NIBIB checklist for grant applicants using the PHS 398 Form

This checklist is primarily for R01 and R21 applications, but many of the items on the list apply to other grant applications.

Before submitting your application please review it to make sure you have answered each item on the checklist. If you answered no to any of the questions, you may wish to consider revising your application.

Face Page

_____ Does the application title stay within 56 characters?

_____ If responding to an RFA or a PA that accepts more than one mechanism, does your application identify the mechanism for which you are applying? For example, R01 or R21?

_____ Is the name of the PI entered last name first?

_____ Is the correct phone number and e-mail of the PI included?

_____ Has the application been signed and dated?

Form Page 2

_____ Are the Key Personnel on Form Page 2 listed in alphabetical order last name first?

Table of Contents

_____ Has the Table of Contents been filled in so the page numbers are correct for each section?

_____ If the application included appendix items has the appendix box been checked and all the items included in the appendix listed?

Budget

_____ Is the budget properly formatted—modular (in increments of $25,000 and within the cap specified in the initiative) or non-modular?

_____ Have the correct budget forms and formats (modular or non-modular) been followed?

Application Format

_____ Does the application format meet the 4 requirements?

    Font size—must be 10 pt. font or higher—11 or 12 pt. font is recommended.

    CPI—must be 15 characters per inch or less. Measure the cpi with a ruler. Fonts and printers vary cpi size.

    Lines per inch—must be 6 lines per inch or less

    Margins—must be ½ inch or more for top, bottom, left, and right

_____ If hard-to-copy or color images or photos are included in the application are the originals also in the appendix?

_____ Is the Research Plan within the page limits?

_____ Is the application held together with a clip or fastener? Do not bind or staple the application.

Human Subject Section—If Applicable

_____ If the application proposes clinical research is the Human Subject Section included?

_____ Has the section been structured to include all the headings?

_____ Does it address all 4 required points?

_____ Does it address the Inclusion of Women, Minorities, and Children in separately labeled subsections?

_____ Does it contain the Targeted/Planned Enrollment Table?

_____ If a clinical trial is being undertaken has the Data and Safety Monitoring Plan been included?

Vertebrate Animal Section—If Applicable

_____ If the application proposes to use vertebrate animals is the Animal Welfare Section included?

_____ Has the section been structured to include all the headings?

_____ Does it address the 5 required points?

Literature Cited Section

_____ Have the names of **all** the authors been listed? *Et al.* may not be used.

Consortium and Contractual Agreements Sections—If Applicable

_____ Is the consortium or contractual agreement included?

_____ Are you using consultants and are the appropriate letters included? Do not put them in the appendix.

_____ Is the consortium agreement in order and clearly visible in the correct application sections?

Appendix

_____ Does your application have the correct number of appendices?

_____ Does your appendix include a table of contents?

_____ Are all your manuscripts in the appendix published or in press? Submitted or in-preparation manuscripts are not permitted.

_____ Does each manuscript clearly indicate if it is published or in press?

_____ How many manuscripts are in the appendix? There is a limit of 10 unless otherwise specified in the RFA or PA.

_____ Are any images, photos, graphs, etc. in the appendix included in the research plan?

_____ If hard-to-copy or color images or photos were included in the research plan are the originals in the appendix?