NIH Director's Pioneer Award (NDPA)

Registration and Application Instructions

What is required to apply for the Pioneer Award?

The NIH Director's Pioneer Award requires two separate actions: *registration* and *application preparation.* They can be performed in tandem, but **registration must be completed before the submission of the application**. The applicant should work with their organization's AOO, providing them with the instructions for registering, as delineated below. Applications are being accepted up until 5 p.m., Eastern Daylight Time (EDT), Monday, June 21, 2004.

What is an AOO?

Authorized Organizational Official. The AOO is the designated representative of the grantee organization in matters related to the award and administration of its NIH grants, including those that require NIH approval. In signing a grant application, this individual certifies that the applicant organization will comply with all applicable assurances and certifications referenced in the application. This individual's signature on the grant application further certifies that the applicant organization will be accountable both for the appropriate use of funds awarded and for the performance of the grant-supported project or activities resulting from the application. This individual also is responsible to NIH for ensuring that the organization complies with applicable Federal laws and regulations, including required certifications and assurances, its application, and the terms and conditions of individual awards. ***Under NIH's eRA Commons, this individual is the SO.*** Although NIH requires that the grantee organization designate such an official, NIH does not specify the organizational location or full set of responsibilities for this official.

What does the AOO need to do as part of the application process?

The specific responsibilities of the *authorized organization official (AOO)* are*:*

- Complete the registration process.

- Download and install PureEdge™ software.

- Submit the completed application.

What does the applicant need to do to prepare and submit their application?

The specific responsibilities of the *applicant* are:

- Send an email message to askera@od.nih.gov with contact information for your AOO *or* to indicate that you do not intend to apply.

- Provide contact information for three references using the online form.

- Download and install PureEdge software.

- Download the NDPA application package and Instructions.

- Complete the SF 424 form and prepare the personal essay using the Project Narrative Attachment Form (part of application package).

- Include a copy/description of a significant publication/achievement on the Other Attachments Form (part of application package) or use the form to indicate that a hardcopy of the publication/achievement will be sent by express mail.

How do I register for the NIH Director's Pioneer Award?

Provide the following information to your AOO so that he/she can begin the registration process while you, the applicant, can prepare the application itself. Note that the AOO must submit the final application, which verifies responsibility and approval of the organization for the application.

- The AOO should verify that the institution has registered with the Central Contractor Registry (CCR). For instructions, go to http://www.grants.gov/CCRRegister.

- The AOO must be registered with the Credential Provider. For instructions, go to http://www.grants.gov/CredentialProvider.

- The AOO must register with Grants.gov. For instructions, go to https://apply.grants.gov/GrantsgovRegister. Allow up to two weeks to complete the Grants.gov registration process.

- The AOO should log on to Grants.gov at https://apply.grants.gov/ApplicantLoginGetID to verify his/her registration and profile.

Where can I get more information about the NDPA?

- For more information about the NDPA, see NIH Guide Notice NOT-RM-04-007 or visit http://nihroadmap.nih.gov/highrisk/initiatives/pioneer/.

- Direct questions about the Pioneer Award program to pioneer@nih.gov.

- Send technical questions to askera@od.nih.gov.

What computer and software do I need?

Both the applicant and the AOO need the following:

- **Windows 98, ME, NT 4.0, 2000, XP**

  - 500 MHz processor

  - 128 MB of RAM

  - 40 MB disk space

Or

- **Macintosh PC-emulation software**

And

- **Browser—any of the following:**

  - Internet Explorer 5.01 or higher

  - Netscape Communicator 4.5–4.8

  - Netscape 6.1 or higher

And

- **PureEdge™ viewer** to enable you to open and complete the electronic application. You can download the PureEdge viewer from http://www.grants.gov/DownloadViewer.

Exactly what do I have to fill out or include in the application package?

The NDPA application package comprises the following four components, which will be accepted up until midnight June 21, 2004.

Note: You can prepare the package but you cannot submit it until the registration process is completed.

Component	Description
Contact Information for Three References	**Submit contact information for three references**. You will need to submit contact information for your reference letters to the Pioneer Web site. References will be contacted by email, and reference letters will be merged into one application folder under your name prior to review. To submit contact information, go to the URL included in the email message you received previously where you will be required to log in.
	You should have received your Username (email address) and Password in an earlier email. If you forgot your password, click on **Forgot your Password?** and your password will be sent electronically. If, for some reason, you do not receive your password in a timely fashion, contact pioneer@nih.gov to request it (some email servers block this type of message.)
	There will be spaces on this form to enter the first name, last name, and email address of all three reference contacts. Please be sure to

