

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
<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 encourage
- 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 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:

<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 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 Trails

Internal Requirements for Subrecipient Package – Documents needed for submission

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