

NIH R01/R21

PI name: _____

Program announcement (PA/RFA#): _____

Agency Due Date: _____

Agency: _____

Forms and Templates: [NIH Forms and Templates for Grants.gov](http://www.nih.gov/grants/forms-templates/)

Due Dates	# of documents	Documents	Completion Status	Notes
<p>8 AM 7 business days prior to agency deadline Arial 11, 1/2 inch margins (Word documents) PI to Pre-Award Office</p>	1	Title	<input type="checkbox"/>	Max 200 characters with spaces; standard characters only, no Greek symbols
	2	Budget	<input type="checkbox"/>	Detailed draft budget needed for modular budgets
	3	Budget and/or Personnel Justification	<input type="checkbox"/>	i.e., PI, 3 calendar months effort and salary support
	4	Additional Narrative Justification (if applicable)	<input type="checkbox"/>	Modular budgets only; if the modular amounts differ each year. Includes Base Exclusion Justification for GSR fees.
	5	Biosketch for PI/Key Personnel	<input type="checkbox"/>	5 pages max, up to 5 contributions, up to 4 references per contribution, URL to full list of publications, include PMCID#s
	6	Bibliography and References Cited (draft)	<input type="checkbox"/>	List a Pub Med Central ID # (PMCID) for each applicable publication since 2008
	7	Facilities and Other Resources	<input type="checkbox"/>	Include Scientific Environment section
	8	Equipment	<input type="checkbox"/>	
	9	Resource Sharing Plan	<input type="checkbox"/>	Data Sharing, Sharing Model Organisms, GWAS
	10	Project Summary/Abstract (draft)	<input type="checkbox"/>	No more than 30 lines, not including heading. Avoid the use of the first person
	11	Project Narrative	<input type="checkbox"/>	No longer than 3 sentences; change title from "Project Narrative" to "Relevance to Public Health" to match NIH's language
	12	Vertebrate Animals (if applicable)	<input type="checkbox"/>	
	13	Human Subjects (if applicable)	<input type="checkbox"/>	
	14	Select Agent Research (if applicable)	<input type="checkbox"/>	
	15	Cover Letter (strongly recommended)	<input type="checkbox"/>	
	16	Letters of Support (if applicable)	<input type="checkbox"/>	
	17	Subaward Documents (if applicable)		
	17-a	Institutionally Signed UCLA Subrecipient Commitment Form	<input type="checkbox"/>	
	17-b	Institutional Profiles, Performance Site	<input type="checkbox"/>	
	17-c	Key Personnel Profiles (if applicable)	<input type="checkbox"/>	
	17-d	PHS 398 Detailed Budget for Initial Budget Period	<input type="checkbox"/>	
	17-e	PHS 398 Budget for Entire Proposed Project Period	<input type="checkbox"/>	
	17-f	Budget Justification	<input type="checkbox"/>	
	17-g	Biosketch for Key Personnel	<input type="checkbox"/>	
	17-h	Facilities and Other Resources, Equipment	<input type="checkbox"/>	
	17-i	PHS 398 Checklist (F&A rate)	<input type="checkbox"/>	
	17-j	Statement of Work from Subrecipient	<input type="checkbox"/>	
	17-k	Consortium/Contractual Arrangements from Prime PI	<input type="checkbox"/>	
<p>8 AM 5 business days prior to agency deadline Arial 11, 1/2 inch margins (PDF and Word documents) PI to Pre-Award Office</p>	18	Specific Aims	<input type="checkbox"/>	Limited to 1 page
	19	Research Strategy	<input type="checkbox"/>	R21: 6 pages max; R01: 12 pages max; Significance, Innovation, and Approach
	20	Introduction (resubmission only)	<input type="checkbox"/>	Limited to 1 page* (see resubmission requirements)