LAST MINUTE NIH-GRANTS.GOV CHECKLIST
Frequently Identified Problems

General Reminders
☐ PDF Attachments - Attached files are PDFs
☐ No Errors - ADOBE-FORMS-A. The application package when the “Check Package for Errors” button is pushed indicates “No Errors”.
☐ FontMargins - Margins ½ inch all around; Font no smaller than 11 pt. FONT; Arial, Helvetica, Palatino Linotype or Georgia typeface and 15 characters/inch; 6 lines/inch.

SF424R&R Reminders
☐ Revision. If a revision of a previous submission, the “Resubmission” field is checked in Box 8 AND the Federal Identifier previously assigned to the application showing the institute and NIH tracking number in the listed in the Federal Identifier Field. The field should read CA123456.
☐ Competing Continuation. If the application is a competing continuation the Renewal is checked and Box 8, Federal Identifier reflects the institute and NIH tracking number of the prior award. The field should read CA123456.
☐ SF424 R&R fields reflect the following information:
  - Duns number-785877408
  - Entity Identification Number (EIN)-95-6151774 A1
  - Person to be contacted: Name of Principal Investigator
  - EO 12372 - State has elected not to review
  - Authorized Representative: Perrilla Johnson-Woodard

☐ Congressional District- uses the CA-037 Format.
☐ Title - does not exceed 81 characters including spaces.
☐ Budget Numbers - the budget total from the budget forms matches the 424R&R 16a & b fields.
☐ Budget Numbers - 424R&R 16a & b fields are the same (unless there is mandatory cost-sharing).

SF424R&R Reminders
☐ Credential Field-Is completed for the PI in the R&R Key Personnel form subset and reflects the PI's eRA Commons user Name.
☐ Co-PI/PD - Term has not been used to identify any personnel on the project.
☐ Key Persons - All mandatory fields have been completed and a biosketch has been attached for each person; no headers and no footers
☐ Biosketch Length - Limited to 4 pages per person.

R&R Other Project Information
☐ Human Subjects or Animals. If human subjects or animals the appropriate assurance No. is provided.
  - Animal Welfare Assurance # - A3190-01
  - Human Subjects Assurance # - FWA-00002736

398 Research Plan
☐ Two PIs. If a second PI has been identified, verify a project Leadership plan is attached.
LAST MINUTE NIH-GRANTS.GOV CHECKLIST
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398 Research Plan (cont.)

- **Human Subjects or Animals.** If Human Subjects or Vertebrate Animals were identified the required attachments are included in the 398 Research Plan.

- **Page limits** have been followed.

- **Renewal-Human Subjects & Publication List.** Ensure required reports are attached.

**Budget**

- **Budget fields** reflect the following information:

  - **Cognizant Agency** - (Agency Name, POC Name and Phone Number):
    - Department of Health and Human Services, Wallace Chan, 415-437-7820

  - **Indirect Rate Agreement Type:** MTDC (Modified Total Direct Cost)

  - **Indirect Rate:** depends (Research - 41%, Instruction, Other Sponsored Activities)

- **Budget Form Set** - Only one budget form set is attached, either Modular or R&R Budget.

  - If <= $250,000 in direct costs are requested in any one year the modular budget should be used.
  - If >$250,000 R&R budget should be used.

- **>$500,000** - Cover letter indicating institute acceptance and Shared Resources Plan are attached.

- **R&R Subaward Budget** is only used, if a detailed budget is being prepared for the application.