part 13: Ethical Issues in CAM Clinical Trials** Frank Miller
- 9:30 a.m.** **Part 14: Institutional Review Boards** David Peden
IRB Responsibilities
IRB Members
Investigators' Responsibilities
- 10:30 a.m.** **BREAK**
- 11:00 a.m.** **Part 15: DSMB** Josh Berman
Purpose vs. IRB
Roles and Responsibilities of DSMB Members
Role of PI
Role of NIH
- 12:00 p.m.** **Part 16: So Now You Got the Grant** Partap Khalsa, Anita Greene

Role of your institution's Office of Sponsored Research
What to do if you don't have an Office of Sponsored Research
Getting started and staffing up
Budget management
Yearly progress reports and final reports
Population tracking and accrual reports
Supplements to existing grants
NIH Policy on Public Access
- 1:00-1:05 p.m.** **Closing Comments** Jack Killen
- LUNCH**
- 2:00-4:00 p.m.** **One-on-One Sessions with NCCAM staff**