

NIH RESEARCH APPLICATION (R01, R21, ETC) CHECKLIST - SOM

GENERAL INFORMATION

- Font is 11 points or larger
- Density is no more than 15 characters per linear inch and line spacing is no more than 6 lines per vertical inch
- At least 1/2" margins
- Attachments must be .pdf files with filenames 50 characters or less

FOA INFORMATION

- Does the preferred Institute/Center (IC) participate in the chosen FOA?
- Does the project activity fit the FOA? (i.e. check for special FOAs if the project is a clinical trial or a “basic experimental study with humans required”, etc)
- Check the Related Notices section of the FOA for applicable updates and information
- Ensure Funding Opportunity is open/valid and has not been closed/re-issued
- Ensure application due date is accurately reflected in the ePRF. If the desired due date precedes the sponsor’s deadline, please indicate the desired due date in the ePRF.
- Ensure proposal congruence with allowable Award Budget limit
 - Budgets >\$500,000/direct generally require prior approval (see FOA for specific instructions)
- Ensure proposal congruence with maximum allowable Project Period
- Ensure organization and PI eligibility
- If the FOA limits the number of submissions, ensure PI is approved to apply through SOMOGC and/or the VPR
- Review the FOA for all proposal requirements

R&R COVER TAB

- Sections 1-4
 - If application type is “Resubmission”, “Renewal”, or “Revision” the Federal Identifier is required in 4A [Federal Identifier format: CA123456]
- Section 5
 - DUNS: 0653915260000
 - Legal Name: The Rector and Visitors of the University of Virginia
 - Department: Office of Sponsored Programs
 - Division: School of Medicine
 - Address: PO Box 400195, Charlottesville, VA, United States, 22904-4195
 - Person to be Contacted on Matters Involving this application:
 - Name: Lauren B Armstrong
 - Title: Authorized Organizational Representative
 - Department: Office of Sponsored Programs
 - Division: School of Medicine
 - Address: PO Box 400195, Charlottesville, VA, United States, 22904-4195
 - Phone number: 434-924-8426
 - Email: uva_som_ogc@virginia.edu

- Section 6
 - Employer Identification Number: 546001796
- Section 7
 - Type of Applicant: H: Public/State Controlled Institution of Higher Education
- Sections 8-10 - self explanatory
- Section 11
 - Descriptive Title of Applicant's Project - cannot exceed 200 characters
- Section 12 – self explanatory
- Section 13
 - Congressional District of Applicant: VA-005
- Section 14 – auto-fills from Senior/Key Personnel tab
- Section 15
 - Ensure Funds Requested matches cumulative budget total
- Section 16-18 – self explanatory
- Section 19
 - Authorized Representative – same as “Person to be Contacted on Matters Involving this application”
- Section 20 – n/a
- Section 21
 - Cover letter should be included for:
 - Late applications (including continuous submission)
 - Explanation of subaward components that are not active for all budget periods
 - Required prior approval documentation (including approval for budget over \$500,000/direct)
 - When applicant plans to submit a video as post-submission material
 - When proposed study will generate large-scale human or non-human genomic data
 - List of referees (for Fellowship applications)

COVER PAGE SUPPLEMENT TAB

- Section 1
 - Respond only if project includes Vertebrate Animals
- Sections 2-6 – complete as applicable
 - For transfer applications, indicate change of Institution and/or change of PI in #6

OTHER PROJECT INFORMATION TAB

- Sections 1-6 – complete as applicable
 - Human Subjects Assurance: 00006183
 - Indicate if PI expects to receive IRB Exemption
 - Animal Welfare Assurance: A3245-01
 - If project includes a foreign collaboration in #6, include “Foreign Justification” document in Section 12/Other Attachments
- Section 7
 - Project Summary/Abstract includes no more than 30 lines of text
- Section 8
 - Project Narrative is no more than three sentences and explains the relevance of the research in lay terms
- Section 9
 - Bibliography & References Cited shows PMCIDs for all applicable citations

- Section 10
 - Be sure to include Facilities information for any relevant sub-sites
- Section 11
 - Be sure to include Equipment information for any relevant sub-sites
- Section 12
 - Other Attachments - include as required by the guidelines or FOA. Do not use this section to circumvent page limits in other sections of the application.

