

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)
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- 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).