

CHECKLIST for NIH Challenge Grants (RC1) - RFA-OD-09-003

 **Ready to Submit**

Please read this RFA and individual NIH Institute guidelines

Proposal Number: _____ PI: _____ CA: _____

- Validation in Place - Adobe

General Info:	NOTES
<input type="checkbox"/> Certification Page (for Coeus Submissions) <input type="checkbox"/> COI completed on line for PI + any MIT key person/consultant <input type="checkbox"/> Proposal Type = NEW <i>COI not required for OSC</i> <input type="checkbox"/> Start Date = 9/30/2009 <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 included 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:	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 <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 1 page <input type="checkbox"/> Begins with 'This application addresses Broad Challenge Area (no. and title) and Specific Challenge Topic (no. and title)' See RFA Section I.2	
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:	NOTES
<input type="checkbox"/> Included	
Equipment Attachment:	NOTES
<input type="checkbox"/> Included	
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 type="checkbox"/> Specific Aims attachment not to exceed 1 page <input type="checkbox"/> Omit Background and Significance <input type="checkbox"/> Omit Preliminary Studies/Progress Report <input type="checkbox"/> Research Design/Methods: not to exceed 12 pages Should include the following with headings <ul style="list-style-type: none"> <input type="checkbox"/> *Research Area (Challenge Area & Specific Topic) (State Project title on first page) <input type="checkbox"/> *The Challenge and Potential Impact <input type="checkbox"/> *Approach <input type="checkbox"/> *Timeline and Milestones <input type="checkbox"/> Protection of Human Subjects Section (if needed) <input type="checkbox"/> Inclusion of Women/Minorities (if needed) <input type="checkbox"/> Inclusion of Children (if needed) <input type="checkbox"/> Targeted Enrollment Table (if needed) <input type="checkbox"/> Vertebrate Animals Section (if needed) <input type="checkbox"/> Multiple PD/PI Leadership Plan (if needed) <input type="checkbox"/> Consortium/Contractual Arrangements (if needed) <input type="checkbox"/> Letters of Support from Consultant & OSC (partial Validation) <input type="checkbox"/> No Appendix materials allowed 	
Resource Sharing Plans Attachment: <input 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 applies) <input type="checkbox"/> Cannot exceed \$500k TC/year or \$1M TC for two <input type="checkbox"/> Cognizant Federal Agency /ONR, Linda Shipp, <input type="checkbox"/> Subaward totals listed in Section F (if applicable) <input type="checkbox"/> Cumulative Budget totals match SF424 Page 2 	
Budget Justification Attachment: <input 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 applies) <input type="checkbox"/> Include fringe benefit rate (21%) Vac. Accrual (9.5%) <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 and date – 7/24/08 	
Subcontracts (Budget Module > Edit Subaward to access attachment):	NOTES
<ul style="list-style-type: none"> <input type="checkbox"/> Signed face page and workscope included for each subaward (if applicable) <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 	