NIH Submission Checklist

NIH Standard Due Dates for Competing Applications
http://grants.nih.gov/grants/funding/submissionschedule.htm

NIH Submission Policies
http://grants.nih.gov/grants/funding/submissionpolicies.htm

NIH Table of Page Limits
http://grants.nih.gov/grants/forms_page_limits.htm

NIH Senior/Key Personnel Definitions
http://grants.nih.gov/grants/policy/senior_key_personnel_faqs.htm#1658

SF 424 (R&R) Guide

Please note that this checklist is a tool for assisting in correctly preparing a NIH application using Cayuse. This checklist is not a substitute for the official Grants.gov application guide. The official application guide should be accessed from the application instructions for the specific funding opportunity announcement.

*** GW OVPR Five Day Submission Policy***
http://research.gwu.edu/five-day-submission-deadline

☐ All PIs must registered in eRA Commons with PI role & FCOI disclose is up-to-date

☐ Title: up to 200 Characters

☐ Formatting Requirements: Use an Arial, Helvetica, Palatino Linotype, or Georgia typeface, a black font color, and a font size of 11 points or larger

☐ R& R Related Project/ Performance site: Indicate the primary site where the work will be performed and identify other locations will be performed part of the project

☐ R& R Other Project Information: If IRB/ IACUC not pending use protocol approve date (Human Subject Assurance number and Animal Welfare Assurance number).

☐ Cover Letter: optional but encourage

☐ Project Summary/Abstract: no longer than 30 lines of text
- **Narrative:** no more than 3 sentences
- **Bibliography & References Cited**
- **Facilities & Other Resources:** Describe facilities and any useful information for space measurement and tools used for the project
- **Equipment:** List major items of equipment available for project and pertinent capabilities
- **R & R Senior Key Persons:** Need eRA Common log in username for PD/PI (The role of “Co-PD/PI” is not currently used by NIH and other PHS agencies)
- **Biographical Sketch(s):** limited to 5 pages (Unless otherwise required in a specific FOA, do not include Current & Other Pending Support as this comes at the Just-In-Time (JIT) stage)
- **PHS 398 R&R Related Budget/Modular Budget and Budget Justification (R&R Subaward Budget)**
- **Research Plan:** Introduction to Application is for Resubmission or Revision only; Specific Aims 1 page; Research Strategy includes background & significance, research design and methods & preliminary studies/ progress
- **Protection of Human Subjects:** Human Subject Sections attachments (Protection of Human Subject, Inclusion of Women and Minorities, Targeted/Planned Enrollment Table and Inclusion of Children) and Planned Enrollment Report are required
- **Vertebrate Animals:** Vertebrate Animal attachment is required
- **Multiple PD/PI Leadership Plan:** must be included if more than one PI
- **Consortium/Contractual:** explain programmatic, fiscal and administrative arrangements
- **Letters of Support:** consortium and consultant letters
- **Resource Sharing Plan(s)**

**General Subcontractor Check List – Documents needed for submission**

- Letter of Commitment (signed by the Institution Authorized Organizational Representative)
- Subrecipient Commitment Form: [https://research.gwu.edu/sites/research.gwu.edu/files/downloads/Appendix%201_SUBRECIPIENT%20COMMITMENT%20FORM%201.28.2013%5B1%5D.pdf](https://research.gwu.edu/sites/research.gwu.edu/files/downloads/Appendix%201_SUBRECIPIENT%20COMMITMENT%20FORM%201.28.2013%5B1%5D.pdf)
- Statement of Work
- Budget
- Budget Justification
- F&A Agreement
- Bio-Sketch
- Facilities and Resources