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 or 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 (1 page)

- Human Subjects:
  - If using deidentified specimens only, justify this determination
  - If claiming exemption, justify the exemption claim
  - If non-exempt human subjects;
    - Section 1: Basic info
    - Section 2: Study Population Characteristics (includes Inclusion Enrollment Report – not required for exemption 4)
    - Section 3: Protection and Monitoring Plans
    - Section 4: Protocol Synopsis (Clinical Trials Only)

- Vertebate Animals: Discusses proposed use, justification of use and minimization of pain
- Introduction: (re submissions only): 1 page response to critique of the original grant cycle
- 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 subcontracting 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 and Contracts will coordinate this requirement).