**NIH grant application checklist**

**This document is intended to be a guide and PIs should always review the RFA and NIH instructions before submission**

**General Information**

* Read the [SF424 instructions](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-f/research-forms-f.pdf)
* Refer to your specific RFA or PAR as there may be instructions that supersede the SF424
* [NIH How to Apply – Application Guide](https://grants.nih.gov/grants/how-to-apply-application-guide.html)
* Font – No longer limited to specific fonts but must be no more than 15 characters per linear inch, no more than 6 lines per vertical inch, and minimum 11 point (recommend Arial, Garamond, Georgia, Helvetica, Palatino Linotype, Times New Roman, or Verdana)
* Margins - minimum of 0.5" all sides
* Do not include headers, footers, or page numbers
* Hyperlinks and URLs are NOT permitted Specific Aims, Research Strategy and other page-limited attachments unless noted in the FOA
* Pitt [eRA commons request form](https://www.osp.pitt.edu/nih-era-commons-registration-request)

Information your submitting official will need

* Your title/department/division/mailing address/phone/fax/Commons ID
* Additional Key Personnel? – Also need title/department/division/mailing address/phone/fax/Commons ID for each
* Is the above address correct for the Performance Location?  If not, please provide:
* Are there any additional Performance Locations? If yes, please provide the addresses
* Are Human Subjects Involved?  If yes, is IRB Pending – or – Approval Date? (forward copy of approval, if applicable
* Are Vertebrate Animals Used?  If yes, is IACUC Pending – or – Approval Date? (forward copy of approval, if applicable)
* Is proprietary/privileged information included in the application? Yes or No
* Does this project have an actual or potential impact on the environment? Yes or No
* Does the proposed project involve human embryonic stem cells? Yes or No
* Is program income anticipated during the periods for which the grant support is requested? Yes or No

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 **Assignment Request form**

 Applicants can request specific institutes and scientific review groups. You cannot suggest specific reviewers. See [this link](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/general/g.600-phs-assignment-request-form.htm) for more information

 **Title** limited to 200 characters, including spaces and punctuation

 **Project summary/Abstract** Limited to 30 lines

 **Project Narrative** 3 sentences at most of very basic layman's terms to describe significance

 **PI biosketch**

* [NIH format page](https://grants.nih.gov/grants/forms/biosketch.htm); consider using [SciENcv](https://www.ncbi.nlm.nih.gov/sciencv/)
* Limited to 5 pages, tailor personal statement to the specific research proposed, describe up to 5 significant contributions to science (See [biosketch FAQs](http://grants.nih.gov/grants/policy/faq_biosketches.htm) for help and examples)
* Required for all senior/key personnel and other significant contributors (OSCs)

 **Other Key Personnel biosketches**

 **Facilities and other resources** Do not use boilerplate. Tailor to your application and only include descriptions of facilities relevant to your research

 **Equipment** Only describe equipment that will be used for your specific project

 **Introduction to application** Only applicable to revisions or resubmissions, limited to 1 page

 **Specific Aims** Limited to one page; no figures permitted

 **Research Plan**

  **Research Strategy** Limited to 12 pages for R01, 6 pages for R21 and R03

 Do not number pages or include a header or footer

**Significance** This is not a literature review. Explain importance of your research to the field and discuss gaps in knowledge (~1 or 1 ½ pages) See SF424 pg R-85 for guidance. Be sure to include [scientific premise](http://grants.nih.gov/grants/guide/notice-files/NOT-OD-16-011.html)

 **Innovation** Describe novel concepts, methods, approaches and how your research shifts current thinking(~1/4 - 1/2 page) See SF424 pg R-85 for guidance

 **Approach** Describe overall strategy, methods, analyses. Discuss [scientific rigor and consideration of biological variables](http://grants.nih.gov/grants/guide/notice-files/NOT-OD-16-011.html)

 **Progress Report Publication list** Renewal Applications only

 **Protection of Human Subjects** No page limit but do not use this section to circumvent the narrative page limits

* Risks to Human Subjects
	+ Human Subjects Involvement, Characteristics, and Design
	+ Study Procedures, Materials, and Potential Risks
* Adequacy of Protection Against Risks
	+ Informed Consent and Assent
	+ Protections Against Risk
	+ Vulnerable Subjects, if relevant to your study
* Potential Benefits of the Proposed Research to Research Participants and Others
* Importance of the Knowledge to be Gained

[**Single IRB plan**](https://grants.nih.gov/policy/humansubjects/single-irb-policy-multi-site-research.htm)(if multiple sites will use the same protocol to conduct human subjects research)

 **Data safety monitoring plan** (clinical trials)

 **Inclusion of Individuals across the lifespan** only relevant to research proposing use of Human Subjects

 **Inclusion of Women and Minorities** only relevant to research proposing use of Human Subjects

 **Recruitment and Retention plan** only relevant to research proposing use of Human Subjects; see SF 424 for exemptions

 **Inclusion Enrollment Report** only relevant to research proposing use of Human Subjects; see SF 424 for exemptions

 **Vertebrate Animals** No page limit but do not use this section to circumvent the narrative page limits; address the following:

* Description of procedures
* Justifications
* Minimization of pain and distress

Bottom of Form

 **Select Agent Research** see [link](http://grants.nih.gov/grants/policy/select_agent/) for definitions and info

 [**Multiple PD/PI Leadership Plan**](https://grants.nih.gov/grants/multi_pi/index.htm)requiredfor applications with more than one PI

 [**Consortium/Contractual Arrangements**](https://grants.nih.gov/grants/policy/nihgps/HTML5/section_15/15.1_general.htm)

 **Letters of support** Include for senior/key personnel and Other Significant Contributors (combine into single PDF)

[**Resource sharing plan**](http://grants.nih.gov/grants/peer/guidelines_general/Resource_sharing_plans.pdf)as appropriate (data sharing plan, sharing model organisms, genomic data sharing)

 **Authentication of key biological/chemical reagents** [one page attachment](https://grants.nih.gov/policy/reproducibility/index.htm)

 **Appendix** See [notice](https://grants.nih.gov/grants/guide/notice-files/NOT-OD-17-098.html) for allowable appendix material

 **Inclusion enrollment report** (clinical research)

 **Bibliography/References** no page limit; comply with NIH [public access policy](https://publicaccess.nih.gov/index.htm) by [including](http://publicaccess.nih.gov/include-pmcid-citations.htm) the PMCID when citing [applicable papers](http://publicaccess.nih.gov/determine-applicability.htm) that you author or that arise from your NIH-funded research

 **Budget**

 **Budget Justification**

 **Other Attachments** (FOA specific)