



# iMERS

INTERACTIVE MENTORING TO  
ENHANCE RESEARCH SKILLS

*University of Kentucky*

## HOW TO HOST OUR GRANT WRITING WORKSHOP ON YOUR CAMPUS

[REQUEST TO HOST](#)

We understand the intricacies of NIH proposal writing and the challenges to funding research. Our team works closely with Minority Serving Institutions across the nation to host grant writing workshops on their campuses. We welcome your interest and encourage you to read this overview to prepare for your level of participation as a host.



As a host, you will have latitude in terms of location, invitation list, and even the choice of topics that iMERS will cover.

### **Institutional and Regional Workshops**

We provide two options for inviting participants to your event. One, you may include faculty and support staff from your campus for an institutional workshop. Or two, you may extend your reach to include universities in your area for a regional workshop. In our experience, both approaches have been successful, and this decision will depend entirely on your situation. You may see regional workshops that are currently scheduled by [visiting our website](#).

[View Upcoming Events >>](#)

### **Our Role in the Workshop**

Once you submit a request to host, our Program Coordinator will contact you to discuss availability and act as your sounding board moving forward, offering direction and advice as you coordinate the event.

After you have secured a list of registrants, we will send our iMERS team to your location for a comprehensive two-day workshop of lectures, activities, and discussions on NIH grant-writing practices at no cost to your institution. Funding through the National Institute of General Medical Sciences (NIGMS) covers our team's time, transportation, lodging, and food. In addition, we provide training materials, which you may share electronically with your registered participants.

### **The Workshop Structure**

Our team includes faculty and research administrators with extensive experience in the NIH proposal development process. We will work with you to identify session topics and an agenda that best meets attendee interests.

The workshop takes place over two days with lectures, activities, and discussions designed to encourage interaction while learning the intricacies of writing NIH-style research proposals. In addition, attendees may request post-workshop support as they progress towards their NIH grant application.

We will conclude by asking attendees to evaluate the presentations to better understand and serve the needs of our audience.

# BEFORE YOU MAKE A REQUEST TO HOST

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## Gain Institutional Approval

Make sure you have buy-in from the top down by sharing this overview with decision-makers. We request that you begin this process by discussing the opportunity with your campus Chief Research Officer and assessing the availability and interest of researchers from your institution and other campuses.



## Identify Potential Dates

Assess whether any competing events at your campus or other campuses you wish to include would impact your ability to register enough participants for a successful workshop. Certain times in the academic calendar may also pose potentially challenging event dates, such as finals week or campus breaks, so we encourage you to consider your schedule carefully.



## Designate Your Team Contact

Planning, organization, and frequent, ongoing communication leads to the most successful workshops. Therefore, it's important to designate one individual who will be primarily responsible for communicating with the University of Kentucky iMERS staff, managing registration, and overseeing event details.



To ensure sufficient time for iMERS to make travel plans, all arrangements, including institutional approval, location, and agenda, must be finalized at least **ONE MONTH** before the workshop.

# DETAILS TO CONSIDER AS YOU MOVE FORWARD



## Scheduling

The workshop agenda requires two full days. Once you have potential dates and location venues, contact iMERS to confirm the schedule so we may begin preliminary travel arrangements for our team. If you are considering a regional workshop, you may want to inquire about scheduling conflicts at your partnering institutions before finalizing your date.

We may ask for lodging recommendations and airport information, but we will not make final travel arrangements until registration is underway, and you have registered a solid list of participants.

## Venue

To sufficiently accommodate attendees for most presentations, iMERS will require a 'smart' conference room or auditorium, equipped with a projector and computer suitable for Power-Point presentations and audience interaction. If you plan to include smaller sessions on your agenda, you will want breakout rooms nearby as part of your venue reservation.

Some of our past hosts have found it helpful to schedule their workshop site away from the offices of faculty attendees to help ensure full participation.

## Parking and Transportation

You will want to provide parking instructions — including campus maps and permits with clear cost information for participants. The iMERS team may request daily ground transportation between the hotel and venue and back to assist with navigating a new city.

## Meals

Consider whether you will provide lunch for workshop attendees or direct them to nearby restaurants for lunch on their own. For morning and afternoon breaks between sessions, locate beverages and snacks nearby for easy access.