Component	Description
	enter the email address correctly, as this address will be used to contact your reference and request submission of the letter.
	It is your responsibility to ensure that those providing reference reports submit their documents on time and at the appropriate Web site.
Standard Form (SF) 424, Application for Federal Assistance	Series of questions. Specific instructions below.
Personal Essay	**3–5 pages** in PDF (preferred) or Word format using Project Narrative Attachment Form.
	The essay should describe your views on the major challenges in biomedical or behavioral research to which you feel you can make a seminal contribution. This is an **"idea award,"** so no detailed scientific plan should be provided since the research plan will be expected to evolve during the tenure of the award. Unlike traditional NIH granting mechanisms, this award is seeking truly visionary thinkers (i.e., pioneers) who are able to make large scientific leaps and change the current paradigms. As part of the review process, outside assessors will be evaluating your essay, letters of reference and example of your most important scientific contribution for evidence on how well you fulfill the three following criteria:
	1. *Innovation/creativity*—Examples: Does the applicant display evidence of scientific creativity? Does she/he initiate new areas of, approaches to, scientific research? Is the applicant truly visionary in his/her thinking? Does the applicant think in complex, multidisciplinary or interdisciplinary ways?
	2. *Intrinsic motivation/enthusiasm/intellectual energy*—Examples: Is the applicant willing to take scientific risks and show persistence in the face of adversity? Is the applicant comfortable with uncertainty (i.e., able to see gray areas as opportunities for new insights)? Is the applicant able to move into new areas that present an opportunity to solve a problem or expand knowledge base? Is the applicant intellectually independent and tenacious? Is the applicant able to make scientific leaps and change the current paradigms of medical research?
	3. *Potential for or actual scientific leadership; evidence of, or potential for, effective communication/educator skills*—Examples: Does the applicant have the ability to communicate the impact of her/his work? Has the applicant shown the ability (or potential) to bring together diverse teams of scientists; to

Component	Description
	inspire with his or her scientific vision and lead others; to serve as a mentor or role model?
	Note: In a separate short statement at the end of your essay, please address the total professional effort you plan to devote to pursuing the goals of your program, if you receive a Pioneer Award. Awardees are expected to commit the major portion of their efforts to activities supported by the NDPA. The program will not support ongoing research projects or expand the funding of individuals already well supported.
	For details of the evaluation process, see http://nihroadmap.nih.gov/highrisk/initiatives/pioneer/evaluationprocess.aspx.
Copy/Description of Applicant's Most Significant Publication/Achievement	PDF (preferred) or Word format using Other Attachments Form.
	Your most important publication, invention, scholarly work or achievement. This work, like the essay and letters of reference, should illustrate the criteria stated above as well as provide evidence of your potential for changing the current paradigms of medical research. If this is in the form of a publication, it should be submitted in PDF (preferred) or Word format. For achievements that are not in the form of a publication, you may want to write your own description of the accomplishment and submit it in a PDF (preferred) or Word format.
	Applicants who choose to submit hardcopy should use the **Other Attachments Form** to indicate that the attachment is forthcoming and to send via express mail to:
	NCCAM Attn: NDPA Grant Application Democracy II Building, 6707 Democracy Blvd., Suite 401 Bethesda, MD 20892-5475 (or -0001 for Fedex)
	See section, **What if my seminal contributions are not available in Word or PDF?**

How does the applicant download and complete the application form?

1. **Download the NDPA application package.** Go to http://www.grants.gov/. Under "Quick Links/Select A Topic," select "Download Application Package." Enter Funding Opportunity Number "NIH-NDPA-20040524." The **Selected Grants Application for Download** screen appears. Click **Application/Download.**

   You can complete the application offline, i.e., you do not need to be connected to the Internet. This capability enables you to share the document with others in your organization and to

attach it to email. Remember to save it to your computer often because changes are NOT automatically saved.

Contact askera@od.nih.gov for assistance with completing/uploading the application and required attachments.

2. **Read the Instructions section** on the bottom of the front page of the Grant Application Package before starting to fill out the application.

3. **Fill out the SF-424 Form.**

   Click **Standard Form (SF) 424, Application for Federal Assistance** in the **Mandatory Documents** box and click **Open Form.**

   Fill out each section with the data supplied below.

   Note: Starred (*) items on the form are mandatory.

Section Number and Title	Instructions
1. Type of Submission	Application: Check "Non construction"
	Preapplication: leave blank
2. Date Submitted	Enter date in this format: mm/dd/yyyy. The due date is 06/21/2004.
	Applicant Identifier: leave blank
3. Date Received by State	Leave blank
	State Application Identifier: leave blank
4. Date Received by Federal Agency	Leave blank
5. Applicant Information	Legal name: Institution Name
	Organizational DUNS: Enter DUNS
	Organizational Unit:
	Department: Department name
	Division: leave blank
Address	Fill in applicable fields.
	State: Click arrow for dropdown list and click on appropriate state.
	Country: Defaults to USA.
	If not USA, click arrow for dropdown list and click on appropriate country.
	Name and telephone number of person to be contacted on matters involving this application (give area code): (applicant) title firstname lastname, area code-phone number
6. Employer ID Number (EIN)	Enter the EIN of your institution
7. Type of Applicant	Click arrow for dropdown list, then click appropriate type of institution.

