R21 PROPOSAL CHECKLIST
PA-16-161: NIH Exploratory/Developmental Research Grant

The following attachments should be uploaded as PDFs into Cayuse. Please check the complete SF424 Research Application Instructions and the Parent R21 Funding Opportunity Announcement.

Award Project Period | May not exceed 2 years.
Award Budget | Total direct costs may not exceed $275,000.

☐ 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
☐ 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.
  ☐ B. Positions and Honors.
  ☐ C. Contributions to Science.
  ☐ Up to 5 described.
  ☐ Each entry does not exceed ½ page.
  ☐ Up to 4 publications or research products cited.
  ☐ 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 six pages.

☐ 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
  ☐ SELECT AGENT RESEARCH
  ☐ MULTIPLE PD/PI LEADERSHIP PLAN
  ☐ CONSORTIUM/CONTRACTUAL ARRANGEMENTS
  ☐ AUTHENTICATION OF KEY BIOLOGICAL AND/OR CHEMICAL RESOURCES

☐ 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

☐ 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