

NIH/R01 – Checklist

Community Participation in Research (R01) <http://grants.nih.gov/grants/guide/pa-files/PA-08-074.html>  
(Parent R01) <http://grants.nih.gov/grants/guide/pa-files/PA-07-070.html> Deadlines: February 5, June 5, October 5  
Grants.gov - Instructions & Forms (SF 424) <http://grants.nih.gov/grants/funding/424/>

***Remember: Always refer to any specific RFA/PA as they take precedent over Parent Announcements***

**All budgets need to be developed by Diana Wixson – Contact Diana as soon as you know you are applying!**

1. Margins are **.5"**; Font is **11**; Arial, Helvetica, Palatino Linotype, or Georgia typeface, black font
2. Create attachments in a word document, saved as a **PDF**. Adobe Reader 8.1.3 or 9.0. When saving files **do not use any dashes, slashes, spaces, or periods between letters**. Do not include info in the header or footer
3. Color can be used in figures but **all text must be black**.
4. Do not include web addresses
5. Cover Letter – See suggested format – **See Page I-90 Part 1 (SF-424) Guide**
6. Project Title is limited to **81 Characters w/Spaces**
7. Project Summary/Abstract - **no longer than 30 lines of text** = a succinct description of the proposed work, long term objectives and specific aims, making reference to the health relatedness
8. Narrative (**Relevance**). **No more than two or three sentences** = relevance of research to public health
9. Research Plan - Section 1 = Introduction; **only for revisions (1 pg)** or resubmissions(**1-3pg**)
10. Research Plan - Sections 2-5 = **25 Pages (As of January 2010, page limits will be less-TBA)**
  - (2) Specific Aims (Add Innovation & Impact) = **1 Page**
  - (3) Background & Significance (Add Section on Innovation & Impact) = **2-3 Pages**
  - (4) Preliminary Results = **6-8 Pages**
  - (5) Research Design & Methods = **12-15 Pages (or less!)**
11. Sections 6-17 have no page limits
  - (6) Inclusion Enrollment Report (Renewal/Revisions)
  - (7) Progress Report Publications List (Renewals)
  - (8) Protection of Human Subjects
  - (9) Inclusion of Women & Minorities
  - (10) Targeted Planned Enrollment
  - (11) Inclusion of Children
  - (12) Invertebrate Animals
  - (13) Select Agent Research
  - (14) Multiple PD/PI Leadership Plan
  - (15) Consortium/Contractual Arrangements
  - (16) Letters of Support
  - (17) Resource Sharing Plan(s)
    - Data Sharing Plan (**For projects w/Budgets over \$500,000/yr direct costs; 1 paragraph**)
    - Sharing Model Organisms (<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-04-042.html>)
    - Genome Wide Association Studies (<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-07-088.html>)
  - (18) Appendix (A max of **10 PDF** attachments is allowed) (see page 1-114 SF 424)
12. Biographical Sketch (4 Pages)
13. Current & Pending Support – **No longer required unless stated in RFA – Just in Time upon Award**
14. Facilities & Resources
15. Equipment
16. Budget=Modular Format if less than \$250,000/year. Can ask for up to <\$500,000/year. **Budgets +\$500,000/yr require approval from PO**
17. Fillable Forms (See above SF 424 link to access)
  - a) SF 424 Cover Page
  - b) Project Performance Site Locations
  - c) Other Project Information
  - d) Senior/Key Person Profiles
  - e) Detailed Budget (If not using Modular)
  - f) Modular Budget (If budget is less than \$250,000/year)
  - g) Sub Award Attachment Form
  - h) Cover Letter
  - i) Cover Page Supplement
  - j) PH398 Checklist