

## Documents Checklist for General NIH R21 Submission

**\*\* 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.

<b>Proposal Number:</b>	
<b>Program Solicitation:</b>	
<b>Title:</b>	
<b>NIH Grants Website</b>	<a href="https://grants.nih.gov/grants/oer.htm">https://grants.nih.gov/grants/oer.htm</a>
<b>Application Form Instructions:</b>	<a href="https://grants.nih.gov/grants/how-to-apply-application-guide/forms-h/research-forms-h.pdf">https://grants.nih.gov/grants/how-to-apply-application-guide/forms-h/research-forms-h.pdf</a>

	<b>Documents Required</b>	<b>Page Limit</b>	<b>NOTES</b>
1	<b>Cover Letter</b>	N/A	<ul style="list-style-type: none"> <li>Highly recommended, but not required (unless specifically stated in the Funding Opportunity Announcement)</li> </ul>
2	<b>Introduction</b>	1 page limit	<ul style="list-style-type: none"> <li>for RESUBMISSION or REVISION only</li> </ul>
3	<b>Project Summary/Abstract</b>	30 lines	
4	<b>Project Narrative</b>	2-3 Sentences	
5	<b>Specific Aims</b>	1 page limit	
6	<b>Research Strategy</b>	6 page limit	
7	<b>Bibliography &amp; References Cited</b>	N/A	<ul style="list-style-type: none"> <li>Please include applicable PMCID</li> </ul>
8	<b>Biosketches</b>	5-page maximum	
9	<b>Facilities &amp; Other Resources</b>	N/A	
10	<b>Equipment</b>	N/A	
11	<b>Resource Sharing Plan</b>	N/A	<ul style="list-style-type: none"> <li>Please follow NIH's Data Management and Sharing (DMS) Policy effective January 25, 2023</li> </ul>

## Documents Checklist for General NIH R21 Submission

12	<b>Protection of Human Subjects (If applicable)</b>	N/A	
13	<b>Inclusion of Women and Minorities (If applicable)</b>	N/A	
14	<b>Inclusion of Children (If applicable)</b>	N/A	
15	<b>Planned Enrolment Report. (If applicable)</b>	N/A	
16	<b>Vertebrate Animals (If applicable)</b>	N/A	
17	<b>Letters of Support</b>	N/A	Verify no active hyperlinks
18	<b>Budget Justification</b>	N/A	<ul style="list-style-type: none"> <li>• Must be Personnel Justification</li> <li>• Use Narrative Justification for justifying DMS costs</li> </ul>
19	<b>Authentication of Key Biological and/or Chemical Resources</b>	1 page limit	
20	<b>MPI Leadership Plan (If Applicable)</b>	N/A	
21	<b>Data Safety and Monitoring Plans (If applicable)</b>	N/A	

### NIH R21 Budget

**BUDGET:**            Modular - R21 Budgets must be modular

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

**YEARS:**            2 YRS MAX

#### JUSTIFICATIONS -

**PERSONNEL:**        Effort in Calendar Months; List Role

**CONSORTIUM:**      Only needed for a SUBAWARD; Effort in Calendar Months; List Role

**NARRATIVE:**        Needed if budget amount is not the same all years. Use for DMS costs, even if costs are \$0.

## Documents Checklist for General NIH R21 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.