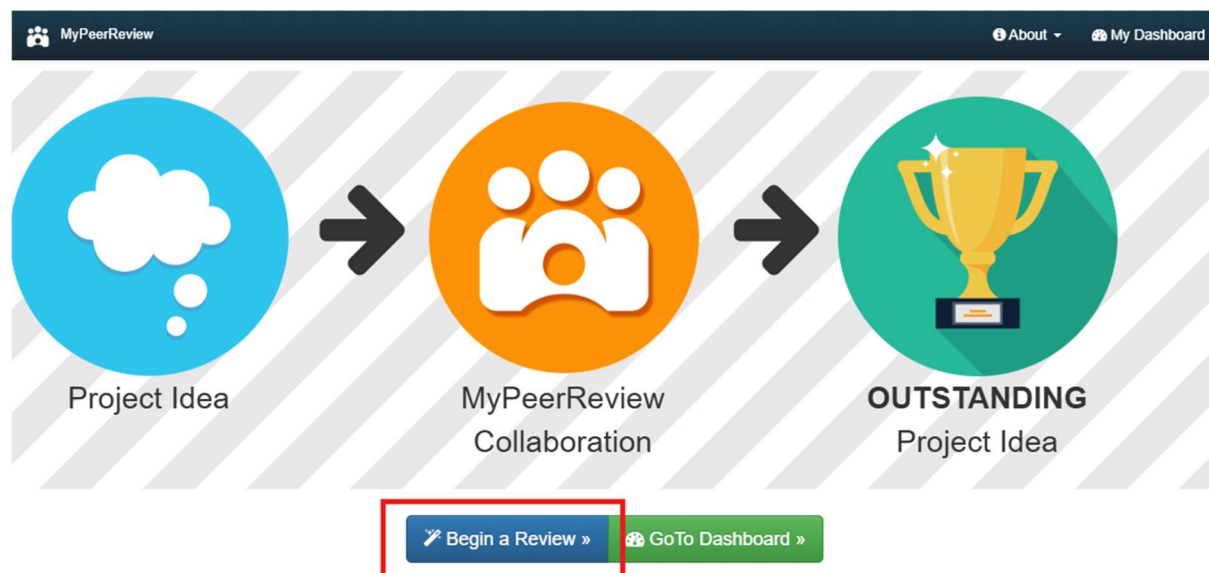


Johns Hopkins Center for the Advancement of HIV Neurotherapeutics (JH CAHN)

Instructions on submitting a pilot award application

Go to the MyPeerReview Website: <https://mygrantreview.johnshopkins.edu/home>

First, select “Begin a Review.”



Next, select “Neurology” as the department, and “K/R Award Internal Review Committee (Heather Thomas)” as the type of review committee. Click “Next.”

Which Department will be conducting your Review?

Which Internal Review Committee?

Next

On the next screen select, “Pilot Award Application for JH Center for the Advancement of HIV Neurotherapeutics.” Click “Next.”

Select from an available review type:

Q Career Development Award (K - series) ▼

Career Development Award (K - series)

Pilot Award Application for JH CAHN - Johns Hopkins Center for the Advancement of HIV Neurotherapeutics

Research Grant Internal Review (R - series)

Previous Next

No changes are needed on the “Review Board Members” screen. Click “Next.”

On the “Project Workspace Wizard” screen, add the title, short project abstract and the submission deadline, then click “Next.”

What is the title of your Project?

Abstract (500 or less characters)

Submission Deadline

Submission Deadline This is date that the project/idea needs to be submitted to the funding agency.

On the next screen, fill out additional project information that will help with the review of your application, including:

- Are you an early-stage investigator?
- List of primary and co-mentors or co-PI’s
- List of faculty members who understand your research.
- Previous grants

Please answer all sections and click “Next.”

The next section is “Documents.” This is a comprehensive list of typically required documents for NIH submissions. For the pilot award submission, please focus on uploading the required documents. Click “Next” when finished.

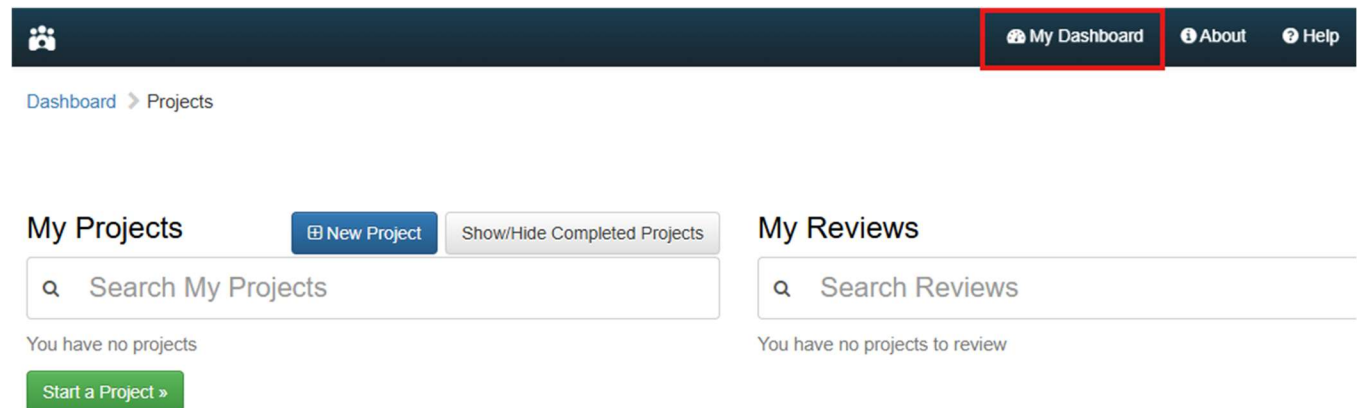
Document Type(s)	Description	Required
Introduction to Application	1 page for Intro (Required only for resubmissions)	Not Required
Candidate Information and Goals for Career Development	6 pages	Not Required
Specific Aims	1 page (Required)	Required Document
Research Strategy	6 pages (Required)	Required Document
Training in the Responsible Conduct of Research	1 page (Optional for internal review)	Not Required
Plans and Statements of Mentor and Co-mentor(s)	6 pages (Optional for internal review)	Not Required
Letters of Support from Collaborators, Contributors, and Consultants	6 pages (Optional for internal review)	Not Required
Description of Institutional Environment	1 page (Optional for internal review)	Not Required
Institutional Commitment to Candidate	1 page (i.e. Director)	Not Required
Biographical Sketch	5 pages (Required)	Required Document
Budget	\$25,000 for 1 year (regular) \$10,000 (micrgrants)	Required Document

Finally, you are ready to generate your workspace. Click “Create my project workspace!”

You're ready to generate your workspace

Congratulations, you've made it through the wizard. Now it is time to generate your workspace. The Wizard will take all of your entered data, sort it out, and create your workspace, so your review process can begin. If you are happy with your entries, click the button below. Remember, this just creates the initial workspace. Once created, you can manage all your data and features.

After your project workspace is complete, you can use “My Dashboard” link in the menu to access your projects.



Submitting for Review

Once you have uploaded the required documents and you are ready to submit your application for review, in your project workspace, go to the blue drop-down tab labeled “Update Project Progress to” and select “Ready for Internal Review.” That will trigger an email notification for your selected internal reviewers to gain access to your documents. The reviewers will submit their NIH-style evaluation in the system. You will get notified by email when an evaluation has been submitted.

If you have questions regarding this system or the submission process, please contact Caroline Foote at cfoote9@jh.edu.