

NIH AREA Application Checklist (PA-13-313)

SF 424 (R&R) Application Guide: http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_VerC.pdf

APPLICATION FORMS	REQUIRED DOCUMENTS (Upload into the APPLICATION FORMS)	SF 424 (R&R) APPLICATION GUIDE
SF 424 (R&R)	<input type="checkbox"/> Basic Info: Title, PI Info, Union Info, Start/End Dates, Funding Amount, Congressional District, AOR Info, Certifications, etc. <input type="checkbox"/> Cover Letter: Request for SRG, list of reviewers not to include, etc.	<p style="text-align: center;">Pages 56-72</p> <p style="text-align: center;">Pages 72-73</p>
Project/Performance Site Location	<input type="checkbox"/> Primary Site Info: Org Name, DUNS, and address, Congressional District <input type="checkbox"/> Additional Site(s) Info: Org Name, DUNS, and address, Congressional District	<p style="text-align: center;">Pages 74-78</p>
Research & Related Other Project Information	<input type="checkbox"/> Basic Info: IRB approval, IACUC approval, Proprietary info, Foreign collaboration, etc. <input type="checkbox"/> Project Summary/Abstract: The application's broad, long-term objectives and specific aims, referencing the health relatedness of the project. Describe concisely the research design and methods for achieving the stated goals. <u>MAXIMUM 30 lines of text.</u> <input type="checkbox"/> Project Narrative: Describe the relevance of this research to public health. <u>MAXIMUM 3 sentences.</u> <input type="checkbox"/> Bibliography & References Cited: Must include author names (same sequence as they appear in the pub), article/journal title, book title, volume number, page numbers, and year of publication. See additional NIH guidelines for references cited.	<p style="text-align: center;">Pages 79-84</p> <p style="text-align: center;">Page 84</p> <p style="text-align: center;">Page 85</p> <p style="text-align: center;">Page 85</p>

NIH AREA Application Checklist (PA-13-313)

SF 424 (R&R) Application Guide: http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_VerC.pdf

APPLICATION FORMS	REQUIRED DOCUMENTS (Upload into the APPLICATION FORMS)	SF 424 (R&R) APPLICATION GUIDE
PHS 398 Cover Page Supplement	<input type="checkbox"/> Basic Info: PI info, Disclosure, Human Subject clinical trial, program income, etc.	Pages 124-131
PHS 398 Research Plan	<input type="checkbox"/> Introduction: For <u>Revision or Resubmission</u> applications only. <input type="checkbox"/> Specific Aims: <u>MAXIMUM 1 page</u> <ul style="list-style-type: none"> • State goals of proposed research • Summarize expected outcome(s), including impact that the results of proposed research will exert on research field(s) involved • List specific objectives of the research proposed <input type="checkbox"/> Research Strategy: <u>MAXIMUM 12 pages</u> <ul style="list-style-type: none"> • Organize the Research Strategy document using the exact order and section headings as listed below. • Include, as applicable, <u>Preliminary Studies for New Applications</u> or <u>Progress Report for Renewal and Revision Applications</u> keeping within the three sections listed below. <p>A. <i>Significance</i></p> <ul style="list-style-type: none"> • Explain the importance of the problem or critical barrier to progress in the field that the proposed project addresses. • Explain how the proposed project will improve scientific knowledge, technical capability, and/or clinical practice in one or more broad fields. • Describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field will be changed if the proposed aims are achieved 	Pages 36-38, 139 Page 140 Pages 141-142

NIH AREA Application Checklist (PA-13-313)

SF 424 (R&R) Application Guide: http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_VerC.pdf

