NIH PROPOSAL SUBMISSION REVIEW CHECKLIST

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

**PHS398 Cover Page Supplement**
- □ Vertebrate animals section
  - □ Euthanasia Yes/No, AVMA Guidelines
- □ Human Stem Cells: □ Y □ N

**R&R Other Project Information**
- □ Human Subjects: 00003492 □ Y □ N
- □ Human Subjects Exemption □ Y □ N
- □ Animal Subjects: D16-00388 □ Y □ N
- □ Proprietary/Privileged Info □ Y □ N
- □ International Collaboration □ Y □ N
- □ 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,* as applicable

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

**R&R Senior/Key Person Profile**
- □ PI Name
- □ PI Email
- □ Biosketch (5 page limit) Other limitations:
  - □ 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

**R&R Detailed Budget**
- □ Time listed in months for all personnel
- □ Principal investigator is listed as PD/PI every year
- □ Budget justification uploaded (If Materials & Supplies are over $1,000, Itemize and provide details on individual categories)
- □ Subaward budgets and justifications, if applicable
  - □ Sub dates match project budget
  - □ Subtotal matches amount on project budget

**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

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OCG-103 NIH Proposal Submission Review Checklist 0518