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

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.

*** 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:

☐ 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
    o Required if Human Subjects are involved, but human specimens and/or data will be used.
  - Delayed Onset Study
    o 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
    o 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_Commitment_Form.pdf](https://sponsoredprojects.gwu.edu/sites/sponsoredprojects.gwu.edu/files/downloads/Subrecipient_Commitment_Form.pdf)
- Statement of Work
- Budget
- Budget Justification
- F&A Agreement
- Biosketch(es)
- Facilities and Resources