Preparing and Submitting your NIH Grant Applications

This document is not intended to replace or contradict sponsor guidance.
Please always refer to the latest NIH Proposal Guide for current guidance.

Important NIH Quirks from selected proposal sections

- Verify the correct NOFO is selected for the proposal.
- Follow special instructions in Section IV in the FOA.
- Resubmissions - include the federal identifier from your prior application in Box 4a. Only include the Institute abbreviation and the 6-digit serial number.
- Titles: Make sure title matches ePSRS.
- Use the correct UEI (SZPJL5ZRCLF4) and EIN (1436003859B4)
- URLs unallowable except in Biosketch and References
- Cost Sharing: NIH is subject to the federal salary cap – currently $212,100 for a 12 month appointment. The salary cap for a 9 month appointment is $159,075.
- Project Summary: Limited to 30 lines
- Project narrative: Limited to 3 sentences
- R&R Senior Key Personnel: Must include eRA Commons ID for all individuals
- R&R Senior Key Personnel: For Multiple PD/PI applications give all PIs the PD/PI role.
- Biosketch: Up to 5 Contributions to Science limited to half a page and 4 examples each
- Biosketch: URL for published work must be a .gov suffix
- Budget: Modular vs. R&R Budget (Detailed). Modular limited to $250k a year without prior NIH approval. Personnel Justification only required for modular budgets (as opposed to full budget justification). No salary dollar amounts should be listed.
- On a R&R budget, Data Sharing and Management Costs must be included in section F Other Direct Costs even if the amount is $0.
- On a Modular Budget, Data Sharing and Management Costs must be addressed in the Additional Narrative Justification, even if $0.
- R&R Budget make sure effort is included for everyone listed in Section A Senior/Key Person.
- For all required documents noted in the table, if not applicable to the proposal, include a placeholder upload.
- Letter establishing intent to form consortium required for subcontractors.
- Must include Data Sharing and Management Plan.

Formatting

- See "format attachments" guide (link below)
- Font size 11 or larger,
  - Recommended fonts Arial, Georgia, Helvetica, Palatino Linotype
- No more than 15 characters per linear inch
- No more than six lines per vertical inch
- 1/2 inch margins
- Attachments are all in PDF format
- Follow NIH Page Limits for the proposal activity code

Proposal Sections

Required	Conditionally Required
SF 424 R&R Cover	Cover Letter
PHS 398 Cover Page Supplement	HFT Compliance Assurance HFT Sample IRB Consent
R&R Other Project Information *Project Summary/Abstract Project Narrative Bibliography/References Facilities & Other Resources Equipment*	PHS Assignment Request Form (optional)
Project/Performance Sites	
R&R Senior/Key Person Profile *Biographical Sketch*	R&R Senior/Key Person Profile *Current and Pending*
Budget and Justification	
Research Plan *Specific Aims Research Strategy Letters of Support Auth. Of Key Biological and/or Chemical Resources*	Research Plan *Introduction to Application Progress Report Pub Lists Vertebrate Animals Select Agent Research Multiple PD/PI Leadership Consortium/Contractual Arr. Resource Sharing Plan Appendix*
PHS Human Subjects and Clinical Trials Information *Sections 1-3*	PHS Human Subjects and Clinical Trials Information *Sections 4 and 5*

FCOI Requirement

- NIH is a PHS funded agency requiring additional oversight regarding potential financial conflicts of interest (FCOI)
- Ensure an investigator form is provided with the proposal (link below) and that all personnel identified as an "investigator" (definition in form) have up to date OIDFs (Outside interest disclosure forms)
- Ensure subcontractors or investigators outside of MU have their own FCOI policies implemented or have been subsumed under our policy.
- Note that any university that participates in the FDP Expanded Partnership (link below) has certified that it has a compliant policy.
- **Failure to comply will prevent submission**

Helpful Links

NIH Proposal Guide
NIH Format Guide
Grant Fact Sheet
Assist/eRA Help
Investigator Form
FDP Expanded Partnership Members