**FOA:**

**ADDITIONAL RESOURCE:** [SF-424 R&R Application Guide (Forms-F) (NEW!)](https://grants.nih.gov/grants/how-to-apply-application-guide/forms-f/research-forms-f.pdf)

**DEADLINES:**

* Sponsor Deadline:
* **Final Documents due to OSP:**

**FORMATTING REQUIREMENTS:**

* Margins: 0.5” minimum on all sides
* Font: Arial, (minimum) 11-point (figures, graphs, diagrams and charts may be 10-point)

| **ITEM** | **PAGE LIMIT** | **PERSON(S) RESPONSIBLE** | **DUE TO OSP** | **RECV’D** | **NOTES** |
| --- | --- | --- | --- | --- | --- |
| Project Summary/Abstract | 30 lines |  |  |  | ***TEMPLATE AVAILABLE*** |
| Project Narrative | 2-3 sentences |  |  |  | ***TEMPLATE AVAILABLE*** |
| Specific Aims | 1 page |  |  |  | ***TEMPLATE AVAILABLE*** |
| Research Strategy | 12 pages |  |  |  | ***TEMPLATE AVAILABLE*** |
| Letters of Support | No limit |  |  |  | Include Letters of Support, including any letters necessary to demonstrate the support of consortium participants and collaborators **such as Senior/Key Personnel and Other Significant Contributors** included in the grant application. Letters should stipulate expectations for co-authorship, and whether cell lines, samples, or other resources promised in the letter are freely available to other investigators in the scientific community or will be provided to the particular investigators only. For consultants, letters should include rate/charge for consulting services and level of effort/number of hours per budget period anticipated. In addition, letters ensuring access to core facilities and resources should stipulate whether access will be provided as a fee-for-service. Letters are not required for personnel (such as research assistants) not contributing in a substantive, measurable way to the scientific development or execution of the project. |
| Bibliography and References Cited | No limit |  |  |  | ***TEMPLATE AVAILABLE*** |
| Facilities and Other Resources | No limit |  |  |  | Describe how the scientific environment in which the research will be done contributes to the probability of success (e.g., institutional support, physical resources, and intellectual rapport). In describing the scientific environment in which the work will be done, discuss ways in which the proposed studies will benefit from unique features of the scientific environment or from unique subject populations or how studies will employ useful collaborative arrangements. If there are multiple performance sites, describe the resources available at each site. Describe any special facilities used for working with biohazards and any other potentially dangerous substances. |
| Equipment | No limit |  |  |  | ***TEMPLATE AVAILABLE*** |
| Appendix | No limit |  |  |  | The **only** allowable appendix materials are:   * Blank data collection forms, blank survey forms, and blank questionnaire forms - or screenshots thereof * Simple lists of interview questions * Blank informed consent/assent forms * Other items specific in the FOA.   ***Note:*** *In your blank forms and lists, do not include items such as: data, data compilations, lists of variables or acronyms, data analyses, publications, manuals, instructions, descriptions or drawings / figures / diagrams of data collection methods or machines/devices.* |
| Consortium / Contractual Arrangements | No limit |  |  |  |  |
| Resource Sharing Plan | No linit |  |  |  | ***TEMPLATE AVAILABLE*** |
| Biosketch(es) for Key Personnel | 5 pages each |  |  |  | ***TEMPLATE AVAILABLE*** |
| Budget | N/A |  |  |  | $450,000 direct costs over 3 years (no more than $225k/year) |
| Budget Justification | No limit |  |  |  |  |
| Assignment Request Form (OPTIONAL) | N/A |  |  |  | ***FORM******AVAILABLE*** |
| PHS Human Subjects and Clinical Trials Information Form  **\*See pages R-99-103 of the R&R guide\*** | N/A |  |  |  | ***FORM******AVAILABLE*** |
| PHS Human Subjects Study Record Form   * Sections 1-4   **\*See pages R-103-130 of the R&R guide\***  **\*NOTE: You must complete a Planned Inclusion Enrollment Report!** | N/A |  |  |  | ***FORM******AVAILABLE*** *-* ***Do not upload anything to the form –*** |
| Protection of Human Subjects | No limit |  |  |  | ***TEMPLATE AVAILABLE*** |
| Inclusion of Individuals Across the Lifespan | No limit |  |  |  | ***TEMPLATE AVAILABLE*** |
| Inclusion of Women and Minorities | No limit |  |  |  | ***TEMPLATE AVAILABLE*** |
| Recruitment and Retention Plan | No limit |  |  |  | ***TEMPLATE AVAILABLE*** |
| Study Timeline | No limit |  |  |  | ***TEMPLATE AVAILABLE*** |
| Data and Safety Monitoring Plan | No limit |  |  |  | ***TEMPLATE AVAILABLE*** |
| Statistical Design and Power | No limit |  |  |  | ***TEMPLATE AVAILABLE*** |
| Dissemination Plan | No limit |  |  |  | ***TEMPLATE AVAILABLE*** |