

## Contacting Staff at NIH Institutes and Centers

Role	Responsibility	When to Contact	Where to find contact information
<b>Program Officials</b>	<p>Develop research and research training initiatives</p> <p>Write funding opportunity announcements</p> <p>Provide scientific guidance to investigators pre- and post-award</p> <p>Monitor the programmatic, scientific, and/or technical aspects of a grant</p> <p>Work with grants management staff on post-award administration, including review of progress reports</p>	<p>To identify the right type of grant program and/or funding opportunity for you and your research</p> <p>To verify that your idea fits within the mission and priorities of an NIH Institute or Center</p> <p>To discuss whether your research is considered a clinical trial</p> <p>For approval to submit an application with budget <math>\geq</math>\$500,000 direct costs for any single year or an R13 conference grant</p> <p>To discuss the summary statement and outcome of review</p> <p>To talk about progress, scientific and administrative issues that arise with the grant after award</p>	<p><b>When exploring NIH:</b> Look at NIH institute or center (IC) organization charts</p> <p>Use our Matchmaker tool in <a href="#">RePORTER</a> to find NIH funded grants on topics related to yours. A Program official tab identifies the program officials associated with the matched projects and includes its own filters for Institute/Center and Activity Code.</p> <p><b>After finding an FOA:</b> Refer to section VII of the FOA for scientific/research contact</p> <p><b>After application submission or award:</b> Look in your eRA account for the assigned program staff contact for your application</p>
<b>Scientific Review Officers</b>	<p>Review applications for completeness and conformance with application requirements</p> <p>Ensure fair and unbiased evaluation of scientific and technical merit</p> <p>Provide a summary of the evaluation in the form of summary statements</p>	<p>Point of contact for applicants during the review process to:</p> <ul style="list-style-type: none"> <li>• discuss the review assignment</li> <li>• request permission to send additional/corrective materials</li> <li>• discuss any review concerns (e.g., expertise needed, conflicts, reviewers that may have bias)</li> </ul>	<p><b>After finding an FOA:</b> Refer to section VII of the FOA for review contact</p> <p><b>After application submission:</b> Look in your eRA account for the name and contact information for the assigned scientific review officer for your application</p>
<b>Grants Management Officials</b>	<p>Evaluate applications for administrative content and compliance with policy</p> <p>Negotiate Awards</p> <p>Interpret grants administration policies</p>	<p>To discuss financial or grants administration issues</p> <p>For interpretation of grants policies</p>	<p><b>After finding an FOA:</b> Refer to section VII for Financial/Grants Management Contact(s)</p> <p><b>After application submission and/or award:</b> Look in your eRA account for the name and contact information for the assigned grants management staff for your application</p>
<b>Division of Receipt and Referral in NIH's Center of Scientific Review</b>	<p>Evaluate applications for compliance with policy</p> <p>Assign applications to institutes/centers or partner agencies for funding consideration</p> <p>Assign applications to appropriate group for initial peer review</p>	<p>To identify institutes/centers at NIH or a Scientific Review Group (SRG) that might be appropriate for your application.</p> <p>To request a reassignment of an application to an institute, center or review group seems inappropriate, the Program Director/Principal Investigator (PD/PI) may request reassignment in writing.</p> <p>To officially withdraw an application from funding consideration prior to review.</p>	<p><b>When Exploring NIH:</b> 301-435-0715 <a href="mailto:csrdr@mail.nih.gov">csrdr@mail.nih.gov</a></p> <p><b>To request reassignment or withdrawal of an application:</b> Send an email to <a href="mailto:csrdr@mail.nih.gov">csrdr@mail.nih.gov</a> with an attached letter including: an ink signature of an authorized organization representative, name of contact PD/PI, application number, and the details of the request.</p>