*If you have any difficulties or delays with recruiting, please notify iMERS promptly so we may assist with outreach.*

**Programming:** Your iMERS contact will provide a draft agenda from our topics of NIH-focused grants training. The planning is flexible to meet your needs, so we encourage you to share your ideas with us. While possible to do concurrent training sessions for research administrators and students, our primary focus remains on faculty researchers.

### **Registration**

Once there is an approved agenda you should begin the registration process. To ensure a successful workshop, you will be responsible for recruiting a sufficient number of faculty researchers from your campus or regional institutions interested in submitting grant applications to the National Institutes of Health. Ideally, it would be best if you planned to register a minimum of 50 biomedical or behavioral researchers from your university and the surrounding region.

For institutions hosting regional workshops, we strongly encourage you to contact Chief Research Officers of neighboring institutions to establish a communication process to facilitate broad regional participation.

### **Data**

To comply with NIH grant reporting, we require that workshop hosts share participant information as an Excel file on the first day of the workshop.

### **Fees**

If you have a registration fee, for instance, to help cover lunch and refreshment costs, we ask that you keep the price reasonable and designate someone for registration and collection. Please note, we have found that some institutions can access institutional funds to help cover food costs.

### **Regional Marketing**

Promoting a regional workshop will require additional outreach effort. At this point, you will have contacted regional institutions to gauge their interest and determine any scheduling conflicts. To help keep everyone on the same page, we will provide you a flyer template outlining details of the workshop that you may personalize before sharing with your partner institutions.

For iMERS to help market your regional workshop, we would ask to:

- Include your university logo on our website to promote the workshop.
- Share your registration link or contact email for various campaigns
- Coordinate social media efforts to promote the workshop.

# WORKSHOP SESSION TOPICS

The following pages list the sessions we offer that you may include in your grant writing workshop. Our team is happy to consider additional content if we believe we have the appropriate expertise. As part of the customization we offer, iMERS can present a topic to all participants or a select group as a breakout session.

MEET OUR TEAM

## **Using NIH Resources for Program Funding Information**

A discussion of NIH processes and resources, including a review of online databases such as RePORTER, to determine whether your project is appropriate for NIH funding and identifies relevant study sections for your grant application.

## **NIH Policy Updates**

An overview of new NIH policies and processes, emphasizing clinical trials and other policy updates impacting study design and proposal structure, content, and procedures.

## **Pre-Award and Post Award Budget Issues**

This presentation guides attendees through budget development, allowable costs, budget justification, cost-sharing, regulations, and related issues.

## **Writing a High-Impact Specific Aims Page**

This session will dive into best practices for structuring and maximizing the single page allowed for Specific Aims, with an interactive critique of an actual Specific Aims page.

## **Writing an Effective NIH Research Strategy**

Overview of various sections of Research Strategy, including Significance, Scientific Premise, Innovation, and Approach sections. Emphasis on what reviewers look for in a grant application.

## **NIH Emphasis on Student Mentoring**

This interactive session focuses on how to mentor students effectively. The instructor will emphasize nurturing resilience, developing a growth mindset, overcoming impostor fears, and providing honest feedback to build their scientific and personal confidence.

### Rigor and Reproducibility

Understand NIH requirements for Rigor and Reproducibility, including recommendations on Experimental Design and Data Analysis.

### What to Know about the NIH Biosketch

Learn how to effectively use the NIH Biosketch (PI and co-investigators) to demonstrate your ability to carry out the proposed studies.

### The NIH Proposal Review Process

Understand the post-grant submission process — what happens and why. Learn about the criteria used for reviewing and scoring grants, discussing what happens at the review panel, and whom to contact to get information about your proposal.

### Navigating the NIH Resubmission Process

What are your options if the NIH doesn't fund your grant? Learn how to interpret the critiques of your grant application to prepare for resubmission, including the structuring of the "Introduction to Revised Application" page.

### Responsible Conduct of Research (RCR)

This session will discuss how to ensure compliance with NIH RCR guidelines, emphasizing clinical and animal studies and examples of scientific misconduct to illustrate inappropriate actions and behavior.

REQUEST TO HOST

## iMERS

Located on the University of Kentucky campus and made possible by the National Institute of General Medicine Sciences (NIGMS).

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### Connect With Us:



JOIN OUR LIST