

CHECKLIST for NIH GO Grants (RC2) - RFA-OD-09-004

 **Ready to Submit**

Please read this RFA and individual NIH Institute guidelines

Proposal Number: _____ PI: _____ CA: _____

- Validation in Place - Adobe

DEADLINE: MAY 29, 2009

General Info:	NOTES
<input type="checkbox"/> Certification Page (for Coeus Submissions) <input type="checkbox"/> COI completed online for PI + any MIT key person Hard copy for consultant <i>COI not required for OSC</i> <input type="checkbox"/> Proposal Type = NEW <input type="checkbox"/> Start Date = 9/30/2009 (required for 2 year application) <input type="checkbox"/> End Date: not more than 2 years (latest end date = 9/29/2011)	
Senior/Key Personnel Profile Form (Investigator/Key Persons Screens):	NOTES
<input checked="" type="checkbox"/> eRA Username required for all PD/PI <input checked="" type="checkbox"/> If Multi PI, all PIs also have role of 'PD/PI' <input type="checkbox"/> Profiles included for all Key Personnel/OSC incl. institution	
Biosketch Attachments: <input checked="" type="checkbox"/> Uploaded	NOTES
<input type="checkbox"/> Does not exceed 2 pages each <input type="checkbox"/> Not more than 10 publications relevant to this proposal <input type="checkbox"/> Includes Research Support <input checked="" type="checkbox"/> Included for all Key Personnel/OSC	
Other Project Information Form (Special Review Screen):	NOTES
<input type="checkbox"/> Human Subject marked correctly <input checked="" type="checkbox"/> Date not in Future Cannot be pending and exempt at the same time <input checked="" type="checkbox"/> Assurance Number accurate (00004881) (if applicable) <input type="checkbox"/> Vertebrate Animals marked correctly <input checked="" type="checkbox"/> Date not in Future <input checked="" type="checkbox"/> Assurance Number accurate (A-3125-01) (if applicable)	
Project Summary/Abstract Attachment: <input checked="" type="checkbox"/> Uploaded	NOTES
<input type="checkbox"/> Does not exceed 30 lines	
Narrative Attachment: <input checked="" type="checkbox"/> Uploaded	NOTES
Public Health Relevance Statement <input type="checkbox"/> Does not exceed 2-3 sentences (one page)	
Bibliography/Literature Cited Attachment: <input checked="" type="checkbox"/> Uploaded	NOTES
<input type="checkbox"/> Does not exceed 1 page with no "et als"	
Facilities/Resources Attachment: <input checked="" type="checkbox"/> Uploaded	NOTES
<input type="checkbox"/> Included, indication of ability to perform research	
Equipment Attachment: <input checked="" type="checkbox"/> Uploaded	NOTES
<input type="checkbox"/> Included, indication of ability to perform research	
Project/Performance Site Locations Form (Organization Screen):	NOTES
<input checked="" type="checkbox"/> Department address listed <input type="checkbox"/> Subaward(s) listed (if applicable)	
Other Sponsor Forms (Grants.gov Screen):	NOTES
<input type="checkbox"/> PHS398 Cover Page Supplement required <input type="checkbox"/> PHS398 Checklist required <input checked="" type="checkbox"/> Cover letter (optional) <input type="checkbox"/> SF424 required	

