

*This checklist is meant to be used as a tool and does not replace the detailed requirements for submission information, which are found in the Funding Opportunity Announcement (FOA) and the [SF424 \(R&R\) Application Packages – Research Instructions for NIH and Other Agencies](#), Forms Version G Series (Released October 25, 2021)- due dates on or after January 25, 2022*

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A " " application must have a different title from any other PHS project submitted for the same application due date with the same PD/PI. A " " or " " application should normally have the same title as the previous grant or application. If the specific aims of the project have significantly changed, choose a new title. A "revision" application must have the same title as the currently funded grant. NIH and other PHS agencies limit title character length to 200 characters, including the spaces between words and punctuation.

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Standard Due Dates for Competing Applications: <https://grants.nih.gov/grants/how-to-apply-application-guide/due-dates-and-submission-policies/due-dates.htm>

AIDS and AIDS-Related Application Due Dates: <https://grants.nih.gov/grants/how-to-apply-application-guide/due-dates-and-submission-policies/due-dates.htm>

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Parent Announcements (For Unsolicited or Investigator-Initiated Applications):  
[https://grants.nih.gov/grants/guide/parent\\_announcements.htm](https://grants.nih.gov/grants/guide/parent_announcements.htm)

Attachments must be in PDF format: <https://grants.nih.gov/grants/how-to-apply-application-guide/format-and-write/format-attachments.htm>

- Font size: Must be 11 points or larger. Smaller text in figures, graphs, diagrams and charts is acceptable, as long as it is legible when the page is viewed at 100%. Some PDF conversion software reduces font size. It is important to confirm that the final PDF document complies with the font requirements. Recommended Fonts: Arial, Georgia, Helvetica, Palatino Linotype.
- Type density: Must be no more than 15 characters per linear inch (including characters and spaces).

- Line spacing: Must be no more than six lines per vertical inch.
- Text color: No restriction. Though not required, black or other high-contrast text colors are recommended since they print well and are legible to the largest audience.
- Filename Rules: eRA Commons enforces a 50-character limit for filenames used for attachment in grant applications (see: [Increased system enforcement of filename rules](#))
- Do not include headers or footers in your attachments.
- Headings (e.g., Significance, Innovation) within the text of your attachments improve readability and are highly encouraged.
- Hyperlinks and URLs are only allowed when specifically noted in funding opportunity

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Full instructions pages R-29 and R-30

Fill-in required information in ASSIST application, as per Instructions Pages R-31 to R-35

Fill-in required information in ASSIST application, as per Instructions Pages R-36 to R-44.

Information on Attachments below:

*(30 lines of text maximum)*

State the application's broad, long-term objectives and specific aims, making reference to the health relatedness of the project (i.e., relevance to the mission of the agency).

Full instructions page R-42

*(2 or 3 sentence maximum)*

Using no more than two or three sentences, describe the relevance of this research to public health.

Full instructions page R-42

*(no page limit)*

The "Bibliography & References Cited" attachment is required unless otherwise noted in the FOA.

Note: interim research products have specific citation requirements. See related [Frequently Asked Questions](#) for more information

Full instructions pages R-42 and R-43

*(no page limit)*

Describe how the scientific environment in which the research will be done contributes to the probability of success (e.g., institutional support, physical resources, and intellectual rapport). In describing the scientific environment in which the work will be done, discuss ways in which the proposed studies will benefit from unique features of the scientific environment or subject populations or will employ useful collaborative arrangements. *If there are multiple performance sites, describe the resources available at each site*



Western Applicants, as part of a foreign entity/organization, must use the Research & Related (R&R) Budget Form, even though the general guidelines indicate the use of the Modular Form for requests less than \$250,000 USD per budget period.

Detailed instructions for each section of the R&R Budget Form on pages R-61 to R73

Effort Reporting for Sections A and B on the Form:

Use 'CAL' box for effort reporting: Refer to '[FAQ on Persons Months](#)'.

