

PILOT PROJECTS

NIH R03

APPLICATION & ATTACHMENTS

NIH / Research Enhancement
Building Infrastructure Leading to Diversity

REBUILDetroit

SF424 R&R Application Package - Forms

- 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 = \$24,999*)
- 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

- 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

- 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: NIH updated application guide instructions for Research Strategy for deadlines on or after 5/25/16. (<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

Note: NIH updated application guide instructions for Vertebrate Animals and Human Subjects for deadlines on or after 1/25/16 and 5/25/16. See [NOT-OD-16-006](#), [NOT-OD-16-010](#), Forms D Guidelines and Part II: Supplemental Instructions for Preparing the Protection of Human Subjects Section of the Research Plan,

http://grants.nih.gov/grants/funding/424/SupplementalInstructions.pdf#4_4_inclusion_of_children

Please note that you must have IRB or IACUC approval by the time the ReBUILDetroit internal review panel sends the projects recommended for funding to the NIH (March 6, 2017). 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 Part II:

Supplemental Instructions for Preparing the Protection of Human Subjects Section of the Research Plan,

http://grants.nih.gov/grants/funding/424/SupplementalInstructions.pdf#part_ii_supplemental_instruction

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, new as of 1/25/16, 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