

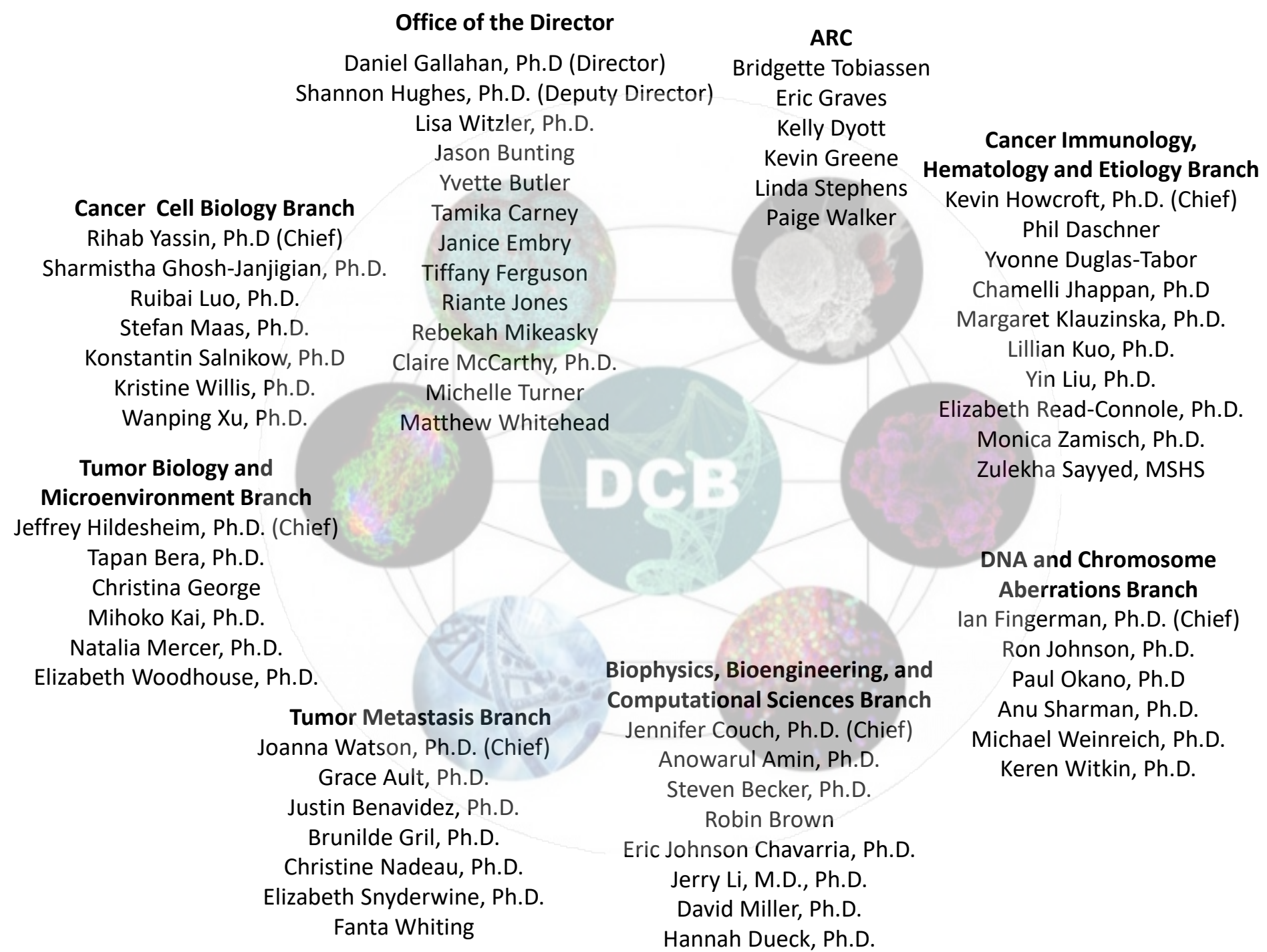
Communicating with Your NCI Program Director: It's a Two-Way Street

Natalia Mercer, PhD

Overview

- About us
 - Who we are
 - What we do (and don't)
- Connecting with your PD
 - When
 - Why

Our
Division



PD roles

- **Guidance**: help the PI optimize the application, policy, funding mechanisms
- **Stewardship**: Ensure that the nation's investment in NCI is well-spent, in a legal and ethical manner.
- **Vision**: Be current and forward-looking about the big picture in our field, so we can help NIH leadership and PIs make decisions about how best to advance cancer research.

