

<b>NIH Checklist–Version D of the Adobe Forms</b>
<b>NIH SF424 R&amp;R Guide:</b> <a href="#">Forms Version D Application Guide</a>
<b>Download application from:</b> <a href="http://grants.nih.gov/funding/index.htm">http://grants.nih.gov/funding/index.htm</a>
<b>General Reminders</b>
<b>Updated information in eRA Commons.</b>
<b>Font/Margins:</b> Margins ½ inch all around; <b>Black font</b> no smaller than 11pt. FONT; Arial, Helvetica, Palatino Linotype or Georgia typeface and 15 characters/inch; 6 lines/inch. <b>DO NOT USE TIMES NEW ROMAN FONT.</b>
There should be <b>NO headers or footers</b> for NIH application packages. This includes the bio sketch pages. No page numbers.
<b>File names for PDF Attachments</b> – do not include any spaces, hyphens, special characters (example&, - , %, # etc.) Rename the package: <i>PILastName_Agency_duedate_final.pdf</i>
<b>PDF Attachments</b> – Attached files are PDFs. Please avoid scanned PDFs if possible (increases the file size that is transmitted to Grants.gov). Paper size – limited to 8.5 x 11
<b>Adobe Forms</b> – Download and complete the package using Adobe Reader, currently 11.0.10. Any other version may corrupt the package and the entire package will need to be downloaded and redone.
<b>SF 424 Reminders</b> (see G24-45 of R&R Guide)
<b>Contact information should be:</b> ORA Contract Administrator’s Name 3112 Lee Building, 7809 Regents Drive, College Park, MD 20742 - 5141 Phone 301-405-6269 Fax 301-341-9569 Email oraa@umd.edu This is the same information that is used for the Assistant Director’s contact information too.
<b>Item 4a – Federal Identifier</b> – Used for Resubmissions, Renewals, and Revisions, enter only the IC and serial number of the previously assigned application / award number (e.g.,CA987654)
<b>Item 4b – Agency Routing Number</b> – assigned by the agency. Refer to the FOA.
<b>Item 4c – Previous Grants.gov Tracking ID</b> – used for changed / corrected applications, insert previous Grants.gov tracking number from original submission
Other standard information: <b>DUNS</b> - 790934285 <b>Entity Identification Number (EIN)</b> – 1520710851-A1 <b>Type of Applicant:</b> H: Public/State Controlled Institute of Higher Learning <b>Authorized Representative:</b> Name of ORA Signing Official
<b>Item 11 – Title</b> – Should not exceed 200 characters including spaces. Do not use special characters, no curly quotes
<b>Item 13 – Congressional District:</b> MD-005
<b>PI’s information – must match information in NIH profile.</b> Zip must be zip+4 Email – must match what is in NIH profile
<b>Item 15 – Estimated Project Funding - 15a</b> must match total from budget form. <b>15b</b> – Enter any Non-Federal funds requested. <b>15c</b> total 15a and 15b
<b>Item 21 – Cover Letter Attachment</b> Do not include assignment or review request information in your cover letter (use PHS Assignment Request Form for assignment and review information instead.) See pg G-44 & 45 of Application Guide for more information.

