**INTRODUCTION AND GUIDELINES FOR REVIEWER'S WRITTEN COMMENTS
CONFERENCE GRANT APPLICATIONS (R13)**

The NIH recognizes the value of supporting high quality conferences/scientific meetings that are relevant to its scientific mission and to the public health. A conference/scientific meeting is defined as a gathering, symposium, seminar, scientific meeting, workshop or any other organized, formal meeting where persons assemble to coordinate, exchange, and disseminate information or to explore or clarify a defined subject, problem, or area of knowledge. Support of such meetings is contingent on the fiscal and programmatic interests and priorities of the individual Institutes and Centers, linked to http://grants.nih.gov/grants/funding/r13/index.htm. Therefore, each application is **required** to contain a letter from the appropriate NIH staff documenting advance permission.

This funding opportunity uses the R13 conference grant award mechanism. Under the R13 mechanism, the applicant will be solely responsible for planning, directing, and executing the proposed project for a conference/scientific meeting. Multiple year awards may be made to a permanently sponsoring organization for conferences held annually or biennially on a recurring topic. The total project period for an application requesting support may not exceed five years.

NIDDK R13 grant mechanism provides support for scientific meetings, conferences, and workshops that are relevant to the Institute's scientific mission and to public health. Refer to attached program announcement (PAR-03-176; reissued as PA-06-041) for detailed information. This is also included on the enclosed CD.

Please use the enclosed "R13 Evaluation Form" to prepare your critique, which is also included on the CD. The completed "R13 Evaluation Form" should be uploaded to the Internet-Assisted-Review (IAR) module of NIH e-commons by its deadline. Specific format in this form should be followed in preparing your comments for each application assigned to you for review. Use the following guide to evaluate each application:

- Fill out the information on the top of the evaluation form regarding the application.

- In a brief paragraph, provide overall critique about the goals and need for this conference, the appropriateness and qualifications of the organizers, and your overall assessment of merit.

- Address each question as indicated under items 1-7 in the evaluation form. Provide brief comments on the strengths and weaknesses as appropriate. A brief paragraph is sufficient.

- Assign a numerical score for each of items 1-7 on the evaluation form. Follow the scale in the form which describes the Adjectival Merit Descriptors and the corresponding Priority Score.

- Assign an overall Priority Score for each application based on individual scores of items 1-7. However, the overall score is not necessarily the average of the individual items scores.

Budget: The budget is not considered in your assessment of merit. NIDDK is especially interested to fund applications to cover travel expenses for minority, women, and junior investigators, although meeting publications, salaries, consultation services, equipment rental, and supplies may be requested. Indirect costs normally are not allowed. Assess whether the requested budget is reasonable and appropriate. Also, determine whether foreign travel is justified and necessary for the conduct of the conference and whether the requested budget is appropriate.