NIH Comprehensive Overview Mini-Intensive Position Description

The *NIH Comprehensive Overview Mini-Intensive* is a six-hour training designed to provide a thorough introduction to the National Institutes of Health (NIH) and its grants process. Covering agency structure, funding opportunity identification, application and budget development, award management, and grant closeout, this program is ideal for both new and experienced research administrators seeking to deepen their understanding of NIH operations. Hands-on exercises and interactive discussions will be incorporated to promote engagement and practical application.

Minimum Instructor Criteria

- At least 5 years of experience in research administration, with significant experience working with NIH-funded projects

- In-depth knowledge of NIH application, budget, and grants management processes

- Familiarity with NIH systems such as eRA Commons, ASSIST, and NIH RePORTER

- Prior experience presenting or teaching, preferably in a virtual or workshop-style setting

- Ability to deliver practical, real-world insights and examples

Additional Instructor Qualifications (Preferred)

- Experience conducting or overseeing NIH proposal submission and post-award management

- Knowledge of policy interpretation, prior approval processes, and reporting requirements

- Strong collaborative skills and willingness to co-present with fellow instructors

Time Commitment
Presenters should expect to:

- Lead or co-lead one or more 2-hour live sessions within the 6-hour intensive

- Spend 4–6 hours preparing or customizing content and participating in planning meetings

- Engage in the program's online community to support participant learning