

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

## NIH Grant Requirement Checklist Checklist for R03 NIH Small 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)*

R03- Due to NIH: \_\_\_\_\_

General Items Required	Notes	Responsible Party	Final Uploaded in to COEUS ✓
Project summary/abstract	<b><i>30 lines max</i></b>		
Project narrative –	<b><i>2-3 sentences max</i></b>		
Bibliography & References cited	For renewals 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		
Facilities & Other Resources	Do not include equipment on this page.		
Equipment	List major items of equipment already available for this project and, if appropriate, identify location and pertinent capabilities		
Specific Aims	1 PAGE LIMIT		
<b><i>**5. Research Strategy (in the specified order)</i></b> Significance Innovation Approach	6 page limit		
Introduction	(for <b>resubmissions</b> and <b>renewals</b> ) – Limited to 1 page		
Inclusion Enrollment Report	<b><i>(renewals and revisions if the application involves clinical research)</i></b>		
Preliminary data –	NOT required but may be included if available		
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			
Inclusion of Women & Minorities			
Targeted /Planned Enrollment			
Inclusion of Children			
Other Research Plan Sections			
Vertebrate Animals			
Select Agent Research			
Multiple PI Leadership Plan			

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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		
Letters of Support	(save and upload as single file)		1. 2. 3. 4. 5.
Cover Letter	Make sure title and PA# matches the application (COEUS PD)		
Resource Sharing Plan(s)	Data Sharing Plan Sharing Model Organisms Genome-Wide Association Studies		
Appendix materials	See SF424 guidelines and FOA for specific instructions		
<b>Biosketchs for all key personnel</b>	<p><b>Section A. Personal Statement</b> 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</p> <p><b>B. Position and Honors</b></p> <p><b>C. Selected Peer-Reviewed Publications</b> NIH encourages applicant to limit the list of selected peer-reviewed publications or manuscripts in the press to <b><i>no more than 15.</i></b></p> <p><b>D. Research Support</b> - Begin with the projects that are most relevant to the research proposed in the application</p>		
Modular Budget Justification	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		
Budget Restrictions –	directs costs of up to two \$25,000 modules or \$50,000 per year. <b><i>PLEASE READ the FOA</i></b>		
Verify PI eRA Commons ID			
Signed PI Certification			
PI reviewed the FINAL application package and approved			

***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***