

SBRP Conference Support 2004-2005

UPDATE (June 2004):

Beginning in 2004 we instituted important changes to the request for conference support. The procedure has been revised to be more inclusive of standard NIH practices. All requests need to be submitted to the Center for Scientific Review as well as to the NIEHS Scientific Review Branch (SRB). Staff in the SRB will convene a special review group for the SBRP conference requests. As a result of the review, applicants will receive a written summary statement.

These changes reflect not only a change in procedure, but also a change in the rigor/importance of the review. All requests should be carefully developed with attention to detail. In some cases, you may be requesting support for conferences that are still in a conceptual phase. This is appropriate, but you must clearly explain your goals and propose plans for all aspects per the guidelines given below. You must provide enough information so that the reviewers will be able to determine the appropriateness of your concept and ability to meet the stated goals.

Specifically the changes are:

There are now two annual receipt dates: **February 20 and August 20.**

A typewritten original signed conference request and two signed photocopies must be received by the Center for Scientific Review by the receipt date. Please identify these as supplements to your P42 grant, and include your grant number so that these can be routed properly. The mailing address is:

Center For Scientific Review
National Institutes Of Health
6701 Rockledge Drive, Room 1040, MSC 7710
Bethesda, MD 20892-7710
Bethesda, MD 20817 (for express/courier service)

At the time of submission, two additional signed photocopies of your conference request **MUST** be sent to the NIEHS Scientific Review Administrator:

Sally Eckert-Tilotta, Ph.D.
Scientific Review Branch
Division of Extramural Research and Training
National Institute of Environmental Health Sciences
P.O. Box 12233, EC-30
79 T. W. Alexander Drive, 3rd Floor, Room 3167 (Courier/Express)
Research Triangle Park, North Carolina 27709
Telephone: 919-541-1446
Fax: 919-541-2503
E-mail: eckertt1@niehs.nih.gov

****END of UPDATE (June 2004)****

Only current SBRP grantees are eligible for conference support. This request must come through an authorized university business official, and be counter signed by the Program Director.

Please share this announcement with the project leaders within your program. Project and core leaders are welcome to develop and submit applications; however, they must be submitted by the Program Director.

Special Instructions:

In order for your request to be given full consideration, you must comply with the following NIH/NIEHS policies:

- ❖ The National Institutes of Health (NIH) requires that women, racial/ethnic minorities and persons with disabilities be appropriately represented in all NIH sponsored and/or supported scientific meetings. "Appropriate" means representation based on the pool of scientists known to be working in a particular area. This policy applies to all domestic or international scientific meetings sponsored by and/or receiving support from the NIH. Your request will be evaluated for adherence to this policy, and will be monitored for compliance as you continue to develop your conference program.
- ❖ Requests must be submitted on the latest revision of the PHS 398, using only those PHS 398 form pages indicated in the Guidelines below.
- ❖ **Your request must be co-signed by your business office.**
NOTE: Requests for the support of Gordon and Keystone meetings must be submitted through the NIH R-13 conference grant mechanism. The NIEHS Superfund Conference Review Committee has determined that using Superfund resources is not an appropriate mechanism for the support of these meetings.

Guidelines:

Please submit the following information for each conference in which you wish to be considered for support. (For items #3-13, please use the PHS 398 Continuation Page.)

1. PHS 398 face page with Program Director and Business Official's signatures
2. Requested support with budget justification must be on the PHS 398 budget pages
3. Type of meeting (conference, workshop, etc)
4. Title of meeting
5. Objective/purpose of meeting:
 - provide detailed rationale
 - include relevance to the SBRP
6. Date (confirmed or tentative)
7. Location (confirmed or tentative)
8. Steering or planning committee members (confirmed or proposed)
9. Co-sponsors (if any)

Note: international meetings require extensive co-funding

10. Proposed agenda or an outline of an agenda
 - provide as much detail as is available
 - provide, at a minimum, the proposed session topics
 - provide speaker list (proposed or confirmed. If names are not known include affiliations or expertise; e.g., a Remedial Project Manager from EPA or an epidemiologist with a certain type of background)
11. Estimated total cost of conference
12. Product (journal, publication, book, etc.)
 - indicate the proposed mechanism of distribution, if other than a peer reviewed journal publication.

All grantees receiving conference support from the SBRP must submit a one page post-conference report. This report must be submitted to Susan Ricci within 30 days after the conference. This information will be included in our web page, may be included in short articles or 'topic oriented' packages for dissemination to other agencies, congressional staff and the public, and will be placed in the main grant file. A brief description of the conference goals, attendees and accomplishments is all that is required.

Suggested topics:

Please review the suggested topics list. This is only a suggested list, you are welcome to submit conference requests on other topics. NIEHS program staff is available to discuss and provide feedback on your ideas.

<http://www-apps.niehs.nih.gov/sbrp/Program2000/conftopics.pdf>