**Getting Started**

**Lead PI Name**:

**Names of all other** **[Senior/Key Personnel:](https://grants.nih.gov/grants/glossary.htm" \l "Senior/KeyPersonnel)**Be sure to include their role (Co-I, Faculty or Postdoc) and subaward senior personnel.

**Will IMCI be collecting senior/key personnel documents?**Yes or No. See Standard NIH Document section for required senior personnel documents.

**Project Title:**

**NIH Program Announcement:**If possible, provide the web link

**Proposal Due Date to Sponsor:**Listed in NIH funding opportunity announcement if none enter preferred due date

**Project Period:**  
Provide proposed start and end dates

**Subawards:**List all subaward institutions or enter N/A if none  
 **Administrative Contact Information:** List all subaward administrative names and email addresses

**VERAS#:**Would you like IMCI to create this proposal in VERAS? If you have already created it then add Michele Mattoon and Michelle Reagan to section 2.5

**Proposal FINAL Documents Due Date:**   
4 business days before the sponsor’s due date

**Proposal Submission Method:**  
List Grants.gov unless otherwise required in the funding opportunity announcement

**Will IMCI be uploading FINAL documents to VERAS and Grants.gov?**Yes or No

**General Information**

**NIH Proposal Preparation Instructions:** Utilize the [NIH Application Instructions forms G](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-g/research-forms-g.pdf) to prepare your proposal, unless specified in the NIH program announcement (see link provided in Getting Started section).

**Formatting:** Recommended Fonts: Arial, Georgia, Helvetica, Palatino Linotype at font size of 11 points or larger. Smaller text in figures, graphs, diagrams, and charts is acceptable, as long as it is legible when the page is viewed at 100%. No more than 15 characters per linear inch (including characters and spaces). No more than six lines of text within a vertical space of one inch. Margins in all directions must be at least 1/2 inch. Paper size must be no larger than standard letter paper size (8½ by 11”).

**Standard NIH Documents**

**Cover Letter**: See [NIH Application Instructions forms G](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-g/research-forms-g.pdf), page R-29 to determine if you should include a cover letter in your proposal and for detailed instructions if a cover letter is needed.

**Project Summary**: A succinct and accurate description of the proposed work and should be able to stand on its own. It should be informative to other persons working in the same or related fields and understandable to a scientifically literate reader. Avoid both descriptions of past accomplishments and the use of the first person. Be concise, the summary is **limited to 30 lines**. See [NIH Application Instructions forms G](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-g/research-forms-g.pdf), page R-42 for detailed instructions.

**Project Narrative**: Describe the relevance of this research to public health in, at most, **three sentences**. Use of hyperlinks and URLs in this section is not allowed unless specified in the funding opportunity announcement. See [NIH Application Instructions forms G](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-g/research-forms-g.pdf), page R-42 for detailed instructions.

**Bibliography & References Cited:** See [NIH Application Instructions forms G](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-g/research-forms-g.pdf), page R-43 for detailed instructions.

**Facilities and Other Resources:** Describe how the scientific environment in which the research will be done contributes to the probability of success (e.g., institutional support, physical resources, and intellectual rapport). If there are multiple performance sites, describe the resources available at each site. See [NIH Application Instructions forms G](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-g/research-forms-g.pdf), page R-43 for detailed instructions.

**Equipment:** List major items of equipment already available for this project and, if appropriate, identify the equipment's location and pertinent capabilities. Be sure to include equipment from all performance sites. See [NIH Application Instructions forms G](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-g/research-forms-g.pdf), page R-44 for detailed instructions.

**Biographical Sketch**: A biographical sketch **(limited to five pages)** must be provided for each [**Senior/Key Personnel**](https://grants.nih.gov/grants/glossary.htm#Senior/KeyPersonnel) through the use of an [NIH-approved format](https://grants.nih.gov/grants/forms/biosketch.htm). It is recommended to use [SciENcv](https://urldefense.com/v3/__https:/www.ncbi.nlm.nih.gov/sciencv/__;!!DZ3fjg!r0R832O4GcGCabm-v2WWHpiXY56zzNk_w5XgaRPkqZu5OggwFYigJrAD1g2N4uRR7A$). See [NIH Application Instructions forms G](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-g/research-forms-g.pdf), page R-52 for detailed instructions.

**Budget:** Weather you are using a Modular Budget (applying for less than $250,000/yr) or a R&R budget a detailed annual budget is required. The IMCI Office will lead the development of the proposal budget in collaboration with you. Please respond to the IMCI Office requests promptly so not to delay a successful proposal submission. The IMCI Office will be responsible for entering the budget sections of your proposal application

**Budget Justification**: The budget justification provides a more detailed breakdown of the budget in narrative form of proposed spending in each category as well as a justification supporting the numbers provided in each budget category. The budget justification must be **no more than five pages.** The IMCI Office will lead the development of the proposal budget justification. Please respond to the IMCI Office requests promptly so not to delay a successful proposal submission. The IMCI Office will be responsible for entering the budget sections of your proposal application.