SITES TAB

- Be sure to include sub-sites as applicable

SR/KEY PERSON PROFILE TAB

- PI and all persons who contribute in a substantive, meaningful way to the project are included, whether or not salaries are requested
- Ensure roles are accurate and consistent with budget/budget justification
 - NIH does not recognize the role of Co-PD/PI. For a Multi-PI application, all PIs should be given the role of PD/PI
 - S/K Personnel contributing measurable effort to the project can be given roles of Co-Investigator, Collaborator, Faculty, Postdoctoral Participant, etc
 - S/K Personnel with no measurable effort committed to the project should be given the role of Other Significant Contributor
 - S/K Personnel participating via a fee-for-service arrangement should be given the role of Consultant
- All PIs must include a Commons ID
- All S/K Personnel must include an Organization Name
- Biosketch requirements:
 - Utilize sciENcv to prepare your biosketch <https://www.ncbi.nlm.nih.gov/sciencv/>
 - Ensure current form version [OMB number and Approved Through date in form header are up-to-date]
 - Maximum of five pages
 - No more than four citations included in Personal Statement
 - No more than five Contributions to Science with no more than four citations/research products each
 - Ensure Ongoing/Completed research support is included for past three years [This is not the same as Current/Pending/Other Support – do not include effort or dollars for listed awards]
- Current & Pending Support is only included if required by the guidelines or FOA (e.g. Mentors for K awards, transfer applications, etc)

BUDGET TAB

- Internal budget spreadsheet, ePRF Budget tab, and ASSIST budget must match
- Ensure budget period dates are correct for each year
- Modular Budget (\$250,000 or less/direct/year)
 - Subaward indirect costs are listed on the line provided
 - MTDC base is calculated from the requested module
 - Ensure the F&A Rate Agreement date is current
 - Personnel Justification – includes only Personnel costs for UVA
 - Consortium Justification – includes only Personnel costs of subcontractor as applicable
 - Additional Narrative Justification – included as applicable, for example:

- Explanation of costs excluded from MTDC base
- Justification if number of requested modules varies from year to year
- Equipment quotes

R&R Budget

- Sections A-B
 - Ensure Senior/Key Personnel roles match Senior/Key Personnel tab
- Section C
 - Include equipment quotes in budget justification
- Section D – self explanatory
- Section E
 - Do not use unless directed by the FOA
- Section F
 - Subawards/Consortiums/Contractual Costs – include total cost of all subawards
 - GRA Tuition/Insurance costs should be separated in Section F/Other Direct Costs
- Section H
 - Ensure Cognizant Federal Agency information is included
 - Ensure MTDC base excludes all applicable costs
- Section L
 - Ensure budget justification matches the budget
 - All personnel are included with accurate roles
 - Personnel effort is listed in Person Months

R&R SUBAWARD BUDGET TAB

- Included as applicable

RESEARCH PLAN TAB

- Introduction to Application
 - Should be included for Resubmission and Revision applications
- Specific Aims
 - No more than one page
- Research Strategy
 - Follow FOA/SF424 guidelines
- Progress Report Publication List
 - Should be included for Renewals
 - All publications after April 8, 2007 must include PMCID's [use MyNCBI Compliance Report as applicable]
- Sections 5-11 – include as applicable
 - Multiple PD/PI Leadership Plan
 - Conflict Resolution section should reference plans for mediation rather than arbitration
 - Consortium/Contractual Arrangements
 - Include plans for administrative management of the award and the statement: "The appropriate programmatic and administrative personnel involved in this application are aware of agency policy in regard to sub-awards and are prepared to establish the necessary inter-institutional agreements consistent with those policies."
 - The Consortium Commitment Form is an internal document and should not be included in this section

- Appendix
 - Included only if specified in FOA or per [NOT-OD-18-126](#)

HUMAN SUBJECTS AND CLINICAL TRIALS TAB

- Included as applicable [see detailed instructions in SF424 Application Guide]

ASSIGNMENT REQUEST FORM

- Included to request IC/Study Section assignment and other relevant information for Center for Scientific Review