

**NIH R21 Application Checklist**

Application Components:

Done	Section	Description
	Cover Letter	Include application title, Title of FOA/PA/RFA. Also include a list of referees (name, department affiliation, institution)
	Cover Page Supplement	Attachment required if “Yes” to HFT Section. Complete form in ASSIST.
	Budget	Initiate a PIF to get budget started with RPM. NIH <a href="#">salary cap information</a> No travel or equipment <i>Refer to Budget Components below.</i>
	Budget Justification	To justify personnel, equipment, travel, publications, direct costs <i>Refer to Budget Components below.</i>
	Project Narrative	3 sentences.
	Project Summary	30 lines of text.
	Bibliography & References cited	
	Equipment	
	Facilities and Resources	Describe how scientific environment will contribute to success. To end of document: <b>“All equipment and services are available for use by the investigators at no direct costs to the sponsor, expect where specified in the budget.”</b>
	Project/Performance Site	No attachment. Fill in ASSIST
	PHS 398 Introduction	1 page for resubmissions only
	Specific Aims	1 page limit
	Research Strategy	12-page limit
	Progress Report and Publications	Only include for renewals
	Vertebrate Animals	If Applicable
	Select Agent Research	If Applicable
	Multiple PD/PI Leadership Plan	
	Consortium/Contract Agreements	
	Letters of Support	Combined as a single PDF. Collaborators, contributors, consultants.
	Resource Sharing Plan	If applicable
	Authentication of key biological and/or chemical resources	New requirement. 1 Page Max (grant will be rejected if longer).
	Biosketches	Key personnel. Include PMCID for all references.
	Senior/Key Person	Key personnel and role
	PI Waiver	*Requirement for Instructors
	Human Subject and Clinical Trials Information	If yes, add study record. If no, answer specimen/data questions

Budget Components:

Done	Section	Description
	Budget Development	RMG/PI are responsible
	Budget Justification and Development	
	Subaward Outreach and Document Collection	RMG responsible. Refer to Subaward Checklist below.

	Subaward Document Collection	PI/Dept responsible. Refer to Subaward Checklist below.
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To submit:

1. Initiate and submit a PIF via SeRA.
2. Initiate proposal and complete required fields in ASSIST.
3. Upload PDF attachments to ASSIST.
4. PI waiver if needed.
5. Review and submit to NIH (RMG)

**Subaward Application Checklist**

<b>Done</b>	<b>Section</b>	<b>Description</b>
	Add Project/Performance Site for subrecipients	PI/Admin responsibility
	Complete form fields in ASSIST and attach budget justification	
	Subrecipient Letter of Support	Combine with other LOS
	Consortium/Contractual Arrangements	