

Grants.gov Checklist for Selected Forms from the SF 424 (R&R) form set

SF 424 (R&R)

	Item 4b – Agency Routing Number – assigned by the agency. Refer to the Funding Opportunity
	<p>Item 5 – Applicant Information University of Pittsburgh Office of Research 123 University Place University Club, Lower Lobby Pittsburgh, PA 15213-2303 (Zip +4 is critical)</p> <p>Item 5 – Organizational DUNS: 004514360</p> <p>Item 5 – Person to be contacted: Mr. Allen A. DiPalma Phone 412-624-7400 Fax 412-624-7409 Email offres@offres.pitt.edu</p>
	Item 6 – Employer Identification (EIN) or (TIN): 25-0965591 (use 1250965591A6 for DHHS, NIH, PHS)
	Item 7 – Type of Applicant: X: Other/Private Non-Profit State-related Educ Institution
	Item 11 -Title – Should not exceed 81 characters including spaces. Do not use special characters
	Item 13 - Congressional District of Applicant: PA-014
	<p>Item 15 – Estimated Project Funding- 15a- Entry should match the Total Direct and Indirect Costs from the Cumulative Budget form 15b- Enter any Non-Federal Funds requested. 15c-Enter Total Federal & Non-Federal Funds Requested.</p>
	<p>Item 16 – Application Subject to Review by Executive Order 12372 16b- No is the correct answer for all Pitt applications because Pennsylvania has chosen not to participate in the intergovernmental review process and thus does not have a Single Point of Contact (SPOC). If the program guidelines do not indicate that the program is covered by E.O. 12372, applicants should check box labeled “Program is not covered by E.O. 12372.” If the program guidelines indicate that the program is covered by E.O. 12372, applicant should check box labeled “Program has not been selected by state for review.”</p>
	Item 18 – SFLLL or other Explanatory Documentation – Provides a place to attach the Disclosure of Lobbying Activities (SF-LLL) if applicable or a place to attach an explanation of inability to comply with providing required certifications and assurances. Item 18 is generally not relevant for University of Pittsburgh applications.
	<p>Item 19 – Authorized Representative Mr. Allen A. DiPalma, Director University of Pittsburgh, Office of Research 123 University Place University Club, Lower Lobby PA 15213-2303 (Zip +4 is critical) Phone 412-624-7400 Fax 412-624-7409 Email offres@offres.pitt.edu</p>
Research and Related Project/Performance Site Location(s)	
	DUNS Number – 004514360 (Last four zeroes will auto-populate.) Not required by Grants.gov but required by NIH and other agencies for primary performance site.
	Location #1: Use the PI’s lab/office with the appropriate zip+4
	Project/Performance Site Congressional District : PA-014 (if on-campus)
	If more performance sites need to be listed, click the NEXT SITE button. No attachments needed if 30 sites or less.

Research & Related Other Project Information	
	Item 1a - Human Subjects: If Human Subjects are involved, the Human Subject Assurance Number must be provided. Pitt's Human Subject Assurance Number is 00006790. (Do not include FWA.)
	Item 2a - Animals - If Vertebrate Animals are used, the Animal Welfare Assurance Number must be provided. Pitt's Animal Welfare Assurance Number is A3187-01
	Item 7 - Project Summary - Summary of the project's proposed activity. Refer to Funding Opportunity for detailed instructions on format and content.
	Item 8 - Project Narrative - Refer to Funding Opportunity for detailed instructions on format and content.
	Item 9 - Bibliography & References Cited – Refer to Funding Opportunity for detailed instructions on format and content.
	Item 10 - Facilities & Other Resources – Refer to Funding Opportunity for detailed instructions on format and content.
	Item 11 – Equipment - Refer to Funding Opportunity for detailed instructions on format and content.
Research & Related Senior/Key Personnel Profile	
	PI's information – populated from the SF 424 (R&R) cover page
	Credential, e.g. agency login —If submitting to an agency (such as the NIH) where the PI has an established personal profile, enter the agency ID. For NIH and other PHS agencies, registration in the eRA Commons is required. The assigned Commons Username for anyone assigned the PD/PI role must be entered here. This is an NIH and PHS requirement in order for the application to pass agency validation requirements.
	Biographical Sketch – Refer to Funding Opportunity for detailed instructions on format and content.
	Current and Pending – Refer to Funding Announcement for detailed instructions on format and content. Unless stated in Funding Announcement, do not use the Current and Pending attachment for NIH or other PHS agency submissions. This information is no longer required at the time of application submission but may be requested later in the pre-award cycle.
	Senior Key Person Profile – Ensure all mandatory fields have been completed, including Organization.

