R01 PROPOSAL CHECKLIST
PA-16-160: NIH Research Project Grant

The following attachments should be uploaded as PDFs into Cayuse. Please check the complete SF424 Research Application Instructions and the Parent R01 Funding Opportunity Announcement.

Award Project Period | May not exceed 5 years.
Award Budget | If total direct costs exceed $500,000 in any year, Scientific/Research Contact permission is needed.

☐ COVER LETTER
☐ Addressed to the Division of Receipt and Referral.

☐ ABSTRACT
☐ Does not exceed 30 lines.

☐ NARRATIVE
☐ Does not exceed 3 sentences.

☐ BIBLIOGRAPHY & REFERENCES CITED
☐ Citing interim research products allowed.
☐ Articles authored/co-authored by applicant that arose from NIH support formatted as one of the following:
  • NIHMS97531 (NIH Manuscript Submission reference number)
  • PMCID234567 (PubMed Central reference number)
  • PMC Journal – In Process (PMCID not yet available)

☐ FACILITIES AND OTHER RESOURCES
☐ No quantifiable financial information provided.
☐ If there are multiple performance sites, describe the resources available at each site.

☐ EQUIPMENT
☐ If appropriate, equipment’s location and pertinent capabilities identified, including subawards.

☐ BIOSKETCH
☐ Use the sample format page that is approved through 10/31/2018.
☐ Does not exceed 5 pages.
☐ 4 complete sections:
  ☐ A. Personal Statement.
  ☐ Up to 4 publications or research products cited.
  ☐ Interim research products allowed.
  ☐ B. Positions and Honors.
  ☐ Up to 5 described.
  ☐ Each entry does not exceed ½ page.
  ☐ Up to 4 publications or research products cited.
  ☐ C. Contributions to Science.
  ☐ D. Additional Information: Research Support and/or Scholastic Performance.
☐ BUDGET JUSTIFICATION (detailed)

OR

☐ PERSONNEL JUSTIFICATION (modular)
  ☐ No individual salary information provided

☐ SPECIFIC AIMS
  ☐ Does not exceed 1 page.

☐ RESEARCH STRATEGY
  ☐ Does not exceed twelve pages.
  ☐ Organize sections with headings in order: Significance, Innovation, Approach.

☐ LETTERS OF SUPPORT
  ☐ Attached as single PDF.

☐ RESOURCE SHARING PLAN

IF APPLICABLE

☐ CONSORTIUM JUSTIFICATION (modular budget)

☐ ADDITIONAL NARRATIVE JUSTIFICATION (modular budget)

☐ SUBAWARD BUDGET ATTACHMENT FORM
  ☐ Included only if you have a sub and are using the Detailed (R&R) Budget Form.
  ☐ Separate subaward Budget Justification must be submitted.

☐ HUMAN SUBJECTS SECTION
  ☐ PROTECTION OF HUMAN SUBJECTS
  ☐ DATA SAFETY MONITORING PLAN
  ☐ INCLUSION OF WOMEN AND MINORITIES
  ☐ INCLUSION OF CHILDREN

☐ OTHER RESEARCH PLAN SECTIONS
  ☐ VERTEBRATE ANIMALS
    ☐ Address: Description of Procedures, Justifications, Minimization of Pain and Distress
  ☐ SELECT AGENT RESEARCH
  ☐ MULTIPLE PD/PI LEADERSHIP PLAN
  ☐ CONSORTIUM/CONTRACTUAL ARRANGEMENTS
  ☐ AUTHENTICATION OF KEY BIOLOGICAL AND/OR CHEMICAL RESOURCES
  ☐ APPENDIX
    ☐ Only allowable materials:
      ☐ Blank informed consent/assent forms
      ☐ Blank surveys, questionnaires, data collection instruments

☐ PHS ASSIGNMENT REQUEST FORM
This section included when communicating specific application assignment and review requests. This information was previously collected in the Cover Letter.

INTRODUCTION TO APPLICATION if resubmission/revision

Does not exceed 1 page.

PROGRESS REPORT PUBLICATION if renewal

PAGE FORMATTING

- Page Size | 8½ x 11
- Margins | 0.5+ top, bottom, right, left | No page numbers | No headers or footers
- Font | 11+ | Arial | Georgia | Helvetica | Palatino Linotype recommended fonts
- Type Density | Up to 15 characters per linear inch
- Line Spacing | Up to 6 lines per vertical inch
- Figures | Max size 1200 x 1500 pixels | JPEG or PNG
- Headings | Highly encouraged (e.g., Significance, Innovation) within attachments
- Hyperlinks | Limited to publications in biosketches & publication list