NIH Checklist – Version C of the Adobe Forms

NIH SF 424R&R Guide: http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_Adobe_VerC.pdf

Download application from : http://grants.nih.gov/grants/guide/index.html

General Reminders

	Update degree information in eRA Commons .
	Font/Margins- Margins ½ inch all around; **Black font** no smaller than 11 pt. FONT; Arial, Helvetica, Palatino Linotype or Georgia typeface and 15 characters/inch; 6 lines/inch. **DO NOT USE TIMES NEW ROMAN FONT**.
	There should be **NO headers or footers** for NIH application packages. This includes the biosketch pages. No page numbers.
	File names for PDF Attachments- do not include any spaces, hyphens, special characters (example &, - , %, # etc.) Rename the package: PILastName_Agency_duedate_final.pdf **PDF Attachments-**Attached files are PDFs. Please avoid scanned PDFs if possible (increases the file size that is transmitted to Grants.gov) Paper size – limited to 8.5 x 11
	Adobe Forms- Download and complete the package using Adobe Reader, currently 11.0.10. Any other version may corrupt the package and the entire package will need to downloaded and redone.

SF424 Reminders

	Contact information should be: ORA Contract Administrator's Name 3112 Lee Building College Park, MD 20742 (note only 5 digit zip code) Phone 301-405-6269 Fax 301-341-9569 Email oraa@umd.edu This is the same information that is used for the Assistant Director's contact information too.
	Item 4a – Federal Identifier – Used for Resubmissions, Renewals enter only the IC and serial number of the previously assigned application/award number (e.g., CA987654)
	Item 4b – Agency Routing Number – assigned by the agency. Refer to the FOA.
	Item 4c - Previous Grants.gov Tracking ID – used for changed/corrected applications, insert Grants.gov tracking number from original submission
	Other standard information: **DUNS** -790934285 **Entity Identification Number (EIN)-**1520710851-A1 **Type of Applicant:** H: Public/State Controlled Institute of Higher Learning **Authorized Representative:** Name of ORA Signing Official
	Item 11 -Title – Should not exceed 81 characters including spaces. Do not use special characters , no curly quotes
	Item 13 - Congressional District: MD-005
	PI's information – must match information in NIH profile. Zip must be zip +4 Email – must match what is in NIH profile
	Item 15 – Estimated Project Funding- 15a must match total from budget form. **15b**- Enter any Non-Federal funds requested. **15c** total 15a and 15b

updated 4/21/15

Project/Performance Site Location(s)	
	First site needs to be PI's lab; not 3112 Lee. Use zip +4 of PI's lab DUNS 79-093-4285 Congressional district MD-005 – Foreign Places of Performance should use 00-000
	All sites need to have DUNS and zip+4
R&R Other Project Information	
	Human Subjects: IRB 00005856; select pending if not yet approved (even if process not yet started).
	Animal Subjects: A3270-01; select pending if not yet approved (even if process not yet started).
	Item 7 – Project Summary – summary of proposed activity. State the applicant's broad, long-term objectives and specific aims, making reference to the health relatedness of the project. **Limited to 30 lines of text.**
	Item 8 – Project Narrative – Describes the relevance of the research to public health, limited to **2 or 3 sentences.**
	Item 9 – Bibliography and References Cited – bibliography of any references cited in Project narrative. Refer to pg I-66 of NIH 424 R&R guide for information about citing articles and the Public Access Policy.
	Item 10 – Facilities and Other Resources – Required to provide a description of how the scientific environment will contribute to the probability of success of the project. Include unique features of the environment. For Early Investigators, provide the institutional investment in the success of the investigator (resources, training, classes, etc.). If multiple performance sites, describe resources available at each site.
	Item 11 – Equipment - List major items of equipment already available for this project and, if appropriate identify location and pertinent capabilities.
R&R Key Personnel	
	Individuals designated as PI/PDs on the application must be registered in NIH eRA Commons.
	Credential Field – PI must have NIH Commons User name entered in this field. **ALL PI/PDs must have this field completed**. Failure to do so will cause the application to be rejected. If this field is blank or incorrect for any PI/PD, NIH will not pick up the application from Grants.gov. NIH does not notify ORA or PI about this. Each PI/PD must have the PI role in Commons.
	Project Roles – do NOT use Co-PI. If Multiple PI application, select PD/PI for all. Otherwise use alternate role such as 'Co-Investigator' or 'Other'.
	Key Person Profile – ensure that all mandatory fields are complete, including **Organization Name**.

	Biosketch - Provide a biographical sketch for the Senior/Key Person. **Limited to 4 pages, must be in PDF format.**
	  • Part A: Personal Statement – required; describes how the individual's experience and qualifications make him/her particularly suited for the role in the project.
	  • Part B: Positions and Honors – List in chronological order, include memberships on any Federal public advisory committee.
	  • Part C: Peer Reviewed Publications – No more than 15; chosen on the basis of recency, importance to field, and relevance to project.
	  • Part D: Research Support – List both selected ongoing and completed (last 3 years) research projects (Fed and non-Fed).