<b>PHS 398 Cover Page Supplement</b> (See G46 – G50 of R&R Guide)
<p><b>*NEW*</b>: Disclosure Permission Statement question removed</p> <p>Answer all mandatory questions on form, euthanization question required if Vertebrate Animals = yes on R&amp;R Other Project Information.</p> <p>Justification of not using AVMA guidelines limited to 1000 characters.</p> <p>Human Embryonic Stem Cells: 4 digit registry number must be included. <a href="http://stemcells.nih.gov/research/registry/">Stem Cell Registry</a> <a href="http://stemcells.nih.gov/research/registry/">http://stemcells.nih.gov/research/registry/</a></p>
<b>R&amp;R Other Project Information</b> (See G51 – G65 of R&R Guide)
<p><b>Human Subjects</b>: IRB 00005856; select pending if not yet approved (even if process not yet started). If yes, additional attachments on the PHS 398 Research Plan or equivalent form required.</p> <p><b>Animal Subjects</b>: A3270-01; select pending if not yet approved (even if process not yet started). If yes, additional attachments are required in the PHS 398 Research Plan or equivalent form.</p> <p><b>Item 7 – Project Summary</b> –summary of proposed activity. State the applicant’s broad, long – term objectives and specific aims, making reference to the health relatedness of the project. <b>Limited to 30 lines of text.</b></p> <p><b>Item 8 – Project Narrative</b> –Describes the relevance of the research to public health, limited to <b>2 or 3 sentences.</b></p> <p><b>Item 9 – Bibliography and References Cited</b> – bibliography of any references cited in Project narrative. Refer to pg. G61 of NIH General Instructions General Instructions for information about citing articles. Include NIH Manuscript Submission number or PMCID.</p> <p><b>Item 10 – Facilities and Other Resources</b> –Required to provide a description of how the scientific environment will contribute to the probability of success of the project. Include unique features of the environment. For Early Investigators, provide the institutional investment in the success of the investigator (resources, training, classes, etc.). If multiple performance sites, describe resources available at each site.</p> <p><b>Item 11 – Equipment</b> – List major items of equipment already available for this project and, if appropriate identify location and pertinent capabilities.</p> <p><b>Item 12 – Other Attachments</b> – Only provide Other Attachments when requested in the funding opportunity</p>
<b>Project/Performance Site Location(s) Form</b> (See G66 – G71 of R&R Guide)
<p>Primary location needs to be PI’s lab/office; not 3112 Lee.</p> <p>Use zip+4 of PI’s lab/office</p> <p>DUNS 790934285 (required)</p> <p>Congressional district MD-005</p> <p>Location 1 and Additional Locations: DUNS is optional, zip+4 is required if US. Congressional District is required, use 00-000 if foreign.</p>
<b>R&amp;R Senior/Key Person Profile</b> (See G72 – G85 of R&R Guide)
<p><b>Individuals designated as PI/PDs on the application must be registered in NIH eRA Commons.</b></p> <p><b>Credential Field</b> –PI must have NIH Commons User name entered in this field. <b>ALL PI/PDs must have this field completed.</b> Failure to do so will cause the application to be rejected. If this field is blank or incorrect for any PI/PD, NIH will not pick up the application from Grants.gov. NIH does not notify ORA or PI about this. Each PI/PD must have the PI role in Commons.</p> <p><b>Project Roles</b> – <b>do NOT use Co PI.</b> If Multiple PI application, select PD/PI for all. Otherwise use alternate role such as ‘Co Investigator’ or ‘Other’. If multiple PD/Pis are included, the Multiple PD/PI Leadership Plan on the PHS 398 Research Plan form is required.</p> <p><b>Key Person Profile</b> - ensure that all mandatory fields are complete, including <b>Organization Name.</b></p> <p><b>Remaining Senior/Key Persons</b> – Other senior/key persons included in alphabetic order is preferred, followed by Other Significant Contributors.</p>

**Biosketch** - Provide a biographical sketch for the Senior/Key Person. **Limited to 5 pages, must be in PDF format**  
[formatting instructions](#).

Part A: Personal Statement - required; describes how the individual's experience and qualifications. Make him/her particularly suited for the role in the project.

Part B: Positions and Honors – List in chronological order, include memberships on any Federal public advisory committee.

Part C: Contributions to Science – describe up to 5 contributions, each contribution no more than ½ page.

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Part D: Additional Information: Research Support and/or Scholastic Performance  
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Research Support – List both selected ongoing and completed research project for past 3 years (both Fed and non-Fed); indicate project goals and responsibilities. Do not include person months or direct costs.

Scholastic Performance – predocs and postdocs, list courses, grades, and levels required for passing grade.

Research Support:

**Current and Pending** – include only if required by FOA.

**Budget** – Select the budget type required by FOA—either Modular or SF 424 R&R Budget

#### **R&R Budget**

Complete Required fields (See pages G86 – G104 of General Information for further details)

Budget Periods must match Start and End dates from 424 R&R Budget Periods: must match Start and End dates from 424R&R. For each Senior/Key Person on Profile, complete line in budget. **Each person must have measureable (greater than 0) effort in either Calendar Months or a combination of Academic and Summer Months.**

**Role:** The first person on the budget must have the role completed as **PD/PI**.

Participant/Trainee Support Costs: leave blank unless required by FOA

Other Direct Costs: Include Tuition Remission in Other Direct Costs if included

Budget Justification is required and must cover all budget periods

**R&R Subaward budget attachment** (page G106-G108 of R&R Guide)

**This form can be completed ONLY if the R&R budget is required by the FOA. If Modular Budget is used, this Subaward budget attachment cannot be used.**

Check Subaward budget for errors and then save. The file name will appear in red if this is not done. File name for Subaward budget attachment must be shorter than 20 characters. If attaching multiple Subaward budgets, each file, and their budget justification, must have a unique name. If attaching multiple Subaward budgets, each file, and their budget justification, must have a unique name.

The dates must match exactly what is listed for the period in the prime budget

Refer to page G106 for inactive Subaward budget periods

#### **Modular Budget**

Complete required fields. See pages G109 – G112 of R&R Guide

Direct Costs: Enter the amount of direct costs, less actual consortium F&A costs for this budget period. This figure must be in \$25,000 increments, and it may not exceed \$250,000. Actual consortium F&A costs are excluded from this figure.

