

## NIH Submission Checklist

**On and After January 25, 2017**

NIH Standard Due Dates for Competing Applications  
<http://grants.nih.gov/grants/funding/submissionschedule.htm>

NIH Submission Policies  
<http://grants.nih.gov/grants/funding/submissionpolicies.htm>

NIH Table of Page Limits  
[http://grants.nih.gov/grants/forms\\_page\\_limits.htm](http://grants.nih.gov/grants/forms_page_limits.htm)

NIH Senior/Key Personnel Definitions  
[http://grants.nih.gov/grants/policy/senior\\_key\\_personnel\\_faqs.htm#1658](http://grants.nih.gov/grants/policy/senior_key_personnel_faqs.htm#1658)

SF 424 (R&R) Guide  
<https://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/general-forms-d.pdf>

Common- Errors  
<http://grants.nih.gov/grants/how-to-apply-application-guide/learn-how-we-check-your-application-for-completeness/avoiding-common-errors.htm>

eRA Commons Helpdesk  
<http://grants.nih.gov/support/>

**Please note that this checklist is a tool for assisting in correctly preparing a NIH application using Cayuse. This checklist is not a substitute for the official Grants.gov application guide. The official application guide should be accessed from the application instructions for the specific funding opportunity announcement.**

**\*\*\* GW OVPR 5 Day Submission Policy\*\*\***  
<http://research.gwu.edu/five-day-submission-deadline>

## NIH Submission Checklist

- All PIs must registered in eRA Commons with PI role & FCOI disclose is up-to-date.  
**Contact Kristen if you need an era commons username**
- Formatting Requirements: Use an Arial, Helvetica, Palatino Linotype, or Georgia typeface, a black font color, and a font size of 11 points or larger
- SF 424 R&R** (Cover Page)
- Title:** up to 200 Characters including spaces
- R& R Related Project/ Performance site:** Indicate the primary site where the work will be performed and identify other locations will be performed part of the project
- R& R Other Project Information: If IRB/ IACUC not pending use protocol approve date (Human Subject Assurance number and Animal Welfare Assurance number).
- Cover Letter: optional but encouraged
- Project Summary/Abstract:** no longer than 30 lines of text
- Narrative:** no more than short 2-3 sentences
- Bibliography & References Cited**
- Facilities & Other Resources:** Describe facilities and any useful information for space measurement and tools used for the project
- Equipment:** List major items of equipment available for project and pertinent capabilities
- Other Attachment: (if applicable)
- R & R Senior Key Persons:** Need eRA Common log in username for PD/PI (**The role of “Co-PD/PI” is not currently used by NIH and other PHS agencies**)
- Biographical Sketch(s):** limited to 5 pages (Unless otherwise required in a specific FOA, do not include Current & Other Pending Support as this comes at the Just-In-Time (JIT) stage)
  - A. Personal Statement** – Brief description of experience and qualifications for the role in project
  - B. Positions and Honors-** chronological list of previous positions, concluding with current position.
  - C. Contributions to Science** – describe up to 5 of their most significant contributions to science.
  - D. Research Support** - list ongoing then completed support relevant to the proposal. (Completed within the last 3 years)

## NIH Submission Checklist

- PHS 398 R&R Related Budget/Modular Budget and Budget Justification (R&R Subaward Budget)
  - **PHS 398 Modular Budget** – when requesting increments (or modules) up to \$250,000 direct cost/year. (**Personnel Justification is Mandatory**)
  - **R&R Categorical Budget** – when requesting \$250,001 or more Direct Cost/year

**Research Plan:** Introduction to Application is for Resubmission or Revision only; **Specific Aims** 1 page; **Research Strategy** includes background & significance, research design and methods & preliminary studies/ progress

**Protection of Human Subjects:**

**Protection of Human Subjects** – Required if human subjects involved, see Part II: Supplemental Instructions for Preparing the Protection of Human Subjects Section of the Research Plan

**Data Safety Monitoring Plan** – Required if clinical trial proposed

**Inclusion of Women & Minorities** – Required if human subjects involved

**PHS Inclusion Enrollment Report** – Required if human subjects involved, form within the package

**Inclusion of Children** – Required if human subjects involved

- Vertebrate Animals: Vertebrate Animal attachment is required
- Multiple PD/PI Leadership Plan: must be included if more than one PI
- Consortium/Contractual: explain programmatic, fiscal and administrative arrangements
- Letters of Support: consortium and consultant letters
- Resource Sharing Plan(s)

**Authentication of Key Resources Plan** – Required if using key biological and/or chemical resources

**Appendix** - See NIH guidelines for acceptable appendix materials:

<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-16-129.html>

**PHS Inclusion Enrollment Report** - Required if human subjects involved

## NIH Submission Checklist

### General Subcontractor Check List – Documents needed for submission

- Letter of Commitment (signed by the Institution Authorized Organizational Representative)
- Subrecipient Commitment Form:  
[https://sponsoredprojects.gwu.edu/sites/sponsoredprojects.gwu.edu/files/downloads/Subrecipient\\_Compmitment\\_Form.pdf](https://sponsoredprojects.gwu.edu/sites/sponsoredprojects.gwu.edu/files/downloads/Subrecipient_Compmitment_Form.pdf)
- Statement of Work
- Budget
- Budget Justification
- F&A Agreement
- Bio-Sketch
- Facilities and Resources