- We work together with PDs, SROs, and GMSs.
- Serve as a point of contact to PIs.
- Report major research advances to DCB colleagues and NCI/NIH leadership.
- Attend study sections.
- Work with GMS on administering grants:
 - both the PD and the GMS must hit the “GO” button to award a grant.
 - Review, evaluate, and approve annual progress reports.
 - Monitor compliance of regulations, policies, special terms of the award.

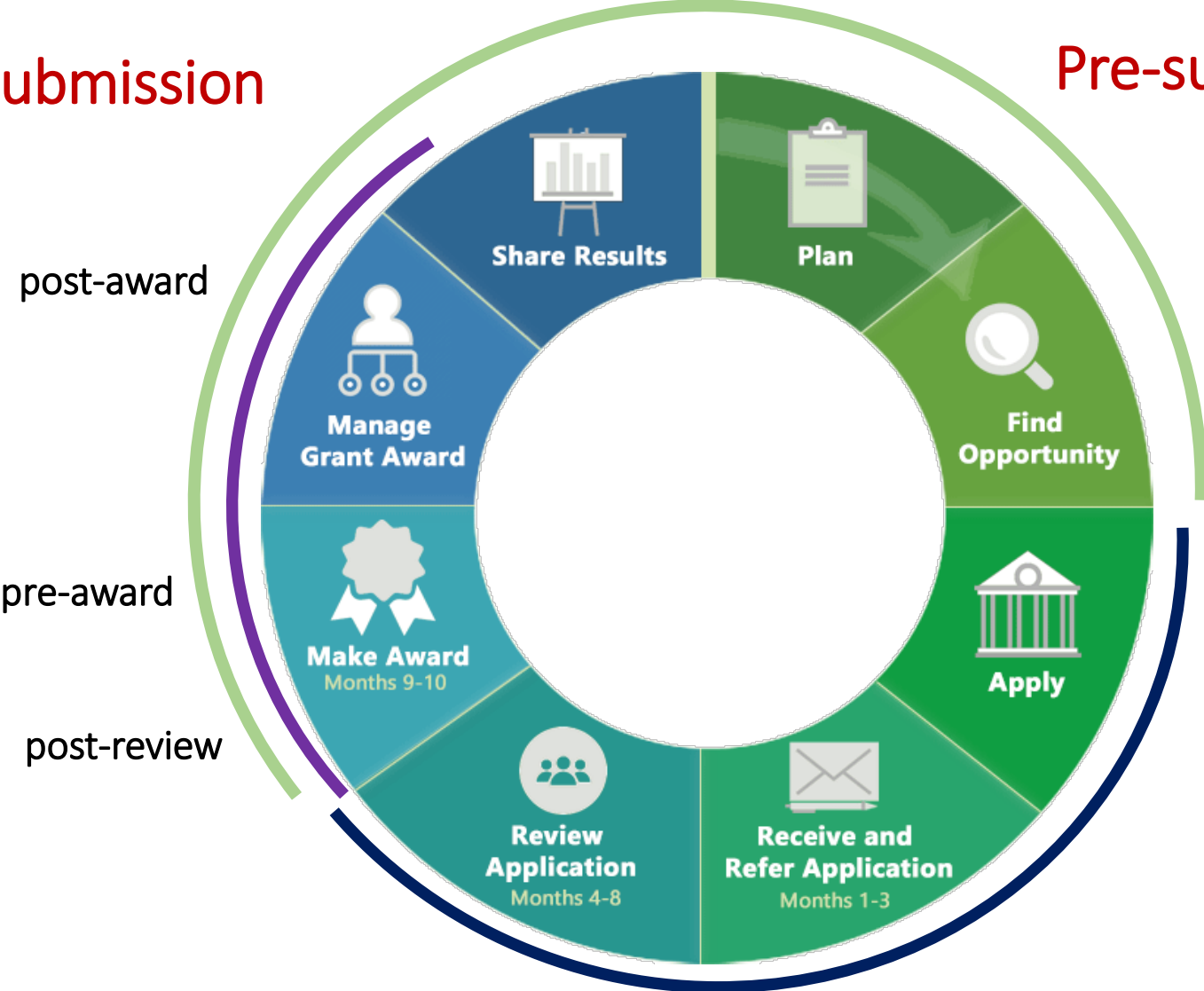
What NCI PDs
cannot
do for you...

- Tell you how to design your project.
- Provide exemptions for submission deadline or rules-violation.
- Change a study section assignment.
- Change the NCI funding policy.
- Change the requirements that must be fulfilled for an award to be issued.
- Write you a letter of recommendation as your PD.
- Talk to your Chairperson, or *anyone* outside of NIH except you, about your application, your Summary Statement, or your job/position status.

When is a good time to connect?

