

NIH Forms Version F
(Due dates on or after May 25, 2020)

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

SF424 (R&R) Application Guide
<https://grants.nih.gov/grants/how-to-apply-application-guide/forms-f/general-forms-f.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 the NIH application using Cayuse 424. The application instructions can be found in the specific funding opportunity announcement (FOA).

Beginning with receipt dates on or after January 25, 2020, the requirement for ORCID identifiers will be enforced at the time of application for individual fellowship and career development awards, including the following: F05, F30, F31, F32, F33, F37, F38, F99/K00, F12, K01, K02, K05, K07, K08, K18, K22, K23, K24, K25, K26, K38, K43, K76, K99/R00. The ORCID ID must be entered in the eRA Commons Personal Profile associated with the username entered in the Credential field.

- All PIs must be registered in eRA Commons with PI role and 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.
- SF424 (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. (Do not use the cover letter to communicate application assignment preferences. Use the **Assignment Request Form** for this purpose.)
- 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** (begin the section with a heading indicating “Foreign Justification” and name the file “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 and 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.

*** Do not use the “Current and Pending Support” attachment field for NIH or other PHS agency submissions unless otherwise specified in the FOA. For mentored career development award applications, you must include “Current and Pending Support” pages for each of the mentors and co-mentor(s). You do not need to include it for the candidates. ***

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 Consortium Justification are Mandatory**) **Additional Narrative Justification** is not needed in application to FOAs with direct cost limits that do not spread evenly across budget periods.
- **R&R Categorical Budget** – when requesting \$250,001 or more Direct Cost/year.

Research Plan:

Introduction to Application only required for Resubmission or Revision applications. **Specific Aims** is limited to 1 page. **Research Strategy** includes background & significance, research design and methods & preliminary studies/ progress. **Progress Report Publication List** is required for Renewal applications only.

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 Arrangements: 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): specific FOAs may require applications to include this information regardless of the dollar level. \$500,000 or more in direct costs (exclusive of consortium F&A) in any budget period are expected to include a brief 1-paragraph description of how final research data will be shared, or explain why data-sharing is not possible.

Authentication of Key Biological and/or Chemical Resources: required only for established key biological/chemical resources.

- Appendix** - see NIH guidelines for acceptable appendix materials found here:
<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-18-126.html>
- Assignment Request Form (optional)**: use to communicate specific application assignment and review requests.
- Humans Subjects and Clinical Trials**: refer to NIH's Form F Guide: Section G. 500
 - Human Specimens/or Data - Required for all applications.
 - Delayed Onset Study - Required only when human subjects research is anticipated within the period of award but definitive plans cannot be described in the application.
 - Study Record and Attachments - Required for any project involving Human Subjects and/or Clinical Trials.
 - Human Fetal Tissue (HFT) Research - For competing applications and competing revisions submitted after September 25, 2019, NIH will require applicants/contract offerors to address HFT requirements by providing a justification of the use of HFT, details regarding procurement and costs, and information about how the applicant/contract officer will use HFT. HFT is defined as research involving the study, analysis, or use of primary HFT, cells, and derivatives, and human fetal primary cell cultures obtained from elective abortions. **Applications that do not address all of the required information, including the detailed (non-modular) budget as specifically instructed, will be administratively withdrawn by NIH and the application will not reviewed.**

Internal Subrecipient Commitment Form (as applicable) should be included for internal routing and review before submission.

- FDP Members (Requires Proposal-Specific Documents Only)
<https://sponsoredprojects.gwu.edu/subrecipients>
- Non-FDP Members or Foreign/International Entities (Requires GW Subrecipient Commitment Form with attachments in section F)
- FDP Clearinghouse <https://fdpclearinghouse.org/organizations>
- GW Subrecipient Commitment Form, available using the following link:
https://sponsoredprojects.gwu.edu/sites/sponsoredprojects.gwu.edu/files/downloads/Subrecipient_Compmitment_Form.pdf

Do's & Don'ts of Hyperlinks in the NIH Grant Application

- Do include hyperlinks when explicitly requested in SF424 (R&R) 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.