

UCLA Pediatrics CDI Internal Grant Review Process for Young Investigators

Goals

- Increase the quality of grants submitted from the Department of Pediatrics, and enhance funding
- Provide mentorship and guidance to investigators across the basic and translational spectrum

Target Faculty and Grants

- Department of Pediatrics faculty members who are submitting: (a) external K08, K23 or similar faculty development grants and (b) first R-level grants (R01, R21, R34, comparable grants to PCORI or to CDC, foundations or other sources)

General Guidelines

- Departmental Requirements
 - This process will be required for all faculty submitting external K08, K23 or similar faculty development grants (i.e., grant will not be signed off by the department without the review)
- Guidelines for Applicants
 - Notify CDI of their intention of submitting a K and R grant at least 4 months before the NIH submission date.
 - Submit Specific Aims page plus a list of collaborators 10 weeks prior to submission date
 - Submit to CDI Administrative Office (cdi@mednet.ucla.edu), and attend 1:1 meeting with one of the three CDI Co-Directors: Peter G. Szilagyi, Anna-Barbara Moscicki or Steven Mittelman
 - Provide a list of 2-4 potential reviewers within UCLA (inside and outside of Pediatrics)
 - Submit full application at least 6 weeks prior to submission date to CDI Administrative Office
 - Includes all components of the application (research plan, NIH biosketch, career development plan)—and if available--budget, facilities, human subjects, appendices
 - RFA link, and if not a K award or typical R01 grant, include grant review guidelines
 - Attend one or several in-person grant peer review session(s)
 - Reviewers should include experts in the science, career development and statistical sections of the grant application and should not be current mentors.
 - K grant applicants must have their grant thoroughly reviewed by their primary mentors prior to submission to CDI.
 - Modify grant as appropriate
- In-Person Grant Peer Review Session with Peter G. Szilagyi, Anna-Barbara Moscicki or Steven Mittelman
 - Attendees: 2-3 peer reviewers, a CDI leader, applicant, taped if desired
 - Duration: 60 minutes
 - Procedures: Similar to study section - 1^o & 2^{ndary} reviewers, 5-10 min per reviewer; 20-30 minutes for review; followed by 30 minutes' discussion with applicant
 - Deliverables: Oral feedback at the review session plus brief written feedback on a form
Tape recording of review session. Allow or delay submission if appropriate
- Timing
 - 16 weeks before submission: Notify CDI staff of their plans to apply for K & R funding
 - 10 weeks before submission: Submit specific Aims page
 - 6 weeks before submission: Submit full grant
 - 3-4 weeks before submission: Attend In-person peer review session & written feedback