

Checklist: NIH U54 Research 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** and that all **PI's or project leads are registered with eRA commons**. PI's must **agree with all KP the % Effort** and whether this effort will be **paid for or not**.
 Please read the NIH instructions available: <http://grants.nih.gov/grants/How-to-Apply-Application-Guide.htm>

All NIH submissions will be made **2 days before the NIH application due date** to avoid any technical problems

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

The **final** documents in **WORD** format must reach RGMO **7 workdays** before submission date. Only then the RGMO will be able to verify and check the documents before the application package is submitted.

Every PI/Project Lead and KP MUST complete the **Financial Conflict of Interest (FCOI) Forms (Appendix 1 for SU and Appendix 2 for subaward)** before **submission** and again when receiving the Notice of Award and then annually thereafter or as soon as FCOI occurs.

General	Overall	Core Admin	Shared Core 2	Shared Core 3	Project 1	Project 2	Project 3	Project 4
1 NEW: Use the PHS Assignment request form								
2 Application Filing Name (very short name limited to 20 characters)								
3 PI & Project/Core Leads Must have eRA commons ID's . Details- must match name on file for eRA commons. Check organisation affiliation								
4 Descriptive Long Title of the Project (The title is limited to 200 Characters including letters, numbers, spaces and punctuation)								
5 Project Start & End Date								
6 Project performance site(s) - complete template provided								
7 Profiles of all Key personnel - complete template provided do not leave information out.								
Research documents (separate documents)								
1 Research Strategy: Overall = 12 pages; Projects = 12 pages each; Cores = 6 pages each Structure: Significance, Innovation, Approach, Timeline								
2 Bibliography & References Cited: Each reference must include the names of all authors (in the same sequence in which they appear in the publication)								
3 Specific Aims 1 page - Include Rigor, Reproducibility and Transparency								
4 Project Summary/Abstract (30 lines of text or less targeted to scientists in the field of the research). Do not include confidential information. Include a sentence e.g. " The overall impact of this study"								
5 Project Narrative (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)		X	X	X	X	X	X	X
6 Equipment List and describe available equipment to execute the research								
7 Facilities and Resources available and relevant to execute your plan. Include this for each performance site. Example available from RGMO. Applicants should clearly describe the relevant scientific environment 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. protection of time, space, shared laboratory facilities & equipment, or any other creative ways to improve the environment for establishment and growth of the program.								
8 NEW ATTACHMENT! Authentication of Key Biological and/or Chemical Resources - briefly describe methods to ensure the identity and validity of key biological and/or chemical resources used in the proposed studies. These include but are not limited to cell lines. antibodies, speciality chemicals and other biologicals. Standard laboratory reagents are not expected to vary and do not need to be included in the plan e.g. buffers.	X	X	X	X				

