**NIH Proposal Checklist**

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| **COMPONENT** | **REQ’D** | **OPT’L** | **NOTES** |
| SF424 RR | X |  | Remember to use 9 digit zip codes.  Remember standard start dates apply for NIH.  Field 11, Descriptive Title, is limited to 200 characters.  Field 15, auto filled based on data entered into the RR Budget or PHS 398 Modular Budget.  Field 19, Authorized Representative, email should always be [udelaware-awards@udel.edu](mailto:udelaware-awards@udel.edu). Authorized representative is determined by first year total costs.  Field 21, Cover Letter Attachment, NIH strongly encourages a cover letter. |
| RR Performance Sites | X |  | If 50% or more of the work will happen off-site, UD **cannot** claim F&A expenses under the standard rate. The off-campus F&A rate will apply. |
| RR Other Project Information | X |  | Complete questions 1-6. Proposals that indicate use of human subjects are required to complete the PHS Human Subjects and Clinical Trials Information.  Proposals that indicate use of animals are required to submit Vertebrate Animals section. See PHS 398 Research Plan for more information.  *ATTACHMENTS*   * Project Summary/Abstract (limited to 30 lines of text) * Project Narrative (limited to a couple sentences) * Bibliography * Facilities & Other Resources * Equipment * Other Attachments should only be included when required by the solicitation. |
| RR Key Persons | X |  | PI(s)/PD(s) must have eRA Commons Credential  *ATTACHMENTS*   * Biographical Sketch w/ Credential (5 pages unless the solicitation says otherwise; sometimes it is 2 pages)   + Education Block (Chronological order)   + Section A: Personal Statement (May include up to 4 peer reviewed publications)   + Section B: Positions & Honors (Chronological order – current position should be **last** in the list)   + Section C: Contributions to Science (May include up to 5 contributions of up to ½ page each. Within each contribution, you may include up to 4 peer reviewed publications or research products relevant to the contribution. Option to provide a URL to a full list of published work also.)   + Section D: Research Support (Include ongoing and completed support within the last 3 years. Begin with projects most relevant to the proposed research. Do not include person months or direct costs.) * Current/Pending Support (not required unless it is mentioned in the solicitation. C&P is typically part of Just In Time information (JIT).) |
| **NIH Salary Cap** |  | X | * Salary must not exceed NIH cap for faculty Salary cap summary: <https://grants.nih.gov/grants/policy/salcap_summary.htm> or graduate students cannot exceed the “0 Level Post Doc” stipend rate, inclusive of stipend, fringe, and tuition. On the budget justification, include a statement indicating the PI/Other Personnel (as appropriate) are budgeted at the NIH Salary Cap. |
| RR Budget  (\*Use when required or allowed by the solicitation) | \* |  | Typically used when direct costs exceed $250,000 per year (excluding subaward(s) F&A). If this type of budget is used and you have subawards in your budget, you will also need to complete the RR Subaward Budget Attachment.  *ATTACHMENTS*   * Budget Justification for all requested costs. |
| PHS Human Subjects and Clinical Trials Information  (\*Required when research involves human subjects.) | \* |  |  |
| PHS398 Modular Budget  (\*Use when required or allowed by the solicitation) |  |  | Modular budgets are applicable to certain research grant applications requesting direct costs of $250,000 or less per year (excluding subaward(s) F&A). The modular budget is applicable only to R01/U01, R03, R15, R21/UH2, R34/U34, and R15/UA5 applications.  For all modular budgets, request total direct costs (in modules of $25,000 up to $250,000), reflecting appropriate support for the project. There will be no future year escalations (see above SF424 Budget for explanation).  *ATTACHMENTS*   * Personnel Justification - include the name, role, and number of person-months devoted to this project for every person on the project. Do not include salary and fringe benefit rate in the justification. * Consortium Justification - include the total costs (direct costs plus F&A costs), rounded to the nearest $1,000, for each consortium/subcontract. Additionally, any personnel should include their roles and person months; if the consortium is foreign, that should be stated as well. * Additional Narrative Justification - include explanations for any variations in the number of modules requested annually. Also, this section should describe any direct costs that were excluded from the total direct costs (such as equipment, tuition remission) and any work being conducted off-site, especially if it involves a foreign study site or an off-site F&A rate. |
