

HOW TO RESUBMIT YOUR RAC APPLICATION

The RAC is dedicated to helping our applicants succeed. When invited to re-submit a RAC application, it is important to remember to acknowledge all of the comments/suggestions the reviewers and the RAC Chair have passed to you via the letter and reviewer comments (referred to as the Summary Statement). The reviewers will be looking at your re-submission as if it were a new application; however, they will also be looking for all of the improvements, clarifications, refinements and specific details that were identified as weaknesses in what you previously submitted. When you have a re-submission, the reviewers will be looking for all documents that are required per the submission guidelines. They will also be checking that all documents are appropriately dated and signed, and that all concerns/issues have been properly and completely addressed. Your application will then be reviewed, discussed and scored. All of the following guidelines will apply to every re-submission:

- Submit the complete new application, including budget and personnel sheets signed off by the applicant's chair. *Please note: All of the required forms are on the RAC website: <http://hsc.unm.edu/som/research/RAC/index.shtml> . DO NOT use any forms from the previous submission. All forms must be current with the dates relevant to the cycle being applied for.*
- Submit updated COI forms and Letter(s) of support (because of date change)
- Submit the revised grant **with changes marked**. Follow this format (Text is sample only):

ORIGINAL

Hypothesis and Specific Aims: The central hypothesis for this study is that people suffering from migraine headaches are often found to have higher IQ scores than others. Specific aims of this study include:

- 1.) To identify population of migraine sufferers from sample groups.
- 2.) To test IQ levels of migraine sufferers.
- 3.) Compare above referenced IQ levels to existing data.

RESUBMISSION

Hypothesis and Specific Aims: The central hypothesis for this study is to comparatively study the IQ levels of migraine sufferers to the IQ levels of non-Migraine sufferers. Specific aims of this study are:

- 1.) A core group of 20-50 known migraine sufferers will be identified through the Clinical Trials Center. These patients will then be contacted and asked to participate in standard IQ testing to be conducted through the UNM Brain and Cognitive Thinking Center.
- 2.) A Biostatistician from the Office of Research will analyze all results and make a scientific determination regarding the relationship of above average to high IQ 's in known migraine sufferers.

Do not use Track Changes to identify every word changed, but it is important to identify areas of significant modification. This can be effectively done with vertical lines in the margins. The main objective of a resubmission is for the reviewers to **easily and readily identify the major changes that have been made**. This is the **only** acceptable method of tracking changes that RAC will accept.

- Include summary statements from the previous grant submission. *This would include the letter of notification from the RAC Chair and the Reviewers' Comments from the initial application.*
- Include responses to the Reviewers' Comments. Follow this format (Text is sample only):

THIS WOULD BE A NEW DOCUMENT THAT WOULD ACCOMPANY THE RESUBMISSION.

Responses to Summary Statement:

I fully appreciate the comments of both reviewers and have made every effort to address each critique in detail.

Critique from Reviewer 1:

Weaknesses include poor description and clear definition of project.

Response:

I have expanded the description and added in definitive components regarding detailing the base of study participants.

Critique from Reviewer 2:

There is no explanation of how data will be analyzed.

Response:

I have submitted more detailed information regarding the Biostatistician's role in analyzing the supporting data.

- Make sure to address **every** comment from the Reviewers.