

NIH R01 Application Checklist

PA-07-070 or (include PA#): _____

PI: _____

(For URA Use Only) TRACS#: _____

PTF

- ____ Title matches SF 424
- ____ Application type correctly marked in Box II
- ____ Subaward Institutions listed in Box III (if applicable)
- ____ Project dates in Box V match SF 424 and budgets
- ____ Project amounts in Box V match SF 424 and budgets
- ____ All PI eligible personnel with effort listed in Box VI
- ____ Appropriate protocols and approval status listed in Box VII
- ____ Appropriate signatures obtained in Box IX, X (completed), & XI
- ____ Cross-Dept/Div Approvals included as appropriate (if necessary)
- ____ Copy of guidelines included if not a Parent R01
- ____ NIH Certification Statement included (signed by ALL PD/Pis)

SF 424

Box 4 (Federal Identifier)

____ Leave blank if 'New' application. If 'Renewal/Resubmission', include the grant serial number (Format: AA#####)

Box 5 (Applicant Information):

- ____ DUNS# Correct - 005421136
- ____ Address correct: The University of Chicago
5801 South Ellis Ave
Chicago, Cook, IL, USA 60637-5418
- ____ Correct contact information and URA Manager listed

Box 8 (Type of Application):

____ Correct application type marked

Box 11 (Descriptive Title):

____ Does not exceed 81 characters (including spaces) & matches PTF

Box 13 (Proposed Project):

- ____ Start Date is correct according to Standard Review/Award Cycles for NIH or per guidelines for non-parent R01s
- ____ End Date: does not exceed 5 years

Box 16 (Estimated Project Funding):

____ Total Costs listed (include F&A) and matches PTF Box V total

Box 19 (Authorized Representative):

____ Email: NIHAPPS-URA@lists.uchicago.edu

Senior/Key Personnel Profile

- ____ eRA Username included for all PD/Pis on application
- ____ If Multi PI, other Pis also have role of 'PD/PI'
- ____ Role of 'Co-PI' or 'Co-PD/PI' not used (NIH does not recognize)
- ____ Profiles included for all Key Personnel/OSC
- ____ Position title matches title on the Biosketch
- ____ OSC project role should be: Other/Other Significant Contributor

Biosketches:

- ____ Do not exceed 4 pages and include Research Support
- ____ 'Position Title' on Bio is listed in Section A and matches Profile
- ____ PMCIDs included appropriately for all relevant publications
- ____ Bios included for all Key Personnel/OSC

Other Project Information

Question 1:

- ____ Human Subjects marked correctly (must be either Y/N)
- ____ Assurance Number accurate - 00005565 (if applicable)

Question 2:

- ____ Vertebrate Animals marked correctly (must be either Y/N)
- ____ Assurance Number accurate - A3523-01 (if applicable)

Abstract:

____ Does not exceed 30 lines

Narrative:

____ Does not exceed 2-3 sentences

Bibliography/Literature Cited:

____ Included

Facilities/Resources:

____ Included

Equipment:

____ Included

Project/Performance Site Locations

____ Department/PI Office address listed (Not 5801 S. Ellis...)

____ Subaward(s) listed (if applicable)

PHS 398 Cover Page Supplement

- ____ PD/PI Degree listed
- ____ Question 2 answered (must be either Y/N)
- ____ Correct URA Manager and contact information included
- ____ Question 4 answered (must be either Y/N)

PHS 398 Checklist

- ____ Question 3 only answered if a Renewal application
- ____ Question 4 answered (must be either Y/N)

PHS 398 Research Plan

Attachments:

- ____ Adhere to Introduction limits (guidelines for Parent R01s):
'New' - none; 'Resubmission' - 3 pages; 'Revisions' - 1 page
- ____ 25 page maximum (*combined for below sections)
- ____ *Specific Aims included
- ____ *Background and Significance included
- ____ *Preliminary Studies/Progress Report included
- ____ *Research Design/Methods included
- ____ PMCIDs included as appropriate on Publications list
- ____ Human Subjects Section (if Human Subjects marked 'Yes')
- ____ Inclusion of Women/Minorities (if Human Subjects marked 'Yes')
- ____ Inclusion of Children (if Human Subjects is marked 'Yes')
____ If section states 'no children are included', confirm that there are no subjects under the age of 21
- ____ Targeted Enrollment Table (if Human Subjects is marked 'Yes')
____ Racial and Ethnic Category totals are equivalent
- ____ Vertebrate Animal Section (if Vertebrate Animals is marked 'Yes')
____ States: Methods of euthanasia are consistent with AVMA
- ____ Multiple PD/PI Leadership Plan (if needed)
- ____ Resource Sharing Plan (required)
- ____ Plan for Sharing Research Data (for projects at or over \$500K DC)
- ____ Consortium/Contractual Arrangements Section (if needed)

Budgets (both Modular and Non-Modular)

- ____ Correct budget type used (Modular/Non-Modular)
- ____ Required NIH approval included if annual DC of \$500K or more
- ____ Dates correct for each Budget Period and match PTF & SF 424
- ____ Correct F&A rate applied (56% On Campus, 26% Off Campus)
- ____ Cognizant Federal Agency listed for each Budget Period (DHHS...)
- ____ Year 1 and Cumulative Budget totals match PTF Box V and SF 424
- ____ Appropriate exclusions made from MTDC

Non-Modular Budget Pages:

- ____ Effort included for all personnel (cannot be 0 effort)
- ____ Correct NIH Salary Cap used - \$196,700
____ Salaries at the cap not inflated in out years
- ____ Subaward totals listed in Section F (if applicable)
- ____ Appropriate subaward budget attachments included (if applicable)

Modular Budget Pages:

- ____ Subaward F&A listed (if applicable)
- ____ F&A Agreement Date included for each Budget Period (3/16/09)

Budget Justification:

- ____ (M&NM) Include all personnel (with project role & effort in months)
____ All Other Significant Contributors listed with justifications
- ____ (M&NM) Address Consortium/Contractual costs (if applicable)
- ____ (Non-Mod) Include Salary Cap Statement (if necessary)
- ____ (Non-Mod) Include fringe benefit rate (21.9% for benefits eligible)
- ____ (Non-Mod) Address all line items on Budget
- ____ (Non-Mod) Include F&A rate (56%) and agreement date (3/16/09)
- ____ (Non-Mod) Subaward budget justification included (if applicable)

Subaward Information for Internal Documentation (if applicable)

- ____ Signed face page provided for each subaward institution
____ *(Must be obtained prior to application submission by URA)
- ____ Include Checklist Form Page for each subaward institution
- ____ Include bios and workscope for each subaward institution
- ____ Subaward Budget & Justification for each subaward institution
- ____ Checklist and budget amounts match UoFC overall budgets