

PURDUE - Checklist for Business Office Staff

NIH Administrative Supplement for Summer Research Experiences	
NOT-OD-09-060 - Download application at: http://grants.nih.gov/grants/guide/notice-files/NOT-OD-09-060.html	
General Reminders:	
	Font/Margins: Margins 1/2 inch all around. Font no smaller than 11pt in either Arial, Helvetica, Platino, or Georgia typeface.
	NO headers or footers should appear on ANY page.
	Email submission , using PHS 398 forms. Link to forms: http://grants.nih.gov/grants/funding/phs398/phs398.html
	Due Date: See Institute/Center Web sites for specific deadlines and target areas. Link: http://grants.nih.gov/recovery/ic_supp.html
	Budget Range: Varies among participating NIH ICs
	Project Period: Maximum of 2 years; must be within the project period of parent grant
	Application Limit: Supplement to active NIH grant. Activity must be within scope of approved parent grant. See IC (link above) for more detailed eligibility information.
Proposal Components: (Use PHS 398 form pages as noted)	
	Cover Letter: Cite the notice number; PI name; Parent grant number and title; amount of the requested supplement; Name and title of the authorized institutional official; and Phone, email, and address information for both the PI and Institutional Official.
	Face Page: Title of the Parent award should appear in Box 1; This notice (NOT-OD-09-060), "Administrative Supplement Notice for Students and Science Educators under the Recovery Act" should be cited in Box 2, and "yes" should be checked.
	Form Page 2: Summary is for supplement, not Parent Grant. Complete remainder as usual.
	Proposal describing the project: Not to exceed 3 pages.
	Form Page 4: Detailed budget for Initial Period
	Form Page 5: Budget for Entire Proposed Period of Support (2 year maximum budget period)
	Budget Justification: Justification for all personnel and their role in the project.
	Bio Sketch: Submit only for new Senior/Key Personnel (4 page limit)
	Human Subjects: If applicable. No changes allowed for supplement. Submit IRB approval letter.
	Vertebrate Animals. If applicable. No changes allowed for supplement. Submit IACUC approval letter.
	Checklist: Required.

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NIH Recovery Act Funds for Administrative Supplements	
NOT-OD-09-056 - Download application at: http://grants.nih.gov/grants/guide/notice-files/NOT-OD-09-056.html	
General Reminders:	
	Font/Margins: Margins 1/2 inch all around. Font no smaller than 11pt in either Arial, Helvetica, Platino, or Georgia typeface.
	NO headers or footers should appear on ANY page.
	Email submission , using PHS 398 forms. Link to forms: http://grants.nih.gov/grants/funding/phs398/phs398.html
	Due Date: See Institute/Center Web sites for specific deadlines and target areas. Link: http://grants.nih.gov/recovery/ic_supp.html
	Budget Range: Varies among participating NIH Ics. Equipment limit of \$100K. Up to 50% of parent grant budget. Special restrictions on CAREER awards.
	Project Period: Maximum of 2 years; must be within the project period of parent grant
	Application Limit: Supplement to active NIH grant. Activity must be within scope of approved parent grant. See IC (link above) for more detailed eligibility information.
Proposal Components: (Use PHS 398 form pages as noted)	
	Cover Letter: Cite the notice number; PI name; Parent grant number and title; amount of the requested supplement; Name and title of the authorized institutional official; and Phone, email, and address information for both the PI and Institutional Official.
	Face Page: Title of the Parent award should appear in Box 1; This notice (NOT-OD-09-056), "Notice of Availability of Recovery Act Funds for Administrative Supplements" should be cited in Box 2, and "yes" should be checked.
	Form Page 2: Summary is for supplement, not Parent Grant. Complete remainder as usual.
	Proposal describing the project: Not to exceed 5 pages.
	Form Page 4: Detailed budget for Initial Period
	Form Page 5: Budget for Entire Proposed Period of Support (2 year maximum budget period)
	Budget Justification: Should detail the items requested, including Facilities and Administrative costs and a justification for all personnel and their role(s) in this project.
	Bio Sketch: Submit only for new Senior/Key Personnel (4 page limit)
	Human Subjects: If applicable. No changes allowed for supplement. Submit IRB approval letter.
	Vertebrate Animals. If applicable. No changes allowed for supplement. Submit IACUC approval letter.
	Checklist: Required.

