

Johns Hopkins University – School of Medicine – Office of Research Administration

NIH Grant Requirement Checklist Checklist for Program Project/Center Grant Applications

This document is designed only to serve as a project management tool. It does **NOT** replace the detailed information available within the relevant funding opportunity announcement, the funding agency's forms, instructions, and review criteria. Particular funding opportunity announcements have specific requirements that may not be included in this checklist, or the checklist may have more than is required for your project. **Please refer to the FOA.**

PI: _____

COEUS PD: _____

Due to ORA : _____ *(must be submitted to ORA 5 business days before sponsor deadline)*

MSF - Due to NSF: _____

General Items Required	Notes	Responsible Party	Final Uploaded in to COEUS ✓
Project summary	1 page limit – Overview / intellectual merit and broader impacts statement blocks must be completed.		<input type="checkbox"/>
Project Description	15 page limit - Ensure both merit review criteria are addressed, including a separate section within the narrative that discusses the broader impacts of the proposed activities – must include support rec'd from NSF (PI or Co-PI with past 5 years) - refer to policy for further details.		<input type="checkbox"/>
Bibliography & References cited	No page limit. Must include bibliographic citations only. If there are no references a statement to that effect must be included in this section.		<input type="checkbox"/>
Facilities & Other Resources	Do not include equipment on this page.		<input type="checkbox"/>
Equipment	List major items of equipment already available for this project and, if appropriate, identify location and pertinent capabilities		<input type="checkbox"/>
Specific Aims	1 PAGE LIMIT		<input type="checkbox"/>
**5. Research Strategy (in the specified order) Significance Innovation Approach	6 or 12 page limit – PAGE LIMITs VARIES WITH FOA – PLS CHECK FOA For new application provide information on Preliminary Studies For renewal/revisions, provide a Progress Report as part of the approach section		<input type="checkbox"/>
Inclusion Enrollment Report	(renewals and revisions if the application involves clinical research)		<input type="checkbox"/>
Introduction (for resubmissions and renewals)	Limited to 1 page		
Progress Report Publication List	(renewal applications only) list the titles and complete references to all appropriate publications, manuscripts accepted for publication, patents, and other printed materials that have resulted from the project since it was last reviewed competitively.		

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Human Subject Sections	(all 4 sections required if applicable) – if one or more sections are not applicable upload a document that says n/a		
Protection of Human Subjects			<input type="checkbox"/>
Inclusion of Women & Minorities			<input type="checkbox"/>
General Items Required	Notes	Responsible Party	Final Uploaded in to COEUS ✓
Targeted /Planned Enrollment			<input type="checkbox"/>
Inclusion of Children			<input type="checkbox"/>
Other Research Plan Sections			
Vertebrate Animals			<input type="checkbox"/>
Select Agent Research			<input type="checkbox"/>
Multiple PI Leadership Plan			<input type="checkbox"/>
Consortium/Contractual Arrangements	<input type="checkbox"/> JHU Subrecipient forms (COI forms) required for Federal Grants <input type="checkbox"/> Resources <input type="checkbox"/> Equipment <input type="checkbox"/> Budget <input type="checkbox"/> Budget Justification <input type="checkbox"/> Biosketch		<input type="checkbox"/>
Letters of Support	(save and upload as single file)		1. 2. 3. 4. 5.
Resource Sharing Plan(s)* <i>required by some funding mechanisms – please read FOA.</i>	<input type="checkbox"/> Data Sharing Plan <input type="checkbox"/> Sharing Model Organisms <input type="checkbox"/> Genome-Wide Association Studies		<input type="checkbox"/>
Cover Letter	Make sure title and PA# matches the application (COEUS PD)		<input type="checkbox"/>
Appendix materials	See SF424 guidelines and FOA for specific instructions		<input type="checkbox"/>
Biosketchs for all key personnel - Template	2 page limit – Publications have been renamed to “Products”. Appointments and positions must be in reverse chronological order.		<input type="checkbox"/>
General Items Required	Notes	Responsible Party	Final Uploaded

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			in to COEUS ✓
R&R Budget Component (Budget & Budget Justification)	Either Modular (less than \$250K/yr (excluding F&A costs)) or Full (over \$250K/yr (excluding F&A))		<input type="checkbox"/>
	Justification – Either Modular or R&R depending on budget. Be certain to follow the format and upload under the correct narrative type in COEUS.		<input type="checkbox"/>
Narrative Justification (if applicable)	use for modular's when direct cost varies		<input type="checkbox"/>
Verify PI eRA Commons ID			<input type="checkbox"/>
Signed PI Certification Uploaded			<input type="checkbox"/>
PI reviewed the FINAL application package and approved			<input type="checkbox"/>

IT IS SUGGESTED THAT THE DEPARTMENT SEND THE PI THE CONSOLIDATED APPLICATION IN THE SF424 FORM ACCESSIBLE THROUGH GRANTS.GOV FORMS TAB IN COEUS TO REVIEW PRIOR TO SENDING THE PD TO ORA IF TIME PERMITS