NIH grant application checklist

General Information

Refer to your specific RFA or PAR as there may be instructions that supersede the SF424
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
Pitt eRA commons request form [https://www.pitt.edu/office/ornihform.html](https://www.pitt.edu/office/ornihform.html)

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
- If this application does not result in an award, is the Government permitted to disclose the title of your proposed project, and the name, address, telephone number and e-mail address of the official signing for the applicant organization, to organizations that may be interested in contacting you for further information (e.g., possible collaborations, investment)? Yes or No
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**Cover letter**
Applicants can request specific institutes and scientific review groups. You cannot suggest specific reviewers. See [http://www.niaid.nih.gov/researchfunding/grant/strategy/pages/4coverletter.aspx](http://www.niaid.nih.gov/researchfunding/grant/strategy/pages/4coverletter.aspx) for more information.

**Title**

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

**Project Narrative** 2-3 sentences of very basic layman's terms to describe significance

**PI biosketch**
Limited to 5 pages, tailor personal statement to the specific research proposed, describe up to 5 significant contributions to science (See biosketch FAQs for help and examples)

**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

**Research Plan**

- **Introduction to application** Only applicable to resubmissions, limited to 1 page
- **Specific Aims** Limited to one page
- **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 I-110 for guidance. Be sure to include scientific premise
    - **Innovation** Describe novel concepts, methods, approaches and how your research shifts current thinking (~1/4 - 1/2 page) See SF424 pg I-110 for guidance
    - **Approach** Describe overall strategy, methods, analyses. Discuss scientific rigor and consideration of biological variables

**Inclusion Enrollment Report** Include if renewal or revision applications involve clinical research

**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. This section should not include any methodological details

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

**Targeted/Planned Enrollment table** only relevant to research proposing use of Human Subjects

**Inclusion of Children** only relevant to research proposing use of Human Subjects

**Vertebrate Animals** No page limit but do not use this section to circumvent the narrative page limits. This section should not include any methodological details

**Authentication of key biological/chemical reagents** one page attachment required after 1/25/16


**Multiple PD/PI Leadership Plan** required for applications with more than one PI

**Consortium/Contractual Arrangements**

**Letters of support** Include for senior/key personnel and Other Significant Contributors


**Appendix** See page I-118 for the SF424 instructions for allowable appendix material