**Mock Study Intake Form**

*Scholar to fill out yellow highlight*

**1. Scholar:** [Name]

**2. Title of grant proposal:** [Project title, draft ok]

**3. Date of grant submission:** [month, year]

**4. Type of grant applying to:** [K23, R01, etc.]

**A) *If applying to R:* What are some possible study sections?** […]

*If you need guidance on the right study section, we suggest the following resources*:  *NIH Reporter: URL:* [*https://reporter.nih.gov/matchmaker*](https://reporter.nih.gov/matchmaker) *or Assisted Referral Tool. URL:* [*https://public.csr.nih.gov/ForApplicants/ArtHome*](https://public.csr.nih.gov/ForApplicants/ArtHome)

**B) *If applying to K:* Which institute are you applying to?** […]

**5. Mock study sections should be scheduled a minimum of 4 to 5 weeks prior to submission deadline, with draft documents for review are required 10 to 14 days before the mock study date. We suggest that you use the calculator to determine the optimal date ranges.**

**Keeping that in mind, please indicate some your timeframe for Mock Study Section:** [xx/xx/xxxx – xx/xx/xxxx]. *Note any weeks and/or days that are not good because of service, teaching, vacation, etc.*

**6. Is this a resubmission?** [Yes/No]

 **A) If yes… Have you had a mock study section before?** [Yes/No]

**i)** **If yes…Please list the information of the section leader and reviewers:**

|  |  |  |
| --- | --- | --- |
| Name | Email | Area of expertise |
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**7. Brief description of your science:** […]

*2-3 sentences that can be used in the email invitation for reviewers*

**8. Specific expertise required for reviewers:** […]

**9. Potential reviewers:**

*For R grants, reviewers should be in the general area of expertise, but not required. For K grants, reviewers do not have to be in the area of expertise but should have experience reviewing K grants. It is suggested that you speak with your mentor(s) about potential reviewer names.*

*Please suggest 5 names for external reviewers.*

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Email | Area of expertise | Connection to mentor (*i.e. Indicate if you or your mentor knows them personally. This will be included in the invitation)*  |
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*Please suggest 3 names for internal reviewers.*

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Email | Area of expertise | How do you know them |
|  |  |  |  |
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|  |  |  |  |

**10. (*For K*) Mentors:**

*Please note which of your mentors should be at the mock study section and which ones are optional to attend.*

|  |  |  |
| --- | --- | --- |
| Name | Email | Required at the mock (Y/N) |
|  |  |  |
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**11. Documents to be prepared for reviewers:** *(These are sent to reviewers ~2 weeks prior to the session)*

**K applications:**

1. Draft specific Aims (1 page)
2. Draft approach (6 pages)
3. References
4. Draft career development plan (Not to exceed 6 pages)
5. Biosketch
6. Mentor biosketches (primary mentor at least, others recommended)
7. Mentor Plan and/or Letters are recommended but not required for mock study section
8. For resubmission
	1. Please also share comments sent to you from the prior review group
	2. Draft introduction (1 page)

**R applications:**

1. Draft specific Aims (1 page)
2. Draft approach (12 pages)
3. References
4. Biosketch for yourself. Key co-investigators are recommended
5. Draft environment and resources
6. For resubmission
	1. Please also share comments sent to you from the prior review group
	2. Draft introduction (1 page)