APPLICATION FORMS	REQUIRED DOCUMENTS (Upload into the APPLICATION FORMS)	SF 424 (R&R) APPLICATION GUIDE
<p>PHS 398 Research Plan, Con't.</p>	<p><i>B. Innovation</i></p> <ul style="list-style-type: none"> • Explain how the application challenges and seeks to shift current research or clinical practice paradigms. • Describe any novel theoretical concepts, approaches or methodologies, instrumentation or interventions to be developed or used, and any advantage over existing methodologies, instrumentation, or interventions. • Explain any refinements, improvements, or new applications of theoretical concepts, approaches or methodologies, instrumentation, or interventions. <p><i>C. Approach</i></p> <ul style="list-style-type: none"> • Describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Unless addressed separately in Item 15 (Resource Sharing Plan), include how the data will be collected, analyzed, and interpreted as well as any resource sharing plans as appropriate. • Discuss potential problems, alternative strategies, and benchmarks for success anticipated to achieve the aims. • If the project is in the early stages of development, describe any strategy to establish feasibility, and address the management of any high risk aspects of the proposed work. • Point out any procedures, situations, or materials that may be hazardous to personnel and precautions to be exercised. A full discussion on the use of select agents should appear in the Select Agent document. • If research on Human Embryonic Stem Cells (hESCs) is proposed but an approved cell line from the NIH hESC Registry cannot be identified, provide a strong justification for why an appropriate cell line cannot be chosen from the Registry at this time. <p><input type="checkbox"/> Progress Report Publication List: For <u>Renewal</u> applications only</p>	<p>Page 143</p>

NIH AREA Application Checklist (PA-13-313)

SF 424 (R&R) Application Guide: http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_VerC.pdf

APPLICATION FORMS	REQUIRED DOCUMENTS (Upload into the APPLICATION FORMS)	SF 424 (R&R) APPLICATION GUIDE
<p>PHS 398 Research Plan, Con't.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Protection of Human Subjects: If applicable <input type="checkbox"/> Inclusion of Women and Minorities: If applicable <input type="checkbox"/> Inclusion of Children: If applicable <input type="checkbox"/> Vertebrate Animals: If applicable <input type="checkbox"/> Select Agent Research: If applicable <input type="checkbox"/> Multiple PD/PI Leadership Plan: If applicable <input type="checkbox"/> Consortia/Contractual Arrangements: If applicable <input type="checkbox"/> Letters of Support: <ul style="list-style-type: none"> • Include letters necessary to demonstrate support of consortium participants and collaborators such as Senior/Key Personnel and Other Significant Contributors. • For consultants, letters should include rate/charge for consulting services and level of effort/number of hours per year anticipated. • Letters ensuring access to core facilities and resources should stipulate whether access will be provided as a fee-for-service. • THIS CAN INCLUDE INSTITUTIONAL LETTERS OF SUPPORT (FACILITIES, COST-SHARING, ETC.) 	<p>Page 143</p> <p>Page 144</p> <p>Page 144</p> <p>Page 145-146</p> <p>Page 147-148</p> <p>Page 148</p> <p>Page 149</p> <p>Page 149</p>

NIH AREA Application Checklist (PA-13-313)

SF 424 (R&R) Application Guide: http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_VerC.pdf

APPLICATION FORMS	REQUIRED DOCUMENTS (Upload into the APPLICATION FORMS)	SF 424 (R&R) APPLICATION GUIDE
PHS 398 Research Plan, Con't.	<input type="checkbox"/> Resource Sharing Plan(s): <ul style="list-style-type: none"> • Data Sharing ≥ \$500,000 requests; Model Organisms; Genomic Data, if applicable <input type="checkbox"/> Appendix: <ul style="list-style-type: none"> • Adhere strictly to Application Guide list of allowable appendix materials 	<p style="text-align: center;">Page 150-151</p> <p style="text-align: center;">Pages 152-153</p>
Planned Enrollment Report	<input type="checkbox"/> Planned Enrollment Report: If applicable	<p style="text-align: center;">Pages 153-156</p>
PHS 398 Cumulative Inclusion Enrollment Report	<input type="checkbox"/> Cumulative Inclusion Enrollment Report: If applicable	<p style="text-align: center;">Pages 157-159</p>