Indirect (F&A) Costs - **\*NEW\*: Indirect (F&A) Costs section changed to dynamically add indirect costs rather than providing static fields for four entries.** If this project involves a consortium, enter the actual consortium F&A costs for this budget period. If this project does not involve a consortium, leave blank.

Indirect Cost Type – MTDC

Indirect Rate – 52% for on campus research

Cognizant Agency: DHHS, Stephen Virbitsky, 202 401 2762

**Justification: Must include at least 1 justification attachment.** Personnel Justification, Consortium Justification, Additional Narrative Justification. Refer to G111 & G112 of General Information Guide for details.

<b>*NEW* :Text (F&amp;A) added to every “Indirect” reference on the form</b>
<b>PHS 398 Research Plan (See G121 – G136 of R&amp;R Guide)</b>
<p><b>Introduction</b> –Resubmission or Revision only; limited to 1 page</p> <p><b>Specific Aims – Required attachment; Limited to 1 page</b></p> <p><b>Research Strategy – Required attachment; typically 6-12 pages.</b> See pages G123 – G126 of R&amp;R Guide for additional information</p> <p><b>Human Subjects</b> – Include if checked YES on Other Project Information form. <b>*NEW*</b> Data Safety Monitoring Plan. All attachments typically required. See pages G127 – G128 for additional information</p> <p><b>Multiple PI Leadership Plan</b> –if more than one PD/PI on Sr/Key Person Profile, this is a required attachment.</p> <p><b>Authentication of Key Biological and/or Chemical Resources – *NEW* Limited to 1 page.</b> Required only if project involves key biological and/or chemical resources. See pages G121 – G136 of R&amp;R Guide for detailed information</p>
<b>PHS 398 Career Development Award Supplemental Form (See G137 – G152 of R&amp;R Guide)</b>
<p><b>Introduction</b> – Required for Resubmission and Revision applications. <b>Limit 1 page</b></p> <p><b>Candidate Section – *NEW* Required.</b> Follow page limit</p> <p><b>Research Plan Section - Specific Aims: Required, Limit 1 page; Research Strategy: Required, Limit 12 pages.</b> Training in the Responsible Conduct of Research: <b>Limited to 1 page.</b></p> <p><b>Mentor, Co-Mentor, Consultant, Collaborators Section</b> – if required, refer to <a href="#">Page Limits Guide</a></p> <p><b>Environment and Institutional Commitment to Candidate Section</b> – Description of Institutional Environment – <b>Required, Limit 1 page.</b> Institutional Commitment to Candidate’s Research Career Development – <b>Required, Limit 1 page.</b></p> <p><b>Human Subjects Sections</b> – Complete associated section if “YES” to R&amp;R Other Project Information form. See pages G146 – 147 of R&amp;R guide for detailed information</p> <p><b>Other Research Plan Sections</b> – Complete associated section if “Yes” on R&amp;R Other Project Information form. See pages G147 – G150 of R&amp;R Guide for details</p> <p><b>Citizenship</b> – See pages G151 – G152 for details</p>
<b>PHS 398 Research Training Program Plan (See G153 – G166 of R&amp;R Guide)</b>
<p><b>Training Program Section</b> – Program Plan: <b>Required, 25 Page Limit;</b> Plan for Instruction in the Responsible Conduct of Research: <b>Required, 3 Page Limit;</b> See pages G155 – G161 of R&amp;R Guide for detailed additional attachment requirements.</p> <p><b>Faculty Trainees and Training Record Section</b> – Biosketches: should be attached as a single document, see G161 – G162 of R&amp;R guide for detailed requirements for Biosketches, Letters of Support, and Data Tables.</p> <p><b>Other Training Program Section</b> – Complete associated section if “Yes” answered on R&amp;R Other Project Information form. See pages G162 – G165 of R&amp;R guide for details.</p>
<b>PHS Inclusion Enrollment Report – *NEW* (See G191 – G193 of R&amp;R Guide)</b>
<p>Used for all applications involving NIH-defined clinical research.</p> <p><b>Study Title</b> – 250 Character Limit</p> <p><b>Delayed Onset Study?</b> See <a href="#">Supplemental Instructions, Part II</a> for guidance</p> <p><b>Enrollment Type – Required,</b> Comment section limited to 500 Characters.</p>
<b>PHS Assignment Request Form (See G194 – G195 of R&amp;R Guide)</b>
Optional form to communicate specific application assignment and review requests to the Division of Receipt and Referral and to Scientific Review Officers. See pages G194 – G195 of R&R guide for details.