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NIH Recovery Act Funds for Competitive Revision Applications	
NOT-OD-09-058 - Download application at: http://grants.nih.gov/grants/guide/notice-files/NOT-OD-09-058.html	
General Reminders:	
	Eligibility: To be eligible, the parent grant must be ACTIVE at the time the revision application is submitted, and the research proposed in the revision must be accomplished within the current competitive segment. NO COST EXTENSION must be in place before the revision application is submitted. Revisions for R13s are not permitted.
	IMPORTANT: Revision applications must be for costs to support new research objectives and aims that are outside the scope of the approved parent grant. A request for funds to support work within the original scope should be submitted as an administrative supplement.
	Font/Margins: Margins 1/2 inch all around. Font no smaller than 11pt in either Arial, Helvetica, Platino, or Georgia typeface.
	NO headers or footers should appear on ANY page.
	Submission Method: Varies. Grants.gov for all programs transitioned to electronic, PHS 398 for others.* If you have trouble finding the G.g package, contact Pre-Award.
	Due Date: April 21, 2009
	Budget Range: No limit. Equipment requests cannot exceed \$100K.
	Project Period: Maximum of 2 years; must be within the project period of parent grant
	Application Limit: Each revision must be for current NIH grant and must support new research objectives outside the scope of the approved parent grant. See funding IC for additional information and target areas.
	File names for G.g Attachments: Do not include any spaces, hyphens, or special characters (&, -, %, #, etc). Rename the package: PILastName_CoeusDev#.pdf
Proposal Components: SF424 (in most cases) - all attachments must be pdf	
	Cover Letter: Required. Cite Notice Number (NOT-OD-09-058) in the first sentence.
Other Project Info	#6 Project Summary/Abstract: Explicitly cite the Notice Number and Notice Title (NOT-OD-09-058 "NIH Announces the Availability of Recovery Act Funds for Competitive Revision Applications" in the Project Summary/Abstract Component of the application.
	#7 Project Narrative
	Bio Sketch: Include an updated bio for the PI and for new Senior/Key persons. (4 page limit)
Research Plan	#1 Introduction: Provide a on-page "Introduction" that describes the nature of the revision and how it will expand the scope of the specific aims, research design, and methods of the current grant.
	#2 - #5: Body of application should contain sufficient information from the original grant application to allow evaluation of the proposed revision in relation to the goals of the original application. See page 6 of the guidelines for complete instructions.
	#6 - #16: Provide if applicable. Provide current IRB and/or IACUC approval letters if appropriate. Multiple PI Leadership Plan is required if multiple PI/PD option is used.
	#17 Resource Sharing Plan: Required for requests exceeding \$500K/year. Will become part of terms & cond.
	Budget: Applicants must submit a budget using the same budget format as was used for the current award. That is, for electronic submissions, use the SF424 Modular or R&R budget, as appropriate, and for paper applications, use the PHS 398 detailed budget.
	Budget Justification: Any budgetary changes for the remainder of the project period of the current grant must be discussed.

*Others include P01, P20, P30, P50, U01, T32 - use PHS 398 paper submission for revision to these.

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NIH Recovery Act Limited Competition: NIH Challenge Grants in Health and Science Research (RC1)	
RFA-OD-09-003 - Download application at: http://grants.nih.gov/grants/guide/rfa-files/RFA-OD-09-003.html	
General Reminders:	
	IMPORTANT: This FOA is for NEW applications only. Renewals and resubmissions are not permitted.
	Font/Margins: Margins 1/2 inch all around. Font no smaller than 11pt in either Arial, Helvetica, Platino, or Georgia typeface.
	NO headers or footers should appear on ANY page.
	Submission Method: Grants.gov
	Due Date: April 27, 2009
	Budget Range: Maximum \$500K total cost per year
	Project Period: Maximum of 2 years, earliest start date 09/30/09
	Application Limit: None, provided each is scientifically distinct.
	File names for G.g Attachments: Do not include any spaces, hyphens, or special characters (&, -, %, #, etc). Rename the package: PILastName_CoeusDev#.pdf
	Adobe Forms and Attachments: Download and complete the package using Adobe version 8.1.1 or newer. Using an older version will corrupt the package and a new package will have to be downloaded and completed.
Proposal Components: SF424 (in most cases) - all attachments must be pdf	
Other Project Info	#6 Project Summary/Abstract: 1 page limit. Begin by stating the broad Challenge Area and the specific Challenge Topic that this application addresses. Use specific format listed on page 13 of guidelines.
	#7 Project Narrative: 2-3 sentences describing project relevance.
	#8 Bibliography and Literature Cited: Limited to one page.
	Bio Sketch: 2 page limit. Number of publications cited in the PI's bio is limited to ten or few. PI should cite most relevant publications and those that highlight the significance of past accomplishments.
Research Plan	#1 Introduction: Omit
	#2 Specific Aims: One page Maximum.
	#3 Background & Significance: Omit
	#4 Preliminary Studies/Progress Report: Omit
	#5 Research Design and Methods: 12 page limit. Must contain four elements: Research Area, Challenge & Potential Impact, Approach, Timeline and Milestones. See page 14 of guidelines for more specifics.
	#6 - #7: Renewal applications not allowed.
	#8 - #16: if applicable
	#17 Resource Sharing Plan: Regardless of amount requested, applicants must include a brief 1-paragraph description of how final research data will be shared, or explain why data-sharing is not possible.
	#18: Appendix: Not Allowed
	Budget: Use Detailed R&R Research Budget
	Budget Justification: Fully justify all costs
	NOTE: No supplemental/update information will be accepted

