

## REQUIRED NARRATIVES – NIH PHS 398 RESEARCH APPLICATIONS

*DOES NOT APPLY TO K CAREER DEVELOPMENT AWARD APPLICATIONS*

NIH Attachment (Grouped under the form with which it is associated)	Coeus Narrative Type	Comments
<b><i>Research &amp; Related Other Project Information</i></b>		
Project Summary/Abstract	Project_Summary	No more than 30 lines of text
Project Narrative	Narrative	Public Health Relevance Statement. No more than two or three sentences, in plain language for general audience
Facilities & Other Resources	Facilities	Facilities that will contribute to the project's success
Equipment	Equipment	Major items of equipment already available for this project
Other Attachments	Other	Use in accordance with FOA instructions
<b><i>Research &amp; Related Budget (for detailed budgets)</i></b>		
Budget Justification Attachment	Budget_Justification	Full justification is required for all detailed budgets
<b><i>PHS 398 Modular Budget</i></b>		
Personnel Justification	PHS_ModBud_PersonJustif	Required for all modular budgets
Consortium Justification	PHS_ModBud_ConsortiumJustif	Required for modular budgets that include funds for a subrecipient
Additional Narrative Justification	PHS_ModBud_NarrativeJustif	Required for modular budgets that have a variance in the number of modules requested per budget year

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<i>PHS 398 Research Plan Narratives (for all applications EXCEPT "K" Career Development Award applications)</i>		
Introduction to Application	PHS_ResearchPlan_IntroductionToApplication	Check FOA instructions; normally limited to 1 page for <b>Resubmission and Revision</b> applications
Specific Aims	PHS_ResearchPlan_SpecificAims	Limited to 1 page
Research Strategy	PHS_ResearchPlan_ResearchStrategy	SEE TABLE OF PAGE LIMITS
Inclusion Enrollment Report	PHS_ResearchPlan_InclusionEnrollmentReport	For <b>Renewal or Revision</b> applications that involve clinical research
Progress Report Publications List	PHS_ResearchPlan_ProgressReportPublicationList	For <b>Renewal</b> applications
Protection of Human Subjects	PHS_ResearchPlan_ProtectionOfHumanSubjects	Required when Human Subjects is included in Special Review tab; includes Data and Safety Monitoring Plan when applicable
Inclusion of Women and Minorities	PHS_ResearchPlan_InclusionOfWomenAndMinorities	Required when Human Subjects is included in Special Review tab
Targeted/Planned Enrollment	PHS_ResearchPlan_TargetedPlannedEnrollmentTable	Required when Human Subjects is included in Special Review tab
Inclusion of Children	PHS_ResearchPlan_InclusionOfChildren	Required when Human Subjects is included in Special Review tab
Vertebrate Animals	PHS_ResearchPlan_VertebrateAnimals	Required when Animal Usage is included in Special Review tab
Select Agent Research	PHS_ResearchPlan_SelectAgentResearch	Required when Select Agents is included in Special Review tab
Multiple PD/PI Leadership Plan	PHS_ResearchPlan_MultiplePILeadershipPlan	Required when more than one investigator is added on the Investigator tab

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Bibliography & References Cited	Bibliography	For publicly available citations, URLs or PMC submission identification numbers may accompany the full reference
Consortium/Contractual Arrangements	PHS_ResearchPlan_ConsortiumContractualArrangements	Required for applications that include a subrecipient.
Resource Sharing Plan(s)	PHS_ResearchPlan_ResourceSharingPlans	Data-sharing plan required for applications seeking $\geq$ \$500,000 DC annually. Proposals for development of model organisms require plan for Sharing Model Organisms. Proposals for genome-wide association study require plan for data submission to NIH GWAS data repository.
Letters of Support	PHS_ResearchPlan_LettersOfSupport	Scan multiple letters as one multi-page pdf document
Cover Letter	PHS_Cover_Letter	Is accessible only to appropriate NIH staff, but not peer reviewers. Encouraged by NIH for all applications; see instructions. Required for changed/corrected applications submitted after the deadline and to provide approval for proposal requesting $\geq$ \$500,000 annually and other approvals as required by the FOA
Appendix	PHS_ResearchPlan_Appendix	Is accessible to appropriate NIH staff and peer reviewers. SEE INSTRUCTIONS

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### FONT AND MARGIN SPECIFICATIONS:

Use an Arial, Helvetica, Palatino Linotype, or Georgia typeface, a black font color, and a font size of 11 points or larger. (A Symbol font may be used to insert Greek letters or special characters; the font size requirement still applies.)

Type density, including characters and spaces, must be no more than 15 characters per inch.

Type may be no more than six lines per inch.

Use at least one-half inch margins (top, bottom, left, and right) for all pages. No information should appear in the margins (header and footer), including the PI's name and page numbers.

NIH Application Guide SF424 (R&R) - **Adobe Forms Version B:** <http://grants.nih.gov/grants/funding/424/index.htm#inst>

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