



**DAVIS COLLEGE OF  
AGRICULTURAL SCIENCES  
& NATURAL RESOURCES**

TEXAS TECH

## **How-to Guide for Applying for NIH Funding (Including Focus on Hispanic-Serving Institutions)**

The National Institutes of Health (NIH) provides funding for health-related research and projects, with opportunities for Hispanic-Serving Institutions (HSIs) to access resources tailored to their unique needs. Applying for NIH funding requires detailed preparation and adherence to specific guidelines. Here's a step-by-step guide to help you navigate the process, including considerations specific to HSIs.

### **Tips for Hispanic-Serving Institutions**

- **Emphasize Community Impact:** Highlight how your research will address health disparities and benefit the Hispanic community.
- **Leverage Institutional Resources:** Utilize resources and support systems available at HSIs, such as community outreach programs and partnerships with local organizations.
- **Engage Stakeholders:** Include letters of support from community leaders, local health organizations, and other stakeholders who can attest to the potential impact of your research.
- **Utilize NIH Programs for HSIs:** Look for NIH funding opportunities specifically aimed at HSIs, such as the Research Centers in Minority Institutions (RCMI) Program.

### **Step 1: Identify the Right Funding Opportunity**

1. **Research Funding Opportunities:** Visit the [NIH Grants & Funding website](#) to explore various funding opportunities. Look for announcements that align with your research interests and goals.
2. **Read the Funding Opportunity Announcement (FOA):** Carefully review the FOA for specific programs, including those targeted at HSIs. The FOA contains information about eligibility, application requirements, deadlines, and evaluation criteria.

## Step 2: Prepare Your Proposal

1. **Register Your Institution:** Ensure your institution is registered with:
  - **eRA Commons:** NIH's electronic Research Administration system.
  - **System for Award Management (SAM):** Federal system for managing entity information.
  - **Grants.gov:** Federal portal for finding and applying for grants.
2. **Register with eRA Commons:** Both the applicant organization and the principal investigator (PI) must be registered with eRA Commons. Obtain the necessary credentials to access the system.
3. **Intent to Submit:** Please fill out this [form](#) to notify ORS and Davis College Research that you intend to submit and will assist in development of your grant materials.

## Step 3: Gather Required Documents

1. **SF424 (R&R) Application Package:** This includes several components:
  - **Cover Letter:** Optional but recommended for addressing specific issues or highlighting aspects of your application.
  - **Project Summary/Abstract:** A brief description of the proposed research.
  - **Project Narrative:** Explanation of the relevance of the project to public health.
  - **Specific Aims:** Clear and concise description of the research objectives.
  - **Research Strategy:** Detailed plan of the research project, including:
    - **Significance:** Importance of the problem addressed.
    - **Innovation:** Novelty and potential impact of the proposed research.
    - **Approach:** Research design and methods.
  - **Biographical Sketches:** Biographical information for key personnel, typically using the NIH biosketch format.
  - **Budget and Budget Justification:** Detailed budget outlining project costs and a justification for each budget item.
  - **Facilities and Other Resources:** Description of the resources available to conduct research.
  - **Equipment:** List of equipment available and necessary for the project.
  - **Letters of Support:** Letters from collaborators, partners, or other stakeholders, if applicable.
  - **Resource Sharing Plan:** Plans for sharing data and resources generated by the research, if applicable.
  - **Authentication of Key Biological and/or Chemical Resources:** Details about the authentication of key resources, if applicable.
  - **Inclusion Enrollment Report:** For clinical research, details on the inclusion of women, minorities, and children.

## Step 4: Write Your Proposal

1. **Follow NIH Guidelines:** Adhere to the guidelines provided in the FOA and the NIH Grants Policy Statement.
2. **Be Clear and Concise:** Use clear, concise language and ensure your proposal is understandable to reviewers who may not be experts in your specific field.
3. **Highlight Innovation and Impact:** Emphasize the innovative aspects of your research and its potential impact on public health.
4. **Focus on HSIs:** Highlight the unique aspects of conducting research within a Hispanic-Serving Institution. Explain how your project will address health disparities and benefit the Hispanic community.

### **Step 5: Review and Revise**

1. **Internal Review:** Have colleagues review your proposal and provide feedback.
2. **Revise Accordingly:** Incorporate feedback and make necessary revisions to improve clarity and impact.

### **Step 6: Submit Your Proposal**

1. **Check for Completeness:** Ensure that all required documents are included and comply with NIH guidelines.
2. **Submit via Grants.gov:** Submit your proposal through Grants.gov before the deadline specified in the FOA.
3. **Confirm Submission:** Verify that your proposal has been successfully submitted and received by NIH.

### **Step 7: Follow Up**

1. **Acknowledge Receipt:** NIH will send an acknowledgment of receipt. Keep this for your records.
2. **Monitor Status:** Use eRA Commons to monitor the status of your proposal.
3. **Prepare for Revisions:** If your proposal is not funded, you may receive feedback from reviewers. Use this feedback to revise and resubmit your proposal in the future.

### **Items Needed for NIH Proposal Submission**

- Registration with eRA Commons, SAM, and Grants.gov
- SF424 (R&R) Application Package
- Cover Letter (optional)
- Project Summary/Abstract

- Project Narrative
- Specific Aims
- Research Strategy
- Biographical Sketches
- Budget and Budget Justification
- Facilities and Other Resources
- Equipment List
- Letters of Support (if applicable)
- Resource Sharing Plan (if applicable)
- Authentication of Key Biological and/or Chemical Resources (if applicable)
- Inclusion Enrollment Report (for clinical research)

Good luck with your NIH funding application!