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Recovery Act Limited Competition for NIH Grants: Research and Research Infrastructure "Grand Opportunities" (RC2)	
RFA-OD-09-004 - Download application at: http://grants.nih.gov/grants/guide/rfa-files/RFA-OD-09-004.html	
General Reminders:	
	IMPORTANT: This FOA is for NEW applications only. Renewals and resubmissions are not permitted.
	Font/Margins: Margins 1/2 inch all around. Font no smaller than 11pt in either Arial, Helvetica, Platino, or Georgia typeface.
	NO headers or footers should appear on ANY page.
	Submission Method: Grants.gov
	Due Date: May 27, 2009
	Budget Range: Greater than \$500K total cost per year
	Project Period: Maximum of 2 years, Earliest start date is 09/30/09
	Application Limit: None, provided each is scientifically distinct.
	File names for G.g Attachments: Do not include any spaces, hyphens, or special characters (&, -, %, #, etc). Rename the package: PILastName_CoeusDev#.pdf
	Adobe Forms and Attachments: Download and complete the package using Adobe version 8.1.1 or newer. Using an older version will corrupt the package and a new package will have to be downloaded and completed.
Proposal Components: SF424 (in most cases) - all attachments must be pdf	
Other Project Info	#6 Project Summary/Abstract: Not to exceed 30 lines of text
	#7 Project Narrative: 2-3 sentences describing project relevance.
	#8 Bibliography and Literature Cited: Limited to one page.
	Bio Sketch: 2 page limit. Number of publications cited in the PI's bio is limited to ten or few. PI should cite most relevant publications and those that highlight the significance of past accomplishments.
Research Plan	#1 Introduction: Omit
	#2 Specific Aims: One page Maximum.
	#3 Background & Significance: Omit
	#4 Preliminary Studies/Progress Report: Omit
	#5 Research Design and Methods: 12 page limit. Must address: Research Area; Opportunity and Potential Impact; Approach; Timeline, Milestones, Expected Measurable Outcomes and Deliverables; Long Term Sustainability Plan (see page 14 for details)
	#6 - #7: Renewal applications not allowed.
	#8 - #16: if applicable
	#17 Resource Sharing Plan: Regardless of amount requested, applicants must include a brief 1-paragraph description of how final research data will be shared, or explain why data-sharing is not possible.
	#18: Appendix: Not Allowed
	Budget: Use Detailed R&R Research Budget
	Budget Justification: Fully justify all costs
	NOTE: No supplemental/update information will be accepted

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Recovery Act Limited Competition: High-End Instrumentation Grant Program (S10)	
PAR-09-118 - Download application at: http://grants.nih.gov/grants/guide/pa-files/PAR-09-118.html	
General Reminders:	
	NOTE: New applications and Resubmissions are allowed, while Renewals and Revisions are not
	Font/Margins: Margins 1/2 inch all around. Font no smaller than 11pt in either Arial, Helvetica, Platino, or Georgia typeface.
	NO headers or footers should appear on ANY page.
	Submission Method: Grants.gov
	Due Date: May 6, 2009
	Budget Range: \$600K minimum - \$8M to purchase single item of equipment. It is expected that funds be expended within 18-24 months from date of award.
	Project Period: Grants will be awarded for a period of one year. Use start date of 12/01/09.
	Application Limit: None, provided each request is for substantially different equipment.
	File names for G.g Attachments: Do not include any spaces, hyphens, or special characters (&, -, %, #, etc). Rename the package: PILastName_CoeusDev#.pdf
	Adobe Forms and Attachments: Download and complete the package using Adobe version 8.1.1 or newer. Using an older version will corrupt the package and a new package will have to be downloaded and completed.
	Eligibility Criteria: Major user group of three or more investigators with NIH peer reviewed grants must be identified.
Proposal Components: SF424 (in most cases) - all attachments must be pdf	
	#6 Project Summary/Abstract: Not to exceed 30 lines of text
	#7 Project Narrative: 2-3 sentences describing project relevance.
	#8 Bibliography and References Cited: Each major user should list only those publications that demonstrate the user's expertise in using the requested instrumentation.
	#10 Equipment: Describe the instrument being requested with justification and quote. See page 11 for details.
	#11 Other Attachments: Instrumentation Plan: Should contain three sections. A-Justification of need. B-Technical Expertise. C-Research Projects (include summary tables). D-Institutional Commitment (includes certification on expeditious expenditure of award). E- Administration of the Instrument. F-Financial Administration. NOTE: If this is a resubmission, an introduction must be included (3 page limit) at the onset of the Instrumentation Plan.
	#11 Other Attachments: Letters of Support: Letters from appropriate institutional official (mentioned in F-Institutional Commitment) and letters from the biosafety committee, if needed, should be attached. <i>Letters should be combined in a single file, named "Letters of Support" and uploaded under item 11</i>
	#11 Other Attachments: Following letters of support, include a brief 1-2 page description of the number of American jobs that will be created or maintained if this application is funded. See page 12 for details.
	#11 Other Attachments: Appendices should then be uploaded under item 11
Other Project Info	
Senior/Key Pers. Profile	Bio Sketch: 4 page limit. Required for the PI, major Users, and Technician responsible for maintenance/operation of the equipment.
	Current and Pending: Required for PI, Major Users, and Technician.
	Budget: No budget form will be used. Per the guidelines, enter the total Federal funds for the requested instrument in line 16a of the SF424 Cover Component. Any amount requested in excess of \$8M must be cost shared.