R21 PROPOSAL CHECKLIST

PA-18-489: NIH Exploratory/Developmental Research Grant (Parent R21 Clinical Trial Not Allowed)

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 03/31/2020
☐ 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.
  ☐ C. Contributions to Science.
  ☐ Up to 5 described.
  ☐ Each entry does not exceed ½ page.
  ☐ Up to 4 publications or research products cited per contribution.
  ☐ D. Additional Information: Research Support and/or Scholastic Performance.
  ☐ Do not include person month or direct costs.
☐ BUDGET JUSTIFICATION (detailed)

OR

☐ PERSONNEL JUSTIFICATION (modular)

☐ No individual salary information provided

☐ SPECIFIC AIDS

☐ Does not exceed 1 page.

☐ RESEARCH STRATEGY

☐ Does not exceed 6 pages.

☐ Organize sections with headings in order: Significance, Innovation, Approach.

☐ LETTERS OF SUPPORT

☐ Attached as single PDF.

☐ RESOURCE SHARING PLAN

☐ PHS HUMAN SUBJECTS AND CLINICAL TRIALS INFORMATION

☐ All applicants must use this form.

☐ If No to Human Subjects: If human specimens or data are involved, upload attachment of explanation of why the application does not involve human subjects research.

☐ If Yes to Human Subjects: Add at least one New Study. More forms may be required.

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.

☐ 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

☐ Max 10 attachments.

☐ Only allowable materials:

☐ Blank informed consent/assent forms

☐ Blank surveys, questionnaires, data collection forms

☐ Simple lists of interview questions
☐ 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