

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
 - brief background of this project
 - specific aims, hypotheses
 - significance and relevance for public health
 - unique features & innovation
 - action steps (methodology)
 - expected results
 - 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:
 - the broad, long-term goal(s) of your research
 - specific objectives and hypotheses to be tested
 - summary of expected outcomes
 - 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?
 - How will the research be accomplished? Who? What? When? Where? Why? Include collection, analysis and interpretation of data.
 - 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?