

**NIH – Forms Version E**

**Effective January 25, 2018**

NIH Standard Due Dates for Competing Applications  
<http://grants.nih.gov/grants/funding/submissionschedule.htm>

NIH Submission Policies  
<http://grants.nih.gov/grants/funding/submissionpolicies.htm>

NIH Table of Page Limits  
[http://grants.nih.gov/grants/forms\\_page\\_limits.htm](http://grants.nih.gov/grants/forms_page_limits.htm)

NIH Senior/Key Personnel Definitions  
[http://grants.nih.gov/grants/policy/senior\\_key\\_personnel\\_faqs.htm#1658](http://grants.nih.gov/grants/policy/senior_key_personnel_faqs.htm#1658)

SF 424 (R&R) Guide  
<https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general-forms-e.pdf>

Common- Errors  
<http://grants.nih.gov/grants/how-to-apply-application-guide/learn-how-we-check-your-application-for-completeness/avoiding-common-errors.htm>

eRA Commons Helpdesk  
<http://grants.nih.gov/support/>

**Please note that this checklist is a tool for assisting in correctly preparing a NIH application using Cayuse. This checklist is not a substitute for the official Grants.gov application guide. The official application guide should be accessed from the application instructions for the specific funding opportunity announcement.**

**\*\*\* GW OVPR 5-Day Submission Policy\*\*\***  
<http://research.gwu.edu/five-day-submission-deadline>

- All PIs must registered in eRA Commons with PI role & have their FCOI disclosure up-to-date
- Formatting Requirements: Use an Arial, Helvetica, Palatino Linotype, or Georgia typeface, a black font color, and a font size of 11 points or larger
- SF 424 R&R:** Changed/corrected applications must be submitted before the application due date. If you check the “Changed/Corrected Application’ box, then “Field 4.c Previous Grants,gov Tracking ID” is required.
- Title:** up to 200 Characters including spaces
- Cover Letter:** optional but encouraged
- R& R Related Project/ Performance site:** Indicate the primary site where the work will be performed and identify other locations will be performed part of the project (If the program/project is outside the US enter 00-000 for the Congressional District.)
- R& R Other Project Information:** If IRB/ IACUC is not pending use protocol approval date (Human Subject Assurance number and Animal Welfare Assurance number).
- Project Summary/Abstract:** no longer than 30 lines of text
- Narrative:** no more than short 2-3 sentences
- Bibliography & References Cited**
- Facilities & Other Resources:** Describe facilities and any useful information for space measurement and tools used for the project
- Equipment:** List major items of equipment available for project and pertinent capabilities
- Other Attachment:** (if applicable) **Foreign Justification**
- R & R Senior Key Persons:** Need eRA Commons log in username for PD/PI (**The role of “Co-PD/PI” is not currently used by NIH and other PHS agencies**)
- Biographical Sketch(es):** limited to 5 pages (Unless otherwise required in a specific FOA, do not include Current & Other Pending Support as this comes at the Just-In-Time (JIT) stage)
  - A. Personal Statement** – Brief description of experience and qualifications for the role in project (may also list up to 4 publications in this section)
  - B. Positions and Honors-** chronological list of previous positions, concluding with current position.
  - C. Contributions to Science** – describe up to 5 of their most significant contributions to science and may list up to 4 publications per contribution.

**D. Additional Information: Research Support and/or Scholastic Performance** – list separate sections for ongoing and completed (within the last 3 years) support relevant to the proposal.

- PHS 398 R&R Related Budget or Modular Budget and Budget Justification (R&R Subaward Budget)**
  - **PHS 398 Modular Budget** – when requesting increments (or modules) up to \$250,000 direct cost/year. (**Personnel Justification is Mandatory**)
  - **R&R Categorical Budget** – when requesting \$250,001 or more Direct Cost/year
  
- Research Plan: Introduction** to Application is for Resubmission or Revision only  
**Specific Aims** 1 page; **Research Strategy** includes background & significance, research design and methods & preliminary studies/ progress.  
**Progress Report Publication List** is required for renewal applications
  
- Vertebrate Animals:** if vertebrate animals are involved, attachment is required
  
- Multiple PD/PI Leadership Plan:** must be included if more than one PI
  
- Consortium/Contractual:** explain programmatic, fiscal and administrative arrangements if you have consortiums/contracts in your budget.
  
- Letters of Support:** consortium and consultant letters
  
- Resource Sharing Plan(s)**
  
- Authentication of Key Biological and/or Chemical Resources:** required only for established key biological/chemical resources.
  
- Appendix - See NIH guidelines for acceptable appendix materials:**  
<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-17-035.html>
  
- Assignment Request Form (optional):** use to communicate specific application assignment and review requests
  
- Humans Subjects and Clinical Trials:** refer to [NIH's Form E Guide: Section G. 500](#)
  - Human Specimens/or Data
    - Required if Human Subjects are involved, but human specimens and/or data will be used.
  - Delayed Onset Study
    - Required only when human subjects research is anticipated within the period of award but definite plans cannot be described in the application.
  - Study Record and Attachments
    - Required for any project involving Human Subjects and/or Clinical Trials.

**General Subrecipient Checklist** (documents required for submission)

- Letter of Commitment (signed by the Institution Authorized Organizational Representative)
- Subrecipient Commitment Form:  
[https://sponsoredprojects.gwu.edu/sites/sponsoredprojects.gwu.edu/files/downloads/Subrecipient\\_Compmitment\\_Form.pdf](https://sponsoredprojects.gwu.edu/sites/sponsoredprojects.gwu.edu/files/downloads/Subrecipient_Compmitment_Form.pdf)
- Statement of Work
- Budget
- Budget Justification
- F&A Agreement
- Biosketch(es)
- Facilities and Resources