NIH/ R01

New Restructured Application Format Checklist (Adobe Forms Version B)

If responding to a specific RFA or PA, see the respective guidance documents as they take precedence of Parent Announcements.

	All PIs must registered in eRA Commons with PI role & up-to-date profile
	Unique application filing name that IDs PI & Project
	See **Sample SF424 (R&R)** at http://pihandbook.blogs.unr.edu/files/2010/02/Sample_RR424_Red.pdf
	All fields in yellow must be filled in. If text turns RED after entering data, it means data is invalid- review appropriate section in SF424 (R&R) Guide
	Title limited to **81 Characters** with spaces
	R&R Related Project/Performance site: primary is campus, list other locations
	R&R Other Project Information: If IRB/IACUC not pending use protocol approve date. Human Subject Assurance#: 00002306; Animal Welfare Assurance #: A-3500-01
	Margins are .5"; Font is 11-black only; Arial, Helvetica, Palatino Linotype or Georgia typeface, Do not include headers/footers. Use of columns for text strongly discouraged by NIH.
	Create attachments in Word-convert to PDF; Adobe 8.1.3 or 9.0 recommended. Disable security, signature and editable fields.
	PDF file names are short, no hyphens, dashes, slashes, spaces or periods between letters. No special characters
	Color used in figures but all text must be black
	Do not include web addresses
	Suggested Cover Letter Format: Pg I-90 Part 1 SF424 Guide
	Project summary/Abstract **no more than 30 lines of text**- succinct description of work, long term objectives, specific aims making reference to public health significance
	Narrative (Relevance) **No more than 3 sentences**- relevance of research to public health in lay terms
	Use English-avoid jargon; define terms with appropriate abbreviations in parentheses. Use abbrev. after
	Bibliography & References Cited: Incl. all authors, article/journal/book title, vol#, pg.#, year of publication (no page limit). Articles resulting from NIH support use reference number (PubMed Central or NIH Manuscript Submission)
	Facilities & Other Resources: *New Format*: Describe facilities, lab space, computers, office space and sq. ft available, equipment available, (as applicable) animals, animal care and use info, vet facilities, IBC description, human subject protection,-FWA#, Other; statistical consulting, computing, archiving, software. How environment contributes to success; institutional investment in the success of investigator. See Part I section 4.4 of Application Guide for instructions.
	Equipment: list major items of equipment available for project and pertinent capabilities
	R&R Senior Key Persons: No Co-PD/PI role; Need eRA credential for every PD/PI
	Biographical Sketch(s): *New format***4 pages**- add personal statement, **no more than 15 publications:** Use form at: http://grants1.nih.gov/grants/funding/424/index.htm
	Current and Pending Support: **No longer required** unless stated in RFA- Just in Time upon award
	Budget and Justification Modular format if less than $250,000 direct costs/year- budgets >$500,000/yr requires Program Officer approval.
	Research Plan- Section 1 Introduction- **1 Page** (Resubmissions/Revisions-mark changes by bracketing, indenting or change of font type. Do not underline or shade.
	Research Plan-Section 2 Specific Aims (Add innovation and impact) **1 page**
	Research Plan Section Research Strategy **12 pages** includes background & significance, research design and methods & preliminary studies/progress) **(3a) Significance (3b) Innovation (3c) Approach**

(4) Inclusion Enrollment Report (Renewal Revisions using human subjects only)
(5) Progress Report Publications (Renewals Only: see Part II, Section 4.3 of Application Guide)
(6) Protection of Human Subjects: if 'yes' attachments 6-9 required
(7) Inclusion of women and minorities
(8) Targeted Planned Enrollment
(9) Inclusion of Children
(10) Vertebrate Animals (if yes, attachment required: see page I-111 in SF 424 Application Guide)
(11) Select Agent Research (see pg. I-112 in SF 424 Application Guide)
(12) Multiple PD/PI Leadership Plan (must be included if more than one PI- see pg. I-113)
(13) Consortium/Contractual (if yes, explain programmatic, fiscal and admin. arrangements)
(14) Letters of Support (consortium and consultant letters)
(15) Resource Sharing Plan(s): Data Sharing Plan (**for projects over $500,00/yr direct costs 1 paragraph**), Sharing Model Organisms http://grants.nih.gov/grants/policy/model_organism/index.htm, Genome Wide Assoc. Studies http://grants.nih.gov/grants/guide/notice-files/NOT-OD-07-088.html
(16) Appendix (A **maximum of 10** PDF attachments allowed- see pg. 1-115 SF424)
Forms: (See SF424)
e) Sub Award Attachment form(s)- do not use for modular budget component. If not using modular: PHS 398 R&R Budget Attachment(s) form
h) Cover letter see Pg. I-01 in SF424Guide; Institute/Center and Scientific Review Group requests
i) Cover page supplement
j) PHS 398 Checklist Component- Pg I-118- I 122 SF424 Guide

Modular Budget	PHS 398 Research and Related Budget
$250,00 or less direct costs, up to 5 years	Sr./Key Person(s): R&R Sr./Key Person profile roles must match
Direct costs in modules of $25,000; F&A separate	Use person-months effort; do not exceed NIH salary cap
No future year escalations	"Other Personnel" Do not use consultants here
Same number of modules each year or additional justification required in budget narrative	Equipment: $5,000 or more. Less in "Materials and Supplies"
Consortium budget is included in narrative	Participant/Trainee Support: leave blank unless otherwise specified in announcement
Consortium F&A/Indirect entered separately use only direct costs	Sub/Consortium/Contractual Costs: Total funds requested for all subs and any contractual
List all personnel, no salary information	Section F-K Lines 8-10 "other": IRB fee, tuition, patient care costs,
Use person-months effort; do not exceed NIH salary cap	Indirect cost type: **MTDC**: rate:% Base: (exclusions: see OSP quick reference guide)
AHRQ does not accept Modular format	Justification: one document/PDF

This checklist is meant to be used as a tool and does not replace the SF424 R&R Guide General Adobe Version B found at: http://grants.nih.gov/grants/funding/424/index.htm#inst (Rev: 11/13/09) or the individual funding announcement guide: http://grants.nih.gov/grants/guide/pa-files/PA-10-067.html