NIH Checklist

- As Principal Investigator of Senior/Key Person, a Commons User ID is required
- Know the Funding Opportunity Announcement you are applying to (http://grants1.nih.gov/grants/guide/parent_announcements.htm#more) and specific Requests for Applications (RFA’s; http://grants.nih.gov/grants/guide/search_results.htm?year=active&scope=rfa) and Program Announcements (PA’s) http://grants.nih.gov/Grants/guide/search_results.htm?year=active&scope=pa
- Standard Due Dates: http://grants.nih.gov/grants/funding/submissionschedule.htm
- Multiple Principal Investigators: http://grants.nih.gov/grants/multi_pi/
- Definition of “New Investigator”: http://grants1.nih.gov/grants/new_investigators/index.htm#definition
- Talk to the program representative for advice on scientific and technical issues and grant mechanisms
- Table of page limits http://grants.nih.gov/grants/forms_page_limits.htm

GENERAL FORMATTING

- Standard US 8 ½” x 11”
- Images approximately 1200 x 1500 pixels, using 256 colors and should be readable as printed at 100% scale (do not include as appendix)
- Use Arial, Helvetica, Palatino Linotype, or Georgia typeface, black font color
- Font size 11 points or larger
- No more than 15 characters per inch
- No more than 6 lines per inch
- At least 1/2” margin on each side, for all pages
PROJECT SUMMARY/ABSTRACT

• Describes every major aspect of the proposal, including objectives and methods, significance and innovation

• no more than 30 lines of text

• Include
  o brief background of this project
  o specific aims, hypotheses
  o significance and relevance for public health
  o unique features & innovation
  o action steps (methodology)
  o expected results
  o how will your results affect other research areas?

• Avoid describing past accomplishments and first person

SPECIFIC AIMS

• Describe concisely goals of proposal, summarize expected outcomes and their significance

• ONE page

• Include:
  o the broad, long-term goal(s) of your research
  o specific objectives and hypotheses to be tested
  o summary of expected outcomes
  o impact

• Begin with brief narrative: Introduce field, current gap in knowledge, your long-term goals, hypothesis of this project (make sure your hypotheses are testable)

• Follow with numbered list of Aims: Concise title, one sentence description of what you intend to do

• Limit to 2-4 Specific Aims

• focus, do not be overly ambitious

• make sure specific aims are based on good preliminary data and your expertise

• End with brief statement of overall impact

• Avoid complete dependence of aims, e.g. if aim 1 fails, aim 2 cannot be accomplished any longer
RESEARCH PLAN

- Organized into three sections: Significance, Innovation, and Approach

**Significance**

- Recommended: 1-2 pages (in R01 page limit)
- Include:
  - What is currently known (literature citations); only include what is directly relevant for this particular project, focused
  - Rationale of proposed research
  - Gap that will be filled
  - Contribution of this research to the field

**Innovation**

- Recommended: ½ - 1 page (in R01 page limit)
- Include:
  - What are the novel concepts, approaches, methodologies etc?
  - What are the advantages?
  - How is it novel?
  - Focus on innovation in study design and outcomes
  - How does it differ from existing research?

**Approach**

- Recommended: 9-10 pages (in R01 page limit)
- Include:
  - Preliminary data, relevant experience (this can also be included in previous sections, as appropriate)
  - What do you intend to do? – Provide an overview of experimental design
  - How is it significant?
  - How is it innovative?
  - What has already been done? – use appropriate references. What gap exists? How will this work fill it?
  - What have you done to establish feasibility of your proposal?
  - What are your expected results?
  - Include work plan (timetable)
- Suggestions:
  - Address every specific aim separately
  - Describe anticipated results. What can go wrong? How will you deal with it? What are alternate approaches to reach your goal?