NIH 398 Proposal Review Checklist

NIH Applications/Proposals

☐ Title characters can not exceed 81
☐ RFA is checked and referenced, if submission is in response to an RFA/PA/FOA
☐ If RFP/RFA is checked the deadline is very likely a receipt date rather than a submission date
☐ New Investigator checked “No”, unless the individual has no prior NIH funding other than an R03, R15, R21, or K Award
☐ OSP Titles/Address/Email: cdugrants@cdrewu.edu

☐ Assurance/Protocol Information
  Animal: A3190-01
  Human: FWA00002736

☐ Start Date is consistent with the PHS 398 activation dates for award type

☐ Scan abstract for typos

☐ Relevance is addressed in the Abstract

☐ All Performance Sites are listed, including subs

☐ Key personnel - make sure they are included in budget

☐ Bios are provided for all key personnel and other significant contributors AND everyone with a bio is listed as either a Key Personnel/Other Significant Contributor

☐ Type Requirements
  • Arial, Helvetica, Palatino Linotype or Georgia typeface are acceptable and a font size of 11 points or larger.
  • No more than 15 characters per inch.
  • No more than six lines per inch.

☐ Page numbering is consecutive

☐ Margins = ½ inch

Budget

☐ Accurate budget detail - $$ on face page = budget pages

☐ All Key Personnel (Form Pg. 2) are included in budget and have effort committed to the project.

☐ Cost sharing is being committed? If yes, was a Cost Share Form routed with the Route Sheet? If yes, a Cost Share Form is required

☐ Current Salary Cap is being used

☐ CDU faculty cannot be paid consultants, per IRS regulations

☐ Budgets >$250,000 must be detailed

☐ Budgets >$500,000 require acceptance agreement of the Institute

☐ Modular budget, is effort commitment detailed?

☐ Modular, justification ONLY details personnel, module variance, and consortiums, if other, remove.

☐ Modular, if modules vary from year to year is the variance explained?

☐ Normally indirect cost items, such as office supplies, printers, copiers, computers, administrative support provide a special circumstance justification

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**Biosketches (4 Pages)**
- Percent effort and award amounts should NOT be shown - no % or $$
- **Include Section C-Research Support**, if none, state “None”
- Research Support should only detail **ongoing and completed research during the last three years**, do not include pending applications.

**Resources**
- Resource section is included?

**Research Plan (25 Pages)**
- **A. Specific Aims**
- **B. Background and Significance**
- **C. Preliminary Studies/Progress Report**
- **D. Research Design and Methods**

**Additional Requirements - Not included in the page limit**
- **E. Human subjects** - if none, indicate none or N/A (if, yes see Special Review Issues on Human Subjects)
- **F. Vertebrate animals** - if none, indicate none or N/A (if, yes see Special Review Issues on Animals)
- **G. Literature** cited
- **H. Consortium/contractual** - if none indicate none or N/A (if, yes see Special Review Issues on Consortiums, including OR requirements for submission)
- **I. Resource sharing** - if none indicate none or N/A (NIH has resources for writing these sections). **Data Sharing Plan** required for proposals request >$500,000. **Sharing Model Organisms** - all applications where model organism are expected to be developed.
- **J. Consultants** - **Consultant letters confirming commitment, role, and rate.** Rate is a guidelines requirement, but we have not had a proposal returned due to the omission of the rate.

**Checklist**
- Verify **F&A date and rate** (DHHS Agreement Date: 01/17/08; Rate: varies (depends on year/type)
- **MTDC** box is checked
- **Smoke-free workplace** box is checked

**Special Review Issues**

**Consortium/Subawardee Issues**
- **CDU Subawardee documentation requirements:** 1) Subrecipient Commitment Form signed by authorized representative (REQUIRED FOR RELEASE) and 2) budget and checklist for each subawardee.
- **Biosketches** are provided for subawardee key personnel
- **Resources** are provided for each subawardee

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Consortium/Subawardee Issues (cont.)

☐ Modular budget requests consortium support and funds are **rounded to the nearest thousandths**. The request should include the subawardees direct and F&A cost. The Justification should list personnel percent effort and role. A checklist page from the subawardee will facilitate verification of appropriate F&A calculation, but is not included in the application.

☐ Non-modular budget requires a separate budget for the consortium partner using their F&A rate. The consortium member's budget should appear right behind Charles Drew budget pages in the application sequence. The consortium budget request is shown on the Charles Drew budget's consortium and consortium F&A lines. A separate checklist is included behind the Charles Drew checklist at the end of the application.

☐ Charles Drew MTDC total takes into account the first $25,000 of each subawardees direct costs.

☐ Section H addresses the existence of consortium

Revisions

☐ Introduction is required and is limited to **3 pages**

☐ Changes to the Research Plan are clearly **identified by bracketing, indenting, or by changing typography**, unless the changes are so extensive as to include most of the text. This exception should be explained in the Introduction. **DO NOT underline or shade changes.**

☐ Make sure revision and the application number are referenced on the Checklist

Competing Continuations

☐ Progress Report for Competing Continuation is a requirement

☐ Progress Report **IS NOT included in the 25 page limitation.**
  - Provide the beginning and ending dates for the last competitively reviewed award.
  - **Summarize** the previous application's specific aims and the importance of the findings. Discuss any changes in the specific aims as a result of budget reductions.

☐ Appendix material may include publications, manuscripts (accepted for publication), abstracts, patents, or other printed materials directly relevant to this project. **Do not include manuscripts submitted for publication.**
  - Publications in press: Include only a publication list with a link to the publicly available on-line journal article or the NIH PubMed Central (PMC) submission identification number. Do not include the entire article.
  - **Manuscripts accepted for publication but not yet published:** The entire article should be submitted and may be stapled.
  - **Manuscripts published but an online journal link is not available:** The entire article should be submitted and may be stapled.

☐ Competing continuation and the application number should be referenced on the Checklist

☐ Inventions and Patents on the Checklist are checked “Yes” or “No”

Other

☐ Print guidelines if Foundation, Association, or PA/RFA/RFP/FOA

☐ RPAS

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