DEPARTMENTAL NIH Grants.gov SF424 CHECKLIST

Form: Must be in Adobe-B2 forms

SF 424 (R&R)

- ☐ Box 1 - **Type of Submission**: Designate "Changed/Corrected" if resubmitting a corrected application
- ☐ Box 4a - **Federal Identifier**: If a submission/renewal, enter prior grant number here in this format, CA012345
- ☐ Box 5 - **Organizational DUNS#**: **004514360**
- ☐ Box 6 - **Employer Identification Number**: **1250965591A6 (DHHS); 25-0965591(Other Agencies**)
- ☐ Box 8 - **Type of Application**
- ☐ Box 11 - **Descriptive Title of Applicant's Project**: limited to 81 characters, including spaces (with no special characters)
- ☐ Box 13 - **Congressional District of Applicant**: **PA-014**
- ☐ Box 15a and b. - **Estimated Project Funding** total must be equal to direct and indirect total cumulative budget

Project/Performance Site Location(s)

- ☐ **Congressional District:** must reflect where work is being done. **PA-014**

Research & Related Other Project Information

- ☐ **Human Subjects Assurance # (if applicable): 00006790 (Do not include FWA)**
- ☐ **Animal Assurance # (if applicable): A3187-01**
- ☐ Box 7 **Project Summary/Abstract:** is limited to 30 lines max. with NIH font/margin guidelines observed

Senior/Key Person Page

- ☐ **Organization Name** must be completed for each senior/key personnel even though field is not designated as "required"
- ☐ **Credential** must have NIH Commons User Name for PI; if Multiple PIs, then required for each.
- ☐ **Bio-Sketch** must include *Personal Statement;* publications of no more than 15 strongly recommended

Budget Pages

- ☐ **Start Date** for the first budget year must be the same as the start date for proposed project
- ☐ **Effort** more than 0.0 must be entered for ALL key personnel, included those at subcontract sites, even if no salary is requested

- ☐ **Research & Related Budget Page (if used):** Role on Project must be consistent, with PI identified as "PD/PI"
- ☐ **R&R Subaward Budget** (if used): Role should be "Consortium PI"

PHS 398 Research Plan

- ☐ Box 1 - **Introduction:** 1 page limit
- ☐ Box 2 - **Specific Aims:** 1 page limit
- ☐ Box 3 - **Research Strategy (This is what is standard but always verify the program guidelines):** 12-page limit (R01) addressing **a) Significance, b) Innovation, c) Approach**
- ☐ 6 page limit for R03, R13, /U13, R21, R36, R41, R43, SC2, SC3 XO1
- ☐ Box 12 - **Multiple PIs:** *Leadership Plan* must be provided
- ☐ Box 16 - **Appendix:** Appendix material are restricted to **3 (three)** of the following: Manuscripts and/or abstracts accepted for publication but not yet published; published manuscripts and/or abstracts **only** when a free, online, publicly available journal link is not available; patents materials directly relevant to the project surveys; questionnaires, data collection instruments, clinical protocols, and informed consent documents may be included, as necessary
- ☐ **Animals/Humans:** if yes is marked for either, then the required attachments must be included

Full Proposal

- ☐ **ALL attachments in PDF**
- ☐ **All PDF file names are standard text (no special characters)** Only use A through Z and 0 through 9, Hyphen (-) underscore (_)
- ☐ **Check Grants.gov package for Errors**