

Parent U01 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)
	Budget	Initiate a PIF to get budget started with RPM. NIH salary cap information 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: “All equipment and services are available for use by the investigators at no direct costs to the sponsor, except where specified in the budget.”
	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

Done	Section	Description
	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	