

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)
- PMCIDs 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

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

- 5 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

Personnel Justification

- Consortium Justification:** As applicable
- Additional Narrative Justification:** As applicable; includes items excluded from MTDC and justification if number of requested modules varies from year to year
- Application is R01, R03, R15, R21, or R34
- PHS 398 R&R Budget & Justification**
- Senior/key personnel roles on form pages and R&R senior/key personnel roles match
- Justification**

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