

NIH Conference Grant Notes. Prepared by Denise Oleske, Chair, Finance Committee, 4/2009

Introduction:

This document is intended to summarize discussions with NIH contacts who have experience with administering conference grants. It is intended to supplement and highlight the detailed information on NIH Conference Grant Submission which is found at the following link:

<http://grants.nih.gov/grants/funding/r13/>

Conference grant submission deadlines are:

Standard Application: April 12, August 12, and December 12

AIDS-related research: May 7, September 7, and January 7

In consideration that ACE Annual Meetings are in September, it is advised that the deadline of December 12 be considered for submission at the very latest.

Application General Requirements and Considerations before Submitting Grant:

Recipient organization must register with eRA Commons and Grant.gov. ACE can apply as the recipient organization. ACE must have a DUNS number to register. The registration confirmation *may take up to 4 weeks*.

The conference grant PI must register or be registered with eRA Commons. The registration confirmation *may take up to 4 weeks*.

All registrations must be in place prior to submission of the application.

Anyone, with appropriate credentials, serve as the PI.

The PI's institution (as long as it is not a federal agency) can be the recipient of the conference grant. However, the recipient institution cannot receive any indirect monies for handling disbursement of grant monies to or on behalf of ACE.

An application should be submitted to only **one** NIH Institute. If the Institute or the Office of Extramural Research determines another Institute would be a "co-owner/supporter" of the grant, that determination would be made by the NIH at time of review.

There must be an overwhelming perception by the Institute that the conference is appropriate to its mission/programs. More than 51% of the content must be related to one particular Institute.

The applicant organization must have a letter of support from the appropriate Institute BEFORE submission of the conference grant. This requires that the Program Outline be submitted to the appropriate NIH contact and discussion with that contact take place before the grant is prepared.

The Contact List for NIH Institutes and Centers is available at the link:
<http://grants.nih.gov/grants/funding/r13/>

Budget:

Multi-year awards are possible.

Maximum is typically \$25,000 total; \$8,000 is the average.

Conference funding budget has been decreasing and the number of applications doubled over recent years to all Institutes. No stimulus money is available for conference grants.

Grant may be used to fund a portion of the conference.

Funding is primarily for students, fellows, and investigators to be able to attend the meeting or other individuals who may not necessarily be able to attend (from medically underserved areas, minorities, etc.).

There is a very low likelihood of funding for operations of the conference.

Body of Grant:

A good summary statement regarding the purpose of the conference is important.

The qualifications of ACE must be documented (founding date, fiscal status, membership characteristics, achievements, etc.).

The success of ACE with organizing previous conferences must be documented (e.g., number of attendees, characteristics of attendees (agencies, geographic areas, minorities, students, etc.) conduct of conferences within budget).

Plans documented regarding how ACE will reach out to those or others who could not necessarily attend (disseminating advance information about conference), particularly to: women, students, fellows, residents, underrepresented minorities, historically black colleges, institutions of higher learning with large Hispanic enrollments, medically underserved areas.

The more complete the program outline/description, the better it will fare in review.

Having NIH investigators present will add to funding likelihood to the grant.

Dissemination plan for conference proceedings (e.g., abstracts in *Annals of Epidemiology*, keynote addresses in video on ACE website, special articles, etc.).

Appendix:

Letter from speakers confirming their attendance.

Letter(s) from NIH sponsor. (At least one is required).

Suggested Timeline for Preparation:

Organization and PI registration 1-4 weeks (August 1, 2009)

Prepare and finalize annual meeting agenda (September 1, 2009)

Confirm speaker(s); Obtain speakers' Biosketches (October 1, 2009)

Contact NIH representative at least six weeks before submission deadline (October 15, 2009) preferably as soon as annual meeting agenda is approved by BOD.

Prepare grant application (October 22- December 11, 2009).

Submit grant application to NIH for December 12, 2009 deadline.