

Grants Office Checklist for NIH applications

2021

Research Project Grant R type Prime award

Please find the following documents and info you will need for your NIH application as Prime awardee in general. Additional documents and info can be expected depending on the type of application. GO will submit the proposal once it is done.

- Funding Opportunity Announcement (FOA) number (please provide this info when you contact Grants Office, for example: PA-20-185)
- eRA Commons Account (if you are PI and this is your first time applying for NIH funding)
- Application ID at ASSIST system (NIH on-line proposal submission system)
- Specific Aims, Abstract, Research Strategy, Facilities & Resources, References
- Detailed Budget & Budget Justification in NIH format including Subaward if there is any
- Foreign Justification
- Human Subjects / Vertebrate Animal involved
- Biosketches for PI/Key Personnel (max 5 Pages/person for All Key Personnel)
- Appropriate Biosafety Permissions if necessary (if not yet approved, contact the KI Biosafety Committee)
- Effort Reporting (if PI has multiple federal funding already) **Signature Required**
- Signed Application Assurance (for internal use only) **Signature Required**
- Signed PI Assurance (for internal use only) **Signature Required**
- Signed FCOI (Financial Conflict Of Interest) form for All Key Personnel (for internal use only) **Signature Required**
- Signed Statement of Intent or Commitment Letter from Subaward if there is any **Signature Required**
- Affiliation & Leave Certificate for Key personnel who is only affiliated with KI **Signature Required**