

NIH/R03 - Checklist

Parent Announcement: PA-09-163 (Expires: 1/8/2010)

<http://grants.nih.gov/grants/guide/pa-files/PA-09-163.html>

Deadlines: **February 16, June 16, October 16**

Grants.gov - Instructions & Forms (SF 424)

<http://grants.nih.gov/grants/funding/424/>

Remember: Always refer to the 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 & resubmissions (**1 pg**) or resubmissions
10. Research Plan - Sections 2-5 = **10 Pages**
 - (2) Specific Aims (Add Innovation & Impact)
 - (3) Background & Significance (Add Section on Innovation & Impact)
 - (4) Preliminary Results (not required but may include)
 - (5) Research Design & Methods
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 (**Not required**)
 - 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) No publications or other printed material, with the exception of pre-printed questionnaires or surveys, may be included in the Appendix.
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: **\$100,000 limit for two years**
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) Modular Budget
 - f) Sub Award Attachment Form
 - g) Cover Letter
 - h) Cover Page Supplement
 - i) PH398 Checklist