McCormick Basic NIH R21 Application Checklist (parent, modular)

Items Needed for Internal Routing (due to RA ASAP before deadline):

- ☐ Title (**200 characters** maximum, including spaces)

- ☐ Years in Project Period

- ☐ Cost of any Capital Equipment

- ☐ Contact Information and Budget Limitations for Subawards (if applicable)

- ☐ Personnel Justification

- ☐ Draft of Project Summary or Specific Aims

- ☐ Commitments Questionnaire

- ☐ Proposal and Conflict of Interest approvals (via InfoEd PD and FASIS)

Administrative Items (due to RA 6 business days before deadline):

- ☐ PI Biographical Sketch (**5 pages**; http://grants.nih.gov/grants/funding/424/SF424R-R_biosketch_VerC.docx)

- ☐ Other Personnel Biographical Sketches (same guidelines as PI Bio Sketch)

- ☐ Facilities & Other Resources (no page limit)

- ☐ Equipment (no page limit)

- ☐ Project Summary/Abstract (**30 lines** maximum)

- ☐ Project Narrative (**2-3 sentences** maximum; in lay language)

- ☐ Cover Letter (optional; no page limit)

- ☐ Letters of Support (optional; no page limit)

- ☐ Subawardee LOI(s) and other materials (if applicable)

- ☐ Multiple PI Leadership Plan (if applicable; no page limit)

- ☐ Resource Sharing Plan (if applicable; no page limit)

Technical Items (due to RA 3 business days before deadline):

- ☐ Specific Aims (**1 page**)

- ☐ Research Strategy (**6 pages**)

- ☐ Bibliography & References Cited (no page limit)

If Applicable, include with Technical Items:

☐ Protection of Human Subjects (no page limit)

☐ Planned Enrollment Report (http://grants.nih.gov/grants/funding/phs398/PlannedEnrollmentReport.pdf)

☐ Inclusion of Women/Minorities (no page limit)

☐ Inclusion of Children (no page limit)

☐ Vertebrate Animals (no page limit)

☐ Select Agent Research (no page limit)

☐ Introduction to Revised Application (**1 page**) – RESUBMISSION ONLY

☐ Progress Report Publication List (no page limit) – RENEWAL ONLY

☐ Inclusion Enrollment Report (http://grants.nih.gov/grants/funding/phs398/CumulativeInclusionEnrollmentReport.pdf) –
   RENEWAL WITH HUMAN SUBJECTS ONLY

Formatting Checklist

☐ Font and margins conform to NIH requirements

☐ No headers or footers on any pages

☐ Bibliography lists all authors for each citation (not "et al")

☐ Publications on bio sketches and bibliography include PMCIDs where applicable

For full guidelines, see:

http://grants.nih.gov/grants/funding/424/SF424_RR_Guide_General_Adobe_VerC.pdf