

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

Checklist for R01 Applications Please read RFA and NIH Guidelines

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)*

R01- Due to NIH: _____

General Items Required	Notes	Responsible Party	Final Uploaded in to COEUS ✓
Project summary/abstract	30 lines max		<input type="checkbox"/>
Project narrative	2-3 sentences max		<input type="checkbox"/>
Bibliography & References cited			<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	12 page limit 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	<i>(renewals and revisions if the application involves clinical research)</i>		<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.		
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"/>

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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)	Data Sharing Plan Sharing Model Organisms 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	Section A. Personal Statement Briefly describe why your experience and qualifications make you particularly well-suited for your role (e.g. PD/PI, mentor, participating faculty) in the project that is the subject of the application B. Position and Honors C. Selected Peer-Reviewed Publications NIH encourages applicant to limit the list of selected peer-reviewed publications or manuscripts in the press to <i>no more than 15.</i> D. Research Support - Begin with the projects that are most relevant to the research proposed in the application.		<input type="checkbox"/>

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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.		
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"/>
<i>PI reviewed the FINAL application package and approved</i>			<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