NIH Submission Checklist

On and After January 25, 2017

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
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☐ All PIs must registered in eRA Commons with PI role & FCOI disclose is 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 (Cover Page)

☐ Title: up to 200 Characters including spaces

☐ 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

☐ R&R Other Project Information: If IRB/ IACUC not pending use protocol approve date (Human Subject Assurance number and Animal Welfare Assurance number).

☐ Cover Letter: optional but encourage

☐ 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)

☐ 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

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.

D. Research Support - list ongoing then completed support relevant to the proposal.
(Completed within the last 3 years)
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☐ 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

☐ **Protection of Human Subjects**:
  - **Protection of Human Subjects** – Required if human subjects involved, see Part II: Supplemental Instructions for Preparing the Protection of Human Subjects Section of the Research Plan
  - **Data Safety Monitoring Plan** – Required if clinical trial proposed
  - **Inclusion of Women & Minorities** – Required if human subjects involved
  - **PHS Inclusion Enrollment Report** – Required if human subjects involved, form within the package
  - **Inclusion of Children** – Required if human subjects involved

☐ Vertebrate Animals: Vertebrate Animal attachment is required

☐ Multiple PD/PI Leadership Plan: must be included if more than one PI

☐ Consortium/Contractual: explain programmatic, fiscal and administrative arrangements

☐ Letters of Support: consortium and consultant letters

☐ Resource Sharing Plan(s)

**Authentication of Key Resources Plan** – Required if using key biological and/or chemical resources


**PHS Inclusion Enrollment Report** - Required if human subjects involved
NIH Submission Checklist

General Subcontractor Check List – Documents needed 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
- Statement of Work
- Budget
- Budget Justification
- F&A Agreement
- Bio-Sketch
- Facilities and Resources