| *This proposal checklist is designed for the standard NIH proposal and is simply a project management tool to help the PI with the typical required elements of a NIH proposal.*  ***The PI is ultimately responsible to adhere to all required components of a solicitation for proposal submission.****The checklist is based on the NIH general guidelines and the specific program announcement should be consulted for anything that would supersede this information. For questions, please contact your TEC pre-award specialist.*  |
| --- |
| **Components of Proposal** | **Elements to Complete** | **Notes** |
| **Other Project Information** | Fillable form in Cayuse | 1. Human Subjects2. Vertebrate Animals3. Proprietary Information4. Environmental questions5. Historic Place6. International collaborators | 1. If yes, must complete Human Subjects Protection sections2. If yes, must complete Vertebrate Animals sections3. Answer yes or no4. Answer yes or no; explain as needed5. Answer yes or no; explain as needed6. Answer yes or no; explain as needed |
| **Project Summary/Abstract** |  | 30 lines of text limit. |
| **Project Narrative** | Public Health Relevancy Statement | Two to three sentences. |
| **Bibliography & References Cited** |  | No page limit |
| **Facilities and other Resources** | [Template available](http://engineering.uci.edu/files/nih_facilities_template.docx) | To include the following resources as available: Laboratory space, Clinical, Animal facilities, Computer resources, Office space, Other, Major Equipment, Other Resources such as recharge facilities. A description of work for key persons and/or collaborators who do not request salary should be added here.*Do not include major equipment in this section (see "Equipment" below)* |
| **Equipment** | Sometimes combined with Facilities doc (see solicitation) | List major items of equipment already available for this project and, if appropriate, identify location and pertinent capabilities |
| **Other Attachments** |  | Equipment quotes, etc. |
| **Senior/Key Person Profile** | Biosketches; [Template available](http://engineering.uci.edu/files/nih_biographical_sketch_template.docx) | Biosketches are uploaded in this section for each PI and Key Person |
| **Other Support** | [Template available](http://engineering.uci.edu/files/nih_other_support_template.docx) | Review solicitation for requirement (if required, usually for PI only) |
| **R&R Budget Component** | SF 424; [Template available](http://engineering.uci.edu/files/budget_template.zip) | Either Modular (less than 250K/yr (excluding F&A costs)) in direct costs or Full (over 250K/yr (excluding F&A)) |
| **Budget Justification** | Template available – see next column | Modular – [Personnel Justification](http://engineering.uci.edu/files/nih_personnel_justification_template.docx) onlyDetailed Budget – [Detailed Budget Justification](http://engineering.uci.edu/files/nih_detailed_budget_justification.docx)Special Circumstances – [Additional Narrative Justification](http://engineering.uci.edu/files/nih_additional_narrative_justification_template.docx) |
| **Research Plan** | 1.Introduction to Application | Resubmission or Revision Applications only |
| 2. Specific Aims | 1 page 1imit |
| 3. Research Strategy:a. Significanceb. Innovationc. Approach | Typically 12 page limit but refer to solicitation |
| 4. Inclusion Enrollment Report | For renewal or revision that involves clinical research |
| 5. Progress Report Publication List  | For Renewal Applications Only |
| **Research Plan Human Subjects Sections**  | 6. Protection of Human Subjects  | If applicable |
| 7. Inclusion of Women and Minorities  |
| 8. Targeted/Planned Enrollment  |
| 9. Inclusion of Children  |
| **Other Research Plan Sections** | 10. Vertebrate Animals  | If applicable |
| 11. Select Agent Research  |
| 12. Multiple PD/PI Leadership Plan  |
| 13.Consortium/Contractual Arrangements  |
| 14. Letters of Support (e.g., consultants)  |
| 15. Resource Sharing Plan(s)  |
| 16. Appendix  |
| **Special Considerations** | Any additional materials requested by funding agency | To be uploaded as appendix and other documents (please refer to solicitation for details) |