

NIDA R13 Pre-approval Request Form

We realize that your planning may be in its early stages, so provide the information as best you can and submit by email at: gmclaughlin@nida.nih.gov. You can contact me at this e-mail address if you have questions about the process; there is additional information on the NIH-wide website for conference grants at: <http://grants1.nih.gov/grants/funding/r13/index.htm> and <https://grants.nih.gov/grants/guide/pa-files/PA-21-151.html>

PI Name:

PI Address:

PI Phone & email:

Applicant Institution:

- **Proposed Conference Title:**

- **Proposed conference location:**

- **Proposed date(s) of conference:**

- **Will multiple years be requested—if yes, how many? Please justify the need for multiple years, e.g., the field develops rapidly enough to justify annual meetings or provide different areas of focus in future years).**

- **Budget Request Estimate: Indicate the total amount you plan to request from NIDA and indicate what items you will be supporting with these funds (e.g., speaker travel/fees, travel stipends for young investigators, equipment/space rental). NIDA typically funds conference grants up to \$10,000 and any request for more than \$25,000 will be quite unusual.**

- **Are there plans for foreign site involvement; if so please explain**

- **Are there other NIH components that might be interested; if so, please indicate their potential contribution if known**

- **Describe the meeting format, e.g., plenary sessions, poster sessions, break out groups, workshops**

- **List speakers who are already committed or anticipated to participate: include institutional affiliation and topic area. Please clearly indicate which speakers are already committed, either by highlighting or use of separate listings.**

- **Describe the target audience and estimated number of attendees**

- **Provide an outline of sessions/topics**

- Describe any plans for dissemination of proceedings
- Please provide a statement of how this event is relevant to substance or addiction research and how you expect it to impact the field of substance and addiction research