* This checklist is not for a specific NIH funding opportunity and is intended to provide general information for common required documents for an NIH (R) proposal. Please review the specific funding opportunity to confirm what documents are required for your proposal. *

Below is a list of NIH Activity Codes that may utilize this checklist:

Activity Code	Program Description
R01	Research Project
R03	NIH Small Grant Program
R13	Conference
R15	NIH Academic Research Enhancement Award (AREA)
R21	NIH Exploratory / Developmental Research Grant Award
R25	Education Projects
R41	Small Business Technology Transfer (STTR) Grants - Phase I
R42	Small Business Technology Transfer (STTR) Grants - Phase II
R43	Small Business Innovation Research (SBIR) Grants - Phase I
R44	Small Business Innovation Research (SBIR) Grants - Phase II
U01	Research Project – Cooperative Agreements
U13	Conference - Cooperative Agreements
G07	Resources Improvement Grant
S10	Biomedical Research Support Shared Instrumentation Grants
DP1	NIH Director's Pioneer Award (NDPA)

* This checklist is created based on the Research Instructions for NIH and Other PHS Agencies. "Forms Library" hyperlinks lead to the Grants.gov Forms Library where forms can be downloaded as PDF files. *

	Basic NIH (R) Proposal Checklist
	Solicitation Eligibility Requirements • Always confirm that you are eligible to serve as PI or submit the proposal. If you have questions, please contact REST Pre-Award (fcpreaward@uga.edu).
☐	**SF 424 (R&R) Form** – **Forms Library**
☐	**PHS 398 Cover Page Supplement Form** - **Forms Library**
☐	**R&R Other Project Information Form** – **Forms Library**
☐	**1. 6. Required questions regarding Human Subjects, Vertebrate Animals, etc.**
☐	**7. Project Summary/Abstract**
	The project summary is a succinct and accurate description of the proposed work and should be able to stand on its own (separate from the application).
	This document is required.
	Limited to 30 lines of text

☐	**8. Project Narrative**
	Describe the relevance of this research to public health in, at most, three sentences.
	This document is required.
	3-sentence limit
☐	**9. Bibliography & References Cited**
	This document is required.
☐	**10. Facilities & Other Resources**
	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).
	If there are multiple performance sites, describe the resources available at each site.
	This document is required.
	Use of URLs is not allowed unless specified by the funding opportunity announcement.
☐	**11. Equipment**
	List major items of equipment already available for this project and, if appropriate, identify the equipment's location and pertinent capabilities.
	This document is required.
	Use of URLs is not allowed unless specified by the funding opportunity announcement.
☐	**12. Other Attachments**
	Attach a file to provide additional information **only** in accordance with the FOA and/or agency- specific instructions.
☐	**Project/Performance Site Location(s) Form - Forms Library**
	Make sure that the performance site is listed as UGA (Q2LKTLYJM4P8), not UGARF
	Make sure to use 310 East Campus Rd, Tucker Hall 409, Athens, GA 30602-1589 as the performance site address
☐	**R&R Senior/Key Person Profile (Expanded) Form - Forms Library**
☐	**Biographical Sketch - Blank Template**
	Instructions for Biographical Sketch
☐	**R&R Budget Form**
	Generally, you must use the R&R Budget Form if you are applying for more than $250,000 per budget period in direct costs.
	If you are requesting a budget with $500,000 or more in direct costs for any budget period, contact the awarding component to determine whether you must obtain prior approval before submitting the application.
	If you have a subaward/consortium, you must use the R&R Subaward Budget Attachment(s) Form in conjunction with the R&R Budget Form. If there are subawards, each subaward must include a separate budget **- Forms Library**
	Budget award durations are typically found within the specific funding opportunity
☐	**Detailed Budget Justification (Only needed if R&R Budget Form used)**
	Use the Budget Justification to provide the additional information requested in each budget category identified above and any other information the applicant wishes to submit to support the budget request.
☐	**PHS 398 Modular Budget Form - Forms Library**