| RR Subaward Budget Attachment |  | X | Only required when using RR Budget **not** PHS398 Modular Budget. Complete RR Performance Sites and RR Key Persons forms. Check “Include in Prime” as appropriate.  Complete RR Budget Form and upload the subaward’s budget justification. |
| PHS398 Cover Page Supplement | X |  |  |
| PHS398 Research Plan  (Not required for Career Development Award (K) or Institutional Training Award (T) applications.) | X |  | Research Strategy should address (1) Significance, (2) Innovation, and (3) Approach.  *ATTACHMENTS*   * Introduction to Application – only required for Resubmission and Revision applications. * Specific Aims (limited to 1 page) * Research Strategy (limited to 6– 12 pages) – See <http://grants.nih.gov/grants/forms_page_limits.htm> for full list of page limitations. * Progress Report Publication List – only required for Resubmission and Revision applications. * Vertebrate Animals – to be completed when RR Other Project Information indicates use of animals. * Select Agent Research * Multiple PD/PI Leadership Plan * Consortium/Contractual Arrangements – Upload a letter of intent signed by an Authorized Representative of the subawardee organization. * Letters of Support * Resource Sharing Plan – only required under certain circumstances. See NIH GPG Part I Section 5.5. * Authentication of Key Biological and/or Chemical Resources—required if Biological and/or Chemical Resources will be used. 1 page is suggested. A negative statement is not required. * Appendix - Maximum of 10 allowable appendices. See NIH Notice Number: NOT-OD-18-126 for updated list of allowable appendix materials. |
| PHS Assignment Request |  | x |  |
| PHS398 Career Development Award Supplemental Form  (Required only for Career Development Award (K).) | X |  | Letters of reference required. |
| PHS398 Research Training Program Plan  (Required only for Institutional Training Award (T).) |  |  |  |
| PHS398 Training Budget  (\*Use when required or allowed by the FOA) | \* |  |  |
| PHS398 Training Subaward Budget Attachment  (\*Use when required or allowed by the FOA) |  | \* |  |
| **FEATURE** | **NOTES** | | |
| Font | Use an Arial, Helvetica, Palatino Linotype, or Georgia typeface are recommended, although other fonts (both serif and non-serif) are acceptable. Font size must be 11 points or larger. (A Symbol font may be used to insert Greek letters or special characters; the font size requirement still applies.) | | |
| Type Density | Type density, including characters and spaces, must be no more than 15 characters per inch. Type may be no more than six lines per vertical inch. | | |
| Paper Size and Margins | Use standard paper size (8 ½" x 11). Use at least one-half inch margins (top, bottom, left, and right) for all pages. No applicant-supplied information can appear in the margins. | | |
| Page Formatting | Use only a standard, single-column format for the text. Do not include any information in a header or footer of the attachments, including page numbers. | | |
| Text Color | No restriction, although black and other high-contrast text colors are recommended since they print well and are legible to the largest audience. | | |
| Figures, Graphs, Diagrams, Charts, Tables, Figure Legends, and Footnotes | You may use a smaller type size but it must be readily legible and follow the font typeface requirement. | | |
| Proposal Attachments | All proposal attachments should be in PDF form. File names can contain the following: A-Z, a-z, 0-9, underscore, hyphen, space, period, parenthesis, curly braces, square brackets, tilde, exclamation point, comma, semi colon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign. NIH recommends avoiding the use of ampersand. Filenames must be 50 characters or less (including any spaces between words) and you can only have single spaces between words in filenames. | | |