

Grants Office Checklist for NIH applications

2021

Research Project Grant R type Subaward

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.

- Funding Opportunity Announcement (FOA) number (For example: PA-20-185) and notify the Prime internal deadline
- eRA Commons Account (if you are PI and this is your first time applying for NIH funding)
- Scope of Work
- Detailed Budget & Budget Justification in NIH format
- Biosketches for PI/Key Personnel (max 5 Pages/person for All Key Personnel)
- Multiple PI Plan (if MPI mechanism is used)
- Human Subjects / Vertebrate Animal involved
- Effort Reporting (if PI has multiple federal funding already) **Signature Required**
- Appropriate Biosafety Permissions if necessary (if not yet approved, contact the KI Biosafety Committee)
- 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**
- Statement of Intent or Commitment Letter
Institutional approval will be provided AFTER 5 days of receiving all documentations
- Affiliation & Leave Certificate for Key personnel who is only affiliated with KI
Signature Required
- Commitment Letter/ Letter of Intent for Commitment (GO will sign)
Signature Required

Questions? Contact:
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