

Checklist of general NIH/Federal application attachments

Note: For NIH applications, text documents should be in Arial 11 font with ½-inch margins and no headers or footers. Other federal sponsors may have different formatting guidelines. Please review the specific instructions for each funding opportunity.

- NIH SF 424 electronic grant forms (the CoHP grants coordinator will assist with completing these forms)
- Title of study – (see funding opportunity for project specific guidelines)
- Specific Aims – 1 page
- Research Strategy – Significance, Innovation, Approach (see funding opportunity for specific items that should be addressed, page limitations, etc.)
- Reference list
- Other project information – human subjects, vertebrate animals, applicable exemption number, approval dates, etc.
- List of people who will be named as key personnel
- NIH Biosketches for all key personnel – current format page approved through 09/30/2024, maximum 5 pages and Personal Statement that is specific to this application. Here is a helpful link for the current format requirements: <https://grants.nih.gov/grants/forms/biosketch.htm>
- Budget spreadsheet – Modular or Detailed
- Budget Justification – the categories that should be included (if relevant) are Personnel, Equipment, Travel, Supplies, Consultants, Other, and Sub-contracts
- Project Summary/Abstract – scientific abstract, Arial 11 font, ½-inch margins, maximum 30 lines of text
- Project Narrative – lay abstract, public health relevance, limited to three sentences.
- Facilities and Other Resources, including a section on how the environment will contribute to the success of the study. See specific instructions in the funding opportunity.
- Equipment
- Authentication of Key Biological and/or Chemical Resources
- Letters of Support – from consultants and anyone who is providing something specific (i.e., a specific type of mouse, access to specific resources)
- Data Sharing Plan
- Consortium or Contractual Agreements – subrecipient commitment form or letter of intent, detailed budget and budget justification, biosketches for key personnel, and statement of work

NOTE – Please carefully review the funding opportunity & be aware of required program specific information.

Helpful application information may be found in the links provided below.

NIH:

<https://grants.nih.gov/grants/how-to-apply-application-guide.html>

DOD:

<https://ebrap.org/eBRAP/public/Program.htm>

NSF:

https://www.nsf.gov/publications/pub_summ.jsp?ods_key=nsf22001&org=NSF

NOTE: See the funding opportunity for specific review criteria that will be used to evaluate applications.