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PHS 398 Research Plan Attachments:	NOTES
<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Specific Aims attachment not to exceed 1 page <input checked="" type="checkbox"/> Omit Background and Significance <input checked="" type="checkbox"/> Omit Preliminary Studies/Progress Report <input checked="" type="checkbox"/> Research Design/Methods: not to exceed 12 pages <i>Include the following with headings</i> <ul style="list-style-type: none"> <input type="checkbox"/> *Research Area <input type="checkbox"/> *Opportunity and Potential Impact <input type="checkbox"/> *Approach <input type="checkbox"/> *Timeline, Milestones, Expected Measurable Outcomes & Deliverables <input type="checkbox"/> *Long Term Sustainability Plan <input checked="" type="checkbox"/> Protection of Human Subjects Section (if needed) <input checked="" type="checkbox"/> Inclusion of Women/Minorites (if needed) <input checked="" type="checkbox"/> Inclusion of Children (if needed) <input checked="" type="checkbox"/> Targeted Enrollment Table (if needed) <input checked="" type="checkbox"/> Vertebrate Animals Section (if needed) <input checked="" type="checkbox"/> Multiple PD/PI Leadership Plan (if needed) <input checked="" type="checkbox"/> Consortium/Contractual Arrangements (if needed) <input type="checkbox"/> Letters of Support from Consultant & OSC (partial Validation) <input type="checkbox"/> Appendix materials must follow NIH SF424 guidelines 	
Resource Sharing Plans Attachment: <input checked="" type="checkbox"/> Uploaded	NOTES
<ul style="list-style-type: none"> <input type="checkbox"/> 1 paragraph Data Sharing Plan (required) <input type="checkbox"/> Sharing Model Organisms (if needed) <input type="checkbox"/> GWAS Data submission plan (if needed) 	
R/R Budgets (Modular Budgets not allowed) Form (Budget Module):	NOTES
<ul style="list-style-type: none"> <input type="checkbox"/> Dates correct for each Budget Period - use 9/30/09 start date for 2 year program <input type="checkbox"/> Effort listed for all personnel in Person Months <input type="checkbox"/> Correct NIH Salary Cap used - \$196,700 (if applicable) <input checked="" type="checkbox"/> Should exceed \$500k TC per year for two years <input checked="" type="checkbox"/> Cognizant Federal Agency /ONR, Linda Shipp - 7/24/08 date <input type="checkbox"/> Subaward totals listed in Section F (if applicable) <input checked="" type="checkbox"/> Cumulative Budget totals match SF424 Page 2 	
Budget Justification Attachment: <input checked="" type="checkbox"/> Uploaded	NOTES
<ul style="list-style-type: none"> <input type="checkbox"/> Personnel names, role on project, Person Months <input type="checkbox"/> Use MIT statement re: faculty AY salary (if applicable) <input type="checkbox"/> Include fringe benefit rate & Vac. Accrual appropriate for timeframe <input type="checkbox"/> Addresses all line items on Budget (tuition subsidy) <input type="checkbox"/> Appropriate exclusions made from MTDC <input type="checkbox"/> Include 68% F&A rate 	
Subcontracts (Budget Module > Edit Subaward to access attachment):	NOTES
<ul style="list-style-type: none"> <input type="checkbox"/> Signed PHS398 face page and workscope included for each subaward (if applicable) or letter with 2 paragraphs as attached (page 3) <input type="checkbox"/> Subaward R/R Budget and Justification attachments for each subaward (if applicable) <input type="checkbox"/> Adobe Subaward Budget checked for all applicable RR Budget items above <input type="checkbox"/> Total foreign sub cannot exceed 10% of TDC or \$25k <input type="checkbox"/> Optional RR Subaward Budget form included on Grants.gov screen 	

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Subaward Certification

The following two paragraph statement can be provided in a document signed (electronic is OK) by the Subawardee OSP Representative in lieu of a signed PHS398. **XXX's** must be filled in.

“In signing below and offering to participate in this research program, **XXX** certifies that: neither it nor their principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from receiving funds from any federal department or agency and are not delinquent on any federal debt; it is in compliance with the Drug Free Workplace Act of 1988; it is in compliance with U.S. Code, Section 1352, restrictions on the use of federal funds for the purpose of lobbying; it is in compliance with 42 CFR part 50 (Objectively in Research) regarding financial conflict-of-interest; it has filed annually with the Office of Scientific Integrity a PHS form 6349 governing Misconduct in Science; it has filed with DHHS compliance offices certification forms governing Civil Rights (441), Handicapped Individuals (641), Sex Discrimination (639-A), and Age Discrimination (680); it is in compliance with PHS policy governing Program Income; it has established policies in compliance with 45 CFR Part 46, Subpart A (protection of human subjects); the Animal Welfare Act (PL-89-544 as amended) and the Health Research Exchange Act of 1985 (Public Law 99-158); and that it is in compliance with NIH guidelines regarding human pluripotent stem cell research, transplantation of fetal tissue, recombinant DNA and human gene transfer research, and inclusion of women, children & minorities in research.

The appropriate programmatic and administrative personnel of each institution involved in this grant application are aware of the National Institutes of Health consortium grants policies and procedures for research administration and are prepared to establish the necessary inter-institutional agreement(s) consistent with the policy.”