
SF424 R&R Application Package – Forms (www.grants.gov)

- SF424 (R&R)
- PHS398 Cover Page Supplement
- Research and Related Other Project Information
- Project/Performance Site Locations
- Research and Related Senior/Key Person Profile Form
- Research and Related Budget (*Award limit = \$25,000*)
- R&R Subaward Budget Attachment Form
- PHS398 Research Plan

For All Attachments

- Save documents as PDF files.
- 11 point, black font, recommended fonts - Arial, Garamond, Georgia, Helvetica, Palatino, Linotype, Times New Roman or Verdana
- Use at least ½” margins
- All file names may include letters, numbers, underscores and hyphens. No special characters.
- Do not use headers or page numbers.

Basic Required Documents

For specific document requirements, see the Forms Version D Research (R) instructions (<https://grants.nih.gov/grants/how-to-apply-application-guide.htm>) and the program announcement.

1. Cover Letter - optional

- Include application title and disciplines if multidisciplinary

2. Project Summary

- Maximum of 30 lines of text = a succinct description of the proposed work, long term objectives and specific aims, making reference to public health significance

3. Project Narrative

- Maximum of 2-3 sentences = relevance of research to public health

4. Bibliography & References Cited

- No page restriction

5. Facilities & Other Resources

- No page restriction

6. Equipment

- No page restriction

7. Resource Sharing Plan (*for grants under \$500k, only needed for proposals which include model organisms to be developed, or large-scale genome data to be generated*)

- No page restriction

8. Mentoring Plan (*for projects involving trainees*)

- One-page limit

9. Biographical Sketches

- Required for each PI, Co-I and senior/key person
- 5 page maximum. Template available at <http://grants.nih.gov/grants/forms/biosketch.htm>.

10. Letters of Support

- All letters of support in a single PDF document
- Font and margin requirements do not apply to letters of support

11. Budget Justification

12. Specific Aims

- Maximum of 1 page

13. Research Strategy

Note: Please use Application Guide Version D (for deadlines on or before January 24, 2018).

(<https://grants.nih.gov/grants/how-to-apply-application-guide.htm>)

- Maximum 6 pages for Pilot and Collaborative Projects, 4 pages for Course Development Projects
- Includes dissemination plan
- Please follow the detailed instructions in the RFA.

14. Assignment Request Form (optional)

- Available for applications submitted on or after 5/25/16.
- Use to communicate specific application assignment and review requests.
- Do NOT include this information in Cover Letter

Other Documents as Applicable

See NIH application guide instructions for Vertebrate Animals and Human Subjects in the Forms D Guidelines, and also:

- *Supplemental Instructions for Preparing the Protection of Human Subjects Section of the Research Plan:* <https://grants.nih.gov/grants/how-to-apply-application-guide/forms-d/supplemental-instructions-forms-d.pdf>
- *Office of Laboratory Animal Welfare (OLAW) — Vertebrate Animals Section:* https://grants.nih.gov/grants/olaw/vertebrate_animal_section.htm

Please note that you must have IRB or IACUC approval by the time the ReBUILDetroit internal review panel completes their recommendations (February 23, 2018). The NIH will not accept applications for pilots with pending IRB or IACUC approvals.

15. Protection of Human Subjects – *Required if human subjects involved, see Supplemental Instructions for Preparing the Protection of Human Subjects Section of the Research Plan*

16. Inclusion of Women & Minorities – *Required if human subjects involved*

17. PHS Inclusion Enrollment Report – *Required if human subjects involved, form within the package*

18. Inclusion of Children – *Required if human subjects involved*

19. Vertebrate Animals – *Required if vertebrate animals involved*

20. Select Agent Research – *Required if activities involve use of strains of select agents*

21. Consortium/Contractual Arrangement – *Required if there is a subcontract*

22. Authentication of Key Resources Plan – *Required if using key biological and/or chemical resources, see Forms D Research Instructions for more details.*

23. Appendix – *Acceptable appendix material includes 1) Blank informed consent/assent forms, 2) Blank surveys, questionnaires, data collection instruments*