# Documents Checklist for General NIH R01 Submission

UNIVERSITY *of* MARYLAND BALTIMORE

**\*\* Note:** We strongly encourage you to please refer to this checklist for guidelines along with carefully reading the pertinent Program Solicitation. This checklist does not replace the Program Solicitation, as some Program Solicitations have special directions that supersede this standard checklist.

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| **Proposal Number:** | |
| **Program Solicitation:** | |
| **Title:** | |
| **NIH Grants Website** | https://grants.nih.gov/grants/oer.htm |
| **Application Form Instructions:** | https://grants.nih.gov/grants/how-to-apply-application-guide/forms-g/research-forms-g.pdf |

| | **Documents Required** | **Page Limit** | **NOTES** |
|---|---|---|---|
| 1 | **Cover Letter** | N/A | • Highly recommended, but not required (unless specifically stated in the Funding Opportunity Announcement) |
| 2 | **Introduction** | 1 page limit | • for RESUBMISSION or REVISION only |
| 3 | **Project Summary/Abstract** | 30 lines | |
| 4 | **Project Narrative** | 2-3 Sentences | |
| 5 | **Specific Aims** | 1 page limit | |
| 6 | **Research Strategy** | 12 page limit | |
| 7 | **Bibliography & References Cited** | N/A | • Please include applicable PMCID |
| 8 | **Biosketches** | 5-page maximum | |
| 9 | **Facilities & Other Resources** | N/A | |
| 10 | **Equipment** | N/A | |
| 11 | **Resource Sharing Plan** | N/A | • Please follow NIH's Data Management and Sharing (DMS) Policy effective January 25, 2023 |

| 12 | **Protection of Human Subjects (If applicable)** | N/A | |
|----|----|----|----|
| 13 | **Inclusion of Women and Minorities (If applicable)** | N/A | |
| 14 | **Inclusion of Children (If applicable)** | N/A | |
| 15 | **Planned Enrolment Report. (If applicable)** | N/A | |
| 16 | **Vertebrate Animals (If applicable)** | N/A | |
| 17 | **Letters of Support** | N/A | |
| 18 | **Budget Justification** | N/A | • Detailed & Categorical, for detailed budget<br>• Personnel for modular budget |
| 19 | **Authentication of Key Biological and/or Chemical Resources** | 1 page limit | |
| 20 | **MPI Leadership Plan (If Applicable)** | N/A | |
| 21 | **Data Safety and Monitoring Plans (If applicable)** | N/A | |

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**NIH R01 Budget**

**BUDGET:**          Detailed or Modular

**DIRECT COSTS:**    **Detailed budget: Must reflect the actual need of the proposed project. Less than $500k/year**

**Modular budget: Less than $250,000/year. Budget is built on modules of $25,000.**

**YEARS:**           Scope should define project period - upto 5 YRS (refer to RFA to verify duration)

# Documents Checklist for General NIH R01 Submission

**NIH Formatting Paper Size and Margins**

- Use paper size no larger than standard letter paper size (8 ½" x 11", or 11" x 8 ½").

- Font must be 11 points in size or larger, and generally Arial, Georgia, Helvetica, or Palatino Linotype.

- Provide at least one-half inch margins (½" ) - top, bottom, left, and right - for all pages. No applicant-supplied information can appear in the margins.

**Helpful Hints:**

**COVER LETTER:**
- Cover Letter must be included for late applications, and applications that have received agency approval to exceed $500,000 in direct costs per year
- Cover Letter should not include application assignment preferences

**ASSIGNMENT REQUEST FORM:**
- Assignment Request Form should be used if the PI wishes to list specific application assignment and review preferences

**BIOSKETCH:**
- The current version/format (Approved Through 09/30/2024) should be used for all Biosketches
- Section B title renamed to 'Positions, Scientific Appointments, and Honors' and entries listed in reverse chronological order (newest to oldest)

**HYPERLINKS:**
- Hyperlinks are only allowed in Biosketches and the Bibliography, and must lead to a NIH website (NCBI/PubMed profile)