

## NIH General Proposal Checklist

This checklist is meant to be used as a guide and does not replace the detailed requirements for submission information, as found in the Funding Opportunity Announcement (FOA) or Parent Announcement (PA). Prospective applicants should always refer to the FOA to confirm all required application components, page limits, and policies regarding appendix materials, etc. This document is intended as a guide only.

Other Project Information (Key Components)	Notes/Guidance
Project Summary/Abstract	<ul style="list-style-type: none"> <li>• Maximum 30 lines of text</li> <li>• Provide a concise description of project objectives and methodologies suitable for dissemination to the public.</li> <li>• It should state the application’s broad objectives and specific aims</li> </ul>
Project Narrative	<ul style="list-style-type: none"> <li>• Maximum 2-3 sentences</li> <li>• Describe the relevance of the research project to public health.</li> </ul>
Bibliography & References	<ul style="list-style-type: none"> <li>• No page limit</li> <li>• Provide a bibliography of any references cited in the Project Narrative. For renewals, list the titles and complete references to all publications and manuscripts accepted for publication, patents, and other printed materials the resulted from the project since the last review</li> <li>• NIH has relaxed their guidance for references, please see SF424 guidance if unsure of format.</li> </ul>
Facilities & Other Resources	<ul style="list-style-type: none"> <li>• No page limit</li> <li>• This section is used to assess the capability of the organizational resources available to perform the effort proposed. Identify the facilities to be used (e.g., laboratory, animal, computer, office, clinical and other). If appropriate, indicate their capacities, pertinent capabilities, relative proximity and extent of availability to the project. Describe only those resources directly applicable to the proposed work</li> <li>• Guidance: <a href="https://grants.nih.gov/grants-process/write-application/advice-on-application-sections#facilities-&amp;-other-resources">https://grants.nih.gov/grants-process/write-application/advice-on-application-sections#facilities-&amp;-other-resources</a></li> </ul>
Equipment	<ul style="list-style-type: none"> <li>• No page limit</li> <li>• Provide list of major equipment items already available. If appropriate, identify their locations and pertinent capabilities.</li> </ul>
Other Attachments	<ul style="list-style-type: none"> <li>• Used only in accordance with FOA and/or agency specific instructions</li> </ul>

<b>Research &amp; Related Senior/Key Persons</b>	<b>Notes/Guidance</b>
	<ul style="list-style-type: none"> <li>• Those with PD/PI role MUST provide eRA Commons User ID in the “Credential” box (for other roles this is not mandatory).</li> <li>• Ensure the * sections are completed (address, e-mail, phone number and use a 9-digit zip code).</li> <li>• List Other Significant Contributors and Consultants after other Senior/Key persons</li> <li>• Biosketches required for ALL persons listed in this Senior/Key Person Profile page. Note: 5 pages max. for each bio and includes (see NIH guides for required format and content): <ul style="list-style-type: none"> <li>• Personal Statement – Brief description of experience and qualifications for the role in project</li> <li>• Positions and Honors- chronological list of previous positions, concluding with current position.</li> <li>• Contributions to Science – describe up to 5 of their most significant contributions to science. Up to four papers accepted for publication or research products that are relevant to the contribution may be cited. Optional: provide a URL to a full list of published work. This URL must be to a Federal Government website (a .gov suffix)</li> <li>• Research Support – list ongoing then completed support relevant to the proposal. (Completed within the last three years).</li> </ul> </li> <li>• Guidance: <a href="https://grants.nih.gov/grants/forms/biosketch.htm">https://grants.nih.gov/grants/forms/biosketch.htm</a></li> </ul>
<b>Research Plan</b>	<b>Notes/Guidance</b>
Specific Aims	<ul style="list-style-type: none"> <li>• One page limit</li> <li>• The aims contain three key things about your proposal: why you want to do the work, what you want to do, and how you want to do it. The specific aims page should state concisely the goals of the proposed research and summarize the expected outcomes, including the impact that the results of the proposed research will exert on the research field(s) involved. This section should also correspond with the specific objectives of the proposed research</li> </ul>
Research Strategy	<ul style="list-style-type: none"> <li>• 6 or 12 pages, depending upon the FOA</li> <li>• Must be organized in the following order – Significance, Innovation, Approach.</li> <li>• Approach includes: Preliminary Studies for New Applications; Progress Report for Renewal/Revision Applications</li> <li>• Recommendation: ½ page for Significance, ½ page for Innovation</li> <li>• Guidance: <a href="https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general/g.400-phs-398-research-plan-form.htm">https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general/g.400-phs-398-research-plan-form.htm</a></li> </ul>
Inclusion Enrollment Report	<ul style="list-style-type: none"> <li>• For renewal or revision that involves clinical research</li> </ul>
Progress Report Publication List	<ul style="list-style-type: none"> <li>• For renewal applications only</li> </ul>

