**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES**

**Health Resources and Services Administration**

**Maternal and Child Health Bureau Office of Epidemiology and Research**

PI:

**To Do List**

DEADLINES: **May 12, 2014**

ISSUANCE:March 13, 2014

Guidelines: <http://www.grants.gov/web/grants/applicants/download-application-package.html>

Total Page Limit (80 pages)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Person Assigned** | **Updates/notes/assignments** | **Status** | **Section of Application****(each part submitted as separate PDF)** | **Limits/Caveats****(SF424 section-page #)** |
|  |  |  | Project Summary/Abstract | single-spaced and limited to one page in length |
|  | This section provides a comprehensive framework and description of all aspects of the proposed project.  |  | Project Narrative |  |
|  |  |  | Specific Aims  |  |
|  |  |  | Research Strategy * Significance
* Innovation
* Approach
 | Only the Research Strategy section of the Project Narrative has a page limit that must not be exceeded**12 pages in length for R40 MCH** **(total files may not exceed the equivalent of 80 pages)** |
|  |  |  | Proposed Sequence or Timetable |  |
|  |  |  | Financing |  |
|  |  |  | Protection of Human Subjects (if applicable) |  |
|  |  |  | Inclusion of Women & Minorities  |  |
|  |  |  | Inclusion of Children  |  |
|  | (state plans to seek Institutional Review Board (IRB) approval) |  | IRB Approval (plans to seek Institutional Review Board (IRB) approval) |  |
|  |  |  | Target Enrollment  |  |
|  | “describe how the project will assure cultural competence in terms of including individuals from the study population in the planning and implementation of the research project and in adapting the research methodology to reflect an understanding of and valuingthecultureofthestudypopulation.” |  | Cultural Competence |  |
|  |  |  | Dissemination Plan |  |
|  |  |  | Facilities & Other Resources |  |
|  |  |  | Bibliography & References Cited |  |
|  |  |  | Budget and Budget justification Narrative | (The maximum number of budget periods allowed is one (1). |
|  |  |  | Staffing Plan and Personnel Requirements |  |
|  |  |  | Program-Specific Forms |  |
|  |  |  | Attachments* Letters of Agreement/Letters of Support
* Key Publications or Condensed Citations with Abstracts
* Surveys, Questionnaires, Data Collection Instruments, Clinical Protocols
* Evidence of Non-Profit Status & Invention related Docs, if applicable (Not counted in page limit).
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|  |  |  |  |  |
|  |  |  |  |  |

**Narrative and Attachment Formatting Guidelines**

**4.2.1. Font**

Please use an easily readable font, such as Times Roman, Arial, Courier, or CG Times. The text and table portions of the application must be submitted in not less than a 12- point font and 1.0 line spacing. Applications not adhering to 12-point font requirements may be returned. For charts, graphs, footnotes, and budget tables, applicants may use a different pitch or size font but not less than 10 pitch or size font. It is vital that the charts are legible when scanned or reproduced.

**4.2.2. Paper Size and Margins**

For duplication and scanning purposes, please ensure that the application can be printed on 8 1⁄2” x 11” white paper. Margins must be at least one (1) inch at the top, bottom, left and right of the paper. Please left-align text.

**4.2.3. Names**

Include the name of the applicant and 10-digit grant number (if competing continuation or competing supplement) on each page as a footer.

**4.2.4. Section Headings**

Put all section headings flush left in bold type.

HRSA SF-424 R&R Application Guide

41**4.2.5. Page Numbering**

Do not number the standard OMB approved forms. Number each attachment page sequentially. Reset the numbering for each attachment. (Treat each attachment/document as a separate section.)

**4.2.6. Allowable Attachment or Document Types**

Unless otherwise noted in the FOA, please do not submit organizational brochures or other promotional materials, slides, films, clips, etc.

The attachment types listed below are supported in HRSA EHBs. Although Grants.gov allows you to upload other types of attachments, **HRSA only accepts the following types of attachments. Files with unrecognizable extensions may not be accepted or may be corrupted, and will not be considered as part of the application**. When the application is printed by HRSA, documents will print as they are formatted by the applicant. Take care to format Excel spreadsheets so they will print in as few pages as possible.

**File Attachment Types** (acceptable by HRSA) o .DOC/.DOCX - Microsoft Word o .RTF - Rich Text Format o .TXT - Text

o .WPD - Word Perfect Document o .PDF - Adobe Portable Document Format o .XLS/.XLSX - Microsoft Excel o .VSD – Microsoft Visio

**File Attachment Names**

o Please use only the following characters when naming your attachments: A-Z, a- z, 0-9, underscore (\_), hyphen (-), space, and/or period.

o Limit the file attachment name to under 50 characters. o Do not use any special characters (e.g.,%, /, #) or commas.

**Your application will be rejected by Grants.gov if you use special characters or attachment names greater than 50 characters.**