Section Number and Title	Instructions
8. Type of Application	Check "New"
9. Name of Federal Agency	Leave at default: NIH
10. Catalog of Federal Domestic Assistance	Enter: 93.390
11. Descriptive Title of Applicant's Project	Enter: NIH Director's Pioneer Award
12. Areas affected by Project	Enter "N/A" for not applicable
13. Proposed Project	Enter start date: 09/30/2004 Enter end date: 09/29/2009
14. Congressional Districts	Enter appropriate Congressional District for **a)** applicant's district and **b)** project's district If you do not know your Congressional district, go to http://www.house.gov and enter your ZIP code.
15. Estimated Funding	Note: a–f are required fields. a) Federal: enter $500,000.00 b–f): enter 0.0 g): Automatically totals amounts entered
16. Is application subject to review by state executive order 12372 process?	Check: b. Program is not covered by E.O. 12372
17. Is the applicant delinquent on and Federal debt?	Defaults to "No." If "yes," attach an explanation by clicking the Yes button and clicking the Explanation box.
18. Statement and Signatures	Read statement in box 18. a. Authorized Representative: fill in fields
Project Narrative Attachment Form (Mandatory)	Highlight the title in Mandatory Documents box and click Open Form to add, change, or view your essay. Click the appropriate box for the action you want to take: Add Mandatory Project Narrative File; Delete Mandatory Project Narrative File; View Mandatory Project Narrative File. Attach one file only to this form. Although the form allows additional "optional" project narrative files to be attached, only the *mandatory* project narrative file will be accepted as your essay.
Other Attachments Form	Use this form for your most important publication, invention, scholarly work or achievement contributions. Highlight the title in Optional Documents box and click Open Form to open this form to add, change, or view the description of your most important publication, invention,

Section Number and Title	Instructions
	scholarly work or achievement. Click the appropriate box for the action you want to take: Add Other Attachments; Delete Other Attachments; View Other Attachments. Attach one file only to this form.
	If more than one file is attached, only the first file will be accepted as your description.

To save:

1. Click **Close Form** at top of page.

2. Click **Save** at top of main page.

How do I submit my application?

The applicant completes all sections and saves. He/she sends the entire application package as an email attachment to the AOO. The AOO submits the application package.

Applicant—

1. Reviews the 424 form to be sure all mandatory fields are filled in.

2. Moves all documents from the **Mandatory Documents** box to the **Mandatory Completed Documents for Submission** box by clicking each title and clicking the **Move Form to Submission List** arrow.

3. Moves document in the **Other Attachments Form** box to the **Optional Completed Documents for Submission** box by clicking each title and clicking the **Move Form to Submission List** arrow.

4. Clicks **Save** at the top of the page.

5. Emails the completed application package as an attachment to the AOO.

AOO—

1. Completes the registration process.

2. Opens the completed application package using PureEdge.

3. Checks that all documents are in the right-hand box for submission.

4. Clicks **Submit**. This sends the application package to Grants.gov. A Grants.gov screen appears.

5. Completes the submission process following the directions on the Grants.gov screen.

What if my most important publication, invention, scholarly work or achievement contributions are not available in PDF or Word?

1. Click **Other Attachments Form** in the **Optional Documents** box and click **Open Form**.

2. Write a statement that your seminal contributions are not available in electronic form and that you will mail them.

3. Click **Close Form.**

4. Click **Save Form** on main page.

5. See how to submit section for submitting this statement with your electronic submission.

6. Send your most important publication, invention, scholarly work or achievement contributions by express mail to:

NCCAM
Attn: NDPA Grant Application
Democracy II Building,
6707 Democracy Blvd., Suite 401
Bethesda, MD 20892-5475 (or -0001 for Fedex)

What is the award schedule?

Grants.gov will accept applications up until 5 p.m., Eastern Daylight Time (EDT), Monday, June 21, 2004, and forward them to NIH for evaluation. Due to the tight schedule, the NIH will not approve deviations or waivers from this schedule.

During July, applications will be evaluated by outside consultants who are experts in the scientific areas represented by the nominees and who will evaluate nominees by criteria provided on this Web page for this initiative (http://nihroadmap.nih.gov/highrisk/initiatives/pioneer/evaluationprocess.aspx). It is anticipated that in early August, a subset of applicants will be invited to the NIH for interviews by a panel of outside experts. The Advisory Committee to the Director will provide additional input.

Awards will be announced on September 20, 2004.

Whom do I contact if I need help?

- For issues with the submission process, contact the Grants.gov Helpdesk: http://www.grants.gov/ContactUs#. Hours of operation are Monday–Friday, 7:00 a.m.–9:00 p.m., Eastern Daylight Time.

- For application issues, contact eRA: askera@od.nih.gov.