Post-submission

Pre-submission



Pre-submission

Finding the right PD

Tips and Tricks – NIH RePORTER

The screenshot shows the NIH RePORTER search interface. On the left, there are filters for 'RESEARCHER AND ORGANIZATION' (including PI, Organization, Department, etc.) and 'PROJECT DETAILS' (including Project Number, Title, etc.). On the right, there are search results with columns for 'Project Title', 'Funding Mechanism', and 'Activity Code'. A blue arrow points from the search filters to the results. Below the screenshot is the NIH logo and the URL <https://projectreporter.nih.gov/>.

- Find information about current NIH awards.
- Use Matchmaker to find PDs with portfolios in your area of research or to find funded projects like yours.

Early discussions about:

- your ideas for an application,
- relevance to NCI mission,
- potential funding mechanisms and study sections,
- when to apply,
- budget policies,
- appropriate expertise, etc.



- About Cancer
- Cancer Types
- Research
- Grants & Training
- News & Events
- About NCI

Home > About NCI > NCI Organization > DCB > About DCB > Contact the Division of Cancer Biology

DCB

- Research Portfolio
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- Researcher Resources
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- Contact & Staff
- Progress

Contact the Division of Cancer Biology

Division of Cancer Biology
9609 Medical Center Drive MSC 9747/9748
Bethesda, MD 20892

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- Office of the Director
- Cancer Cell Biology Branch
- Cancer Immunology, Hematology, and Etiology Branch
- DNA and Chromosome Aberrations Branch
- Biophysics, Bioengineering, and Computational Sciences Branch
- Tumor Biology and Microenvironment Branch
- Tumor Metastasis Branch
- Administrative Resource Center

Post-submission

Post-review

- Discuss summary statements and potential next steps
- Discuss chances of funding

Pre-award phase

- Help resolve pre-award issues such as:
 - concerns with scientific overlap,
 - budget,
 - V. Animal/H. Subjects,
 - foreign components.

Post-award phase

- Conversations about:
 - progress of your research grant, including your publications
 - compliance of regulations, policies, special terms of the award.
 - gaps/needs/opportunities in the project throughout the grant life-cycle.
 - additional sources of funding

And It's a Two-Way Street: PI responsibilities

- Update “Personal Profile” section of eRA Commons (e.g., name, degrees, institution, department, academic rank, address, phone number, email).
- Monitor status updates for applications and grants as they move through the system, via the “Status” section of eRA Commons.
 - Documents received/accepted, study section assignment and SRO, NIH referral assignment, NIH PD, Score, Summary Statement, Just-in-Time (JIT) requests, Notice of Award (NoA), etc.
- Submit required materials on time: Just-in-Time info, Progress Report (RPPR), required certifications and documentation (e.g., IACUC, IRB, training certification, data sharing, resource sharing, genomic data sharing, grant close-out reports).
- Inform PD about major advances and publications – no need to wait for next Progress Report (optional, but easy).

A Typical Progress Report (RPPR)

Annual progress reports are required to document grantee accomplishments and compliance with the terms of the award.

Guidance:

- About 2 pages (3 max), including figures if appropriate.
- Highlight overall summary of progress followed by specific progress towards each Specific Aim, describing successes and challenges.
- Discuss plans for the next year.
- Include Supplement Progress Report if you have a Supplement.
- List relevant Publications, entering them into the NIH Public Access Policy system.
- Include any other assurances/certifications required for your award.
- Seek advice from colleagues on the science, and from Sponsored Research Office for guidance on the administrative sections.
- Take a day or two to prepare - not an hour and not a week.

An Atypical Progress Report (RPPR)...

“Too much” data/progress

- Is this one year’s progress? Does it distinguish between prior years’ progress and the most recent year’s progress?
- Is the progress from just this grant? Are some data from other funding, which may synergize with this project?

• “Too little” data/progress

- Is this an accurate account of total progress for the year?
 - If so, is this a recurring issue? Discuss the challenges and plans to get back on track; determine any help the PD can provide, especially for New PIs.
 - If not, then PI will be requested to revise and provide sufficient information on progress and results.

We will reach out to you too!- keep an eye out for our emails

- grant related questions
- invitation to participate in a WS or a seminar
- inform you about programs relevant to your expertise
- notify you of other opportunities

Take home message: connect with your PD...

...and with the Division of Cancer Biology!



Visit our website!



NCI Division of Cancer Biology



@NCICancerBio



Subscribe to our newsletter (and other interest groups)!

DCB Communications team

Claire McCarthy, Ph.D.

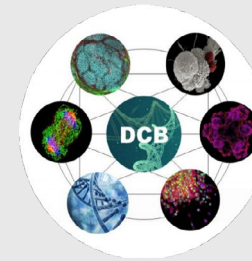
Riante Jones

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Thank you for your attention!



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