**NIH Proposal Checklist**

*Research Project Grant (R01)*

**Standard due dates: October 5, February 5, June 5**

**OSP Requests that all application documents are made available to the office no later than 1 week prior to the funder deadline**

General:

* + Do not include header/footers, including page numbers. These are automatically generated.
	+ For October 5 deadline, earliest project start date is July
	+ Maximum project period is 5 years

Application documents:

* Project Summary/Abstract: 30 lines of text max. State the application’s broad, long-term objectives and specific aims, making reference to the relevance of the project to the mission of the agency. Describe concisely the research design and methods for achieving the stated goals.
* Project narrative: Two or three sentences max. Describe the relevance of this research to public health.

* Bibliography and References Cited: Provide a bibliography of any references cited in the Project Narrative and Research Plan Component.
* Facilities and Other Resources: Identify the facilities and resources applicable to the proposed work.

* Equipment: List major items of equipment already available for this project and, if appropriate, identify location and pertinent capabilities.
* Biographical Sketch (use NIH format)
* PHS 398 Cover Letter: optional, as it is only used internally and not shared with reviewers, but is strongly encouraged). Use the following format:
	+ Application title
	+ Funding Opportunity title of the NIH initiative
	+ Request of an assignment (referral) to a particular awarding component(s) or Scientific Review Group (SRG). List one request per line, separate IC and SRG requests, separate positive and negative requests, include full name and acronym, and provide explanations in a separate paragraph. These requests must be in the following format:

Please assign this application to the following:

 Institutes/Centers

 National Cancer Institute—NCI

 National Institute for Dental and Craniofacial Research—NIDCR

 Scientific Review Groups

 Molecular Oncogensis Study Section—MONC

 Cancer Etiology Study Section—CE

Please do not assign this application to the following:

 Scientific Review Groups

 Cancer Genetics Study Section—CG

The reasons for these requests are [provide a narrative explanation for the request(s)]

* + - Specific Aims (1 page): State concisely the goals and specific objectives of the proposed research and summarize the expected outcome(s), including the impact that the results of the proposed research will exert on the research field(s) involved.
* Research Strategy (12 pages): In these three sections, applicant must also address Preliminary Studies for New Applications. Discuss the PD/PI’s preliminary studies, data, and or experience pertinent to this application. This section must be organized in the following format. If an applicant has multiple Specific Aims, then he/she may address these categories individually for each Specific Aim.
1. Significance: Explain the importance of the problem or critical barrier to progress in the field that the proposed project addresses; explain how the proposed project will improve scientific knowledge, technical capability, and/or clinical practice in one or more broad fields; and describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field will be changed if the proposed aims are achieved.

PHS 398 Research Plan Components: Begin each document with a section header

1. Innovation: Explain how the application challenges and seeks to shift current research or clinical practice paradigms; describe any novel theoretical concepts, approaches or methodologies, instrumentation or interventions to be developed or used, and any advantage over existing methodologies, instrumentation, or interventions; and explain any refinements, improvement, or new applications of theoretical concepts, approaches, or methodologies, instrumentation, or interventions.
2. Approaches: describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Unless addressed separately in “Resources Sharing Plan,” include how the data will be collected, analyzed, and interpreted as well as any resource sharing plans as appropriate.
* Protection of Human Subjects (if applicable)
* Inclusion of Women and Minorities (if research involves human subjects)
* Targeted/Planned Enrollment (if research involves human subjects)
* Inclusion of Children (if research involves human subjects)
* Vertebrate Animals (if applicable)
* Select Agent Research (if applicable)
* Multiple PD/PI Leadership Plan (if applicable)
* Consortium/Contractual Arrangements (if applicable)
* Letters of Support
* Resource Sharing Plan:
	1. *Data Sharing Plan* for investigators seeking $500,000 or more in direct costs in any year. 1 para description of how final research data will be shared, or explain why data-sharing is not possible.
	2. *Sharing Model Organisms* for investigators anticipating the development of model organisms.
	3. *Genome Wide Association Studies (GWAS)* for applicants seeking funding for a genome-wide association study
* Appendix: Maximum of 10 PDF documents. Publications are only allowed in limited circumstances. Can also include surveys, questionnaires, and other data collection instruments; clinical protocols and informed consent documents.
* SF424 (R&R) Budget OR PHS 398 Modular Budget. Only complete the PHS 398 Modular Budget for applications requesting $250,000 or less per year in direct costs. Consult with OSP for assistance with modular budget format.
* Budget Justification

**\*Please note: Applicants requesting $500,000 or more in direct costs in any year (excluding consortium F&A) must contact** [**NIH program staff**](http://grants.nih.gov/grants/guide/pa-files/PA-11-260.html#_Section_VII._Agency) **at least 6 weeks before submitting the application and follow the Policy on the Acceptance for Review of Unsolicited Applications that Request $500,000 or More in Direct Costs as described in the SF 424 (R&R) Application Guide (see OSP for more details). If you plan to submit for the October 5 deadline and this policy applies to your research, you must contact appropriate IC staff by August 24.**