Checklist: The NIH Proposal at-a-glance

NOTE: See Detailed Instructions for further guidance on each section

☐ TITLE: A short, informative statement that includes the study design and the sample

☐ SENIOR/KEY PERSONNEL: Lists members of the research team who will have direct responsibilities for conduct of the research and who will contribute to the scientific direction

☐ OTHER SIGNIFICANT CONTRIBUTORS: Scientists with particular expertise who have agreed to consult on the project but are not giving measurable time

☐ BIOSKETCHES: Needed for all senior/key personnel and Other Significant Contributors

☐ LETTERS OF SUPPORT: Needed from consultants and collaborators not listed on budget and from Other Significant Contributors

☐ ABSTRACT: Briefly describes project, including significance, goals, hypotheses, specific aims, methods (30 lines max)

☐ NARRATIVE/RELEVANCE: Describes public health relevance in lay terms (2-3 sentences)

☐ FACILITIES/OTHER RESOURCES: Describes office, lab, computer, animal facilities, core facilities, clinical resources, and scientific environment (including collaborative opportunities, seminars) conducive to success

☐ EQUIPMENT: Describes major equipment available and to be used for project

☐ BUDGET JUSTIFICATION: Justifies tasks of personnel; justifies supplies, travel, other items if non-modular.

☐ SPECIFIC AIMS: States purpose, goals, hypotheses and numbered specific aims (1 page)

☐ RESEARCH STRATEGY (12 pgs for R01; 6 pgs for R21): Must include Significance, Innovation and Approach.

☐ REFERENCES CITED: Full bibliography of works cited in proposal including all author names

☐ RESOURCE SHARING PLAN: Describes how you will share data with scientific community

☐ AUTHENTICATION OF KEY BIOLOGICAL OR CHEMICAL RESOURCES: Explains how you will authenticate the reliability of biological and chemical specimens used, if applicable (1 page)

- ADDITIONAL SECTIONS (IF APPLICABLE)

☐ HUMAN SUBJECTS: See separate directions; this section is detailed and complex and is required for human subjects work.

☐ VERTEBRATE ANIMALS: Discusses proposed use, justification of use and minimization of pain

☐ INTRODUCTION: (re submissions only): 1 page response to critique of the original proposal

☐ PROGRESS REPORT (renewals only): List of publications from previous grant cycle

☐ MULTIPLE P.I. PLAN: Description of management organization if multiple Principal Investigators on proposal.

☐ CONSORTIUM ARRANGEMENTS: Description of role of subaward institution and how it contributes to project.

NOTE: If you are including a subcontract with another institution, MMC needs a budget, budget justification, and signed face page from that institution (Grants office will coordinate this requirement).