Human Subjects Sections	Notes/Guidance
Protections of Human Subjects	<ul style="list-style-type: none"> <li>If proposal involves human subjects, refer to the FOA for guidance.</li> <li>Guidance: <a href="https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general/g.500-phs-human-subjects-and-clinical-trials-information.htm">https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general/g.500-phs-human-subjects-and-clinical-trials-information.htm</a></li> </ul>
Other Research Plan Sections	Notes/Guidance
Vertebrate Animals	<ul style="list-style-type: none"> <li>If vertebrate animals will be used, this section must address: Description of Procedures, Justification, and Minimization of Pain and Distress, and Method of Euthanasia</li> <li>Guidance: <a href="https://olaw.nih.gov/guidance/vertebrate-animal-section.htm">https://olaw.nih.gov/guidance/vertebrate-animal-section.htm</a></li> </ul>
Select Agent Research	<ul style="list-style-type: none"> <li>URI does not have facilities to support Select Agent Research</li> <li>This section is required if activities proposed in the application involve the use of a specific list of hazardous biological agents and toxins that have been identified by the DHHS or USDA as having the potential to pose a severe threat to public health and safety, to animal and plant health, or to animal and plant products.</li> </ul>
Multiple PD/PI Leadership Plan	<ul style="list-style-type: none"> <li>The role of Co-PI is not currently used by the NIH and other PHS agencies. For applications utilizing multiple PIs, all individuals must be assigned to the PI role, even those at organizations other than the applicant organization (e.g. subaward and consortium sites). The individual designated as the contact PI must be affiliated in the eRA Commons with the applicant organization. Each PI on the project must be assigned the PI role in eRA Commons or they will not have full access to the application. Applications that propose a multiple PI approach require a project leadership plan.</li> <li>Guidance: <a href="http://grants.nih.gov/grants/multi_PI/">http://grants.nih.gov/grants/multi_PI/</a></li> </ul>
Consortium / Contractual Arrangements	<ul style="list-style-type: none"> <li>No page limit</li> <li>Separate budgets are required for subaward and consortium organizations that will perform a substantive portion of the project.</li> <li>In addition to budget information, additional documentation may be required by your institution for sub award and consortium organizations, including but not limited to letters of intent and financial conflict of interest (FCOI).</li> </ul>
Letters of Support	<ul style="list-style-type: none"> <li>No page limit</li> <li>If permitted within the application, letters of support should include a statement of institutional commitment (e.g. protected time to conduct the research, cost share, facilities and resources). Other important letters of support include letters from collaborators and consultants stating their commitment to the project and their specific contribution to the scope of work</li> </ul>

Resource Sharing Plan	<ul style="list-style-type: none"> <li>• No page limit</li> <li>• When resources have been developed with NIH funds and the associated research findings published or provided to NIH, they must be made readily available for research purposes to qualified individuals within the scientific community - or an explanation must be provided as to why such sharing is restricted or not possible. All NIH applications must include a Resource Sharing Plan, which can include any (or all) of the following components: Data Sharing Plan, Sharing Model Organisms, Genome Wide Association Studies</li> </ul>
Authentication to Key Biological and/or Chemical Resources	<ul style="list-style-type: none"> <li>• One page maximum</li> <li>• If applicable to the proposed science, briefly describe methods to ensure the identity and validity of key biological and/or chemical resources used in the proposed studies.</li> <li>• Guidance: <a href="https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general/g.400-phs-398-research-plan-form.htm#11">https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general/g.400-phs-398-research-plan-form.htm#11</a></li> </ul>
Appendix	<ul style="list-style-type: none"> <li>• See SF424 guidelines and FOA for specific instructions</li> </ul>
<b>Budget</b>	<b>Notes/Guidance</b>
Budget	<ul style="list-style-type: none"> <li>• Either Modular (less than 250K/yr (excluding F&amp;A costs)) or Full (over 250K/yr (excluding F&amp;A))</li> <li>• Guidance: <a href="https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/develop-your-budget.htm">https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/develop-your-budget.htm</a></li> </ul>
Budget Justification	<ul style="list-style-type: none"> <li>• Guidance: <a href="https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/develop-your-budget.htm">https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/develop-your-budget.htm</a></li> </ul>