

## NIBIB checklist for grant applicants using the PHS 398 Form

This checklist is primarily for R01 and R21 applications, but many of the items on the list apply to other grant applications.

Before submitting your application please review it to make sure you have answered each item on the checklist. If you answered no to any of the questions, you may wish to consider revising your application.

Face Page	
Does the application title stay within 56 characters?If responding to an RFA or a PA that accepts more than one r for which you are applying? For example, R01 or R21?	nechanism, does your application identify the mechanism
Is the name of the PI entered last name first?Is the correct phone number and e-mail of the PI included?Has the application been signed and dated?	
Form Page 2Are the Key Personnel on Form Page 2 listed in alphabetical of	order last name first?
Table of Contents  Has the Table of Contents been filled in so the page numbers  If the application included appendix items has the appendix be appendix listed?	
BudgetIs the budget properly formatted—modular (in increments of \$ non-modular?Have the correct budget forms and formats (modular or non-modular)	
Application Format Does the application format meet the 4 requirements?  Font size—must be 10 pt. font or higher—11 or 12 pt. font is CPI—must be 15 characters per inch or less. Measure the Lines per inch—must be 6 lines per inch or less  Margins—must be ½ inch or more for top, bottom, left, and If hard-to-copy or color images or photos are included in the a Is the Research Plan within the page limits?	cpi with a ruler. Fonts and printers vary cpi size. right pplication are the originals also in the appendix?
Human Subject Section—If Applicable  If the application proposes clinical research is the Human Sub Has the section been structured to include all the headings?  Does it address all 4 required points?  Does it address the Inclusion of Women, Minorities, and Child Does it contain the Targeted/Planned Enrollment Table?  If a clinical trial is being undertaken has the Data and Safety Management of the Company o	ren in separately labeled subsections?
Vertebrate Animal Section—If Applicable If the application proposes to use vertebrate animals is the Ar Has the section been structured to include all the headings? Does it address the 5 required points?	imal Welfare Section included?
Literature Cited Section Have the names of all the authors been listed? Et al. may no	t be used.
Consortium and Contractual Agreements Sections—If A  Is the consortium or contractual agreement included?  Are you using consultants and are the appropriate letters included.  Is the consortium agreement in order and clearly visible in the	ided? Do not put them in the appendix.
Appendix Does your application have the correct number of appendicesDoes your appendix include a table of contents?Are all your manuscripts in the appendix published or in press permitted.	? Submitted or in-preparation manuscripts are not
Does each manuscript clearly indicate if it is published or in put.  How many manuscripts are in the appendix? There is a limit of the appendix included.  Are any images, photos, graphs, etc. in the appendix included in the lift hard-to-copy or color images or photos were included in the	of 10 unless otherwise specified in the RFA or PA. In the research plan?