

Checklist: Training Grants NIH D43 & D71 Grant Application

It is the **responsibility of the PI to study the Funding Opportunity Announcement** and confirm that **all additional rules, regulations and documents that are not listed below, are included in the application**. The list below is a general list and requirements might differ from announcement to announcement. This list serves as an indication only. It is the responsibility of the PI to verify that **ALL required documents are included**.

It is the **responsibility of the PI** to verify all PI's or project leads are registered with eRA commons and that the affiliation on the PI's on eRA commons is updated.

PI's must agree with all KP the % Effort and whether this effort will be paid for or not.

Read the NIH instructions available: <http://grants.nih.gov/grants/How-to-Apply-Application-Guide.htm>

All NIH submissions will be made **4 Workdays before the NIH application due date** to avoid any technical problems and to allow for changes

NB Page set-up for all documents: Letter (not A4) , margins=1.27cm, Font=Arial 11. No headers and footers. No page numbers

The final documents (in WORD format) must reach RGMO not later than 7 workdays before submission date (not due date). Only then the RGMO will be able to verify and check the documents before the application package is submitted.

Every PI and KP **MUST** complete the **Financial Conflict of Interest (FCOI) Forms before** submission and again when receiving the Notice of Award and then annually thereafter or as soon as FCOI occurs.

General

1	NEW: Use the PHS Assignment request form if applicable.	
2	Application Filing Name (very short name limited to 80 characters)	
3	PI Details- must match name on file for eRA commons	
4	Long Title of the Project (The title is limited to 200 Characters including letters, numbers, spaces and punctuation)	
5	Project Start & End Date: be consistent throughout the application form	
6	Project performance site(s)	
7	Introduction to Resubmission and revision: NEW: Forms D Allow 3 pages for introduction to resubmission application	

Training documents

1	Project Summary/Abstract. Read the FOA for specific instructions (usually 30 lines of text or less targeted to scientists in the field of the research). Do not include confidential information. Avoid use of first person. Include your Specific Aims . Include a sentence e.g. " The overall impact of this study"	
2	Project Narrative Read the FOA for specific instructions (usually 3 sentences to describe the relevance of this project to public health. Use plain language that can be understood by a general, lay audience = public health relevance statement)	
3	Bibliography & References Cited: Each reference must include the names of all authors (in the same sequence in which they appear in the publication)	
4	Equipment available at all performance sites to execute the project and identify the location and pertinent capabilities	
5	Facilities and Resources. Applicants should clearly describe the relevant scientific environment of all the performance sites that will contribute to the success, indicate access to the proposed patient population, institutional support, physical resources, intellectual rapport. Discuss how the proposed plan will benefit from the unique features e.g. scientific environment, subject populations, collaborative agreements. Describe resources available at all performance sites. How will applicant organisation support the plan e.g. supplementation of stipends, protection of time for mentoring, support for student activities. Space, Shared laboratory facilities & equipment, funds for curriculum development, release time for PI and participating faculty, support for additional trainees or any other creative ways to improve the environment for establishment and growth of the research training program.	
6	Biosketches for Key Personnel (max 5 pages per bio). PIs must be registered on eRA Commons. Use the tool (SciENcv) to create your new format NIH biosketch: http://www.ncbi.nlm.nih.gov/sciencv/ Personal statements must focus on Research and Training and declare support and confirm role for this project. <u>Participating Faculty</u> biosketches must also be included and will be attached as a single document	
7	Training Program NB See FOA special instructions. D43 and D71 = 25 pages A) <u>Background</u> =Rationale for proposed training, history, and need. Summary of table 1, 2 &3. B) <u>Program Plan</u> must include a. Program Administration, b. Program Faculty Summary of table 2 &4,5A and 5B. c. Proposed training d. Training Program Evaluation e. Trainee Candidates f. Institutional environment & commitment to training g. Qualifications of trainee candidates and admission and completion records C) <u>Recruitment plan to enhance diversity</u> = for all applications include plans to enhance recruitment, strategies to include trainees from underrepresented backgrounds. Consider success and/or failures of recruitment strategies of the past.	
8	Plan for Responsible Conduct of Research = 3 Pages. Must include 1. Format of instruction 2. Subject Matter 3. Faculty participation, role of mentors and other faculty 4. Duration of Instructions = total number of instruction hours 5. Frequency of instruction. 6. Monitoring of participation	
9	Data tables: Read the instructions in the FOA to determine which tables to complete. Instructions for tables 1-8 are located on OER website http://grants.nih.gov/grants/forms/datatables/forms-d.htm	

10	Multiple PI Leadership Plan (if applicable) Must address the following elements: 1. Designation of a contact PD/PI who is located at the grantee institution. 2. Roles/areas of responsibility of all of the PD/PIs. 3. Describe governance and organizational structure of leadership team, including communication plans, plans for handling publications and intellectual property, and process for making decisions on scientific direction and procedures for resolving conflicts. NB How will multiple PI leadership benefit the program and trainees?	
11	Letters of Support must contain specific information re support required for the study e.g. letter of supporting laboratories and collaborators. If co-funding or in-kind support is planned from non-NIH sources, e.g. drug supplier, outline the details of the commitment type, amount and source, signed by a business official on an organizational letterhead. Attach also letters from all individual confirming their roles in the project.	
12	Resource Sharing Plan (if applicable) must include 1. Data sharing plan 2. Sharing model organisms 3. Genomic wide Association Studies and Genomic data sharing	
13	Draft Budget	
14	Budget Justifications - For all budget periods. Include the roles of all staff. Be specific.	
15	If Human Subjects are applicable (all clinical research training) include the following documents	
	a. Protection of Human Subjects	
	b. NEW: Data safety monitoring Plan - applicable for clinical trials	
	c. Inclusion of Women & Minorities	
	d. Inclusion of Children	
	e. Inclusion Enrolment Report.	
16	Vertebrate Animals (if Applicable) - euthanasia method required, Describe how institution will insure that trainees will only participate in IACUC approved animal research. Description of procedures, Justifications, Minimization of pain and distress	
17	Select Agent Research if applicable see http://grants.nih.gov/grants/policy/select_agent/index.htm and http://www.selectagents.gov/ Select agents are hazardous biological agents and toxins that have been identified by HHS or USDA as having the potential to pose a severe threat to public health and safety, animal or plant health.	
18	All additional documents as per special instructions e.g.Introduction for Resubmission or Revision Applications	
Subcontract Documents NB These documents must reach RGMO 7 workdays before the internal submission date		
1	Biosketches for Key Personnel in WORD format (max 5 pages per bio). All PIs must be registered on eRA Commons. Use the tool (SciENcv) to create your new format NIH biosketch: http://www.ncbi.nlm.nih.gov/sciencv/	
2	Subcontract collaborator Budget for all periods of the application	
3	Budget Justifications for all periods	
4	R&R Budget Form	
5	Letters of support form the other PI's and the Departmental Head of the collaborator.	
6	Institutional letter intent /consortium agreement containing the following: PI name, Institutional DUNS number, Budget Amounts, Period of Award, Scope of work (what will the collaborator do. This must relate to the personal statement of KP). This is additional to the letters of support. -Request collaborator to complete our template on letterhead and sign.	
7	Profile of Key Personnel	
8	Project and performance site location	
9	Financial Conflict of Interest forms - Complete Appendix 2	