Maine Medical Center Research Institute
A MaineHealth Member

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**)

ADDITIONAL SECTIONS (IF APPLICABLE)

- ☐ **HUMAN SUBJECTS:**
  - o If using deidentified specimens only, justify this determination
  - o If claiming exemption, justify the exemption claim
  - o 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)
- ☐ **VERTEBRATE 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).