DATE: November 4, 2016

TO: Department Heads/Chairs, School Directors, Research Deans and University Institute Directors

FROM: Dr. Coy Allen, Assistant Professor, Department of Biomedical Sciences and Pathobiology

RE: Call for Nominations for the NIH K and New Investigator R01 Proposal Preparation Program for 2017

This memorandum has been prepared to seek nominations for the NIH K and New Investigator R01 Proposal Preparation Program that will take place between January and May 2017. The purpose of this program is to provide a variety of experiences that will prepare postdoctoral associates and early career faculty members to submit to the NIH K or R01 grant programs in 2017. This program is funded through the Office of the Vice President for Research and Innovation and led by Dr. Coy Allen, Assistant Professor in Biomedical Sciences and Pathobiology.

This is a multi-faceted program designed to assist junior faculty, fellows, and post-docs in the preparation of Career Development (NIH K) award applications and early career investigators in preparation for their first R01 grant. The program will start early in Spring Semester 2017 and will conclude in May 2017 prior to the NIH June submission deadlines. These programs consist of four (R01) or five (K Award) primary workshops: (1) two Specific Aims Workshops, (2) one Significance/Innovation Workshop, (3) one Effective Communication Workshop, (4) two Developing the Research Proposal Workshops and (5, K awards only) two Career Development Plan Workshops. Additional workshops will be offered to address other aspects of grant preparation necessary to generate competitive proposals. Participants will be expected to engage in meetings 3-4 times per month. Please understand the time commitment and expectations before submitting nominations for the program. A tentative schedule is attached.

A major component of the program will include cohort peer reviews and an internal review by Virginia Tech faculty that have successfully submitted similar NIH grants. Again, our goal is to provide a multi-faceted program that will help participants succeed in securing funding for their research!

During the pilot stage of this program there are no anticipated costs to the college/department or University Institute other than the participants’ time; however, those selected to participate in the program will have defined expectations of them and will be required to sign an agreement demonstrating their commitment to full participation in the program. Full commitment includes participating in the K and R01 appropriate workshops and the peer-to-peer exercises. The goal is for participants to enter the program with a research idea in mind and use program resources to
prepare their formal proposal for submission during the 2017 Cycle II (June/July) or Cycle III (Oct/Nov) NIH grant deadlines.

Admission to the program will be based upon a review of nominations received from department heads, chairs, school directors, or University-level Institute directors. For K grant nominees a letter from their current mentor is required. The nomination will consist of a cover letter from the head/chair or director, and the nominee’s Specific Aims.

Within the cover letter the nominator should specifically address the following items:

1. Identify if the participant plans to apply for the K or R01 grant.
2. Provide the completion date of the participant’s terminal degree (for K participants)
3. Include a letter of recommendation from the K grant participant’s mentor or the direct supervisor of the R01 nominee.
4. Include the nominee’s Specific Aims page that has been scientifically vetted by the participant’s mentor or direct supervisor.

Nominations to the NIH K and New Investigator R01 Proposal Preparation Program are to be submitted to the Office of the Vice President for Research and Innovation by Friday, January 6, 2017. OVPRI will compile the nominations from your college and then forward them to Dr. Allen for review. We expect to have decisions on admission to the program by mid-January so that the program can be up and running early in Spring Semester 2017. All nominations should be submitted online, please visit the website at https://www.research.vt.edu/professional-development/kro1-program and follow instructions under How to Apply.

Please pass this information along to faculty or postdoctoral associates you feel might have an interest in being nominated for this program. Individuals who would like to learn more about this program may come to an information session on the program that will be held on the date below.

- Wednesday, December 8th from 3:30-4:30 pm in North End Center Room 2200(face-to-face and a live online option)

To register for the face-to-face session registration go to www.training.vt.edu, view by category select Office of the Vice President, select OVPR: Face-to-Face Information Session on NIH K and New Investigator R01 Proposal Preparation Program for 2017.

To register for the live online option go to www.training.vt.edu, view by category select Office of the Vice President, select OVPR: Online Information Session on NIH K and New Investigator R01 Proposal Preparation Program for 2017, then select the date.

Please contact me if have questions about the NIH K and New Investigator R01 Proposal Preparation Program. I can be reached by email at icallen@vt.edu or phone at 540-231-7551. If you have questions about how to submit a nomination online please contact Vicky Ratcliffe at 540-231-7964 or vratcliffe@vt.edu. Thank you!