	Current and Pending – include only if required by FOA.

Research Plan	
	Refer to FOA for page limits for specific announcement.
	Introduction – only for Resubmission or Revision applications; limited to 1 page.
	Specific Aims – limited to 1 page. State the goals of the proposed research and summarize the expected outcome(s), including the impact that the results of the proposed research will exert on the research field(s) involved.
	Research Strategy – R01s 12 pages; R03s/R21s 6 pages. Section A: Significance Section B: Innovation Section C: Approach – include Preliminary Studies for new applications or Progress Reports for Renewal
	Progress Report Publication list -renewal applications only
	Human Subjects – If Human Subjects checked YES on Other Project Information form, all 3 attachments are required in this section.
	Vertebrate Animals – If Vertebrate Animals checked YES on Other Project Information form, this is a required attachment.
	Multiple PI Leadership Plan – if more than one PD/PI on Key Person Profile, this is a required attachment. See page I-117 of R&R Guide and http://grants.nih.gov/grants/multi_pi/index.htm
	Resource Sharing Plan – • Data Sharing Plan: Projects seeking over $500,000 in direct costs in any year must include 1 paragraph description of how the final research data will be shared, or why it is not possible. Refer to FOA, as threshold may be lower. • Shareing Model Organisms: All applications where development of model organisms is anticipated must include specific plan for sharing and distributing the unique model organisms. • Genome Wide Association Studies: Plan of submission of GWAS data must be included for these applications.
	Appendix – Maximum of 10 attachments. Guidance on what is/not allowed on I-119 of the R&R Guide.
Planned Enrollment Report	
	Required if conducting clinical research; Refer to Part II, Supplemental Instructions for Preparing the Human Subjects Section of the Research Plan: http://grants.nih.gov/grants/funding/424/SupplementalInstructions.pdf#Part_II
	Study Title: unique title for each study, limit 250 characters
	Enter expected number of participants in each category.
Cumulative Inclusion Enrollment Report	
	Required if conducting clinical research; Refer to Part II, Supplemental Instructions for Preparing the Human Subjects Section of the Research Plan: http://grants.nih.gov/grants/funding/424/SupplementalInstructions.pdf#Part_II
	Study Title: unique title for each study, limit 250 characters
	Enter expected number of participants in each category.

Budget –	
Select the budget type required by FOA – either Modular of SF 424 R&R Budget	
	Modular Budget Complete required fields. Direct Costs: Enter the amount of direct costs, less actual consortium F&A costs for this budget period. This figure must be in $25,000 increments, and it may not exceed $250,000. Actual consortium F&A costs are excluded from this figure. Consortium F&A: If this project involves a consortium, enter the actual consortium F&A costs for this budget period. If this project does not involve a consortium, leave blank. Indirect Cost Type – MTDC Indirect Rate – 52% for on campus research Cognizant Agency: DHHS, Stephen Virbitsky, 202-401-2762 **Justification: Must include at least 1 justification attachment.** - Personnel: List all personnel, including names, number of person months devoted to the project (indicate academic, calendar, and/or summer) and roles on the project. - Consortium: Provide an estimate of total costs (direct plus facilities and administrative) for each year, rounded to the nearest $1,000. List the individuals/organizations with whom consortium or contractual arrangements have been made, along with all personnel, including percent of effort (in person months) and roles on the project. - Additional: If the requested budget requires any additional justification, such as variations in the number of modules requested
	R&R Budget Complete Required fields. For each Key Person on Profile, complete line in budget. **Each person must have at least one of the effort months columns completed with a number greater than 0**. Complete either Calendar month OR combination of Academic and Summer months. More information starts on p. I-79 of R&R guide. **Role**: The first person on the budget must have the role completed as **PD/PI** Justification – complete 1 justification for the entire project.
	R&R Subaward budget attachment **This form can be completed ONLY if the R&R budget is required by the FOA. If Modular Budget is used, this Subaward budget attachment cannot be used.** Check subaward budget for errors and then save. The file name will appear in red if this is not done. File name for subaward budget attachment must be shorter than 20 characters. The dates must match exactly what is listed for the period in the prime budget. The R&R Budget forms do not allow for "empty" budget periods. Provide the following information for inactive budget periods in the subaward form: <blockquote>Organization DUNS Budget Type = Subaward/Consortium Budget Period Start/End Dates (align with budget periods and dates of the prime budget) In section A: Senior/Key Person, provide a single entry including the following: PD/PI or subaward lead First and Last names Project Role (may default to PD/PI; can be adjusted as needed) Calendar Months = .01 (smallest amount effort allowed in the field) Requested Salary = $0 Fringe Benefits = $0 Explanation of the inactive budget periods in the budget justification</blockquote>