**Introduction to Application:** An Introduction to Application attachment is required ONLY if the type of application is resubmission or revision or if the FOA specifies that one is needed. See [NIH Application Instructions forms G](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-g/research-forms-g.pdf), page R-84 for detailed instructions.

**Specific Aims:** State concisely the goals of the proposed research and summarize the expected outcome(s), including the impact that the results of the proposed research will have on the research field(s) involved. List succinctly the specific objectives of the research proposed (e.g., to test a stated hypothesis, create a novel design, solve a specific problem, challenge an existing paradigm or clinical practice, address a critical barrier to progress in the field, or develop new technology). See [NIH Application Instructions forms G](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-g/research-forms-g.pdf), page R-85 for detailed instructions, including page limits.

**Research Strategy:** Organize the Research Strategy with the appropriate headings – Significance, Innovation, Approach. See [NIH Application Instructions forms G](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-g/research-forms-g.pdf), page R-85 for detailed instructions, including page limits.

**Progress Reports Publication List:** A Progress Report Publication List attachment is required ONLY if the type of application is renewal. See [NIH Application Instructions forms G](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-g/research-forms-g.pdf), page R-88 for detailed instructions.

**Proposals Involving Vertebrate Animals:** See [NIH Application Instructions forms G](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-g/research-forms-g.pdf), page R-89 for detailed instructions. Do not delay in preparing these documents.

**Proposals Involving Select Agents:** See [NIH Application Instructions forms G](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-g/research-forms-g.pdf), page R-90 for detailed instructions. Do not delay in preparing these documents.

**Proposals Involving Multiple PD/PIs:** Any application that designates multiple PD/PIs (must be assigned the PD/PI role) in the Senior/Key Personnel section must include a Multiple PD/PI Leadership Plan. See [NIH Application Instructions forms G](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-g/research-forms-g.pdf), page R-91 for detailed instructions.

**Proposals Involving Subawards:** Include a Consortium/Contractual Arrangements attachment if you have any subawards (aka consortiums/contracts) in your budget. Explain the programmatic, fiscal, and administrative arrangements to be made between the applicant organization and the consortium organization(s). See [NIH Application Instructions forms G](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-g/research-forms-g.pdf), page R-92 for detailed instructions.

**Letters of Support:** Letters of Support serve to describe terms of a collaboration or consultation and also are not de facto letters of reference from persons not actively participating in the project. Include letters necessary to demonstrate the support of consortium participants and collaborators such as Senior/Key Personnel and Other Significant Contributors included in the grant application. See [NIH Application Instructions forms G](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-g/research-forms-g.pdf), page R-91 for detailed instructions.

**Resource Sharing Plan:** This document should describe how the proposal will conform to NIH Sharing Policy. See [NIH Application Instructions forms G](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-g/research-forms-g.pdf), page R-93 to determine if a Resource Sharing Plan is necessary for your proposal and to review the detailed instructions if one is needed.

**Proposals Involving Key Biological and/or Chemical Resources:** If applicable to the proposed science, briefly describe methods to ensure the identity and validity of key biological and/or chemical resources used in the proposed studies. A maximum of one page is suggested. See [NIH Application Instructions forms G](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-g/research-forms-g.pdf), page R-94 for detailed instructions.

**Proposals Involving Human Subjects:** See [NIH Application Instructions forms G](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-g/research-forms-g.pdf), page R-96 for detailed instructions. Do not delay in preparing these documents.

**PHS Assignment Requests, optional:** This form may be used to communicate specific application assignment and review preferences to the Division of Receipt and Referral (DRR) and to Scientific Review Officers (SROs). See [NIH Application Instructions forms G](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-g/research-forms-g.pdf), page R-133 for detailed instructions.

**NIH Funding Opportunity Announcement Specific Documents**

List any NIH Funding Opportunity Announcement specific documents here. See NIH Funding Opportunity Announcement link provided in the above Getting Started section of this checklist.

**Internal University of Idaho Documents**

**Proposals involving Consultants.** Each consultant will need to provide:

**Quote:** Quotes will need to include a normal daily compensation rate, and number of days of expected service and the total estimated costs. Consultants’ travel costs, including subsistence, may be included. The quote is also needed for the budget justification so be sure to pass onto the IMCI Office.

**Scope of Work**: Provide a description of the work to be performed including any deliverables the individual is responsible for. Include information on the individual’s expertise and the names of their organizational affiliations.

**Letter of Support:** See instructions in the above Standard NIH Documents section. Needed for NIH proposal.

**Proposals involving Subawards.** The IMCI Office will be responsible for subaward sections of the proposal. Please inform the IMCI Office ASAP regarding any subaward additions to your proposal. The IMCI Office will collect the following from each subaward administrative contact:

Subrecipient Commitment Form if not in the Federal Demonstration Partnership

Subaward Budget

Subaward Budget Justification

Scope of Work

Letter of Commitment

Subaward Facilities and Other Resources to be included in the overall proposal Facilities and Other Resources document

Subaward Equipment to be included in the overall proposal Equipment document

Subaward Senior/Key Personnel Biographical Sketches (instructions in the Standard NIH Documents section)