General NIH Application Tips – Forms "D"

No need to register, CSI is registered.

You (and all Sr. Personnel) <u>must</u> have an eRA Commons User ID. Check with Anne at the Office of Sponsored Programs and Research if you are unsure if you have an account/user ID.

All files must be uploaded in PDF format.

Formatting for all uploaded files is as follows:

- at least ½" margins all around
- font size must be at least 11 points or larger
- black ink only
- approved typefaces are only
    - Arial
    - Helvetica
    - Georgia
    - Palatino Linotype

I will complete the administrative information on the cover page (SF 424) form once I receive the finished application packet from you.

Deadlines: if deadline falls on a weekend day or a Federal holiday, deadline is extended to close of business of next business day.

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SF 424 (Cover Pages) – Cover Letter Attachment (item 21. on cover sheet) no longer used. If PI has strong request for assignment to particular study group and/or reviewers who should not review, use the 'PHS Assignment Form' instead of the Cover Letter. Select the PHS Assignment Form from the 'Optional' documents list atop the forms package. The form will be added to the application end, and is then filled in by PI.

On the "Research & Related Other Project Information" form page:
- Item 6: Project Summary/Abstract - 30 line maximum length, which must include the health relatedness of the project to the agency's mission; no heading or title on page
- Item 7: Project narrative: maximum of 3 sentences, stating the relevance of the project to public health; no heading or title on page
- Item 9: Facilities and Other Resources: describe lab/animal/office/other facilities and resources to be used in the proposed project, which are already available to you.
- Item 10: Equipment: describe equipment already available to you for the project.
- If answered 'Yes' to Human Subjects, complete the Inclusive Enrollment form. Select the Inclusive Enrollment form from the 'Optional' documents list atop the forms package. The form will be added to the end of the application for PI completion.

On the "Senior/Key Personnel" form page: -   All CVs are limited to 5 pages each.
- MUST fill in your eRA Commons User ID ('Credential') on form, and also on your CV

On the "PHS 398 Cover Page Supplement" form page:
You are a New Investigator if you have not received prior NIH award. You are a New Investigator even if you have received a previous R03, R15, R211, R55/56, and some "K" series awards.

NEW: additional Vertebrate animal questions to answer.

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Budget forms

Most NIH applications will use the Modular Budget form pages (when requesting up to $250,000 a year in Direct Costs). Over $250K/yr in Direct Costs must use the Detailed Budget form pages.
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On the "PHS 398 Research Plan Component" form page:
- Specific Aims section is maximum length of 1 page
- Research Strategy section page limits: 12 pages for R01 and R15; 6 pages for R03 and R21
NEW: 'Data safety Monitoring Plan' document require if proposal is for clinical trial.

NEW: 'Authentication of Key Biological and/or Chemical Resources' document required.