National Institutes of Health (NIH) Proposal Checklist

This checklist is intended to serve as a supplementary document to NIH guidance, particularly the NIH SF424 (R&R) guidelines and solicitation guidelines (e.g., parent announcement). The following represents a list of the standard elements of an NIH proposal, but more detailed guidelines for each section can be found in the SF424 (R&R) guidelines and solicitations.

Please keep in mind that this checklist does not replace a thorough reading of the applicable guidelines or solicitation.

General
- **Font:** Arial, Helvetica, Palatino Linotype, or Georgia (11pt or larger); type density no more than 15 characters per inch; type no more than 6 lines per inch
- **Margins:** At least one-half inch in all directions; no headers or footers (including page numbers)
- All attachments are PDF files and names are standard text (no special characters, no spaces, no periods)
- PMCIDs included for all applicable publication citations
- **Cover Letter:** Not required but recommended

SF424 (R&R)
- **Type of Submission**
- **Federal Identifier:** If resubmission/renewal/revision, enter applicable identifier – IC (2 letters) plus serial number (6 numbers); otherwise, left blank
- **Type of Application**
- **Title:** 81 character limit (including spaces)
- **Estimated Project Funding:** Matches overall budget

Project /Performance Site Location(s)
- Congressional district reflects where work is being performed

Research & Related Other Project Information
- As applicable:
  - **Human Subjects Assurance:** FWA 00001549
  - **Animal Welfare Assurance:** A3283-01

Project Summary/Abstract
- No more than 30 lines of text

Project Narrative
- No more than 2-3 sentences
- Explains relevance of research to public health in lay terms

Biographical Sketches
- 4 page limit
- Personal Statement included
- No more than 15 publications (strongly encouraged)

Bibliography and References Cited
- Provided for any references cited in proposal

Budget & Justification
- Salary and effort based on current NIH salary cap ($179,700/12 month appointment)
- No out-year escalations on salaries
- **Modular Budget & Justification**
- $250k or less/year in direct costs using modules of $25k

Facilities & Other Resources
- Describes resources that are directly applicable to the proposed work

Equipment
- Describes major equipment available for this project

Research Plan
- **Introduction:** 1 page limit; required for resubmission or revision only
- **Specific Aims:** 1 page limit
- **Research Strategy**
  - As applicable:
    - **Inclusion Enrollment Report:** Required for renewal or revision applications involving clinical research
    - **Progress Report Publication List:** Required for renewals
    - **Human Subjects Sections:** Required if human subjects are involved - includes Protection of Human Subjects; Inclusion of Women and Minorities; Targeted/Planned Enrollment; and Inclusion of Children documents
    - **Vertebrate Animals:** Required if vertebrate animals are involved
    - **Select Agent Research:** Required if select agents are involved per CDC list
    - **Multi PD/PI Leadership Plan:** Required if multiple PIs
    - **Consortium/Contractual Arrangements:** Required if subcontracts are involved
    - **Letters of Support:** As applicable
    - **Resource Sharing Plans:** Data Sharing Plan, Sharing Model Organisms, or GWAS documents as applicable

OSR Internal Requirements
- **Proposal Routing Form & Necessary Approvals**
- **Required FCOI Disclosures:** All investigators have disclosed in FASIS within 1 year prior to submission
  - As applicable:
    - Subrecipient Commitment Package(s)
    - Cost Share Documentation
    - Other Documentation