

DEPARTMENT OF PEDIATRICS GRANT APPLICATION PROCESS

***Please note, based on recent institutional policy changes, there are notable changes to the processes outlined below. Please read this in its entirety – especially the two green highlighted statements.**

Grant Submission Process and Timeline:

1. 8 weeks prior to grant due date:

For **new or competitive renewal** grant applications (**including revised applications**), submit the information requested below to your Department Research Administrator, Division Chief, and Divisional Senior Business Manager at least **eight weeks prior to the due date**.

- (1) Sponsor's name.
- (2) Specific aims of the project.
- (3) Proposed Effort - Faculty members please consider the fraction of your Total Professional Effort you will spend on the grant, allowing calculation of your percent University effort devoted to the project.
- (4) A list of Duke Faculty whom the applicant will contact to provide **internal review of the grant** before submission.

2. Intent to Submit Form, found in MyRESEARCHhome here: [Intent to Submit](#)

- **REQUIRED by the SOM; REPLACES the Department of Pediatrics REDCap form.**
- You can save and return to it later; ask your Grant Manager for help.
- **Finish as early as possible: once submitted, you will receive access to SOM resources.**

3. 20 business days prior to due date: Intent to Submit Form due (departmental deadline)

4. 10 business days prior to due date: **COMPLETE** application due in grants.duke or emailed to your grant manager (departmental deadline)

- Must include ALL documents required for submission, including FINAL Budget and budget related documents and NEAR FINAL scientific sections.

5. 5 business days prior to due date (EFFECTIVE OCT 1, 2021): FINAL application due in grants.duke (SOM deadline)

- **Changes to your application after this point WILL NOT be allowed, unless** requested by ORA during institutional review.

Grant Form Changes

- FORMS-F (due dates on/after May 25, 2020); [FORMS-G](#) (due dates on/after January 25, 2022)
- DUKE IS REQUIRING ALL FACULTY MEMBERS AND KEY PERSONNEL TO USE THE NEW BIOSKETCH AND OTHER SUPPORT FORMS EFFECTIVE MAY 25, 2021 (even though NIH requires this only after January 25, 2022). <https://grants.nih.gov/grants/forms/biosketch.htm>

Pediatrics Department Resources:

Concept Review Program: ALL FACULTY MEMBERS are eligible to receive a detailed critique by colleagues of Specific Aims, Preliminary Data, and overall Research Plan prior to writing the grant application (should be ~3-4 months before your due date). For more information, [see here](#) and/or email pediatricresearch@duke.edu.

Pediatrics K Club: Open to FACULTY MEMBERS (with primary appointments in Pediatrics) AND FELLOWS SUBMITTING NIH K APPLICATIONS. For more information [see here](#). Please [register here](#) at least **6 months** before your due date.

Grant Reviews: Open to FACULTY MEMBERS submitting major grant applications. Please email Katie Misuraca (katherine.misuraca@duke.edu) at least **3 weeks** prior to your due date to check on availability.

IACUC Merit Reviews: Please send IACUC protocol needing merit review to Dr. Bernie Fischer bernie.fischer@duke.edu or Dr. Elizabeth Brooks izzy.drake@duke.edu . Please allow 7 business days for it to be completed.

Biosketches and Vertebrate Animal Sections: If you have questions regarding your Biosketches and vertebrate animal section, please contact Bernie Fischer (bernie.fischer@duke.edu).

Please click on the links below for additional information regarding grants timelines to ensure submissions are completed and reviewed in a timely manner.

- [Duke Department of Pediatrics Guidelines](#)
- [NIH Policies](#)

If you have questions, please contact your respective Grants and Contracts Administrator in the Table below.

Name	Phone Number	Portfolio
LeAnne Camp	919 684-4626	Allergy and Immunology, Cardiology, Endocrinology, Hematology/Oncology, Rheumatology
Byron Smith	919 681-0893	Critical Care, Emergency Medicine, Hospitalist, Medical Genetics- Gregory Crawford and Vandana Shashi only, Neonatology, Obesity Research Center, General Pediatrics and Adolescent Health, Healthy Lifestyles, Med-Pediatrics
Feng Wang	919 620-5301	Nephrology, Neurology/Rehab, Infectious Diseases
Tammy Smith	919 681-6025	Endocrinology, Child Abuse and Neglect, Office of Pediatric Education
Michele Ragland	919 684-9750	Transplant and Cellular Therapy, Medical Genetics, Pulmonary and Sleep Medicine, Children's Health Discovery Initiative
Marsha Newby	919-681-2412	Sr. GCM for Research Administration

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