

Deadline(s): February 16; June 16; October 16 (new applications)

Anticipated Project Start Date(s): December 1; April 1; July 1

Budget: \$100,000 per year direct costs for 2 year period; no more than \$50,000 per year

The following checklist is for the [NIH Small Research Grant Program, \(Parent R03\), PA-10-064](#). When applying for a program-specific R03, please make sure that you and your assigned Grants Officer review the guidelines thoroughly for any additional requirements and/or variations. You are responsible for providing the items below (Word or .PDF format) that are preceded with a "_____". You are not responsible for completing NIH forms.

Formatting (from the SF_424 Guide): Use an Arial, Helvetica, Palatino Linotype, or Georgia typeface, a black font color, and a font size of 11 points or larger. (A Symbol font may be used to insert Greek letters or special characters; the font size requirement still applies.) Type density, including characters and spaces, must be no more than 15 characters per inch. Type may be no more than six lines per inch.

ITEMS REQUIRED BY THE NIH:

SF 424 Form (form)

Research & Related Project Performance Site Locations (form)

Research & Related Other Project Information (form)

_____ **Project Summary/Abstract:** 30 line maximum self-contained description of the project which includes a statement of objectives and methods to be employed.

_____ **Project Narrative (Public Relevance Statement):** 2 – 3 sentences for lay audience explaining "Relevance to Public Health"

_____ **Bibliography & References Cited:** No page limit; however conciseness is recommended

_____ **Facilities & Other Resources:** Identify and describe facilities to be used (lab, animal, computer, etc.). When appropriate, indicate capacities, pertinent capabilities, proximity and extent of availability.

_____ **Equipment:** List of major equipment already available for project; if appropriate, list location and pertinent capabilities.

Research & Related Senior/Key Person (form) All **Key Personnel** must be registered in eraCommons *prior to* submission.

_____ **Biographical sketch (attachment; 4 page limit for each Senior/Key personnel)** All biosketches must follow latest NIH format, which is listed in the [SF 424 Guide](#)* or stop by the grants office for a [sample biosketch](#). Remember that a Personal Statement must be included and the number of publications listed on your biosketch is limited to **15**.

PHS 398 Cover Page Supplement (form)

PHS 398 Research Plan (form)

_____ **Specific Aims (attachment)** 1 page limit

_____ **Research Strategy (attachment)** 6 page limit (a. significance, b. innovation, c. approach)

_____ **Human Subjects (attachment; if applicable)**

_____ **Vertebrate Animals (attachment; if applicable)** Address five points as listed on p. I-114 of the [SF 424 Guide](#)*

_____ **Letters of Support (attachment, if applicable)**

_____ **Resource Sharing Plan (attachment)**

_____ **Appendix (attachment)** Follow instructions as indicated in [SF 424 Guide](#)* (page I-119) For further guidance, please visit [NOT-OD-10-077](#)

PHS 398 Checklist (form)

PHS 398 Budget (Modular) ** (form)

_____ **Budget Justification (attachment)** List all personnel, effort, no salary information

Cover Letter

_____ **Cover Letter (attachment)** Optional

*For complete individual component instruction and clarification, please consult with the [SF 424 Guide](#). This guide is available online and also in hard copy in the MUSOM grants office for your convenience

Although the NIH uses the Modular Budget for most instances and does not require detail, a detailed, Banner-compliant budget is **required before awarded funds can be expended. It is recommended that a detailed budget be constructed at the time of proposal submission. All budgets must be reviewed by the Grants Officer.

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OTHER REQUIRED ITEMS:

[Authorization to Submit \(ATS\) Form](#): The ATS form must be completed by the PI and routed for administrative approval and signature *prior to proposal submission*.

[Significant Financial Interest Disclosure Form \(SFID\)](#): The PI must have an updated form on file at the Office of Research Integrity at the time of submission. All Key Research personnel who contribute in a substantive way to the development or execution of a project must have an SFID on file in the ORI *before any awarded funds may be expended*. Please contact [Amy Melton](#), 304-696-4365, amy.melton@marshall.edu for further information.

If your project involves the following*:

_____ Human Subjects:	submit IRB protocol to:	Bruce Day	304-696-4303	day50@marshall.edu
_____ Vertebrate Animals:	submit protocol to:	Monica Valentovic	304-696-7332	valentov@marshall.edu
_____ Hazardous Materials:	submit protocol to:	Brian Carrico	304-696-3432	carrico8@marshall.edu
_____ Radioactive Materials:	submit protocol to:	William McCumbee	304-696-7366	mccumbee@marshall.edu
_____ rDNA, Infectious Agents or Blood borne Pathogens	submit protocol to:	Don Primerano	304-696-7388	primeran@marshall.edu

*Protocols must be approved before awarded funds may be expended.

Upon notification, your Grants Officer will begin to prepare your Grants.gov package. As you complete your required documents, please send them to your assigned Grants Officer for review in a timely manner. Documents received at the last minute run the risk of being rejected by the NIH for non-compliance. For further information, please contact your Grants Officer.

All Key Personnel must have an eraCommons username. Your assigned Grants Officer will do this.

It is also important to submit EARLY, as the NIH has eliminated the 2-day correction window ([NOT-OD-11-035](#)). For more information on post-submission materials, visit: [NOT-OD-10-115](#)

Applications cannot be changed, corrected or resubmitted once the deadline has expired. No excuse will be accepted by the NIH.

SUBMIT YOUR APPLICATION EARLY!!!

QUESTIONS? *Contact your assigned Grants Officer!*

Additional notes: