

Program Project Grant (P01)

Done	Due Date	Section	Notes
		Letter of Request	
		Staff Consultation	
		<b>Overall</b>	Component type "overall"
		Cover letter	
		Budget – each Core and Project	
		Budget justification – each Core and Project	
		Biosketch – overall PI	
		Project summary	
		Project Narrative	
		References for each project/core	
		Equipment for each project/core	
		Facilities for each project/core	
		Specific Aims	Goals of research and expected outcomes (for the program)
		Research Strategy	<ul style="list-style-type: none"> <li>○ 12 pages</li> <li>○ Describe the Program project as a group of interrelated research projects.</li> <li>○ Highlight unity by describing scientific problems and addressing broad strategy to address</li> <li>○ Establish theme in first few sentences</li> <li>○ Describe prior collaborations between team</li> <li>○ Unique advantages of having this specific team</li> </ul>
		Letters of support	Institutional support. For project as a whole
		Resource Sharing Plan	
		Authentication of key biological and/or chemical resources	
		Human Subjects	Answer "yes" if even one of your projects has a clinical trial
		<b>Administration Core</b>	Component type "Admin Core"
		SF424 Cover	Only: Applicant info, type of applicant, Title of project, and proposed start/end dates
		Project Narrative	NOT NEEDED
		Performance site	All locations
		Biosketch	Only 1 core lead, listed as 'other' and 'core leader'
		Budget	No minimum effort
		Specific Aims	In priority order, list long-term objectives and goals. State Core's relationship to Program goals.
		Research Strategy	<ul style="list-style-type: none"> <li>○ 6 Pages</li> <li>○ Plans for organization and admin of entire program</li> <li>○ Coordination and communication within program</li> <li>○ Methods to monitor progress in projects and effective use of shared Cores</li> <li>○ Internal quality control of research, management of day-to-day program activities, conflict resolution</li> </ul>

			<ul style="list-style-type: none"> <li>○ How Core Lead's admin, management, leadership abilities allow for above concerns</li> <li>○ Communication among project leads</li> <li>○ Plans for development of scientific meetings and allocation of funds</li> <li>○ Clearly define chain of responsibility – diagram</li> <li>○ External and Internal Advisory Boards</li> <li>○ Who will be responsible for helping with coordination, day-to-day management (specific name)</li> <li>○ Relationship of PPG with other existing department, institutes, etc.</li> <li>○ Replacement PI named</li> </ul>
		Letters of Support	
		Resource Sharing plan	
		Budget	
		Budget Justification	
		<b>Scientific Core</b>	Component type "Core"
		SF424 Cover	Only: Applicant info, Type of applicant, Title, Proposed start/end dates
		Research Strategy	<ul style="list-style-type: none"> <li>○ 6 pages</li> <li>○ List projects it will serve and services provided</li> <li>○ Explain why inclusion is essential to 1-2 projects</li> <li>○ Accelerate the pace of discovery</li> <li>○ Not for hypothesis-driven research</li> <li>○ Describe facilities, techniques, skills Core will provide and the role of leader and participants</li> <li>○ State percentage of total dollars required to support each Project that will use the Core</li> <li>○ Should not duplicate existing institutional resources</li> </ul>
		Project Narrative	NOT NEEDED
		Project summary	
		Specific Aims	In priority order, list long-term objectives and goals. State Core's relationship to Program goals.
		References	
		Letters of Support	Institutional letter from Dept Chair/Division Head/Dean documenting need and including information on other related Core facilities
		Biosketches	Senior/Key personnel
		Resource Sharing Plan	
		Budget	
		Budget Justification	
		Equipment	
		Facilities and Resources	
		Authentication of key biological and/or chemical resources	
		<b>Project</b>	Component Type "Project"
		SF424 Cover	Only: Applicant info, Type of applicant, Title, Proposed start/end dates
		Budget	20% FTE for project lead (if also Overall, must devote an additional 5% to Core/Overall)
		Budget Justification	

		Specific Aims	In priority order, list long-term objectives and goals. State Core's relationship to Program goals.
		Research Strategy	<ul style="list-style-type: none"> <li>○ 12 pages</li> <li>○ Describe proposed research</li> <li>○ How will contribute to Program's goals and objectives</li> <li>○ Biological significance</li> <li>○ In addition to standard science descriptions, include information about interactions among project and cores</li> <li>○ How inclusion of project offers advantage or scientific gain over pursuing project independently</li> </ul>
		Project Narrative	Do Not Complete
		Project Summary	
		Letters of Support	
		Biosketches	Key personnel
		Resource Sharing Plan	
		Equipment	
		Facilities and Resources	
		Authentication of key biological and/or chemical resources	
	Optional	ESI-Led Project	Component type: "ESI Led Project"
		SF424 Cover	Only: Applicant info, Type of applicant, Title, Proposed start/end dates
		Budget	20% FTE for project lead
		Budget Justification	
		Specific Aims	In priority order, list long-term objectives and goals. State Core's relationship to Program goals.
		Research Strategy	<ul style="list-style-type: none"> <li>○ 12 pages</li> <li>○ Describe proposed research</li> <li>○ How will contribute to Program's goals and objectives</li> <li>○ Biological significance</li> <li>○ In addition to standard science descriptions, include information about interactions among project and cores</li> <li>○ How inclusion of project offers advantage or scientific gain over pursuing project independently</li> </ul>
		Letters of Support	Statement from Overall PD/PI describing how the program provides leadership skills development environment and how ESI scientific and professional career will be enhanced by participating in program
		Letter of Support - Institutional	Sponsoring institute must provide statement of commitment to candidate's development and provide assurance that research facilities, resources, and training will be available. Include statement that PD/PI is eligible to apply for an independent research grant.

NIH due date: May 25

Letter of Intent: March 26

Letter of Request (over \$500k per year): April 13

Staff Consultation: March 25

- Multi-PI/PD not allowed for each individual project/Core, but allowed for overall