**NIH Proposal Checklist**

*<Program Title>*

**Funder Deadline:**

**ORSP Deadline:**

**General Program Information**

* + Save files in PDF format with descriptive file names of 50 characters or less. Use only alphanumeric characters, and use underscore for spaces in file name.
  + Do not include header/footers, including page numbers. These are automatically generated.

**Application Documents**

* Project Summary/Abstract: 30 lines of text max. State the application’s broad, long-term objectives and specific aims, making reference to the relevance of the project to the mission of the agency. Describe concisely the research design and methods for achieving the stated goals.
* Project narrative: Two or three sentences max. Describe the relevance of this research to public health.
* Bibliography and References Cited: Provide a bibliography of any references cited in the Project Narrative and Research Plan Component.
* Facilities and Other Resources: Identify the facilities and resources applicable to the proposed work.
* Equipment: List major items of equipment already available for this project and, if appropriate, identify location and pertinent capabilities.
* Biographical Sketch (use NIH format)
* PHS 398 Cover Letter: optional, as it is only used internally and not shared with reviewers, but is strongly encouraged).
* Use the following format:
  + Application title
  + Funding Opportunity title of the NIH initiative
  + Request of an assignment (referral) to a particular awarding component(s) or Scientific Review Group (SRG). List one request per line, separate IC and SRG requests, separate positive and negative requests, include full name and acronym, and provide explanations in a separate paragraph. These requests must be in the following format:

Please assign this application to the following:

Institutes/Centers

National Cancer Institute—NCI

National Institute for Dental and Craniofacial Research—NIDCR

Scientific Review Groups

Molecular Oncogensis Study Section—MONC

Cancer Etiology Study Section—CE

Please do not assign this application to the following:

Scientific Review Groups

Cancer Genetics Study Section—CG

The reasons for these requests are [provide a narrative explanation for the request(s)]

* SF424 (R&R) Budget OR PHS 398 Modular Budget: Only complete the PHS 398 Modular Budget for R01s, R03s, R21s, and R34s, and only for applications requesting $250,000 or less per year in direct costs.
* Budget Justification
  + - Specific Aims (1 page): State concisely the goals and specific objectives of the proposed research and summarize the expected outcome(s), including the impact that the results of the proposed research will exert on the research field(s) involved.
* Research Strategy (6 or 12 pages): In these three sections, applicant must also address Preliminary Studies for New Applications. Discuss the PD/PI’s preliminary studies, data, and or experience pertinent to this application. This section must be organized in the following format. If an applicant has multiple Specific Aims, then he/she may address these categories individually for each Specific Aim.

1. Significance: Explain the importance of the problem or critical barrier to progress in the field that the proposed project addresses; explain how the proposed project will improve scientific knowledge, technical capability, and/or clinical practice in one or more broad fields; and describe how the concepts, methods, technologies, treatments, services, or preventative interventions that drive this field will be changed if the proposed aims are achieved.

PHS 398 Research Plan Components: Begin each document with a section header

1. Innovation: Explain how the application challenges and seeks to shift current research or clinical practice paradigms; describe any novel theoretical concepts, approaches or methodologies, instrumentation or interventions to be developed or used, and any advantage over existing methodologies, instrumentation, or interventions; and explain any refinements, improvement, or new applications of theoretical concepts, approaches, or methodologies, instrumentation, or interventions.
2. Approaches: describe the overall strategy, methodology, and analyses to be used to accomplish the specific aims of the project. Unless addressed separately in “Resources Sharing Plan,” include how the data will be collected, analyzed, and interpreted as well as any resource sharing plans as appropriate.

* Protection of Human Subjects (if applicable)
* Inclusion of Women and Minorities (if research involves human subjects)
* Targeted/Planned Enrollment (if research involves human subjects)
* Inclusion of Children (if research involves human subjects)
* Vertebrate Animals (if applicable)
* Select Agent Research (if applicable)
* Consortium/Contractual Arrangements (if applicable)
* Letters of Support from collaborators (if applicable)
* Resource Sharing Plan (see FOA for more detail about requirements to share research data and resources)
* Multiple PD/PI Leadership Plan
* Appendix: Maximum of 10 PDF documents. Publications are only allowed in limited circumstances. Can also include surveys, questionnaires, and other data collection instruments; clinical protocols and informed consent documents.