Most Agencies use only the SF 424 (R&R) Research and Related Budget forms and put the forms in the Mandatory Document section of the Grants.gov package. Depending on the Funding Opportunity and the dollar amount being requested, the National Institutes of Health (NIH) and other Public Health Service (PHS) agencies can use either the PHS 398 Modular Budget forms or the Research and Related Budget forms. Because NIH and PHS agencies use two types of budget forms, the NIH and PHS put their budget forms into the Optional Documents section of the Grants.gov package. However, one set of budget forms is mandatory and must be part of the submitted Grants.gov package.

Research & Related Budget	
	DUNS – populated from SF 424 (R&R) cover page (Last four zeroes will auto-populate.)
	Budget Type – Project
	Start Date – populated from SF 424 (R&R)
	End Date – enter end date for first budget period
	Senior/Key Person – PI name and role populated; all individuals from Senior/Key Person profile should have a line item entered for them.
	Effort Months - at least one column must be completed for each individual, must be greater than 0, even if salary support is not being required. If calendar months completed, no other column may be completed. A combination of Academic and Summer months may be used.
	Tuition Remission – should be entered in section F Other Direct Costs
	Budget Justification attach 1 budget justification for the entire project
	Budget Periods 2-5 – complete as needed. All mandatory fields must be completed before the next budget period is available.
R&R Subaward Budget Attachment(s) Form	
	Only subaward budgets extracted from this form may be attached. No other attachments are allowed on this form.
	ORGANIZATIONAL DUNS: DUNS is a required enterable field for subaward applicants
	Budget Type: Check Subaward/Consortium
	Item K – Budget Justification - Subaward budget justification must agree with the information in the Pitt SF 424 (R&R) budget. The budget justification must be attached. Effort for subaward personnel must be greater than 0.
Modular Budget (for NIH and some other PHS agencies – check Funding Opportunity to determine when and if allowed)	
	Should be used when direct costs in each budget year are \$250,000 or less. Subaward F&A costs not included in the \$250,000 limit. Modules should be requested in \$25,000 increments. Fields are same for all budget periods. Complete only for years requested. Budget periods must be completed in order, i.e. budget period 1 must be completed before budget period 2, budget period 2 before budget period 3, etc.
	Budget Period Start Date – Enter requested start date for that budget period.
	Budget Period End Date – enter end date for that budget period
	Item A – Direct Costs Less Consortium F&A —Enter direct costs but don't include any consortium F&A costs
	Consortium F&A Costs —if project involves consortium, enter consortium's F&A costs
	Total Direct Costs – This field auto-calculates.
	Item B1– Indirect Cost Type —Modified Total Direct Costs (MTDC)
	Indirect Cost Rate —51.5% negotiated rate with Department of Health and Human Services (DHHS) unless Funding Opportunity states otherwise.
	Indirect Cost Base —Enter amount of direct costs from which indirect costs will be calculated. For required exclusions, see Pitt's DHHS rate agreement.
	Cognizant Agency Name, Point of Contact and Phone Number —Phat Chau, DHHS, (301) 492-4855
	Indirect Cost Rate Agreement Date —06/16/2011
	Item C—Total Direct and Indirect Costs (A+B) —This field auto-calculates
	Cumulative Budget Information —
	1. Total Costs, Entire Project Period. All values calculate automatically. They equal the sums of the amounts previously entered for each budget period. No data entry is allowed or required to complete this section.
	2. Budget Justifications

	<p>Personnel Justification—List all personnel, including names, number of person months devoted to project (calendar, academic and/or summer) and roles on project. Do not include individual salary information. Some agencies use federally mandated salary cap. Check Funding Opportunity guidelines.</p>
	<p>Consortium Justification—For each consortium, provide estimate of total costs (direct plus F&A) for each year, rounded to nearest \$1,000. Provide name of each consortium, list all personnel, person months devoted to project and roles on project. Do not provide individual salary information. Indicate if institution is foreign or domestic. The R&R Subaward Budget Attachment is not to be used with a modular budget.</p>
	<p>Additional Narrative Justification—If requested budget requires any additional justification, such as variations in number of modules requested, or explanation of exclusions to the F&A calculations, attach file here.</p>