<table>
<thead>
<tr>
<th>PI Name</th>
<th>Due Date</th>
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- Check package for errors
- All files in PDF
- 11 pt or larger, ½” margins

**SF 424 R&R Cover Page**
- Federal Identifier provided, if applicable
- Contact Person = PA
- EIN: 1846000555A2
- H: Public/State Controlled Institution
- Type of Application:
  - □ New
  - □ Resubmission
  - □ Renewal
- Title Length – 200 characters max
- Start/end dates match internal dates
- Congressional District: CO-002
- PI Contact Info
- Estimated Funding matches budget sheets
- AOR Contact Info = PA Info
- Cover Letter* (indicate video and/or large-scale genomic data, if applicable. No assignment request.)

**PHS 398 Cover Page Supplement**
- Vertebrate animals section
  - □ Euthanasia Yes/No, AVMA Guidelines
- Human Stem Cells:
  - □ Y
  - □ N

**R&R Other Project Information**
- Human Subjects:
  - □ Y
  - □ N
- Human Subjects Exemption
- Animal Subjects: D16-00388
- Proprietary/Privileged Info
- International Collaboration
  - □ Y
  - □ N
  - ** (if yes to Intl Collab, include Foreign Just. in Other Attachments)

**Project Summary/Abstract (30 lines of text)**
**Project Narrative (2-3 sentences)**
**Bibliography & References Cited (no limit)**
**Facilities & Other Resources (no limit)**
**Equipment* (no limit)**
**Other Attachments* if applicable (ex: Foreign Just.)**

**Project Performance Sites**
- CUB information
- Any sub sites

**R&R Senior/Key Person Profile**
- PI Name
- PI Email
- Biosketch (5 page limit)
- □ 4 products max in NIH Personal Statement
- □ 4 products max per Contributions to Science
- □ 5 Contributions to Science max per Bio.
- □ PI □ Oth □ Oth □ Oth □ Oth □ Oth
- Credentials match biosketch
- No Co-PD/PI (Co-Is only)

**General Budget**
- Consecutive dates
- Dates match Cover Page
- Total matches Cover Page
- Cognizant Agency: Mr. Patrick J. Cogley, HHS, (816) 426-3200

**PHS 398 Modular Budget**
- $250,000 or less per year in direct costs
- Sub indirect listed as Consortium F&A
- Personnel Justification
- Consortium Justification*
- Additional Narrative Justification*

**PHS 398 Research Plan**
- Introduction (Revision/Resub only, 1 page)* __ page
- Specific Aims (1 page) __ page
- Research Strategy __ pages
  (R01-12 pages, R03/R21-6 pages)
- Progress Report Publication List (Renewal only)*
- Vertebrate Animals*
- Select Agent Research*
- Multiple PD/PI Leadership Plan*
- Consortium/Contractual Arrangements/Letters*
- Letters of Support *
- Resource Sharing Plan (Encouraged; Required if >$500K in one budget period, model organisms, GDS)*
- Authentication of Key Resources Plan*
- Appendices* (10 entries max; Limit 3 publications)
- Include only allowable items per NOT-OD-18-126

**Human Subjects and Clinical Trials**
(new guidance as of 1/25/18)*
- Human Specimens and/or Data*
- Delayed Onset Study*
- Study Record & Attachments*
- Women/Minorities/Children*
- Recruitment & Retention Plan*
- Study Timeline*
- Inclusion Enrollment Report*
- Protection of Human Subjects*
- Single IRB (Multi-Site Study only)*
- Data and Safety Monitoring Plan (CT only)*
- Overall Structure of the Study Team (CT only)*
- Statistical Design and Power (CT only)*
- FDA Regulated Intervention*
- Dissemination Plan (CT only)*
- Other Requested Information (FOA specific)*

**Assignment Request Form**
- Completed at PI’s discretion (Ensure the NIH institute or center requested is accepting proposals for the program being applied to)

* Indicates document/form is required if applicable