NIH submission information that the business office will need from the PI:

PI Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Grant Title:
2. Parent (or Program) Announcement for this submission:

PA number:

PA title:

1. Sub-awards involved? □No □Yes, as named below:
	1. Institution: Business office contact person:
	2. Institution: Business office contact person:
2. Budget
	1. Send excel budget to business office, with each year on a separate page
		1. Key Personnel (list as in V. below, and effort in calendar months), office inserts salary
		2. Other personnel (list named person [if known] job title, and effort), office inserts salary
		3. Consultants
		4. Equipment
		5. Supplies
		6. Travel
		7. Patient care costs
		8. Renovations
		9. Other
		10. Consortium/contractual
	2. Prepare word document for Budget Justification
	3. Direct costs: Year 1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; Year 2\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; Year 3\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_;

Year 4\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; Year 5\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Key personnel (list PI first, then list everyone else who has a biographical sketch in alphabetical order):

Name eRA commons ID (MD/PhD) Role (PI, co-I) Institution

1.

2.

3.

4.

*Note: Biographical sketches are each submitted as a separate pdf file*

1. Clarify Human subjects/vertebrate animals:
	1. Human Subjects? □No □Yes, IRB no. \_\_\_\_\_\_\_\_\_\_\_or exempt\_\_\_ or pending\_\_\_
	2. Clinical Trial? □No □Yes
	3. Agency-Defined Phase III Clinical Trial? □No □Yes
	4. Vertebrate animals? □No □Yes, Animal welfare assurance no.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. State for each section below, is it applicable to your grant? If Yes, submit each on separate pdf, with the document name format as: 1\_Introduction\_Smith\_FEB2016
	* + 1. Introduction to application (resubmission/revision only) □No □Yes
			2. Specific Aims (required) □Yes
			3. Research Strategy (required) □Yes
			4. Progress Report publication list □No □Yes
			5. Protection of Human Subjects □No □Yes
			6. Inclusion of women and minorities □No □Yes
			7. Inclusion of children □No □Yes
			8. Vertebrate animals □No □Yes,
			9. Select agent research □No □Yes
			10. Multiple PD/PI leadership plan □No □Yes
			11. Consortium/contractual arrangements □No □Yes
			12. Letters of support (bundle into 1 pdf) □No □Yes
			13. Resource sharing plans □No □Yes
			14. Appendix □No □Yes
3. Other pdf documents, as separate pdfs:
	1. Project Summary/Abstract (required) □Yes
	2. Project Narrative (required) □Yes
	3. Facilities and Other Resources (required) □Yes
	4. Equipment (required) □Yes
	5. Budget justification (required) □Yes
	6. Bibliography and References Cited (required) □Yes
	7. Other Attachments (include Key Biologicals here) □No □Yes
4. Assignment request information (previously detailed in the cover letter)
	1. Awarding component (NIH institute) preference:
		1. Primary institute:
		2. Secondary institute (if desired):
	2. Study section preference:
		1. First choice:
		2. Second choice:
	3. List of potential reviewers in conflict and why:
	4. List of scientific expertise needed to review the application:
		1. Expert area 1:
		2. Expert area 2:
		3. Expert area 3:

Handy NIH Websites for preparing your application:

1. Getting started with preparing your grant application

NIH Grants website: <http://grants.nih.gov/grants/about_grants.htm>

NIAID website: <http://www.niaid.nih.gov/researchfunding/grant/pages/aag.aspx>

1. Finding the correct Parent Announcement…

<http://grants.nih.gov/grants/guide/parent_announcements.htm>

…or Funding Opportunity Announcement

[http://grants.nih.gov/funding/searchGuide/nih-guide-to-grants-and-contracts.cfm?](http://grants.nih.gov/funding/searchGuide/nih-guide-to-grants-and-contracts.cfm?searchTerms=&PAsToo=1&Expdate_On_After=&RelDate_On_After=&maxreldate=2015-12-18%2011:48:35.0&RFAsToo=1&NoticesToo=0&OrderOn=RelDate&OrderDirection=DESC)

1. Making sure your title and strategy are unique

NIH Research Portfolio Online Reporting Tools <https://projectreporter.nih.gov/reporter.cfm>

1. Indicate the appropriate Institute

List of institutes, centers, and offices: <https://www.nih.gov/institutes-nih/list-nih-institutes-centers-offices>

Contact a “program officer” under extramural programs

1. Select the appropriate study section

List of Regular Standing Study Sections: <http://public.csr.nih.gov/StudySections/Standing/Pages/default.aspx>

1. Monitor the status of your application

eRA Commons site: <https://public.era.nih.gov/commons>