

NIH/R21 - Checklist

Parent Announcement: PA-09-164 <http://grants.nih.gov/grants/guide/pa-files/PA-09-164.html>

Budget: \$275,000 Direct Costs for 2 Years – 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**

**Not all Institutes accept R21's – check this website: [http://grants.nih.gov/grants/guide/contacts/pa-09-164\\_contacts.htm](http://grants.nih.gov/grants/guide/contacts/pa-09-164_contacts.htm)**

**All budgets need to be developed by Diana Wixson – Contact her 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 recommended. **When saving files do not use any dashes, slashes, spaces, or periods between letters.** Do not include any information in a header or footer of the attachments
- 3) Color can be used in figures **but all text must be black.**
- 4) Do not include web addresses
- 5) Suggested Cover Letter Format – See Page I-90 Part 1 SF424 Guide
- 6) 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 2 or 3 sentences** = relevance of research to public health
- 9) Research Plan - Section 1 – Introduction = **1 page (only for revisions & resubmissions)**
- 10) Research Plan - Sections 2-5 = **15 Pages**
  - (2) Specific Aims (Add Innovation & Impact)
  - (3) Background & Significance (**Doesn't have to be as extensive as an R01**) (Add Innovation & Impact)
  - (4) Preliminary Results (**Not required but can include**)
  - (5) Research Design & Methods
- 10) 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) (page 1-114 SF 424)
- 11) Biographical Sketch = **4 Pages**
- 12) Current & Pending Support – **No longer required unless stated in RFA – Just in Time upon Award**
- 13) Budget is Modular Format if less than \$250,000/year.
- 14) 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
  - g) Sub Award Attachment Form
  - h) Cover Letter
  - i) Cover Page Supplement
  - j) PH398 Checklist