

(last modified 4/01/2003)

Sample Format

Attachment 1 TABLE OF CONTENTS

SECTION 1. INFORMATION FOR THE ENTIRE APPLICATION

	Page
Face Page	___
Description, Performance Sites and Key Personnel	___
Table of Contents	___
Table I, Consolidated Direct Costs for First Year of Requested Support	___
Budget for First 12-Month Grant Period for the Entire Application	___
Budget for Entire Proposed Project Period for the Application	___
Budgets for Consortium/Contractual Arrangements for the Entire Application	___
Biographical sketch - Principal Investigator (<i>follow 398 instructions</i>)	___
Biographical Sketches - All Other Professional Personnel in the Application (<i>in alphabetical order, Principal Investigator/Program Director first</i>)	___
Table II, Distribution of Professional Effort (%) on this Application	___
Resources	___

SECTION 2. SUMMARY RESEARCH PLAN FOR THE ENTIRE APPLICATION

1. Introduction to the Application (Specific Aims)	___
2. Background and Significance	___
3. Preliminary Studies/Progress Report	___
4. Human Subjects	___
5. Vertebrate Animals	___
6. Literature Cited	___
7. Consortium/Contractual Arrangements	___
8. Consultants	___
9. Table III, Percent Use of Each Core by Each Project First Year	___
Checklist	___
Personnel Report (<i>Competing continuation applications only. See PHS 398 Instructions</i>)	___
Personal Data	___

SECTION 3. RESEARCH PLANS FOR INDIVIDUAL CORES AND PROJECTS

(Provide a separate plan according to this outline for each core and project.)

Note: Each research project should not exceed the page limit stated in the PHS Form 398 instruction.. For cores, the limit for Sections a-d of the research plan is 10 pages.

	Page
Core or Project Number, Title, and Core or Project Leader	
Title Page (<i>See Attachment 2 - Do not use the Face Page of PHS Form 398 for individual components.</i>)	___
Description, Performance Sites and Personnel on Component	___
Budgets for First 12-Month Budget Period and for Entire Project Period for Individual Core or Project	___
Budgets for Consortium/Contractual Arrangements	___
Other Support	___
Resources and Environment	___
Research Plan	
a. Specific Aims	___
b. Background and Significance	___
c. Progress Report/Preliminary Studies	___
d. Research Design and Methods	___
e. Human Subjects	___
f. Vertebrate Animals	___
g. Literature Cited	___
h. Consortium/Contractual Arrangements	___
I. Consultants	___

SECTION 4. APPENDIX

Attachment 2

SAMPLE TITLE PAGE FOR INDIVIDUAL CORE OR COMPONENT

(Do not use Face Page from PHS Form 398.)

Project No.or Core: _____

Title of Project or Core (not to exceed 56 spaces):

Project Leader: (Last Name, First Name, Middle Initial)

Position Title:

Department, service, laboratory, or equivalent:

Mailing Address:

Human Subjects (yes or no):

If yes, state pages where a description of the plan for protection of human subjects can be found and the pages where a description detailing the participation by minority and female subjects can be found.

Vertebrate Animals Involved (yes or no):

If "yes," identify by common names and underline primates. State pages where a description of the plan for the protection of animals can be found. Also, if available, state the page number where the IACUC approval can be found. Otherwise Just-in-Time procedures are applicable.

Dates of Entire Proposed Project Period (if different from that of the entire application):

ATTACHMENT 3

SAMPLE TABLE I

CONSOLIDATED DIRECT COSTS FOR FIRST YEAR OF REQUESTED SUPPORT

BUDGET CATEGORY	CORE A CL:	CORE B CL:	CORE C CL:	PROJECT 1 PL:	PROJECT 2 PL:	PROJECT 3 PL:	PROJECT 4 PL:	PROJECT 5 PL:	TOTALS
Personnel									
Consulting Costs									
Equipment									
Supplies									
Domestic Travel									
Foreign Travel									
Patient Care Costs									
Alterations/Renovations									
Contractual Costs									
Other Expenses									
TOTALS									

CL = Core Leader
 PL = Project Leader

ATTACHMENT 4

SAMPLE TABLE II

DISTRIBUTION OF PROFESSIONAL EFFORT (%) ON THIS APPLICATION

Participating Investigators	CORE A CL:	CORE B CL:	CORE C CL:	PROJECT 1 PL:	PROJECT 2 PL:	PROJECT 3 PL:	PROJECT 4 PL:	PROJECT 5 PL:	TOTALS
Dr. A (Program Director)									
Dr. B									
Dr. C									
Dr. D									
Dr. E									
Dr. F									
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CL = Core Leader
 PL = Project Leader

ATTACHMENT 5

SAMPLE TABLE III							
PECENT USE OF EACH CORE BY EACH PROJECT FIRST YEAR							
CORE	PROJECT 1	PROJECT 2	PROJECT 3	PROJECT 4			
CORE A: ADMINISTRATIVE							
CORE B: TITLE							
CORE C: TITLE							
CORE D: TITLE							