


Clearance #:

OMB #:

Expiration Date:

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 National Institute on Alcohol Abuse and Alcoholism		<b>NIAAA Conference Grants (U13/R13) Pre-Approval Submission Request Form</b>			Rev Date: 09/17/24 PM/TC	
Date of Request:		Enter Principal Investigator Requestor Information Below				
PI First Name:		MI:	Last Name:		Degree:	
PI Address:						
Email Address:				Phone:		
PI Institution:						
For competing renewal list Grant#:						
Proposed Conference Title:						
Proposed Conference Location:						
Proposed date(s) of conference:						
If Satellite meeting, Name of Major Conference:						
Number of Year(s) Requested:		Total Requested Budget for Year 1 (Direct Cost):		% of annual total budget dedicated to travel and conference registration:	%	
Justification for Multiple Year Request:						
<p><b>Budget request estimate:</b> indicate the proposed budget (direct costs only) for each requested year and indicate percentage of budget dedicated to travel and conference registration that will be supported by the U13/R13.</p> <p><b>At least 75% of requested budget must be dedicated to travel expenses and conference registration fees, only for graduate students, postdoctoral fellows, newly appointed faculty members without NIH funding, participants with disability and those who are under-represented in science and medical fields. <u>Request for funds for travel and conference registration for PI(s), key contributors, or funded speakers is not encouraged, and if requested must not be included in percentage above.</u> (Attach abstract, specific aims, detailed budget page and justification using PHS 398 Form)</b></p>						
<b>Detailed Budget (Direct costs only):</b>		<b>Description:</b>				
\$						
\$						
\$						
\$						
\$						
If applicable, foreign site justification (explain the benefits to US investigators):						

Describe the target audience and the number expected to attend.	Number Expected to Attend:
Audience:	
Justification, if not linked to major scientific meetings:	
List of other NIH IC's approached and amount of contribution:	
Describe the meeting format, e.g., plenary session, poster sessions, break out groups, workshops:	
Is virtual attendance allowed? If not, explain why:	
List of speakers who are already committed or anticipated to participate. Include institutional affiliation and topic area:	
Provide a brief statement of goals and how this event is specifically relevant to alcohol research:	
Attach an outline of sessions/topics on Page 3	
Provide any plans for dissemination of proceedings:	
Email the completed form to <a href="mailto:NIAAAU13R13@mail.nih.gov">NIAAAU13R13@mail.nih.gov</a> .	
For additional information on how to submit an NIH R13 grant application, visit: <a href="https://grants.nih.gov/grants/funding/r13/index.htm">https://grants.nih.gov/grants/funding/r13/index.htm</a>	

**Attachment: Outline of Sessions and Topics**