**NIH R03 Application Checklist** *Updated 11/25/13\_CNJ*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assigned to whom** | **Updates/notes/assignments** | **Final sent to Wes’s upload folder** | **Section of Application**  **(each part submitted as separate PDF)** | **Limits/Caveats**  **(SF424 section-page #)** |
|  |  |  | Project Summary/Abstract | 30 lines of text max (I-65) |
|  |  |  | Project Narrative | 2-3 sentences (I-66) |
|  |  |  | Bibliography & References Cited | No page limit (I-66) |
|  |  |  | Facilities & Other Resources | No page limit (I-66) |
|  |  |  | Equipment (if applicable; as resources)   * *Major Equipment is > $5,000* | No page limit (I-67) |
|  |  |  | Biosketches   * *PI/PD & all key personnel* * *Make sure personal statements/pubs are updated and specific to application* | 4 pages per person (I-72) |
|  |  |  | Introduction to Revision or Resubmission Applications *(part of Research Plan\*)* | 1 page (I-111 & I-23) |
|  |  |  | Specific Aims *(part of Research Plan\*)* | 1 page (I-111) |
|  |  |  | Research Strategy *(part of Research Plan\*)*   * Significance * Innovation * Approach   *Also include the following information as part of the research strategy, keeping within the three sections listed above:*  *- Preliminary studies for new applications (not required, but may be included)*  *- Progress report for renewal & revision applications* | 6 pages (I-111 through I-114) |
|  |  |  | Inclusion Enrollment Report (renewal applications only)  http://grants.nih.gov/grants/funding/424/SF424R-R\_enrollmentreport.doc | No page limit (I-112) |
|  |  |  | Target Enrollment Table(s)  **new in 2013** | No page limit  (I-121, see link to access table creation tool) |
|  |  |  | Cumulative Enrollment Inclusion Report  **Modified in 2013** | No page limit (I-123, see link to access table creation tool) |
|  |  |  | Progress Report Publication List (renewal applications only) | No page limit (I-113) |
|  |  |  | Protection of Human Subjects (if applicable)  *Not meant to circumvent page limits* | No page limit (I-114 & II-1) |
|  |  |  | Data and Safety Monitoring Plan (if applicable)  *Required for all grants with a clinical trial* | No page limit  (see supplemental instructions) |
|  |  |  | Inclusion of Women & Minorities (if applicable) | No page limit (I-114 & II-12) |
|  |  |  | Inclusion of Children (if applicable) | No page limit (1-114 & II-16) |
|  |  |  | Multiple PD/PI Leadership Plan (if applicable) | No page limit (I-117) |
|  |  |  | Consortium Contractual Arrangements (if applicable) | No page limit (I-117) |
|  |  |  | Letters of Support (e.g., Contributors, Consultants, Departmental) | No page limit (I-117) |
|  |  |  | Resource Sharing Plan\*\* (if applicable) **new in 2013**  *All autism grants are required to submit a Data Sharing Plan (part of the RSP)*  *All grants with direct costs > $500,000 per year must submit*  *Include any/all relevant parts:*   * *Data Sharing Plan* * *Model Organisms* * *Genome Wide Association Studies* | No page limit (I-118)  (see supplemental instructions) |
|  |  |  | Appendix   * *If > 10 documents, must combine some for maximum of 10* | 10 max (I-119) |
|  |  |  | Modular Budget (generally for applications ≤ $250,000)   * *Request in increments of $25,000* * *Justification of personnel only* | No page limit (I-77 and I-97) |
|  |  |  | Detailed (R&R) Budget (generally for applications > $250,000)   * *Budget justification for all costs* | No page limit (I-78) |
|  |  |  | Cover letter   * *For NIH internal use only; request IC or SRG assignment* * *Mandatory if over $500K in any one year* | No page limit (I-55) |

*\* The Research Plan refers to Introduction (if required), Specific Aims, and Research Strategy, but each of these sections is submitted as a separate PDF file.*

\*\* *In addition to a Data Sharing Plan, Resource Sharing Plans may include sharing of Model Organisms and Genome Wide Association Studies (GWAS).*

(Not listing Vertebrate Animal Section or Select Agent Research as they are not applicable to DAHS R01s)

**General Information**

Link to instructions: <http://grants.nih.gov/grants/funding/424/index.htm>

Link to supplemental instructions: <http://grants.nih.gov/grants/funding/424/SupplementalInstructions.pdf>

Link to Target Enrollment Table Creation Tool:

<http://grants.nih.gov/grants/funding/phs398/PlannedEnrollmentReport.pdf>

Link to Cumulative Inclusion Enrollment Report: <http://grants.nih.gov/grants/funding/phs398/CumulativeInclusionEnrollmentReport.pdf>

Link to R03 specific instructions: <http://grants.nih.gov/grants/funding/r03.htm>

SF424 Forms Version C, posted 07-25-2013

**Font**

Use an Arial, Helvetica, Palatino Linotype, or Georgia typeface, a black font color, and a font size of 11 points or larger. (A Symbol font may be used to insert Greek letters or special characters; the font size requirement still applies.)

Type density, including characters and spaces, must be no more than 15 characters per inch. *Compressed 11-font typeface will be too dense.*

Type may be no more than six lines per inch.

**Paper Size and Page Margins**

Use standard paper size (8 ½" x 11”).

Use at least one-half inch margins (top, bottom, left, and right) for all pages. No information should appear in the margins, including the PI’s name and page numbers.

**New in 2013:** NIH is strictly enforcing ALL page sizes. This is often an issue with Letters of Support, Cover Letters, and Appendices. Your application will be rejected if it is not 8 ½” x 11”. (Landscape or portrait does not matter). One solution (from Wes): Take a scanned PDF and simply print it as you would a document to the printer, but change the printing destination; instead of sending it to the printer, send it to “Adobe PDF”. This basically forces the document to format itself to fit on an letter size piece of paper, then forces it back into a PDF as if it were scanned from the paper. This may work only with the full version of Adobe.

**Page Formatting**

Since a number of reviewers will be reviewing applications as an electronic document and not a paper version, applicants are strongly encouraged to use only a standard, single-column format for the text. Avoid using a two-column format since it can cause difficulties when reviewing the document electronically.

Do not include any information in a header or footer of the attachments. A header will be system-generated that references the name of the PD/PI. Page numbers for the footer will be system-generated in the complete application, with all pages sequentially numbered.

**URLs**

Unless otherwise specified in the FOA, Internet website addresses (URLs) may not be used to provide information necessary to the review because reviewers are under no obligation to view the Internet sites*. If URLs are included, de-active by right-clicking ‘remove hyperlink,’ taking care to check that it is still removed when converted to PDF.*

**Figures, Graphs, Diagrams, Charts, Tables, Figure Legends, and Footnotes**

You may use a smaller type size but it must be in a black font color, readily legible, and follow the font typeface requirement. Color can be used in figures; however, all text must be in a black font color, clear and legible.

**Grantsmanship**

Use English and avoid jargon.

If terms are not universally known, spell out the term the first time it is used and note the appropriate abbreviation in parentheses. The abbreviation may be used thereafter.