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.

<table>
<thead>
<tr>
<th>PI: ___________________</th>
<th>COEUS PD: ________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due to ORA: (must be submitted to ORA 5 business days before sponsor deadline)</td>
<td>R03- Due to NIH: ___________</td>
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### General Items Required

<table>
<thead>
<tr>
<th>Notes</th>
<th>Responsible Party</th>
<th>Final Uploaded in to COEUS</th>
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<tbody>
<tr>
<td><strong>30 lines max</strong></td>
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<tr>
<td><strong>2-3 sentences max</strong></td>
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<tr>
<td>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</td>
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</table>

- Project summary/abstract
- Project narrative
- Bibliography & References cited
- Facilities & Other Resources
- Equipment
- Specific Aims

### **5. Research Strategy (in the specified order)**

**Significance**

**Innovation**

**Approach**

6 page limit

**Introduction**

(for resubmissions and renewals) – Limited to 1 page

**Inclusion Enrollment Report**

(renewals and revisions if the application involves clinical research)

**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
### Consortium/Contractual Arrangements

- JHU Subrecipient forms (COI forms) required for Federal Grants
  - Resources
  - Equipment
  - Budget
  - Budget Justification
  - Biosketch

### Letters of Support

(Save and upload as single file)

### 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

### 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 no more than 15.

**D. Research Support** - Begin with the projects that are most relevant to the research proposed in the application

### 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.

*PLEASE READ THE FOA *

### Verify PI eRA Commons ID

### Signed PI Certification

### PI reviewed the FINAL application package and approved

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**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**