

R13 Full-Proposal Checklist

Application Components:

Done	Section	Description
	Permission to submit	Required letter. (see below)
	Cover letter	- Include reference to letter of intent to submit - Addressed to Division of Receipt - Title, FOA, attached prior approval documents
	Project Site Locations	
	Project Information	
	Key personnel Biosketches	5 pages. PMCIDs
	R&R Budget	
	Budget Justification	
	Conference Plan	- 6 pages - Objectives, specific program, logistical arrangements for the conference. - Formant and list agenda and speakers. - Include usefulness/timeliness to sci community. - Include plans to include/encourage women, URM involvement. - Include family care plans. - Describe composition and role of organizing committee - Estimate the expected size and composition of attendees - Plans for publicizing conference
	Specific Aims	- 1 page
	Multiple PI/PD Leadership plan	- Conflict Resolution - Change in PI or co-PI location - Explain why multiple PIs are needed
	Facility	- Accessible, family care - How venue is suited to needs - Pictures of space and hotel location
	Narrative	- 3 sentences. - Relevance to public health
	Project Summary/Abstract	- 30 lines of text - Broad, long-term objective, aims, reference health relatedness of project, how align with IC mission.
	Letters of Support	

R13 Permission-to-Submit Letter (NHLBI):

- Requirements:
 - o Name of meeting, Name and address of PI, Name of sponsoring institution
 - o Location and dates of the meeting (future years not accepted)
 - o Short description of purpose and relevance to NHLBI mission
 - o Preliminary draft agenda of the program, including any invited or confirmed speakers
 - o Participation by junior, minority, and/or female investigators
 - o A listing of similar recent or upcoming meetings, and the value-added by proposed meeting
 - o Requested budget and intended use for conference. Note: usually support \$5,000 - \$10,000 (we requested \$30,000)
 - o Intended receipt date for proposal
 - o Statement that NHLBI is the sole NIH institute from which primary assignment is requested.
- Answer within 2-weeks of submission



Request to Submit Date	Receipt Date	Approximate Review Date	Council Date	Conference Meeting Date
March 1	April 12	June/July	October	November through February
July 1	August 12	October/November	January	March through June
October 31	December 12	February/March	May	July through October