

STANDARD R01/U01 CHECKLIST

Prepared for Temple University

PI		RFA	
		Submission Target	

Proposal Requirement		Responsibilities			Due Date	Notes
		PI		Other		
<input type="checkbox"/>	OSR					
<input type="checkbox"/>	Budget					Two optional budget components: 1) SF424 (R&R) Budget (\$250,001 or more direct cost/year) 2) PHS 398 Modular Budget (\$250,000 direct cost or less/year) NIH application submissions must include either the SF424 (R&R) Budget Component or the PHS 398 Modular Budget Component, but never both.
<input type="checkbox"/>	Budget Justification					For an R&R budget all budget categories must be justified. Modular budget only Personnel and consortium justification is needed. Temple University template?
<input type="checkbox"/>	Project Summary & Abstract					30 lines maximum
<input type="checkbox"/>	Project Narrative					2 – 3 sentences explaining the relevance; Use simple language
<input type="checkbox"/>	References					No page limit; Be concise and select relevant references
<input type="checkbox"/>	Facilities & Other Resources					Temple University template?
<input type="checkbox"/>	Equipment					Only if major items are already available for this project
<input type="checkbox"/>	PI Biosketch					5 pages, full list of published work as found in a publicly available digital database such as MyBibliography or SciENcv. See the NIH website for more information and template.
<input type="checkbox"/>	Other Key Personnel Biosketch					
<input type="checkbox"/>	Cover Letter					Optional, but encouraged
<input type="checkbox"/>	Introduction to Application					Only for resubmission or revision
<input type="checkbox"/>	Specific Aims					1 page maximum
<input type="checkbox"/>	Research Strategy					Typically 12 pages; Check RFA guidelines
<input type="checkbox"/>	Inclusion Enrollment Report					For renewals or revisions and if "human subjects" is YES
<input type="checkbox"/>	Protection of Human Subjects					If applicable; Refer to the SF 424 for instructions; Temple University template?
<input type="checkbox"/>	Inclusion of Women & Minorities					
<input type="checkbox"/>	Targeted/Planned Enrollment					
<input type="checkbox"/>	Inclusion of Children					
<input type="checkbox"/>	Vertebrate Animals					If applicable; Address five points as listed in SF424
<input type="checkbox"/>	Select Agent Research					If applicable
<input type="checkbox"/>	Multiple PD/PI Leadership Plan					If applicable; Temple University template?
<input type="checkbox"/>	Consortium Contractual Arrangements					If applicable
<input type="checkbox"/>	Letters of Support					From consortium participants & collaborators; Download CCTR template

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		PI	Other		
<input type="checkbox"/>	Resource Sharing Plan(s)				1 paragraph; <i>Data Sharing Plan</i> required for \$500,000 or more in direct costs. <i>Sharing Model Organisms</i> is required regardless of amount requested
<input type="checkbox"/>	Appendix				Maximum of 10 PDF attachments is allowed
<input type="checkbox"/>	Other Attachments				If applicable; e.g., protocol

Grants.gov Forms (Transferred to eRA Commons)					
<input type="checkbox"/>	SF 424 (R&R)			4/29	<p>[Client] Grants Office will work with PI to complete all SF 424 forms and assurances, ensure accuracy of technical details and submit proposal via Grants.gov.</p> <p>[Client] Grants Office will view application in eRA Commons and respond to any notifications generated by the eRA Commons system.</p>
<input type="checkbox"/>	Project / Performance Site Locations				
<input type="checkbox"/>	Other Project Information				
<input type="checkbox"/>	PHS 398 Cover Page Supplement				
<input type="checkbox"/>	Senior/Key Person Profile Form				
<input type="checkbox"/>	PHS 398 Research Plan				
<input type="checkbox"/>	R&R Budget Form				
<input type="checkbox"/>	Planned Enrollment Report				