	Generally, you must use the PHS Modular Budget Form if you are submitting a research grant application from a domestic organization and you are applying for $250,000 or less per budget period in direct costs.
☐	**Modular Budget Justifications (Only needed if PHS 398 Modular Budget Form used)**
☐	**Personnel Justification**
	List all personnel, including names, percent effort (use the Person Months metric), and roles on the project. Do not provide individual salary information.
☐	**Consortium Justification**
	Provide an estimate of total consortium/subaward costs (direct costs plus indirect [F&A] costs) for each budget period, rounded to the nearest $1,000. - List the individuals/organizations with whom consortium or contractual arrangements have been made and indicate whether the collaborating institution is foreign or domestic. - List all personnel, including names, percent effort (use the Person Months metric), and roles on the project. - Do not provide individual salary information.
☐	**Additional Narrative Justification**
	If a Data Management and Sharing (DMS) Plan is required in the proposed application, (see instructions for the "Other Plan(s)" attachment on the PHS 398 Research Plan Form and the PHS 398 Career Development Award Supplemental Form, as applicable), the Additional Narrative Justification is required.
	If the requested budget requires any additional justification (e.g., variations in the number of modules requested, applications submitting a DMS plan), include that information in the Additional Narrative Justification attachment.
	If you have a quote(s), you may include it here (information in the quote may be not used to supplement information provided in page-limited sections of the application, such as the Research Strategy).
	Additional justification should include explanations for any variations in the number of modules requested annually.
	Also, this section should describe any direct costs that were excluded from the total direct costs (such as equipment, tuition remission) and any work being conducted off-site, especially if it involves a foreign study site or an off-site F&A rate.
☐	**PHS 398 Research Plan Form - Forms Library**
☐	**1. Introduction to Application (for Resubmission and Revision applications)**
	An "Introduction to Application" attachment is required only if the type of application is resubmission or revision or if the FOA specifies that one is needed. An introduction is not allowed for new or renewal applications.
☐	**2. Specific Aims**
	State concisely the goals of the proposed research and summarize the expected outcome(s), including the impact that the results of the proposed research will have on the research field(s) involved.
☐	**3. Research Strategy**
	Start each section with the appropriate heading – Significance, Innovation, Approach.
☐	**4. Progress Report Publication List**

	A "Progress Report Publication List" attachment is required only if the type of application is renewal.
☐	**5. Vertebrate Animals**
	Include a "Vertebrate Animals" attachment if you answered "Yes" to the question "Are Vertebrate Animals Used?" on the R.220 - R&R Other Project Information Form.
☐	**6. Select Agent Research**
	Include a "Select Agent Research" attachment if your proposed activities involve the use of select agents at any time during the proposed project period, either at the applicant organization or at any performance site.
☐	**7. Multiple PD/PI Leadership Plan**
	Any applicant who designates multiple PD/PIs (on the R.240 - R&R Senior/Key Person Profile (Expanded) Form) must include a Multiple PD/PI Leadership Plan. For applications designating multiple PD/PIs, all such individuals must be assigned the PD/PI role on the R.240 - R&R Senior/Key Profile (Expanded) Form, even those at organizations other than the applicant organization.
☐	**8. Consortium/Contractual Arrangements**
	Include a "Consortium/Contractual Arrangements" attachment if you have consortiums/contracts in your budget.
☐	**9. Letters of Support**
	Attach a file with all letters of support, including any letters necessary to demonstrate the support of consortium participants and collaborators such as Senior/Key Personnel and Other Significant Contributors included in the grant application.
	Combine all letters of support into a single PDF file and attach this information here.
☐	**10. Resource Sharing Plan(s)**
	Regardless of the amount requested, all applications where the development of model organisms is anticipated are expected to include a description of a specific plan for sharing and distributing unique model organisms or state why such sharing is restricted or not possible.
☐	**11. Other Plan(s) – Data Management and Sharing Plan - DMS Blank Template**
	Applicants proposing to conduct research that will generate scientific data are subject to the NIH Data Management and Sharing Policy and must attach a Data Management and Sharing (DMS) Plan.
	Applicants subject to both the NIH Data Management and Sharing Policy and the NIH Genomic Data Sharing Policy must attach a single Plan including elements for both policies.
☐	**12. Authentication of Key Biological and/or Chemical Resources**
	If applicable to the proposed science, briefly describe methods to ensure the identity and validity of key biological and/or chemical resources used in the proposed studies.
	A maximum of one page is suggested
☐	**13. Appendix**
	Refer to the FOA to determine whether there are any special appendix instructions for your application. See the updated NIH Guide Notice on the Appendix Policy.
	Note: Applications will be withdrawn and not reviewed if they do not follow the appendix requirements in these instructions or in your FOA.

☐	**PHS Human Subjects and Clinical Trials Information - Forms Library**
☐	**PHS Assignment Request Form (Optional) - Forms Library**
☐	**NIH Proposal Formatting Guidelines**
	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%. **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. We recommended the following fonts, although other fonts (both serif and non-serif) are acceptable if they meet the above requirements: Arial, Georgia, Helvetica, Palatino Linotype
	Hyperlinks and URLs are only allowed when specifically noted in funding opportunities and/or form field instructions. It is highly unusual for a funding opportunity to allow links in Specific Aims, Research Strategy, and other page-limited attachments.
	Provide at least one-half inch margins (½") - top, bottom, left, and right - for all pages. No applicant-supplied information can appear in the margins.
	Paper size must be no larger than standard letter paper size (8 ½ by 11").
	Headings (e.g., Significance, Innovation) within the text of your attachments improve readability and are highly encouraged. - Some funding opportunities and form instructions provide guidance on organizing the content of attachments including specific headings that must be included.
	Do not include headers or footers in your attachments. We add headers, footers, page numbers, bookmarks, and a table of contents when we assemble your grant application upon submission.
	Check that document page lengths are aligned with NIH Page Limits