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

Upload the following attachments as PDFs into Cayuse. Check the complete SF424 Research Application Instructions and the Parent R21 Funding Opportunity Announcement for more specific information.

Award Project Period | Max 2 years
Award Budget | Max $275,000 total direct costs

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

☐ ABSTRACT
☐ Max 30 lines of text.

☐ NARRATIVE
☐ Max 3 sentences.

☐ BIBLIOGRAPHY & REFERENCES CITED
☐ May cite interim research products.
☐ Format articles authored/co-authored by applicant that arose from NIH support 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
☐ Do not provide quantifiable financial information.
☐ If there are multiple performance sites, describe the resources available at each site.

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

☐ BIOSKETCH
☐ Use the sample format page that is approved through 03/31/2020
☐ Max 5 pages.
☐ 4 complete sections:
  ☐ A. Personal Statement.
  ☐ Cite up to 4 publications or research products.
  ☐ May cite interim research products.
  ☐ No figures, tables, or graphics.
  ☐ B. Positions and Honors.
  ☐ C. Contributions to Science.
  ☐ Describe up to 5 contributions.
  ☐ Max ½ page per entry.
  ☐ Cite up to 4 publications or research products per contribution.
☐ May cite interim research products.
☐ D. Additional Information: Research Support and/or Scholastic Performance.
☐ Do not include person month or direct costs.

☐ BUDGET JUSTIFICATION (detailed)

OR

☐ PERSONNEL JUSTIFICATION (modular)
☐ Do not provide individual salary information.

☐ SPECIFIC AIMS
☐ Max 1 page.

☐ RESEARCH STRATEGY
☐ Max 6 pages.
☐ Organize sections with headings in order: Significance, Innovation, Approach.

☐ LETTERS OF SUPPORT
☐ Upload as single PDF file.

☐ 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
☐ Include only if you have a sub and are using the Detailed (R&R) Budget Form.
☐ Must submit separate subaward Budget Justification.

☐ 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, surveys, questionnaires, data collection forms
Simple lists of interview questions
FOA-specified items

PHS ASSIGNMENT REQUEST FORM
Include this section 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
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