NIH – Forms Version E

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

NIH Senior/Key Personnel Definitions
http://grants.nih.gov/grants/policy/senior_key_personnel_faqs.htm#1658

SF 424 (R&R) Guide

Common Errors

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.
All PIs must be 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 encourage

R& R Related Project/ Performance site: Indicate the primary site where the work will be performed and identify other locations where the work 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 Common log in username for PD/PI (The role of “Co-PD/PI” is not currently used by NIH and other PHS agencies)

Biographical Sketch(s): 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/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 renewals

☐ 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:
  

☐ 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
Internal Subcontractor Package Requirement – Documents needed for submission

- FDP Member (Proposal-Specific Documents Only) or Non-FDP Member (GW Subrecipient Commitment Form with Attachments)
- FDP
  https://fdpclearinghouse.org/organizations
- Subrecipient Commitment Form:
  https://sponsoredprojects.gwu.edu/sites/sponsoredprojects.gwu.edu/files/downloads/Subrecipient_Commitment_Form.pdf

The Do’s & Don’ts of Hyperlinks in Grant Applications

- Do include hyperlinks when explicitly requested in application guide, funding opportunity, or NIH Guide notice instructions
- Do use hyperlinks in relevant citations and publications included in biosketches and publication list attachments
- Don’t use hyperlinks anywhere else in your application