



For All Documents

- Save documents as PDF files.
- E-mail all documents to grantgov@colorado.edu AND Proposal Analyst
- Black or high-contrast text colors recommended
- 11 point or larger font, recommended fonts - Arial, , Georgia, Helvetica, Palatino Linotype
- Use at least ½" margins
- All file names may include letters, numbers, underscores and hyphens. No special characters.
- Do not use headers, footers or page numbers.

Basic Required Documents

For specific document requirements, see the Forms Version D Research (R) instructions (<https://grants.nih.gov/grants/how-to-apply-application-guide.html>) and the program announcement.

1. Project Summary

- Maximum of 30 lines of text
- Name the PDF "PILastName_ProjectSummary"

2. Project Narrative

- Maximum of 2-3 sentences
- Name the document "PILastName _ProjectNarrative"

3. Bibliography & References Cited

- No page restriction
- Be careful with Pubmed references; they can generate an error and prevent submission
- Name the PDF "PILastName _Bibliography"

4. Facilities & Other Resources

- No page restriction
- Name the document "PILastName _Facilities"

5. Equipment

- No page restriction
- Name the document "PILastName _Equipment"

6. Resource Sharing Plan *(strongly encouraged, required if \$500,000 or more in direct costs in any one year, model organisms to be developed, or large-scale genome data to be generated)*

- No page restriction
- Name the document "PILastName _ResourceSharingPlan"

7. Introduction *(Required for Revisions and Resubmissions only)*

- Maximum of 1 page
- Name the document "PILastName _Introduction"

8. Multiple PI/PD Leadership Plan *(required only if more than 1 PI, not applicable to Co-Investigators)*

- No page restriction
- Name the document "PILastName _LeadershipPlan"

9. Biographical Sketches

- Required for each PI, Co-PI and senior/key person
- 5 page maximum. Template available at <https://grants.nih.gov/grants/forms/biosketch.htm>
- Name the PDF "PILastName_SeniorPersonName_BiographicalSketch"



10. Specific Aims

- Maximum of 1 page
- Name the PDF “PILastName_ SpecificAims”

11. Research Strategy

- Single PDF document
- Maximum 6 pages for R03 and R21
- Sections – Must be labeled in this order and with each header: 1. Significance; 2. Innovation; 3. Approach
- As applicable, also include preliminary studies for new applications and progress report for renewal and revision applications as part of the Research Strategy, keeping within the three sections listed above. Name the PDF “PILastName_ ResearchStrategy”

12. Letters of Support

- All letters of support in a single PDF document
- Font and margin requirements do not apply to letters of support
- Name the PDF “PILastName_ LettersofSupport”

13. Budget Justification

- Modular Budget
 - Documents:
 - (1) Personnel Justification, name PDF file “PILastName_ PersonnelJustification”
 - (2) Consortium Justification (*if a consortium is involved*), name PDF file “PILastName_ ConsortiumJustification”
 - (3) Additional Narrative Justification (*required if total direct costs change from year to year*), name PDF file “PILastName_ AdditionalJustification”

14. Cover Letter

- Required for Changed/Corrected Application submitted after the deadline and/or if video to be sent and/or large-scale genomic data to be collected. Otherwise not required, but *strongly encouraged*.
- Include application title, funding opportunity title, disciplines if multidisciplinary, explanation of subaward budget components not active for all periods
- See Research Instructions FORMS-D for other details to include for video, large-scale genomic data, and/or required NIH approvals
- Name the PDF file “PILastName_ CoverLetter”

15. Assignment Request Form (optional)

- Use to communicate specific application assignment and review requests.
- Do NOT include this information in Cover Letter

16. Authentication of Key Biological and/or Chemical Resources

- Required only for established key biological and/or chemical resources. If not applicable, include a brief statement indicating that none will be used. See Forms D Research Instructions.

Other Documents as Applicable

Note: NIH updated application guide instructions for Vertebrate Animals and Human Subjects for deadlines on or after 1/25/16 and 5/25/16. See [NOT-OD-16-006](#), [NOT-OD-16-010](#), SF424 Guide and Part II: Supplemental Instructions for Preparing the Protection of Human Subjects Section of the Research Plan, https://grants.nih.gov/grants/funding/424/SupplementalInstructions.pdf#4_4_inclusion_of_children

17. Progress Report Publication List – Required for renewals



18. **Protection of Human Subjects** – *Required if human subjects involved, see Part II: Supplemental Instructions for Preparing the Protection of Human Subjects Section of the Research Plan, https://grants.nih.gov/grants/funding/424/SupplementalInstructions.pdf#part_ii_supplemental_instruct*
19. **Data Safety Monitoring Plan** – *Required if clinical trial proposed*
20. **Inclusion of Women & Minorities** – *Required if human subjects involved*
21. **Planned Enrollment Report** – *Required if human subjects involved, form within the package*
22. **Inclusion of Children** – *Required if human subjects involved*
23. **Vertebrate Animals** – *Required if vertebrate animals involved*
24. **Consortium/Contractual Agreement** – *Required if there is a subcontract*
25. **Appendix** – *See NIH guidelines for acceptable appendix materials.*
<https://grants.nih.gov/grants/guide/notice-files/NOT-OD-17-035.html>