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, Garamond, Georgia, Helvetica, Palatino, Linotype, Times New Roman, or Verdana (11pt or larger); type density no more than 15 characters per inch (including characters and spaces); type no more than 6 lines per inch; text color must be black (color text in figures, graphs, diagrams, charts, tables, footnotes and headings is acceptable)
- 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)
- PMCID included for all applicable publication citations
- Cover Letter: Required for career and NRSA proposals, otherwise 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: 200 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
- 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
- 3 page limit
- Personal Statement included
- Ongoing/Completed research support for past 3 years

Bibliography and References Cited
- Provided for any references cited in proposal.
- Each reference must include the names of all authors.

Budget & Justification
- Salary and effort based on current NIH salary cap ($185,100/12 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