

PI Name	Date Reviewed	FOA#
Section	Checked	Comments
Filing name with Agency (NIHPIdescriptorinfo)		
Application face page (SF 424)		
Federal Identifier (new=blank, resub or renewal=grant #)		
DUNS: 041294109		
518 Hylan, 146270140		
Employer Identification (1160743209A1)		
Type of Application (new, resub, renewal)		
Title:- up to 200 characters		
Start and End Dates		matches budget periods: y or n
Districts - NY-025		
Medicine and Dentistry; Arts and Science		
Funding matches internal budget & requested budget		
PHS Cover letter PDF file		required under certain circumstances
PHS 398 Research Plan (all PDF)		
Font (Must be Arial, Helvetica, Palatino Linotype, Georgia ≥11 pt)		
Margins (must be ≥ 1/2 inch on all 4 sides)		
Introduction if resub or revision (1 pg for R03, R21, R01)		
Introduction indicates how changes are marked		
2. Specific Aims (1 page max)		
Research Strategy text < 12 pg if R01; 6pg if R21, R03 or revision		
3. Research Strategy		
If renewal - progress report publication list uploaded		
Human Subjects: If question 1 in Other Project Info component is yes = all 4 fields (box 6, 7, 8 & 9) uploaded (see guidelines starting page II-4, Part II of the SF424 version Adobe B); unless exemption claimed in box 1a in the Other Project Info component (see page III-33, Part III of the SF424 version Adobe B, to see definitions of the 6 possible exemptions)		
Human Subjects: If exemption 1, 2, 3, 5, or 6 claimed = upload all for fields (items 6, 7, 8 & 9). See guidelines on pages II-4, Part II of the SF4242 version Adobe B.		
Human Subjects: If exemption 4 is claimed - upload item 6 only		
If proposed studies using human data or biological specimens do not involve human subjects (per OHRP), provide an explanation of why proposed studies don't constitute research involving HS. Attach explanation in item 6 as a pdf file entitled "Human Subjects Research.pdf". See page II-3 for guidelines		
Vertebrate animals - upload required if question 2 in Other Project Info component is yes		
Select Agent Research (if applicable)		
Multiple PI plan (if applicable) - must have more than 1 PI (not co-PI) identified in the Key Person component		
Consortium - required if subcontract budgeted. File must identify the subrecipient and their role on the project (not the same as the budget justification)		
Letters of Support		
Resource Sharing plan (if applicable)		
Appendix (all PDF)		
3 publications only, max 10 appendices		

PHS 398 Cover page supplement		
Human Subjects - clinical trial? Yes or no		
Agency Defines Phase II Clinical Trial? Yes or no		
Disclosure Permission Statement? Yes or No		
Program Income? Yes or No		
Human Embryonic Stem Cells? If yes, name cell line		
Inventions/Patents (renewal only)		
Change of Investigator (if applicable)		
R&R Senior/Key Personnel Profile		
Commons username (required for PIs only)		
Biosketch @ 5 pages max each & in pdf format		
(Max of 4 pubs for personal statement and each contributon)		
Personal statement included in all bios		
Co-investigators are listed as Faculty or Other		
Unfunded internal collaborators listed as Other		
If more than one PI, multiple PI plan uploaded as well		
no co-PI identified		
R & R Other Project Info		
Human Subjects?		
Assurance #: 0000009386		
Animals?		
Assurance #: A329201		
Activities outside the US, if Yes, name Country		
Project Summary (30 lines) & pdf file		
Project Narrative (~3 sentences) & pdf file		
Bibliography and References & pdf file		
Facilities and Other Resources & pdf file		
if PI is an ESI is institutional commitment addressed?		
Major Equipment & pdf file		
Other attachments		
Project/Performance site location(s)		
DUNS & Congressional District for Primary site		
If subawards, performance site completed for each site		
DUNS & Congressional District for all subaward sites		
Planned Enrollment Report		
Cumulative Inclusion Enrollment Report		
R & R and/or Modular Budget		
Project period matches SF424 face page & sign-off		
Modular amounts match internal budget		
Total cumulative budget matches SF424 box 16 & sign-off		
Current indirect rate used		
Indirect cost type field = MTDC		
Indirect cost base matches internal budget (exclusions?)		
DHHS contact and agreement date entered		
Budget justification uploaded & pdf file		
Personnel effort is also in person month		
Additional narrative just. if inconsistent modules		
Subaward justification uploaded if subs included		
If detailed budgets, PI is listed as PI/PD in all years		