

## **Six things to know when submitting NIH proposal in 2022**

(As of 3/15/2022)

1. The NIH bio format and forms have changed as of 1/24/2022;
  - a. Correct form should expire in 2024;  
<https://grants.nih.gov/grants/forms/biosketch.htm>.
  - b. **Section D** has been removed;
    - i. You can list a few current and completed projects in **Section A**, personal statement.
  - c. **Section B**: positions, scientific appointments, and honors need to be in chronological order, from most recent to oldest. This is the opposite of how it has been done in the past.
2. You can **NO longer include any hyperlinks**, in any section of the proposal, except for PMC numbers in Bio Sketches.
3. If internal personnel are **not** Co-Investigators:
  - a. They are **not** committing effort; they can be listed as **Other Significant Contributors** and are not considered Key Personnel, but do need to submit a Bio Sketch.
    - i. Unless the proposal is a mentored grant, SOM personnel need to commit effort and **not** be listed as Other Significant Contributors.
  - b. If they **are** committing effort, they can be listed as **Faculty** or **Collaborator**.
  - c. For more details visit: <https://www.niaid.nih.gov/grants-contracts/be-precise-roles>.
4. Before a proposal is released to OSP for review and final submission, it is crucial to **check the NOSI and PA/PAR** when doing your final review. Sometimes, communications are missed, and the default is the parent announcement.
5. Facilities statements get reviewed carefully.
  - a. There will be **quarterly updates** on the Office of Clinical Award Administration website.
  - b. The most common error is failure to update the **Proteomics Facilities** to the **Biological Mass Spectrometry Facilities Center**. SOM will not approve your package without the correct BioMassSpec listing.
6. As-Needed and Cost Share effort is being reviewed.
  - a. SOM personnel can only pledge **5% cost share**.
    - i. If you are unaware of how much cost share you or a team member has on account, you can contact Jennifer Proctor  
[Jennifer.proctor@stonybrookmedicine.edu](mailto:Jennifer.proctor@stonybrookmedicine.edu) in OSA.
  - b. SOM personnel should **not** be listed as “as-needed” or with no effort in most cases.
    - i. If included in the project, they should be contributing in a meaningful way, and at least 1% effort should be included.

- ii. If they are not contributing in a meaningful way, a letter of support is a better option than including them as project personnel.