

## NIH Proposal Checklist

Last updated: May 2021

### Required Documents:

1. Cover letter <https://www.niaid.nih.gov/grants-contracts/write-cover-letter>

<https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general-forms-e.pdf> pg. G.48

*Attach the cover letter, addressed to the Division of Receipt and Referral, in accordance with the FOA and/or these instructions.*

2. Project Summary/ Abstract (maximum 30 lines of text)

<https://nexus.od.nih.gov/all/2019/06/28/project-summary-abstract-and-project-narrative-whats-the-difference-and-what-to-include/>

*The project summary is a succinct and accurate description of the proposed work and should be able to stand on its own (separate from the application). This section should be informative to other persons working in the same or related fields and understandable to a scientifically literate reader. Avoid both descriptions of past accomplishments and the use of the first person. Please be concise.*

3. Project Narrative (maximum 3 sentences)

*Describe the relevance of this research to public health in, at most, three sentences. For example, NIH applicants can describe how, in the short or long term, the research would contribute to fundamental knowledge about the nature and behavior of living systems and/or the application of that knowledge to enhance health, lengthen life, and reduce illness and disability. If the application is funded, this public health relevance statement will be combined with the project summary (above) and will become public information.*

4. Bibliography & References Cited (no page limit)

<https://www.niaid.nih.gov/grants-contracts/add-bibliography-appendix>

*Provide a bibliography of any references cited in the Research Plan. Each reference must include the names of all authors (in the same sequence in which they appear in the publication; you can use "et al." convention in place of listing all authors in a citation), the article and journal title, book title, volume number, page numbers, and year of publication. Make sure that only bibliographic citations are included. Be especially careful to follow scholarly practices in providing citations for source materials relied upon when preparing any section of the application.*

5. Facilities & Other Resources (no page limit)

*This information is used to assess the capability of the organizational resources available to perform the effort proposed. Identify the facilities to be used (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 that are directly applicable to the proposed work.*

6. Equipment (no page limit)

*List major items of equipment already available for this project and, if appropriate, identify the equipment's location and pertinent capabilities.*

7. Budget(s)

*There are two primary types of Budget Forms: detailed R&R and PHS 398 modular. Generally, you must use the R&R Budget Form if you are applying for more than \$250,000 per budget period in direct costs, and you must use the Modular Budget Form if you are applying for less than \$250,000. However, some grant mechanisms or programs (e.g., training grants) may require other budget forms to be used. Refer to your FOA and to the following instructions for guidance on which Budget Form to use.*

<https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/develop-your-budget.htm>

- a. Fringe: For all projects with a begin date of July 1, 2021, or after, the federally approved FT fringe rate is 33%. For PT employees, including GRAs and UG Students, working 20 hours or less per week, the rate of 11.4% is applied.
- b. YU FY21 & FY22 indirect rate: 50%
  - i. Indirects are applied to all eligible direct expenses.
  - ii. Indirects are not applied to Participant Costs and Equipment over \$5k
  - iii. Indirects are applied to only the first \$25k of a subaward

8. Budget Justification

Please use template with lettered sections: "A. Senior Personnel, B. Other Personnel, etc.). A template example, with descriptive instructions, can be found here:

[sample research and related budget justification \[docx\]](#).

9. Other Attachments (ex. Eligibility Certification) (if applicable)

10. Biographical Sketch (maximum 5 pgs.) <https://grants.nih.gov/grants/forms/biosketch.htm>

11. Current & Pending Support <https://grants.nih.gov/grants/forms/othersupport.htm>

**Other Documents**

- Specific Aims (1 page unless otherwise noted in FOA.)  
<https://www.niaid.nih.gov/grants-contracts/draft-specific-aims>  
[https://www.uab.edu/medicine/cfar/images/How to Write Specific Aims Page.pdf](https://www.uab.edu/medicine/cfar/images/How_to_Write_Specific_Aims_Page.pdf)
- Research Strategy (12 pages for R01 unless FOA specifies differently)  
<https://www.niaid.nih.gov/grants-contracts/write-research-plan>
- Vertebrate Animals (if applicable)
- Select Agent Research (if applicable)

- Letters of Support (if any)
- Resource Sharing Plan

[https://grants.nih.gov/grants/peer/guidelines\\_general/Resource\\_sharing\\_plans.pdf](https://grants.nih.gov/grants/peer/guidelines_general/Resource_sharing_plans.pdf)

- Authentication of Key Biological and/or Chemical Resources (if applicable)
- Appendix (optional)

### **Font size**

Must be 11 points or larger. Smaller text in figures, graphs, diagrams and charts is acceptable, if it is legible when the page is viewed at 100%. NIH recommends the following fonts: Arial, Georgia, Helvetica, and Palatino Linotype.

### **Paper Size and Margins**

Use paper size no larger than *standard letter paper size (8 ½" x 11")*.

Provide at least one-half inch margins (½") - top, bottom, left, and right - for all pages. No applicant-supplied information can appear in the margins.

### **Filenames**

Save all document attachments with descriptive filenames of 50 characters or less (including spaces).

Use unique filenames for all attachments in an application (or within a component of a multi-project application).

Use any of the following characters: A-Z, a-z, 0-9, **underscore**, hyphen, space, period, parenthesis, curly braces, square brackets, tilde, exclamation point, comma, semi colon, apostrophe, at sign, number sign, dollar sign, percent sign, plus sign, and equal sign.

Use one space (not two or more) between words or characters and do not begin the filename with a space or include a space immediately before the .pdf extension.

Avoid the use of ampersand (&) since it requires special formatting (i.e., &amp;).

### **Other Resources**

GENERAL INSTRUCTIONS FOR NIH AND OTHER PHS AGENCIES

<https://grants.nih.gov/grants/how-to-apply-application-guide/forms-e/general-forms-e.pdf>

You can also find useful information about YU here <https://www.yu.edu/sponsored-programs/institutional-profile>

More on page limits here <https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/page-limits.htm>