



# Health Colleges Research Services News and Announcements

APRIL 28<sup>TH</sup>, 2023

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## OFFICE UPDATES

Please welcome Morgan Forbush, our newest Research Administration Assistant in HCRS. Morgan joins us after completing a Master's degree in Anthropology at University of Wisconsin-Milwaukee, and brings with her previous experience working with faculty on research activities. You can reach Morgan at [forbus11@msu.edu](mailto:forbus11@msu.edu).

## ASSIGNMENT REQUEST FORM

The Public Health Service (PHS) [Assignment Request Form](#) is an optional form in many NIH grant applications, allowing the PI to request awarding institutes or centers (I/Cs), study section assignments, identify conflicts, and list areas of expertise needed to properly review the proposal.

The Assignment Request Form is used administratively by the Division of Receipt and Referral (DRR) and Scientific Review Officers (SRO) and is not part of the assembled application made available to reviewers. The sections on the form are optional, and you may choose to submit some or all of the data fields.

NIH encourages applicants to use the Assignment Request form to assist NIH staff in assigning the application, taking in to consideration potential conflicts and areas of expertise.

If you have questions regarding this form, please contact your preaward research administrator or email [HCRS.proposals@msu.edu](mailto:HCRS.proposals@msu.edu).

## OTHER SUPPORT ELECTRONIC SIGNATURE

As of January 25, 2022, NIH updated the format of the Other Support document ([NOT-OD-21-110](#)). Per the instructions, NIH requires that each PD/PI or other senior key personnel electronically sign their Other Support form prior to submission. This signature certifies that the statements are true, complete, and accurate. In order for an electronic signature to be certified

it needs to be accompanied by a time stamp. Establishing and using Adobe signatures satisfies this requirement.

Instructions on adding a signature with a date/time stamp in Adobe are [available online](#). If you continue to have issues with creating a certified signature please contact IT support at 517-432-6200 or [IThelp@msu.edu](mailto:IThelp@msu.edu).

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## DISCUSSING NOT DISCUSSED PODCAST

Have you submitted your application to NIH only to hear that your application was not discussed and wondered why? Check out and listen to (or read the transcript) the All About Grants podcast on '[Discussing Not Discussed](#).'

NIH reviews approximately 60,000 grant applications per year with 200 study sections, each study section reviews up to 90 applications with all containing a summary statement. On average, each application is reviewed by three reviewers and 50% of them are not discussed. 'Should' and 'Can' it be done are the two biggest questions reviewers take into consideration. How the research will make an impact in our science community. Will it create more understanding? Can it be accomplished? Listen to the podcast for more insights from NIH.

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