

National Institute of Health (NIH) Checklist

Standard Form (SF 424) Research and Related (R&R) Forms
Public Health Services (PHS) 398

*Read the Funding Opportunity Announcement (FOA)

*Always refer to the SF424 Guidelines: <https://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/general-forms-d.pdf>

Sections of the Application**A. SF 424 Research and Related (R&R) Cover Page-** Complete online via ASSIST

*Ensure all boxes/sections are completed, PI/PD information is completed and correct, along with project title and proposed start and end dates

_____ Pre-application (Optional)

_____ Cover Letter (Optional)

B. PHS 398 Cover Page Supplement- Complete online via ASSIST, including Vertebrate Animals Section, Program Income Section, Human Stem Cells Section, Inventions & Parents Section, and Change of Investigator/Institution Section, if applicable**C. Other Project Information**

_____ Sections 1-6, answer accordingly

_____ Project Summary/Abstract* (limit 30 lines, attach as pdf)

_____ Project Narrative (limit 3 sentences) * Explain relevance to public health

_____ Bibliography/References Cited (no limit, but be concise) *

_____ Facilities & Other Resources (no limit) *

_____ Equipment (no limit) *

_____ Other Attachments (Optional- quotes, etc.)

D. Sites - Completed online via ASSIST**E. Senior/Key Personnel**

_____ Bio-sketch for PI/PD* (limit 5 pages)

_____ Bio-sketch for other Sr./Key Personnel*

F. Budget (Modular or R&R)

_____ Budget Justification*

G. Research Plan

_____ Introduction to Application (for Resub/Revision only, 1-page max)

- _____ Specific Aims (limit 1 page) *
- _____ Research Strategy (limit 6 pages) *

- _____ Progress Report/Publication List
- _____ Vertebrate Animals (if applicable)
- _____ Multiple PD/PI Leadership Plan (if applicable)
- _____ Consortium/Contractual Arrangements (if applicable)
- _____ Letters of Support
- _____ Resource Sharing Plan
- _____ Authentication of Key Biological and/or Chemical Resources (if applicable)
- _____ Appendix (optional)

H. Human Subjects and Clinical Trials

- _____ Study Record(s) (if applicable)

Formatting

Font Size: Must be 11 points or larger

Font: Arial, Georgia, Helvetica, Palatino Linotype