Section H. Indirect Costs (AKA F&A Rate)

Western applications apply an 8% indirect cost rate on all direct costs, excluding [equipment](#), as per:

Foreign institutions and international organizations may request funds for limited F&A costs (8% of modified total direct costs less equipment) to support the costs of compliance with HHS and NIH requirements including, but not limited to, those related to the protection of human subjects, animal welfare, invention reporting, financial conflict of interest, and research misconduct. Foreign organizations may not include any charge-back of customs and import fees, such as consular fees, customs surtax, value-added taxes (VAT), and other related charges

Subawards/Consortium/Contractual Costs, Section 5. - List the total funds requested for:

1. all subaward/consortium organization(s) proposed for the project and
2. any other contractual costs proposed for the project.

This line item should include both direct and indirect costs for all subaward/consortium organizations. [NIH policy provides for exclusion of consortium/contractual F&A costs when determining if an applicant is in compliance with a direct cost limitation](#). However, you must include the full cost of consortium/subawards in this field.

Only \$25,000

- no page limits. Values in USD, include exchange rate calculation, note Foreign indirect cost rate, and include a statement why or why not salary is requested for Senior/Key Personnel. Adhere to current NIH salary caps: <https://grants.nih.gov/grants/guide/notice-files/NOT-OD-18-137.html>

Each consortium grantee organization that performs a substantive portion of the project must complete an R&R Subaward Budget Attachment, including the Budget Justification section.

Consortium/Contractual F&A Costs: NIH policy provides for the exclusion of consortium/contractual F&A costs when determining if an

not performing a substantive portion of the project, they do not need to complete an R&R Subaward Budget Form; however, their costs must be included in the prime grantee's R&R Budget Form. All F&A costs count toward the direct cost limit.

F&A costs for the first \$25,000 of each consortium may be included in the modified total direct cost base, when calculating the overall F&A rate, as long as your institution's negotiated F&A rate agreement does not expressly prohibit it.

If the consortium is a foreign institution or international organization, F&A for the consortium is limited to 8%.

The Subaward Budget Form(s) and Budget Justification(s) should be filed at the PI's Office (U-15 (A2) -B) 1-26 (7008 (7) -D) 8.7 (e) 2007-2010.1f) 21 0j-2.1

Pay attention to directions related to applications proposing the involvement of Human Subjects and/or clinical trials, and/or applicants with multiple specific aims.

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Note that the Progress Report falls within the Research Strategy and is therefore included in the page limits for the Research Strategy.

*(renewal only)*

A "Progress Report Publication List" attachment is required only if the typ.3 (is)-4.990c1( f)8 (d)-0.c tenee i.hv i, ana







Cover Letter (*if applicable, generally 1 – 2 pages*)

Project Summary/Abstract (*30 lines of text maximum*)

Project Narrative (*2 or 3 sentences maximum*)

Bibliography & References Cites

Facilities & Other Resources

Equipment

Foreign Justification (Other Attachments section)

Biographical Sketch(s) (*5 page limit*)

Budget Justification (attached to R&R Budget Form)

Consortium R&R Budget(s) and Budget Justification(s) (*if applicable*)

Introduction to Application (*for resubmission or renewal only, 1 page limit*)

Specific Aims (*1 page limit*)

Research Strategy (*6 page limit*)

Progress Report Publications List (*for Renewals*)

Vertebrate Animals (*if vertebrate animals used*)

Select Agent Research (*if application involves the use of select agents*)

Multiple PD/PI Leadership Plan (*if designated multiple PD/PI application*)

Consortium/Contractual Arrangements

Letters of Support

Resource Sharing Plan

Authentication of Key Biological and/or Chemical Resources (*1 page limit*)

Appendix (*as applicable*)

Human subjects/human specimens/human data/study record attachments (*as required*)

Assignment Request Form (*optional*)

Official organization name, UEI credential, address

Administrative contact information for Institution

Contact information from Subaward investigator

NIH biographical sketch for Subaward investigator

Letter of Intent to collaborate/consortium letter from Authorized (OSP) Official

Letter of Support from collaborating Senior/Key Personnel

COI Disclosure from PI (or evidence that their Institution is in compliance)

Information about Facilities/Equipment/Resources to add to Full application

Budget on R&R Budget Pages and Budget Justification

Scope of Work/Statement of Work (describes the actual work being completed by the Subawardee/Collaborator)